**POLICY STATEMENT**

**FIRST AID**

This policy sets out the objectives of -------------------------in relation to the provision of First Aid in the workplace.

The policy has been prepared in accordance with the requirements of the Health and Safety (First Aid) Regulations 1981, Health and Safety at Work, etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The Health and Safety (First Aid) Regulations 1981 set out the main points of First Aid that need to be addressed and require employers to ensure that there is adequate first aid provision for employees who are injured or become ill at work.

The Health and Safety (First Aid) Regulations 1981 require -------------------------to provide adequate and appropriate first-aid equipment, facilities and people so our employees and others can be given immediate help if they are injured or taken ill at work.

The minimum first aid provision on any work site is:

* A suitably stocked first aid box
* An appointed person(s) to take charge of first aid
* Information for employees about first-aid arrangements

It is important to remember that accidents can happen at any time.

-------------------------will ensure that:

* A first aid needs assessment is completed to ascertain the provision required within -------------------------
* First aid provision is available at all times when people are at work
* This includes the provision of qualified first aiders at the ------------------------- Group, qualified to cope with minor injuries
* Suitable arrangements are in place to ensure First Aid provision
* Provision of sufficient numbers of trained “first aid” personnel to be able to deal with accidents, injuries and illness occurring in the workplace
* Consideration of the first aid needs of non-employees when undertaking the first aid needs assessment
* When deciding on the necessary first aid provision, in cases where there are shared building responsibilities, they will liaise with one another when deciding upon the provision necessary for each site

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Managing Director / Chief Executive Officer Review Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Scope**

This policy applies to all employees, agency workers, premises and activities under the control of ------------------------------------------------, this includes staff that lone work, drivers and home workers.

Under the Health and Safety (First Aid) Regulations 1981, provision of first aid cover within the workplace applies to treatment of staff and the level of cover should be based on risk assessment.

**Definitions**

**First Aider**

* Where first-aiders are provided in the workplace they should have a valid certificate of competence in either first aid at work (FAW), or emergency first aid at work (EFAW)
* EFAW training enables a first-aider to give emergency first aid to someone who is injured, or becomes ill while at work
* FAW training includes EFAW, and equips the first-aider to apply first aid to a range of specific injuries and illnesses
* A First Aider can undertake the duties of an appointed person
* If the risk assessment shows that you need a First Aider, then a First Aider should be available at all times when people are at work on site - this may mean providing more than one first aider
* Expected or predicted absence such as annual leave and long-term sickness are not reasons for not having a First Aider on duty

**Appointed Person**

* If a first-aider is not required in the workplace, a person should be appointed, to take charge of the first-aid arrangements
* The role of this appointed person includes looking after the first-aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover where a first-aider is absent due to unforeseen circumstances
* First aid training of an appointed person maybe minimal, so an appointed person should not attempt to give first aid in a situation, which they have not been trained

**NB: Appointed Persons should not give first aid unless they have been trained to do so. A First Aider can also act as an Appointed Person.**

Under the legislation, there should always be an Appointed Person, these duties being taken over by a First Aider if one is required. The level of first aid personnel required is decided by risk assessment of the work area.

**First Aid Certification Exemption**

If persons can evidence, they have current knowledge and skills in first aid the training and experience of the following positions, they will be deemed competent to administer First Aid in the workplace without the need the to hold a first aid at work certificate or emergency first aid at work certificate or equivalent qualification

* Doctors registered and licensed with the General Medical Council
* Nurses registered with the Nursing and Midwifery Council
* Paramedics registered with the Health and Professional Council

**Responsibilities**

All accidents, incidents and near miss events must be reported to a first aider and the Health and Safety Department at the earliest opportunity.

Detailed information regarding the incident must be forwarded by the employee’s line manager and to the Health and Safety Department.

If the incident takes place outside of normal working hours the relevant Line Manager must still be informed at the earliest opportunity but no later than 8 am the next morning. If the Line Manager cannot be contacted, then a Director or the Safety Advisor must be informed.

If in the unlikely event that none of the above are contactable, a text message should be sent to the above-mentioned people. Where necessary, all such reports shall be investigated in order to prevent any reoccurrence.

All accidents, however minor must be recorded in the Accident Book.

The Directors will ensure that appropriate records of the incident are maintained. If the accident /incident is reportable under RIDDOR, a Director will inform the Incident Contact Centre if required within the appropriate time scale.

The ------------------------ will ensure an accident investigation is completed and recorded on the ------------------------- accident investigation form where required.

