

HEREFORDSHIRE COUNCIL

Health & Safety Arrangements

First Aid Measures



Manual: HSA008 (First Aid Arrangements)
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Section 1: Arrangements for First Aid

General Statement

Herefordshire Council is committed to providing sufficient first aid arrangements to deal with accidents and injuries occurring at work.

To this end, the Council will provide information and training on first aid to employees to ensure statutory requirements are met, operational needs are addressed and first aid support is available to employees.

The Council will also ensure that:

- All employees are aware of the procedures to be followed in the event of illness or injury at work.
- Adequate supplies of first aid equipment and facilities appropriate to the degree of risk, (including for those employees who work away from site etc.) will be maintained.
- Should employees have concerns about the provision of first aid within the organisation, they are informed of the procedure to enable the Council to investigate and rectify the situation, if necessary.

Definition of First Aid

Health and Safety (First Aid) Regulations 1981 defines first aid as:

- *in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and*
- *treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse;*

The Approved Code of Practice provides guidance on the definition within the Regulations which is:

- *People at work can suffer injuries or fall ill. It doesn't matter whether the injury or illness is caused by the work they do. It is important that they receive immediate attention and that an ambulance is called in serious cases. First aid can save lives and prevent minor injuries becoming major ones.*
- *First aid at work covers the arrangements that need to be made to ensure this happens, that is, the initial management of any injury or illness suffered at work. It does not include giving tablets or medicines to treat illness.*

The Regulations do not prevent staff who are specially trained to take action beyond the initial management stage from doing so.

In accordance with the Approved Code of Practice the term First Aider includes both the 3-day First Aid at

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Work trained employees, 1-day Emergency First Aid at Work trained employees and/or all others who may be specifically trained e.g. Pediatric First Aid (Baby Safe).

Introduction

This guidance note has been approved by the Health and Safety Advisor based on existing practices, to define the Council's procedures on first aid. Further guidance is available from the Corporate Health and Safety Advisor

Administration of medicines, irrespective of whether they are prescribed or freely available from retail outlets, falls outside the scope of this first aid policy. Managers controlling activities requiring assistance of this nature must seek advice from Health and Safety or other appropriate medical professionals to prearrange competent support measures.

Indemnity

Herefordshire Council fully indemnifies its entire staff against any claims for alleged negligence arising from their carrying out any first aid duties during their employment, whether or not they are contracted to carry out those duties. As long as the staff have followed the instruction and training given and kept themselves up to date and competent.

Health and Safety (first-aid) Regulations 1981 (Amended October 2013)

The regulations impose a duty on employers to ensure that there is adequate and appropriate first aid provision for their employees. This includes:

- Equipment and facilities.
- Adequate numbers of suitable persons to render first aid.

The Approved Code of Practice states that adequate and appropriate arrangements need to be determined via risk assessment.

Employees must be informed of the first aid provision made for them. This information should be included in induction for new employees. It is good practice to display arrangements on notices in the workplace.

The regulations apply only to employees. It is Herefordshire Council policy to include likely needs of service users in risk assessments to determine adequate and appropriate first aid provision.

The full text of the regulations plus guidance from the enforcing authority on how their requirements may be met is given in the Approved Code of Practice L74 First Aid at Work [ISBN 0-7176-1050-0].

Section 2:

Definitions

First Aid

The regulations define first aid as:

in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

Suitable Persons

A first aider is a person who holds a current first aid certificate issued by an organisation compliant with the requirements laid out by the Health and Safety Executive (HSE).

Practising registered medical practitioners and practising nurses whose names are entered on Parts 1, 2, 10 or 11 of the Single Professional Register maintained by the United Kingdom Central Council for Nursing, Midwifery and Health Visiting may be regarded as first aiders.

An appointed person is a person prearranged by the employer to take charge of:

the situation relating to an injured or ill person who will need help from a medical practitioner or nurse, and the first aid equipment and facilities.

Certificated training is not a statutory requirement for appointed persons but the employer must provide sufficient information, instruction and training.

Responsibilities

Managers must ensure that risk assessments and control measures include adequate and appropriate first aid arrangements for activities they control.

First aiders and appointed persons should act in accordance with their knowledge, training and experience when responding to incidents requiring first aid. Persons not appointed for first aid duties under this policy may also carry

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out first aid if they have the necessary skills. In an emergency, anybody may attempt first aid by following the guidance included in the first aid box. Procedures other than these should not be attempted without adequate training.

Anybody providing first aid in connection with work activities for Herefordshire Council should record the action they have taken. Relevant managers must ensure that injuries/incidents/abusive behaviour are reported in accordance with Herefordshire Council arrangements and guidance note for the recording of accidents and incidents.

