



**Fierté  
Multi  
Academy  
Trust**

**Health and Safety Policy Handbook**

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<b>Policy Title</b>		<b>First Aid Glascote Academy</b>		

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## Version Control

Version	Date Approved	Changes	Reasons for Alterations
Issue 1	October 06	Corporate Policy	To replace Directorate guidance.
Issue 2	October 09	Alteration of training requirements.	Change in HSE guidance on training and refresher training requirements for First Aiders and Emergency First Aiders.
Issue 3	October 11-2015		Organisation structural change
Issue 4	September 2016	Name	Academy conversion

## Success Indicators

- a. Assessments of first aid provision required undertaken in all council workplaces.
- b. Line managers of teams who work in the community have assessed employees first aid requirements
- c. First aid training provided to the required level and frequency.
- d. First aid materials are provided and regularly checked and documented.
- e. Appointed persons designated and aware of their responsibilities

### 1. Application

This policy applies to all council workplaces and work situations

### 2. Introduction

First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.

The object of first aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives. The aims of first aid are threefold:

- Saving life by prompt and initial action;
- Preventing the injury or condition from deteriorating;
- Helping recovery through reassurance and protection from further danger.

### 3. Aims and Objectives

To implement and maintain effective systems for ensuring the provision of adequate and appropriate first aid equipment, facilities and personnel at individual workplaces and during off-site activities.

### 4. The Arrangements for Applying the Policy

#### 4.1 First Aid Provision

At all county council workplaces, there must be adequate and appropriate provision of first aid equipment, facilities and appropriately trained staff to enable first aid to be administered to employees and non-employees if they become injured or ill.

The actual level of first aid provision at each workplace will be decided based on an assessment of need. The Assessment of First Aid Provision Appendix 1 lists the main factors to be considered when undertaking an assessment of the establishment's first aid needs.

Where an establishment's assessment identifies a comparatively low risk to health and safety, managers may only need to provide a clearly identified and suitably stocked first aid box and an appointed person to look after first aid arrangements and take charge in emergencies. An appointed person must be on-site at all times when there are personnel on-site.

However, where the work involves particular risks, for example work with hazardous substances or with dangerous tools or machinery, first aid needs will be greater and managers may need to increase the number of first aiders so that someone is always available to give first aid immediately following an incident.

It is important to ensure that first aid provision is adequate and appropriate during all working hours, so planned annual leave, maternity leave of first aiders and appointed persons must be covered. If first-aiders are absent, an appointed person must be available. Managers should consider what cover is needed for unplanned and exceptional absences such as sick leave or special leave due to bereavement. An emergency first aider (EFAW) may be provided in addition to, but not replace, the required number of first aiders (FAW) with the current First Aid at Work Certificate.

It may be appropriate to train appointed persons or others to be an emergency first aider (EFAW) if the assessment indicates that no first aider is required but large numbers of the public visit the premise. Table 2 in The Assessment of First Aid Provision Form Appendix 1 gives an outline indication of the level of first aid provision according to type of risk and numbers employed. Managers should use this information to help determine and record the appropriate level of provision for their establishment.

**A First Aider (FAW)** is someone who has undergone an approved training course in First Aid at Work and who holds a current First Aid at Work Certificate. (See section on training for more details). Their role involves:

- undertaking first aid treatment in accordance with their training,
- summoning an ambulance or other external medical services,
- liaising with the premises manager to ensure first aid kits are fully stocked and refilled after use,
- Keeping suitable records of all treatment administered.

**An Appointed Person** is someone who is nominated to take charge of a situation in the absence of a qualified first aider or emergency aider. Their role includes:

- taking charge when someone is injured or falls ill,

- calling an ambulance (where required), and
- Being responsible for first aid equipment e.g. re-stocking the first aid box.
- Appointed persons are not first aiders and so should not attempt to give first aid for which they have not been trained. They may give emergency first aid where trained to do so (normally by completing the Emergency First Aid at Work Certificate).