**Directors**

* The Directors have overall responsibility to ensure that suitable and sufficient First Aid arrangements are in place and for assuring themselves that they are effective
* The ---------------------------- will be responsible for ensuring the formulation, implementation, monitoring and review of -------------------------First Aid at Work Policy and associated procedures

**Health and Safety Advisor**

* The health and safety advisor is responsible for completing a first aid needs assessment
* Responsible to ensure the appropriate provision of first aid materials as and when advised of the need by the first aiders

**The following have been utilised when completing the First Aid Needs Assessment:**

* Accident book
* Staff absence records
* RIDDOR reports
* Risk assessments
* COSHH records and substances used
* Work patterns for all staff
* Holiday records- (To ensure adequate cover)
* Distance to the nearest accident and emergency department
* Emergency vehicle response times (Estimated time of arrival on site)
* Site layout for emergency response vehicles

**Employees**

* All employees of -------------------------are expected to assist any person who is injured or ill in the best way they can, even if all they can do is summon a First Aider or Appointed Person or an ambulance.
* Ensure that any accidents and near miss incidents are reported and recorded by the appropriate person

**Site Manager/ Supervisors**

* Are responsible for implementing the first aid policy and procedures and disseminating the information to all staff within their areas.

**First Aiders**

* Will aim to reduce the effects of injury or illness suffered at work whether caused by the work itself or not
* Will ensure that the first aid provision is adequate and appropriate in the circumstances
* Ensure that sufficient First Aid equipment, facilities and personnel are available at all times taking account of alternative working patterns
* Will give immediate assistance to casualties with both common injuries or illness and those likely to arise from specific hazards at work
* Will call an ambulance or other professional help if required
* Ensure that the first aid box contents are checked monthly and after each use

**First Aid Needs Assessment**

When completing the first aid needs assessment, we have considered the following:

* The nature of the work carried out at -------------------------and the risks involved in carrying out that work
* We look to see if any employees have a disability or existing health condition during the induction stage
* The type of accidents that have happened before
* The number of people we have working at -------------------------sites
* If we have any inexperienced workers at our sites, such as new workers, temporary workers, work experience students or apprentices
* We look for any employee who has an underlying health problem that could move them into a higher risk category; e.g. high blood pressure, diabetes, history of heart attack, etc.
* A check is completed to see if we have any staff suffering recurring illnesses or injuries
* How many staff do we have that travel frequently or who work remotely or alone?
* Employee shift patterns and out of normal hours work
* The layout of each site, e.g. does each location cover a large area, is it split over several floors.
* How close is our site to the local hospital and other emergency services?
* What arrangements we have in place when the nominated first aiders are work due to annual leave or sickness
* Provision in place regarding members of the public

**Review**

To ensure our duty of care towards our staff, we will review our first aid needs annually.

However, if any of the following conditions change, we will review the first aid needs immediately:

* A work-related accident or illness
* Significant change in personnel numbers
* Change to your workplace; e.g. move to a different site or introduction of new equipment
* Changes in work processes or patterns
* Work functions/workshops/open days, where the numbers of persons may increase beyond first aid provision capacity. In these cases, further first aid provision will be sought before the event as part of the planning process.

**Training**

When a medical emergency or injury occurs, knowing what to do and being able to react quickly is critical to limiting the severity of the incident.

Proper first aid training provides individuals with the confidence and skills they need to address an emergency, prevent further injury, and a save a life. Equipping employees with first aid training skills could mean the difference between life and death.

For an individual to demonstrate they have a competency on FAW or EFAW they will hold a certificate that contains the following minimum information:

* The name of Training Organisation delivering the training
* State the name of the first aid qualification
* Detail the name of the person who has taken the course
* Must be valid for a period of three years from the date the course was completed and state that the certificate has been issued for the purposes of complying with the requirements of the Health and Safety (First Aid) Regulations 1981

**-------------------------will ensure:**

**Trained First Aid Staff**

* All staff will have a current First Aid certificate
* Ensure that there are the correct number of First Aid trained staff for every site operated or used by the -------------------------
* A list of all first aiders and their qualifications will be held by the Director and monitored to ensure refresher course are planned as and when required
* Staff who work off site, drive for work and home workers will be issued with a personal first aid kit
* A list of all current First Aid trained staff (If required) will be displayed at various points around the office
* First aiders will be responsible for overseeing the maintenance of the First Aid Boxes
* The Director will be responsible for the provision of new first aid materials as and when required
* The Director will be responsible for ensuring regular audits are completed on all first aid equipment issued
* Employees using personal first aid kits will be responsible for checking the contents of the first aid box/kit provided

**First Aid Procedures**

All injuries will be treated by a staff member who holds a current First Aid certificate.

