

Dudley Metropolitan Borough Council

First Aid at Work Policy, Procedure and Guidance

INDEX

	Page
1.0 Policy Statement	3
2.0 Definitions	4
3.0 Authority Responsibilities	5
4.0 Council Standards	8
5.0 Communication, Information, Instruction and Training	9
6.0 Legal References	9
7.0 Appendices	10
Dudley MBC First Aid Needs Assessment Record	10
Standards for First Aid Rooms	18
Course Syllabus	19
8.0 Document Revision History	20

1.0 Policy Statement

Dudley Metropolitan Borough Council

Policy Statement on the First Aid Policy, Procedure and Guidance

Dudley Metropolitan Borough Council is committed to ensure employees receive immediate First Aid attention if they are injured or taken ill at work irrespective of whether the injury or illness is caused by the work they undertake.

Dudley Metropolitan Borough Council will ensure compliance with relevant legislation with regard to the provision of First Aid to all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

The Health and Safety (First Aid) Regulations 1981, set out the responsibilities of Dudley Metropolitan Borough Council to:

- Carry out First Aid Needs Assessments to ensure provision is appropriate to the circumstances of each workplace;
- Provide adequate numbers of qualified First Aiders throughout the organisation;
- Maintain levels of competence of First Aiders;
- Provide and maintain adequate equipment and consumables for First Aid treatment

Signed



Dated

12.4.16.

Sarah Norman
Chief Executive
Dudley Metropolitan Borough Council

2.0 Definitions

First Aid	Health and Safety (First Aid) Regulations 1981 defines first aid as: (a) 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 (b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse;
First aider	A first-aider is someone who has undertaken training appropriate to the circumstances. They must hold a valid certificate of competence in either: • first aid at work • emergency first aid at work • any other level of training or qualification that is appropriate to the circumstances
Appointed Person (AP)	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, within their role and competence, where a first-aider is absent due to unforeseen circumstances (annual leave does not count).
Emergency First Aid at Work (EFAW)	Emergency first aiders are ideal for low hazard environments (e.g. offices, libraries) or where your needs assessment identifies a requirement for a first aider trained in emergency first aid at work.
First Aid at Work (FAW)	First aiders that have undergone FAW training are suited to higher or advanced level hazards (e.g. vehicle workshop, building yards etc.) or where your needs assessment identifies additional hazards or risks or staff with a medical condition such as asthma, diabetes or a heart condition.
Paediatric First aider	Paediatric first aiders are those caring for children (primary school age and below) in any setting. The paediatric first aid training course is recognised by OFSTED.
AED	An automated external defibrillator (AED) is a portable electronic device that automatically diagnoses the life-threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and is able to treat them through defibrillation
Requalification	First aiders are required to renew their First aid at work certificate (full or emergency) by attending a requalification course. This course can be attended up to 3 months before the current certificate expires.
Refresher	The Council requires all first aiders to attend a refresher course once in the 3 year validity period of their first aid qualification to ensure that relevant knowledge is maintained.

3.0 Authority Responsibilities

3.1 Legal Duties

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

This will be achieved by:

- Ensuring there are a sufficient number of trained First Aiders on duty and available for the numbers and risks on the premises;
- Ensuring there are suitable and sufficient facilities and equipment available to administer first aid.

The Regulations do not place a legal duty on employers to make first aid provision for non-employees such as the public, residents in care homes or children in schools. However, HSE strongly recommends that non-employees are included in an assessment of first aid needs and that provision is made for them.

3.2 Chief Executive

The Chief Executive has ultimate responsibility for ensuring compliance with Health and Safety legislation within Dudley Metropolitan Borough Council.

3.3 Strategic Directors and Chief Officers

The Strategic Directors and Chief Officers will ensure that there is sufficient resource to maintain suitable first aid provision in their areas of responsibility and that this is regularly reviewed.

3.4 Heads of Service

Heads of Service need to ensure that the following are undertaken for the premises which they are responsible for:

- i. Ensure that a DMBC First Aid Needs Assessment is completed to assess the number of First Aiders required and the equipment necessary to enable first aid to be carried out.
- ii. The Council's First Aid at Work policy is complied within their areas of responsibility.
- iii. Facilitate the keeping of records of current First Aiders, training dates, location and area(s) of responsibility.
- iv. Communicate the details of how to obtain first aid treatment and the name and contact number of First Aiders to all staff.
- v. Ensure that where an employee or member of the public receives an injury arising out of or in connection with DMBC work, the Council's Accident / Incident Report and Investigation Policy is applied.