**An Emergency First Aider (EFAW)** is someone who has undergone an approved Emergency First Aid at Work training course (of minimum one-day duration) and who holds a current Emergency First Aid at Work Certificate. They are normally used in low hazard locations where the majority of people that may need first aid are members of the public and not employees. Their role involves:

- undertaking basic emergency first aid in accordance with their training,
- summoning the assistance of a First Aider where available,
- summoning an ambulance or other medical services
- liaising with the premises manager to ensure first aid kits are fully stocked and refilled after use,
- keeping suitable records of all treatment administered

## **4.2 Additional First Aid Requirements**

### **Early Years**

The Statutory Framework for the Early Years Foundation Stage requires that at least one person who has a current Pediatric First Aid Certificate must be on the premises at all times when children are present. In addition, there must be at least one person on outings who has a current pediatric first aid certificate. It is important to ensure that first aid provision is adequate and appropriate during all working hours, so planned annual leave, maternity leave of Pediatric First Aiders and Appointed Persons must be covered. Managers should consider what cover is needed for unplanned and exceptional absences such as sick leave or special leave due to bereavement. In these circumstances it is appropriate that the services of a person who holds a current First Aid at Work Certificate be used to provide cover. The criteria for effective pediatric first aid training are included in Appendix 1 of Practice Guidance for the Early Years Foundation Stage.

### **Coach Assistants/Drivers and Attendants**

Coach Guides, Drivers and attendants are required to undertake Emergency First Aid training to enable them to respond to an emergency medical situation until skilled help arrives. The training is not the full Emergency First Aid at Work Certificate course (see 4.1 above)

## **4.3 First-Aid Materials and Equipment**

Once the assessment of first aid provision has been undertaken, the necessary materials, equipment and facilities must be provided and maintained in accordance with the determined need. This will involve ensuring that first-aid equipment is suitably marked, easily accessible and available in all places identified by the assessment.

Each workplace should have at least one first aid box supplied with a sufficient quantity of first-aid materials suitable for the particular circumstances, and a body spills kit. Large sites will require more than one first-aid box, and suitable quantities of body spills kits. All first aid boxes must be identified by a white cross on a green background.

First-aid boxes should be easily accessible, and sited, if possible, near to hand washing facilities. First aid boxes must only be used to store first aid materials and nothing else. They must not contain tablets, medications, creams etc.

First Aiders, Emergency First Aiders and Appointed Persons must regularly inspect the contents of first-aid containers and the contents must be restocked as soon as possible after use. Sufficient supplies should be held in a back-up stock on site. Care should be taken to discard items safely after the expiry date has passed.

Reference should be made to Appendix 2 for further guidance on the content of first aid boxes.

#### **4.4 First Aid Arrangements at Individual Premises**

Premise Managers are responsible for undertaking first aid assessments, ensuring adequate first aid arrangements at individual premises. These include ensuring that: -

- there are sufficient numbers of first aid trained personnel to meet the need identified in the assessment throughout the times that the premises are in use;
- there is adequate provision of first aid equipment which is stored in suitable containers;
- Sufficient notices are displayed at appropriate places indicating the location of first aid equipment and trained first aiders so that assistance can be quickly summoned. These should be reviewed and amended regularly. An example of a suitable first aid notice that is coloured green/white is attached as Appendix 3;
- adequate access to a telephone is always available to call emergency services when required;
- where the workplace is shared/multi occupied, co-ordinate first aid arrangements with the other occupiers and ensure information is shared as necessary;
- Managers inform employees of the local first aid arrangements at induction and whenever changes are made;
- staff are made aware of the location of first aid equipment/facilities and personnel;
- A suitable first aid rooms are available when the need is identified;
- visitors and contractors are provided with information regarding first aid procedures and how to access first aid provision prior to commencing work, if this will be available to them whilst working on-site;
- records are maintained of: -
  - checking of first aid boxes;

- All first aid administered must be recorded in the Record of First Aid Treatment HSF 26 kept with the first aid box or on the accident form. (Refer to HR52 for detailed advice on accident recording and reporting)

Managers are responsible for assessing the first aid requirements for off-site activities where there may be an increased risk of injury.