For fully serviced accommodation (Under the care of the custodians or nominated persons) the facilities management team will procure and maintain the equipment and facilities necessary for first aid at their establishment. They will also arrange training, but will usually need to seek volunteers from occupying services to deliver first aid.

For fixed workplaces other than fully serviced accommodation the manager(s) in charge will need to establish arrangements to address first aid needs in accordance with this policy.

For operations not covered by first aid arrangements provided for fixed workplaces (e.g. peripatetic working) managers must ensure adequate and appropriate first aid cover in accordance with the First Aid at Work Regulations and in line with a valid risk assessment as described below.

Risk assessment

The Approved Code of Practice stresses the need to consider all relevant factors in deciding the equipment/facilities and type/number of suitable persons required in any work situation. Factors to be considered in determining first aid requirements include:

- Workplace hazards and risks.
- The size of the organisation.
- The organisation's history of accidents.
- The nature and distribution of the workforce.
- The remoteness of the site from emergency medical services.
- The needs of travelling, remote and lone workers.
- Employees working on shared or multi-occupied sites.
- Annual leave or other absences of first aiders and appointed persons.

There is no specific duty under health and safety law to consider first aid provision for non-employees but for some establishments (e.g. schools, care services, public buildings) this will be a very important service quality factor.

The minimum provision for fixed workplaces is one appointed person (Trained in Emergency First Aid). This is appropriate where there are less than 50 employees and consideration of the factors listed above concludes that risks are low.

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For higher risk activities the assessment may conclude that one or more trained first aiders are required. Examples might include horticultural activities, use of hazardous substances, dangerous machinery, higher employee's numbers, etc.

Arrangements must include cover for any absence of persons appointed to provide first aid. In practice at least two appointments will therefore normally be required for most workplaces.

Only in temporary and exceptional circumstances is it permissible for an appointed person to deputise for a first aider. The ACOP specifically states that foreseeable absences, such as planned annual leave, are not considered to be exceptional and temporary.

For low risk activities away from fixed establishments the only necessary first aid provision may be a means of calling for help. Examples include the presence of other people or telephone communications. For higher risk activities a travelling first aid kit may need to be provided, see appendix1

Lone working must not be permitted for activities creating significant risks of injury for which workers cannot themselves arrange first aid. (For Herefordshire Council arrangements on lone working see: - guidance and arrangements)

Selection of first aiders

Persons selected for training as first aiders should:

- Be reliable and likely to remain calm in an emergency.
- Be likely to have the ability to cope with an intense course of study and be able to use the knowledge and skills learnt during the course.
- Be able to carry out what can be physically demanding duties.
- Be in a position to leave other tasks immediately to go rapidly to an emergency.

Training

Training for first aiders is provided by the council to meet the needs of the guidance as laid out by the HSE. Where there are specific hazards associated with particular tasks, (e.g. use of poisons or corrosive chemicals, exposure to gases, a need for oxygen, etc.) the training will equip delegates to deal safely with incidents arising from those hazards.

Initial first aider training constitutes an examined and certificated 3 day course for a full first aid at work certificate. Certificates are currently valid for 3 years and renewal courses are of 2 days duration. If a first aid certificate is allowed to lapse the full course must be taken again.

Emergency first aid certificates are valid for 3 years and require the individual to undertake a 1 day course and a 1 day renewal course before expiry. If this certificate is allowed to lapse the full course must be taken again.

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Pediatric first aid certificates are valid for 3 years and require the individual to undertake a 2 day course and a 2 day renewal course before expiry. If this certificate is allowed to lapse the full course must be taken again.

Individuals who hold both the emergency and pediatric first aid certificates will have to attend the 1 day emergency course and 2 day pediatric course; these certificates are valid for 3 years. The 1 day emergency course and 2 day pediatric course will need to be attended in order for this certificate to be renewed.

Appointed persons will be more effective if they are trained to render emergency first aid. Although this is not a legal requirement and there is no prescribed retraining period, refresher training will clearly be necessary to maintain skills. The Council policy is to run annual refresher courses as standard for all certificated first aiders; this is highly recommended by the HSE so that all first aiders can stay current and compliant with changes in legislation.

Records are kept to ensure that training and retraining is carried out within the appropriate timescales. Annual refreshers will not need to be undertaken by first aiders whose certificate expires within 12 months.

Payments for first aiders

Some certificated first aiders will receive a payment of £8.67 a month for their qualification. Those eligible for the first aid allowance are those that hold a:

- Full first aid at work certificate
- Emergency and pediatric first aid certificate

Provision of first aiders and equipment

First aid boxes should be made of material sufficient to protect the contents from damp and dust and be easily identifiable by a white cross on a green background. They should be easily accessible and consideration should be given to the need for hand washing facilities where appropriate welfare facilities are not available. It is the responsibility of the first aiders in the location to ensure the contents are up to date and topped up where required.