3.5 Managers

- i. Ensure that all employees are informed of the location of first aid personnel and

first aid equipment and that a conspicuous notice, updated as necessary, giving up to date details of the first aid arrangements is displayed in or near all fixed workplaces.

- ii. Co-ordinate the first aid arrangements in establishments of multiple occupation where they are the major user, making sure these arrangements provide for the needs of their particular parts of the establishment, and inform other users of these arrangements and any changes to them.
- iii. Contribute to the first aid arrangements in establishments where DMBC shares the workplace with another employer or where several departments share the workplace, and make sure these arrangements provide for the needs of their particular parts of the establishment.
- iv. Monitor the expiry dates of first aid at work certificates and ensure that a suitable requalification course is attended prior to the expiration of the current certificate.
- v. Ensure that refresher training is attended after a suitable period within the 3 year validity of the current certificate (e.g. after 18 months).
- vi. Contact Corporate Safety to arrange requalification and refresher training as detailed above.
- vii. Ensure that a suitable provision of first aiders is available at all times (as detailed in your risk assessment) by training additional staff as other employees leave the Council or cease duties as a first aider.

3.6 Corporate Health & Safety

- i. Will assist and support managers/teams with completing the DMBC First Aid Needs Assessment and will provide suitable advice and support on specific matters which are not covered in this policy.
- ii. Will arrange for first aid training of persons identified by their line management as being required to fulfil this role in accordance with the Health & Safety (First Aid) Regulations 1981.

3.7 First Aiders

- i. Attend all first aid courses and appropriate requalification training required.
- ii. Ensure the first aid kits they have responsibility for are regularly checked and contents are in date and replenished as required.
- iii. Familiarise themselves with:
 - The location of first aid boxes, treatment rooms and other equipment (e.g. AEDs) as necessary.
 - Any specific risks and resulting injuries in their area of work
 - To undertake any required first aid within the remit of their training only and record any first aid administered or advice given.
- iv. First aiders should not be distracted or concerned by the potential for legal action arising from their actions. In the very unlikely event legal action should arise from their actions, they will be covered by the Council's insurance arrangements.

3.8 Employees

- i. All employees will ensure that they are aware of the first aid arrangements within their area and of the names and location of the first aiders.

4.0 Council Standards

4.1	A DMBC First Aid Needs Assessment will be conducted for each building to ensure the adequacy and appropriateness of first aid personnel, equipment and facilities. This will require the identification of a lead person where more than one service occupies the same building.
4.2	The DMBC First Aid Needs Assessment will be reviewed following significant change (e.g. changes in staff, operation, and location) and at least every 3 years. During the review records of accidents should be referred to which can assist in the review.
4.3	An electronic copy of the assessment will be retained on the corporate share drive in the risk assessment folder (O:\Corporate Share\Risk Assessments) to enable the Council to demonstrate the assessed level of provision. A written copy of the assessment can also be retained locally if needed.
4.4	Although there is no specific legal duty to consider first aid provision for non-employees DMBC will include all non-employees in its assessment who may be affected by its activities.
4.5	Lone working must not be permitted for activities creating significant risks of injury for which workers cannot themselves arrange first aid. (Refer to the Council's Lone working and Violence Policy).
4.6	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
4.7	Consideration will be made to ensure that adequate cover is available during normal occupancy of a building. The assessor will take into account shift patterns and varying hours of work.
4.8	Where the risk assessment identifies the need, first aid rooms will be considered for high risk activities or where access to accident and emergency facilities is difficult. Advice should be sought from Corporate Health and Safety on the requirement for such facilities.
4.9	Defibrillators
	The DMBC First Aid Needs Assessment will take into account if there is a requirement for automatic external defibrillators (AEDs). This will take into account the age of occupants in the building, the activity being carried out, the response time of the emergency services to those buildings and the likelihood of an AED being beneficial.