#### 4.5 Assessment of First Aid Requirements

A first aid assessment must be completed for all workplaces. The assessment procedure is as follows:

- The premises manager shall make a formal assessment of first aid requirements. The Assessment of First Aid Provision Form (HSF 16) shall be used to record the assessment.
- The premises manager shall keep the completed assessment readily available in his/her risk assessment file (i.e. at point of use).
- The premises manager will monitor the adequacy of first aid provision and revise as necessary.
- The premises manager shall review the assessment annually, in the light of any significant changes or if there is reason to suspect that it is no longer valid.
- Where activities are arranged in the community, line managers should undertake an assessment to determine whether first aid equipment should be provided. E.g. plasters or travel first aid kit.
- Employees who spend a significant amount of time away from their main workplace must have their first aid needs assessed.
- All County Council vehicles must carry a travelling first aid kit (this does not apply to County Council Lease Cars).

#### 4.6 Training of First Aid Personnel

Employees who volunteer or are selected to be first aiders should be suitable for the task. For example, an individual who is susceptible to fainting at the sight of blood is unlikely to be a suitable first aider.

All employees who undertake first aid duties must be competent to carry out their role. The content and duration of training necessary will depend on the role of an individual.

Course	Intended For	Duration of Course	Refresher training	When revalidation is required	Revalidation Training
HSE Approved First Aid at Work Certificate (FAW)	First Aiders	3 days (From October 2009)	Annual basic skills update 3 hours *Strongly recommended from October 2009	Before certificate expires (3 years from date of certificate)	2 day revalidation
HSE Approved Emergency Aid	Emergency First Aiders	1 day	Annual basic skills update 3	Before certificate	Repeat of original 1 day

Certificate (EFAW)	and Appointed Persons if deemed necessary		hours *Strongly recommended from October 2009	expires (3 years from date of certificate)	course.
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In certain cases, where activities might expose individuals to unusual risks e.g. remote outdoor activities, additional specifically focused training might be necessary according to the circumstances.

Appointed persons are not first aiders and so should not attempt to give first aid for which they have not been trained. However, as the appointed person is required to look after the first aid equipment and should ideally know how to use it, managers are strongly advised to consider the need for emergency first aid training for appointed persons.

#### **4.7 Liability**

The County's insurers have confirmed that our employer's liability insurance policy will provide indemnity for staff acting as first aiders or emergency aiders as defined above. First Aiders and Emergency First Aiders must ensure that any treatment they give is administered in accordance with the training they have received. Whether or not employees receive payment for acting as first aiders is irrelevant in this respect and has no effect on the provision of insurance cover. So long as treatment is administered with good intent and in accordance with current good practice, the County Council and its insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.

#### **4.8. Payment of First Aiders**

Payment will be made to certify First Aiders (FAW) who are recognised by their establishment as being necessary to meet the minimum requirements identified by the assessment of first aid needs at the individual premises. The payment amount is £246 per annum \*\* and is paid monthly.

Payment will not be made where the job requires the job-holder to have a full First Aid at Work Certificate (i.e. first aid duties are in respect of service users, not staff) and/or where this requirement is demonstrably reflected in their grade. Payment will not be made to Appointed Persons or Emergency First Aiders (EFAW). Any queries relating to payment of First Aiders should be referred to Directorate HR units.

If an establishment has more certified First Aiders (FAW) than the minimum requirements identified by the assessment, it is a matter for the unit to determine whether it is prepared to recognise and meet the cost of paying any qualified first aider in excess of the identified minimum requirement.

Managers should consult with HR prior to deselecting anyone who is currently a first aider to ensure consistency of treatment throughout the county council.

\*\* This figure was correct on 16<sup>th</sup> June 2009 but is reviewed periodically.

