

First Aid Policy



This First Aid Policy becomes effective from November 2010 and replaces all previous First Aid Policies or reference to in other Policies and documents.

Introduction

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees who are injured or become ill at work. The regulations do not state that employers are obliged to make first aid provision for non-employees in arrangements. Volunteers and consultants are classed as employees for the purpose of first aid provision.

Assessment of need

The aim of first aid is to reduce the effects of injury or illness suffered at work, whether caused by the work itself or not. First aid provision must be 'adequate and appropriate in the circumstances'. This means that sufficient first aid equipment; facilities and personnel should be available:

- a) To give immediate assistance to casualties with both common injuries or illness and those likely to arise through any specific hazards at work
- b) To summon an ambulance for professional help.

Each building will have a first aid requirements risk assessment (appendix 1).

The assessment consider

- a) Who is at risk
- b) Specific hazards
- c) Number of departments covered
- d) Number of people working or expected in that area
- e) Hours of operation

Information to employees

First aid arrangements operate efficiently in an emergency only where everyone in the workplace is aware of them.

A first aid risk assessment will be carried completed for all Great Yarmouth Community Trust buildings to ensure that we have the correct arrangements in place. This will be reviewed annually or earlier if an incident occurs which increases risk of non-compliance with regulations. Individual departmental risk assessments can be carried out where it is deemed necessary.

Each area in each building will have a prominent first aid sign that states who the first aider for that area is and where they are located with contact details.

All departments will ensure that staff know where first aid boxes are located.

Contents of a first aid box

There is no mandatory list of items to put in a first aid box. HSE suggested minimum contents are:-

1. A leaflet giving general guidance on first aid (e.g. HSE's leaflet Basic advice on first aid at work)
2. 20 individually wrapped sterile plasters (assorted sizes)
3. Two sterile eye pads
4. Four individually wrapped triangular bandages (preferably sterile)
5. Six safety pins
6. Two large individually wrapped, sterile, unmedicated wound dressings
7. A pair of disposable gloves

First Aid Provision

An assessment of all accidents within the Trust activities is assessed at Health and Safety meetings. Any trends will be identified and assessed against the current first aid provision for that area highlighting any changes needed.

Great Yarmouth Community Trust activities lend us to be a low hazard organisation. Health and Safety Executive guidance on first aid provision is as follows:-

Number of employees	What first aid personnel are required
Less than 25	At least one appointed person
25-50	At least one first aider trained in emergency First Aid at Work
More than 50	At least one first aider trained in First Aid at Work for every 50 employed

Note – EFAW training allows emergency first aid for illness and injury whilst at work, FAW is as EFAW and equips the first aider to apply first aid to a range of more specific illness or injuries.

Training

FAW and EFAW are valid for three years and retraining needs to be completed before the certificates expire, otherwise, once the certificate expires retraining should be completed no longer than 28 days after the expiry date.

Customers and Visitors

First aid can be administered to customers and visitors until further help arrives.

Lone Workers

The Health and Safety Executive state the employers are responsible for meeting the first aid needs of all employees working away from the main site, for example those that travel regularly or who are work elsewhere. An assessment should be made about the need of personal first aid kits. Where employees work alone means of summoning help must be available to call for assistance in an emergency.

Employees working outside Trust buildings

When we have employees working in other buildings we will carry out a risk assessment of the activity and considering access to first aid. We will also consider any previous accidents when carrying out the risk assessment.