5.0 Communication, Information, Instruction and Training

- 5.1 First aid training is obtained through the Corporate Health and Safety Team. Other training providers may be used where the corporate contract does not provide the specialist training required.
- 5.2 Where there are specific hazards associated with particular tasks, (eg use of poisons or corrosive chemicals, exposure to gases, a need for oxygen, etc.) the training must equip delegates to deal safely with incidents arising from those hazards
- 5.3 Requalification courses must be undertaken prior to the expiry of the previous certificate. If this is not achieved that first aider will be required to complete the full course again.
- 5.4 Refresher courses must be attended by those with a FAW or EFAW qualification once in the 3 year period between requalification courses.
- 5.5 Records should be kept by managers to ensure that training and retraining are carried out at appropriate times.
- 5.6 Where specific risks are identified, additional training should be undertaken to deal with injuries caused by special hazards (e.g. choking in a care setting, working with chemicals or electricity).
- 5.7 Where AEDs are to be used, staff members should be appropriately trained in their use as recommended by the Resuscitation Council. However, the use of the AED should not be restricted to only persons with first aid training. As they can be used effectively with no prior training, it is better to use one that not in the absence of a trained operator.

6.0 Legal References

- 6.1 First Aid at Work - The Health and Safety (First Aid) Regulations 1981 (L74)
- 6.2 The Resuscitation Guidelines 2010 – The Resuscitation Council.

7.0 Appendices



Appendix 1

Dudley MBC First Aid Needs Assessment Record

Directorate			
Division			
Assessment Reference Number		Revision Number	
Date of Assessment			
Reference No of Linked Assessments			
Lead Assessor			
Assessors signature			
Others involved in the assessment			
Manager			
Manager's Signature			
Date for review			

LOCATION:	
------------------	--

NUMBER OF STAFF:	NUMBER OF SERVICE USERS/PUPILS:
-------------------------	--

OPENING TIMES: <i>You will need to consider the time site staff enter the building to ensure adequate cover.</i>	
--	--

SHARED USERS OF THE SITE: YES/NO (Indicate if yes and give details below) <i>If you share your site with other users, arrangements with the other occupiers should be made to ensure adequate provision. This should be recorded in writing.</i>
--

SHARED USER IDENTITY (For example: name of organisation)	DATES/TIMES OF OCCUPANCY	DETAIL OF FIRST AID PROVISION BY THIRD PARTY (i.e. number of qualified first aiders, emergency telephone availability, first aid supplies etc)

Dudley MBC First Aid Needs Assessment Record

Assessment Ref:	Page	Manager:
Date of Assessment:	Revision No:	Managers Signature:

PREMISES ISSUES	YES	NO	RECORD OF FINDING	Further Action Required	COMMENTS / GUIDANCE
Are there any separate or remote buildings?					You may need to consider separate provision for each building, especially if remote from main site.
Is any part of site spread over separate floors?					You will need to consider how first aid provision will be accessed.
Are there parts of your establishment where different levels of risk can be identified? (e.g. kitchen, workshop, swimming pool).					You will probably need to make different levels of provision in different parts of the establishment. Consider: - additional training for first-aiders to deal with injuries caused by special hazards. - providing a first-aid room - informing the emergency services
Are there any areas of the site where hazardous materials are stored or used?					You will probably need to consider additional first aid provision in such areas, for example, eye wash bottles. Consider: - additional training for first-aiders to deal with injuries caused by special hazards. - providing a first-aid room - informing the emergency services
Is the workplace remote from emergency services?					Consider the location of the building and how quickly the emergency services will be able to attend.
Does the Workplace have a First Aid Room or a room that could be made immediately available for the use as a first aid room?					If a first aid room is deemed necessary, it should contain essential first aid facilities and equipment, be easily accessible to stretchers and be clearly signposted and identified. If possible the room should be reserved exclusively for giving First Aid (further details in the requirements for a first aid room can be found in appendix 2).
Does the Workplace have an adequate number of first aid boxes					The minimum level of first aid equipment is a suitably stocked and properly identified first aid container. Each workplace should have at least 1 container supplied with a sufficient quantity of first aid materials. More than one first aid box may be required dependant on the outcome of this assessment. The contents of first aid boxes should be examined frequently and restocked soon after use, sufficient supplies should be held in stock on site.
Is there any additional First Aid equipment such as an Automated External Defibrillator required in the workplace?					You should take into account the age of occupants in the building, the activity being carried out, the response time of the emergency services to those buildings and the likelihood of an AED being beneficial. Detail existing equipment in comments

TASK ISSUES	YES	NO	RECORD OF FINDING	Further Action Required	COMMENTS / GUIDANCE
Are there any specific risks or hazards such as: - Dangerous tools - Dangerous machinery - Dangerous loads - Lone working - Night work					You will need to consider the type of work undertaken on machines, the adequacy of guarding over dangerous parts and how items are handled and stored and the frequency of any lone working tasks. Any additional training for first-aiders to deal with injuries caused by special hazards. The provision of a first-aid room Informing the emergency services of specific risks in the workplace.