#### **4.9 Infection Control**

To minimise risk of infection whilst administering first aid (for example, from hepatitis B and HIV), first-aid personnel must cover all exposed cuts/abrasions on their own bodies with a waterproof dressing before administering treatment. They must also wash their hands before and after applying dressings. If the casualty is bleeding from the mouth the blood must be wiped away using a clean cloth or handkerchief.

Although mouthpieces are available for administering mouth-to-mouth resuscitation, they should only be used by trained personnel as incorrect use may cause bleeding.

Disposable nitrile/vinyl gloves and aprons must be worn whenever blood, or other body fluids are handled, and disposable materials, such as paper towels and sanitising powder, must be used to mop up any substances. All disposable items must be disposed of in plastic bags in line with the Infection Control Policy. Contaminated work areas must be suitably disinfected and soiled clothing should be washed on a hot cycle or advice given to this effect if washing sent home.

If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought.

Further advice on infection control is available in the HR 53 Infection Control Policy and Strategic Health and Safety Service.

## **5 Legislative Framework**

- a. The Health and Safety at Work Act
- b. The Management of Health and Safety at Work Regulations
- c. The Health and Safety (First Aid) Regulations
- d. HSE Approved Code of Practice & Guidance L74 – First Aid at Work

## **6 Further Advice and Information**

This policy document is for general guidance only. If you need any further assistance on the interpretation or practical application of this policy, please contact The Strategic Health and Safety Service.

Further background information on this topic is available on the following Website:

[www.hse.gov.uk](http://www.hse.gov.uk)

## **7 Standard Documents**

Appendices

Appendix 1 - Assessment of First Aid Provision HSF 16

Appendix 2 - Contents of First Aid Boxes

Appendix 3 - Example First Aid Sign

Appendix 4 - Training requirements for first aid personnel

Appendix 5 - Record of First Aid Treatment HSF 26

Appendix 6 - How to access first aid training



**Staffordshire County Council – First Aid Policy**  
**Assessment of First Aid Provision**

**Establishment/Location:** .....

**Name of Assessor (s):** ...

**Assessment of First Aid Factors**

In order to assess the first aid requirements, you should identify whether any of the following factors apply to the workplace or employees by ticking Yes or No in all cases: -

**Table 1**

Assessment Factor		Apply?		Impact on First Aid Provision
		Yes	No	
1	Have your risk assessments identified significant risks of injury and/or ill health?			If the risks are significant you may need to employ first aiders.
2	Are there any specific risks such as working with hazardous substances, dangerous tools or machinery, and dangerous loads or animals?			You will need to consider: <ul style="list-style-type: none"> <li>- specific training for first aiders</li> <li>- extra first-aid equipment</li> <li>- precise siting of first-aid equipment.</li> </ul>
3	Are there parts of the establishment with different levels of risk?			You may need to make different levels of provision in different parts of the establishment.
4	Have you had any accidents or cases of ill-health in the past 12 months?			You will need to check your record of accidents and cases of ill health – what type they are and where they happened. You may need to: <ul style="list-style-type: none"> <li>- locate your provision in certain areas</li> <li>- review the contents of the first aid box.</li> </ul>
5	Are there inexperienced workers on site, or employees with disabilities or special health problems?			You will need to consider: <ul style="list-style-type: none"> <li>- special equipment</li> <li>- local siting of equipment.</li> </ul>
6	Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?			You will need to consider provision in each building or on several floors.
7	Is there shift work or out-of-hours working?			Remember that there needs to be first aid provision at all times that people are at work.
8	Is your workplace remote from emergency medical services?			You will need to: <ul style="list-style-type: none"> <li>- inform local medical services of your location</li> <li>- consider special arrangements with the emergency services.</li> </ul>

9	Do you have employees who travel a lot or work alone?			You will need to consider: - issuing personal first aid kits and training staff in their use.
10	11 Do any of your employees work at sites occupied by other employers or is your site used by other occupiers?			You will need to make joint arrangements with the other site occupiers.
11	Do you have any work experience or other trainees?			Your first aid provision must cover them.
12	Do members of the public visit your premises?			There is no legal responsibility for non-employees however you are strongly recommended to consider them i.e. schools would consider and include their pupils and libraries their customers.
13	How many people are employed on site: - less than 5? - 5 to 49? - 50 to 100? - more than 100?			You may need to employ first aiders – see table 2 below.
14	Is a first aid room required?			