Fixed workplaces will have enough first aid boxes and first aiders available, whilst the building is open and in use by employees or the public. Sufficient first aiders and equipment must be in place to meet likely first aid needs on the premises. Self-contained work areas may need separate boxes depending on the degree of hazard and the accessibility of the main provision. This will be the responsibility of the individual managers where this is likely to arise

There is no mandatory list of items that should be included in a first aid container. HSE recommendations for contents are specified in appendix 1.

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HSE guidance on first aid for inclusion in first aid boxes is reproduced in appendix 2

Provision of first aid rooms

These need only be considered for high risk activities or where access to accident and emergency facilities is difficult or where there are high numbers of staff and/or members of the public. Such rooms are situated in some of the Council's properties and act as cover where there are likely to be pregnant staff who may need a rest facility as outlined by the Management of Health and Safety at Work Regulations 1999

SECTION 3

Contents of First Aid Boxes

There is no mandatory list of items that should be included in a first aid container. However, they should contain a sufficient quantity of suitable first aid materials (as determined by risk assessment) and nothing else.

First aid does not include administration of medicines, irrespective of whether these are prescribed or freely available from retail outlets. No medicines, antiseptic creams ointments, etc. must be stored in first aid boxes.

First aider protection packs (containing disposable gloves, mouth shields, aprons etc.) should be kept near the first aid box. The same applies to other supplementary equipment determined by the risk assessment, (e.g. blunt ended scissors for cutting clothing, blankets, etc.). Access to items requiring special training must be restricted to appropriately trained persons.

The stocks of first aid materials and equipment should be checked regularly by the person appointed to do this and replenished when necessary (Usually a custodian or the nearest First Aider). This includes replacing items when they reach their expiry date. If significant quantities of materials reach their expiry date the risk assessment has overestimated need and should be reviewed.

First aid boxes for fixed workplaces

HSE guidance recommends the following where there are no special risks:

- One leaflet giving general guidance on first aid (equivalent to appendix 2)
- Twenty individually wrapped sterile adhesive dressings* (assorted sizes).
- Two sterile eye pads.
- Four individually wrapped triangular bandages (preferably sterile).
- Six safety pins.
- Six medium sized individually wrapped sterile unmedicated wound dressings (approx. 12cm x 12cm).
- Two large individually wrapped sterile unmedicated wound dressings (approx. 18cm x 18cm).
- One pair of disposable gloves.

Where mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Once the seal has been broken, the

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containers should not be reused. Eye lotions/eye baths/eye cups/refillable containers should not be used for eye irrigation.

Travelling first aid kits

Travelling first aid kits need to provide an effective compromise between the requirement for portability and the likely remoteness of medical assistance. HSE guidance recommends the following:

Kit Contents	Quantity
Guidance Leaflet	1
Dressing (120 x 120mm)	1
Dressing (180 x 180mm)	1
Triangular Bandages	1
Safety Pins	12
Eye Dressings	1
Washproof Plasters	20
Sterile Wipes	4
Microporous Tape (25 x 50mm)	1
Nitrile Gloves (pair)	1
Face Shield	1
Foil Blanket	1
Burn Dressing (100 x 100mm)	1
Clothing Cutters	1
Conforming Bandage (75mm)	1
Eyewash Saline (250ml)	1

First Aid Guidance Note

What to do in an emergency

Priorities

- assess the situation – do not put yourself in danger;
- make the area safe;
- assess all casualties and attend first to any unconscious casualties;
- send for help – do not delay;
- follow the advice given below.

Check for consciousness

If there is no response to gentle shaking of the shoulders and shouting, the casualty may be unconscious. The priority is then to check the **Airway, Breathing and Circulation**. This is the **ABC** of resuscitation.

A Airway

To open the airway:

- place one hand on the casualty's forehead and gently tilt the head back;
- remove any obvious obstruction from the casualty's mouth;
- lift the chin with two fingertips.



B Breathing

Look along the chest, listen and feel at the mouth, for signs of normal breathing, for no more than 10 seconds.

If the casualty is breathing:

- place in the recovery position and ensure the airway remains open;
- send for help and monitor the casualty until help arrives.