PEOPLE ISSUES (Employees)	YES	NO	RECORD OF FINDING	Further Action Required	COMMENTS / GUIDANCE
Are there inexperienced workers on site?					You should consider additional training for first-aiders, additional first-aid equipment, local positioning of first-aid equipment. Your first-aid provision should cover work experience and trainees.
Are there any people with disabilities or special health problems e.g. Asthma?					You will need to consider: - special equipment; - local siting of First Aid equipment
Do any of your employees work at sites occupied by other employers?					You will need to make arrangements with the other site occupiers.
Do you analyse accidents and cases of ill health? What type are they and where did they happen?					You may need to: - locate your provision in certain areas; - review the contents of the first-aid box.
Are employees and others informed of First Aid provision? If so, how?					You will need to consider the display of notices. (white cross on a green background), are the names and positions of first aiders displayed in a prominent position?) At induction of new staff you will need to make special arrangements to give them first-aid information. Individuals with first language other than English may require multi-lingual notices and individual support.
Do any employees travel a lot and/or work remotely or work alone?					Employers are responsible for meeting the First Aid needs of their employees working away from the main site, for example those who travel regularly or who work elsewhere. You should consider issuing personal first-aid kit and/or issuing personal communicators/mobile phones to employees.
Do any employees work shifts or work out of hours?					You should ensure there is adequate first aid provision at all times people are at work.

	YES	NO	RECORD OF FINDING	Further Action Required	
Are there sufficient first aiders to ensure adequate provision at all times?					Consider what cover is needed for annual leave, other planned absences and what cover is needed for unplanned and exceptional absences. It is important that someone is always available to take charge of the first aid arrangements, equipment and facilities and calling the emergency services. Appointed persons are not First Aiders and should not attempt to give First Aid for which they have not been trained

NON EMPLOYEES	YES	NO	RECORD OF FINDING	Further Action Required	COMMENTS / GUIDANCE
Do you account for non-employees (e.g. visitors)? How many additional first-aiders are required to ensure adequate provision?					Under the Health and Safety (First Aid) Regulations 1981) you have no legal duty to provide first aid for non-employees, but the HSE strongly recommends that you include them in your first aid provision.

(If you tick a shaded box, it is likely that you will have to consider some additional arrangements above the minimum requirements or you already are. In all cases please use the record of finding box to make relevant comments on what is currently in place).

RECORD OF FIRST AIDERS PROVISION FOR THE SITE FOLLOWING ASSESSMENT OF NEED

Suggested numbers of first-aid personnel to be available at all times people are at work

(To be considered in conjunction with the first aid risk assessment, numbers may alter as a result.)

Category of Risk	Number employed / public at location	Suggested number of first-aid personnel
Low hazard e.g. offices, shops, libraries	Less than 25	At least one appointed person
	25-50	At least one first-aider trained in EFAW
	More than 50	At least one first-aider trained in FAW for every 100 employed (or part thereof)
Higher hazard e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Less than 5	At least one appointed person
	5-50	At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur
	More than 50	At least one first-aider trained in FAW for every 50 employed (or part thereof)

Published by the HSE INDG214 (rev 1)

Please indicate, by ticking the relevant box, which overall category of risk you consider the site/workplace to be.	Lower hazard	Higher hazard
--	--------------	---------------

How many of the following first aid personnel are available at the site/workplace currently?	Appointed persons	Emergency First Aiders	First Aid at Work trained
How many additional personnel need to be trained in order to have the suggested appropriate number (see table 1). Remember to consider cover for holidays and other foreseeable absences.	Appointed persons	Emergency First Aiders	First Aid at Work trained

Is someone responsible for ensuring that requalification training is carried out before it expires? If yes, give name and position	
---	--

Current First Aid equipment and facilities	First aid box	Additional equipment (specify)	Travelling First Aid kit	First Aid Room	Eye wash stations/bottles
Additional First Aid equipment and facilities required	First aid box	Additional equipment (specify)	Travelling First Aid kit	First Aid Room	Eye wash stations/bottles

FIRST AIDERS

IDENTITY OF STAFF WITH FIRST AID DUTIES	LOCATION IN PREMISES	STATUS (Qualified First Aider or Appointed Person etc).

