



First Aid Policy

First Aid - Legal Requirements

The Health and Safety (First Aid) Regulations 1981 govern the specific requirements for the provision of first aid facilities. The aim of the regulations is to ensure there is adequate and appropriate first aid provision for people at work. The regulations place a duty on the employer to provide first aid cover and to inform employees of the first aid arrangement. The first aid regulations apply to all work activities within Great Britain.

The revised ACOP recommends that an assessment be made of the first aid requirements of the workplace. Such an assessment will include a judgement on how many first aiders are required, and where they are required. Staff who work away from base, such as vehicle drivers in transit, should receive training in basic first aid and procedures to follow in the event of a first aid emergency.

The ACOP to the Health and Safety (First Aid) Regulations 1981 recommends that travelling staff be issued with a first aid pack. Indeed, in some countries (such as France) this is a legal requirement.

General

As well as providing adequate first aid cover, management must ensure that all staff are sufficiently trained in their tasks to avoid injury or disease.

The following are therefore essential.

- All staff should be aware of the names of first aiders and the location of first aid boxes.
- Where names are displayed on posters, these should be kept up to date.
- First aid boxes should be regularly maintained, including those kept in vehicles
- Eye-washing facilities will always be available
- First-aid equipment will always be readily accessible, including out of normal working hours or where there is restricted access to containment areas.
- Procedures for summoning medical help or an ambulance should be brought to the staff's attention and displayed
- All staff should be aware of the importance of reporting accidents
- All first aiders should be familiar with the procedure for reporting treatments
- A system should be in place to ensure first aiders' certificates are renewed before expiry.

Record Keeping

Appropriate records must be kept ensuring that:

- There is an adequate number of first aiders to meet statutory requirements
- The certificates of first aiders are renewed before expiry
- Specialist training requirements can be identified and provided

In addition, it is important that a record is always made of the following:

- Any accidents or injuries
- Any first aid treatments

As part of the audit process, the record of first aid treatments and accident reports should be compared. This would act as a monitor of both the effectiveness of the accident reporting system and of control measures following the risk assessment.

Training of First Aiders

The first aiders will attend and pass as a minimum Emergency First Aid at Work. This is a HSE recognised course run by an approved training provider. A certificate, valid for three years, is awarded upon its successful completion.

Refresher training

Refresher training should be a course to provide requalification for those already holding a current first aid at work certificate.

Appointed person emergency first aid training

If the first aid assessment suggests that a first aider is not necessary, the minimum requirement for employers is for an appointed person, available whenever staff are working on the premises, to be responsible for first aid arrangements and equipment, and for calling emergency services if necessary.

The course is also for employees working in small groups away from the employer's premises, or where a special hazard exists, and is therefore suitable for vehicle drivers and repair technicians.



Risk Assessment

Analysis of accident records can indicate the most common types of accidents within an organisation, and hence the kind of first aid treatment required. This information should assist in risk assessment, and in ensuring that training is relevant.

Several factors must be considered in determining the risk.

These will include:

- Number of employees
- Number of others exposed to hazards, e.g. Public visitors
- Size of the establishment
- Distribution of buildings
- Distribution of employees within the buildings and off-site
- Nature and degree of hazard
- Work undertaken and the experience of those undertaking the work from the work process and cargo
- The use of shift or other out-of-hours working
- Time first aiders spend away from the workplace, e.g. Holidays, conferences
- Difficulty in obtaining outside treatment, i.e. Distance from emergency services and hospital
- History of accidents in the workplace
- Any special hazards, such as the transport of cyanides or hydrofluoric acid, where special first aid training will be required in addition to the normal first aid certificate
- The area or country where staff are working
- The isolated status of vehicle drivers whilst in transit.

The Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) place an obligation on the employer to ensure that first aid signs and the signage of the first aid box are:

- Clear
- Sufficient in number
- Correctly positioned
- Well maintained (including cleaning)
- In a good state of repair
- Replaced when necessary
- Properly designed.
- The design of the sign should be square or rectangular with a white pictogram of the first aid cross on a green background (the green should take up at least 50% of the sign area).