If the casualty is not breathing:

- send for help;
- keep the airway open by maintaining the head tilt and chin lift;
- pinch the casualty's nose closed and allow the mouth to open;
- take a full breath and place your mouth around the casualty's mouth, making a good seal;
- blow slowly into the mouth until the chest rises;
- remove your mouth from the casualty and let the chest fall fully;
- give a second slow breath, then look for signs of a circulation (see opposite);
- if signs of a circulation are present, continue breathing for the casualty and recheck for signs of a circulation about every 10 breaths;

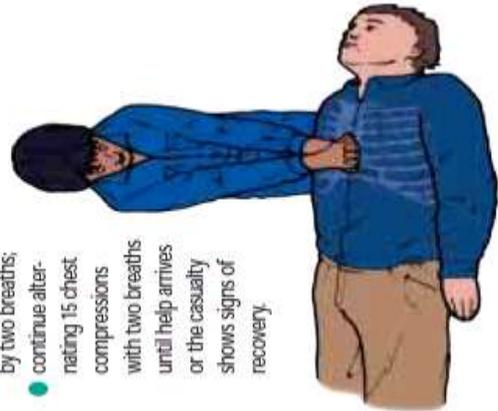
- if the casualty starts to breathe but remains unconscious, put them in the recovery position, ensure the airway remains open and monitor until help arrives.

C Circulation

Look, listen and feel for normal breathing, coughing or movement by the casualty, for no more than 10 seconds.

If there are no signs of a circulation, or you are at all unsure, immediately start chest compressions:

- lean over the casualty and with straight arms, press vertically down 4–5 cm on the breastbone, then release the pressure;
- give 15 rapid chest compressions (a rate of about 100 per minute) followed by two breaths;
- continue alternating 15 chest compressions with two breaths until help arrives or the casualty shows signs of recovery.



Guidance Note - Control of infection guidelines

Introduction

This guidance note has been approved by the Central Joint Safety Committee to define the county council's policy for minimising risks from infection. The intention is to:

Promote the health and safety of employees both during and outside work.

Minimise risks to service users and others affected by Herefordshire Council activities.

Secure compliance with relevant legislation.

Legal requirements

The Control of Substances Hazardous to Health Regulations (COSHH) include requirements for employers to:

- Assess risks from sources of infection associated with work activities.
- Prevent infection if possible or take adequate action to minimize risks.
- Further information on COSHH is provided from Data sheets and departmental Risk Assessments.
- The duty to minimize risks from infection applies to service users, visitors and others affected by the county council's work activities as well as to employees.

Common minor infections are excluded from specific duties under health and safety law if risks are no greater at work that they would be from normal social activities. However, the information and precautions defined in this guidance note can be used to reduce risk from infections both at and outside work.

Other legislation may impose requirements in addition to these duties under health and safety law. These are beyond the scope of this guidance note. Competent advice should be sought as follows:

Food Safety - consult the District Council Environmental Health Department

Public Health - see the Health Protection Agency website www.hpa.org.uk

Environmental Protection - see www.environment-agency.gov.uk

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SECTION 4

Notification of First Aid Persons & Provisions

The provision of first aiders and first aid equipment will be reviewed at least annually or where there is a change of use of a building/staff change. This will be undertaken through the Health and Safety Committee by the Health and Safety Advisor. A list will be updated at least annually with lists attached on each Health and Safety Notice Board

Recording of First Aid Treatment / Accident / Incident Recording

First Aiders and Managers will be responsible for ensuring that the incident requiring treatment is reported to the Health and Safety Advisor via the on-line incident reporting system – Link

https://apps.herefordshire.gov.uk/healthandsafety/Shared%20Documents/Accident_Incident_Report_Form.doc

First Aid Assessment

The provision of first aid for new buildings and where changes of staff have occurred will be recorded within the First Aid form FA01 (See attached Appendix 1)

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To be completed by the Facilities Manager/ Head Teacher or Officer in Charge First Aider. In ALL cases it is to be signed by the relevant Head teacher/Manager. All parts must be filled or NOT APPLICABLE entered where appropriate.

First Aid Risk Assessment	YES	NO	N/A	COMMENTS
1. Is a First Aid kit provided?				
2. Is it fully stocked and in date, with the recommended items?				
3. Does it contain items not recommended?				
4. Does it contain a copy of first aid instructions?				
5. Is fresh water or, as an alternative, eye-wash facilities available?				
6. Do staff know the whereabouts of the First Aid kit?				
7. Is the First Aid kit clearly labelled and easily accessible?				
8. Do staff know who the trained First-Aider is?				
9. In the event of the trained First-Aider being absent, do staff know who the Emergency First Aider would be and where they are located?				
10. Are travelling First Aid kits available for staffs who regularly work away from their base?				
Overall Risk Rating (Please tick) The more ticks in the No box the higher the risk	High		Medium	Low

Review By:
Signature: **Date:**

Signed By:
Signature: **Date:**