FIRST AID BOXES

LOCATION	PERSON RESPONSIBLE FOR CHECKING CONTENTS

Assessment Ref:	Revision No:
Manager:	Page

	Further Actions Required	Planned Completion Date	Date Completed

The above actions have been agreed as reasonably practicable steps to reduce risk

Manager's Signature: _____ Date: _____

The actions referred to above have been completed.

Manager's Signature: _____ Date: _____

Standards for First Aid Rooms

A first aid room will usually be necessary where there are higher hazards such as in vehicle workshops, building yards or in larger premises at a distance from medical services. A designated person should be given responsibility for supervising it. The room(s) should be clearly signposted and identified by white lettering or symbols on a green background.

First aid rooms should:

- be large enough to hold an examination/medical couch, with enough space at each side for people to work, a chair and any necessary additional equipment;
- have washable surfaces and adequate heating, ventilation and lighting;
- be kept clean, tidy, accessible and available for use at all times when employees are at work;
- be positioned as near as possible to a point of access for transport to hospital;
- display a notice on the door advising of the names, locations and, if appropriate, telephone extensions of first-aiders and how to contact them.

Typical items that a first aid room should contain are as follows:

- a sink with hot and cold running water;
- drinking water and disposable cups;
- soap and paper towels;
- a store for first aid materials;
- foot-operated refuse containers, lined with yellow, disposable clinical waste bags or a container suitable for the safe disposal of clinical waste;
- an examination/medical couch with waterproof protection and clean pillows and blankets;
- a chair;
- a telephone or other communication equipment; and
- a record book for recording incidents attended by a first-aider or appointed person

If the first aid room(s) cannot be reserved exclusively for giving first aid, employers need to make sure that the first aid facilities can be made available quickly if necessary. For example, they should consider the implications of whether:

- the activities usually carried out in the room can be stopped immediately in an emergency;
- the furnishings and equipment can be moved easily and quickly to a position that will not interfere with giving first aid;
- the storage arrangements for first aid furnishings and equipment allow them to be made available quickly when necessary.

Course Syllabus

First Aid at Work	
Duration	18 Hours (3 Days)
Programme Includes	Management of the Unconscious Casualty Recovery Position and Resuscitation (CPR) Treatment of - Shock, Heart Attack, Fainting, Anaphylaxis, Epilepsy, Diabetes, Stroke, Head Injuries, Asthma, Choking, Burns and Scalds, Poisoning, Fractures, Joint and Muscle Injuries, Bleeding, Dressings and Bandages First Aid Boxes and Record Keeping Role of the First Aider

FAW Requalification	
Duration	12 Hours (2 Days)
Programme Includes	Revision of all subjects from the First Aid at Work syllabus, including an update of the latest techniques and regulations. This course can be taken up to 3 months prior to their certificate expiring.

Emergency First Aid at Work	
Duration	6 Hours (1 Day)
Programme Includes	Management of the Unconscious Casualty Recovery Position and Resuscitation (CPR) Treatment of Bleeding, Shock, Asthma, Choking, Seizures, Minor Burns and Scalds, Minor Injuries First Aid Boxes and Record Keeping Role of the First Aider

3 Hour Refresher	
Programme Includes	Revision of Recovery Position and Resuscitation (CPR) Seizures, Bleeding and Shock

Paediatric First Aid	
Duration	12 Hours (2 Days)
Programme Includes	Management of the Unconscious Casualty Recovery Position and Resuscitation (Child & Baby CPR) Treatment of Bleeding, Shock, Anaphylaxis, Fainting, Epilepsy, Diabetes, Asthma, Choking, Poisoning, Burns, Convulsions, Head Injuries, Meningitis, Fractures, Joint & Muscles Injuries, Bites & Stings, Dressings & Bandages First Aid Boxes and Accident Reporting

This course meets the requirements of OFSTED and the EYFS statutory framework.

8.0 Document Revision History

Revision Number	Date	Amendment	Document Manager	Document Author
00	17/06/15		S. Reece	M. Amesbury
01	09/09/15	Inclusion of course syllabus	S. Reece	M. Amesbury
02	08/04/16	Clarification – references to honoraria not for inclusion	S. Reece	M. Amesbury