They will:

* Assess the injury and take the appropriate action
* All injuries that are treated must be recorded in -------------------------accident book
* The accident report must be signed by the member of staff who dealt with the accident and the name of a witness if applicable
* If the accident, incident or near miss is RIDDOR reportable the first aider must contact a ------------------------- Director or the Health and Safety Advisor immediately to ensure it is reported within the required timescales

**Medical Emergencies**

This is when an injury/illness requires immediate medical help or further assessment by doctor

* Ideally the person who is at the scene of the accident should contact 999 so clear accurate information can be given to the emergency services
* A Director and the Health and Safety Advisor should be informed in all cases
* If the injured party is a staff member, the HR department must be informed to allow for the staff members emergency contact to be notified
* If the injured party is not a staff member, if possible, contact details of an emergency contact should be obtained

**The accidents/incidences warranting emergency care are situations such as**:

* Head injuries where there is a loss of or suspected loss of consciousness.
* Sudden unexplained collapse
* Major wounds needing medical attention/substantial blood loss
* Suspected fractures
* Spinal injuries
* Suspected TIA or Stroke
* Heart attack
* Major Asthma,
* Diabetic
* Epileptic event

The above list has been provided for guidance however, the list is not exhaustive.

**If in doubt, the first aider should call the emergency services on 101 or 999 if an emergency for further assistance.**

**AED Procedure**

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart’s electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart’s normal function of pumping blood resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time of the onset of VF.

* An AED is used to treat victims who experience SCA
* It is only to be applied to victims who are unconscious, without pulse, signs of circulation and normal breathing
* The AED will analyse the heart rhythm and advise the operator if a shockable rhythm is detected
* If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock
* It must only be applied to victims who are unconscious, not breathing normally and showing no signs of circulation, such as normal breathing, coughing and movement
* The AED will analyse the heart rhythm and advise the operator if a shockable rhythm is detected
* If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock if the AED has a shock button, or deliver the shock automatically if the AED does not have a shock button
* An automated external defibrillator (AED) and trained staff are available at each site to treat victims who experience sudden cardiac arrest (SCA)
* The AED trained staff will have the responsibility for monitoring and checking of the machine

**RIDDOR Reporting Requirements**

If someone has died, or has been injured, because of a work-related accident this may have to be reported. Not all accidents need to be reported, other than for certain gas incidents, a RIDDOR report is required only when:

* The accident is work-related
* It results in an injury of a type which is reportable
* Types of reportable injury
* The death of any person
* **All deaths to workers and non-workers**, with the **exception of suicides**, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

**Specified injuries to workers**

The list of ‘specified injuries’ in RIDDOR 2013 replaces the previous list of ‘major injuries’ in RIDDOR 1995. Specified injuries are (regulation 4):

* Fractures, other than to fingers, thumbs and toes
* Amputations
* Any injury likely to lead to permanent loss of sight or reduction in sight
* Any crush injury to the head or torso causing damage to the brain or internal organs
* Serious burns (including scalding) which:

Covers more than 10% of the body

Causes significant damage to the eyes, respiratory system or other vital organs

* Any scalping requiring hospital treatment
* Any loss of consciousness caused by head injury or asphyxia
* Any other injury arising from working in an enclosed space which:

Leads to hypothermia or heat-induced illness

Requires resuscitation or admittance to hospital for more than 24 hours

**Over-seven-day incapacitation of a worker**

* Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than **seven consecutive days** as the result of their injury
* The **seven-day period does not include the day of the accident** but **does include weekends and rest days**. The **report must be made within 15 days of the accident**

**Over-three-day incapacitation**

* Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.
* Accidents must be recorded in the accident book

**Non-fatal accidents to non-workers (e.g. members of the public)**

* Accidents to members of the public or others who are not at work must be reported if they result in an injury and the **person is taken directly from the scene of the accident to hospital for treatment to that injury**
* Examinations and diagnostic tests **do not** constitute ‘treatment’ in such circumstances.
* There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent

**Occupational diseases**

Employers must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include:

* Carpal tunnel syndrome;
* Severe cramp of the hand or forearm;
* Occupational dermatitis;
* Hand-arm vibration syndrome;
* Occupational asthma;
* Tendonitis or tenosynovitis of the hand or forearm;
* Any occupational cancer;
* Any disease attributed to an occupational exposure to a biological agent.

**Dangerous occurrences**

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting.

There are 27 categories of dangerous occurrences that are relevant to most workplaces.

For example:

* The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
* Plant or equipment coming into contact with overhead power lines;
* The accidental release of any substance, which could cause injury to any person.

Further guidance on dangerous occurrences can be found by following the HSE link <http://www.hse.gov.uk/riddor/dangerous-occurences.htm>