The following table offers suggestions on how many first aiders or appointed persons might be needed in relation to levels of risk and number of employees on site. Increased provision will be necessary to cover for absences. The table does not take into consideration any non employees who may be affected so an allowance will need to be made in such circumstances.

**Table 2**

	Type of Workplace	Numbers of First Aid Personnel Required
<b>Lower Risk</b>	Shops, offices, libraries, schools and similar workplaces	<p><b>Fewer than 50 employed at any location:</b> at least one appointed person. (It may be appropriate to provide an Emergency First Aider (EFAW) if large numbers of the public visit the workplace.)</p> <p><b>50-100:</b> at least one first aider.</p> <p><b>More than 100:</b> one additional first aider for every 100 employed.</p>
<b>Higher Risk</b>	Light engineering and assembly work, food processing, warehousing extensive work with dangerous machinery or sharp instruments construction, chemical manufacture, work involving special hazards* such as hydrofluoric acid or confined spaces..	<p><b>Fewer than 5:</b> at least one appointed person.</p> <p><b>5-100:</b> At least one first aider (FAW) per 50 employees or part thereof.</p> <p>*Additional training may be needed to deal with injuries resulting from special hazards.</p>

The minimum first aid provision on any work site is:

- a suitably stocked first aid box
- an appointed person to take charge of first aid arrangements, at all times whilst people are at work

**Assessment of First Aid Requirements**

Having regard to the factors identified in table 1 and advice contained in table 2 above, the following first aid equipment/facilities/personnel are required to be provided (includes sufficient personnel necessary to cover for absences).

	No.		No.
Qualified First Aiders		Qualified Emergency First Aiders	
Appointed Persons		First Aid Boxes	
First Aid Room		Eye Wash Bottles	
Travelling First Aid Kits			

Have arrangements been made to appoint/train the necessary appointed persons/first aid personnel and for the required amount of first aid equipment to be supplied? **Yes/No**

**Informing Employees**

Have arrangements been made to inform employees of the first aid arrangements (ideally at their induction) and notices posted to inform staff who and where the first aid personnel or appointed persons are and where the first aid box is? **Yes/No**

**Signature of Assessor(s):** .....

**Date:** .....**Review Date**.....

**Review Date**.....

**Review Date**.....

**Review Date**.....

## Staffordshire County Council

## First Aid Policy - Contents of First Aid Boxes

Where no special risk arises in the workplace, a minimum stock of first aid items is indicated in the table below.

Where activities are undertaken away from a recognised base, it will usually be appropriate to take a suitable first aid kit. As with first aid boxes, the contents of traveling kits should be kept stocked from the back-up stock at the home site.

Where the first aid assessment identifies additional equipment is required due to the circumstances of an activity, this may also be carried.

Item	First Aid Box	Travelling First Aid Box
Leaflet or card giving general guidance on first aid at work.	1	1
Individually wrapped sterile adhesive dressings (plasters) of assorted sizes appropriate to the type of work (dressings may be of a detectable type for food handlers)	20	6
Sterile eye pads.	2	-
Individually wrapped triangular bandages (preferably sterile).	4	2
Safety pins	6	2
Medium sized (12cm x12cm) individually wrapped sterile unmedicated wound dressings.	6	-
Large (18cm x 18cm) sterile individually wrapped unmedicated wound dressings.	2	1
Individually wrapped moist cleaning wipes	10	6
Disposable gloves (non-latex powder free)	2 Pairs	1 pair

Where additional equipment such as scissors, adhesive tape, disposable aprons, individually wrapped moist wipes, blankets, or protective equipment such as resuscitators, these may be kept in the first aid box or stored separately as long as they are available for immediate use if required.

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

**Staffordshire County Council**

**Location of First Aiders and First Aid Equipment**

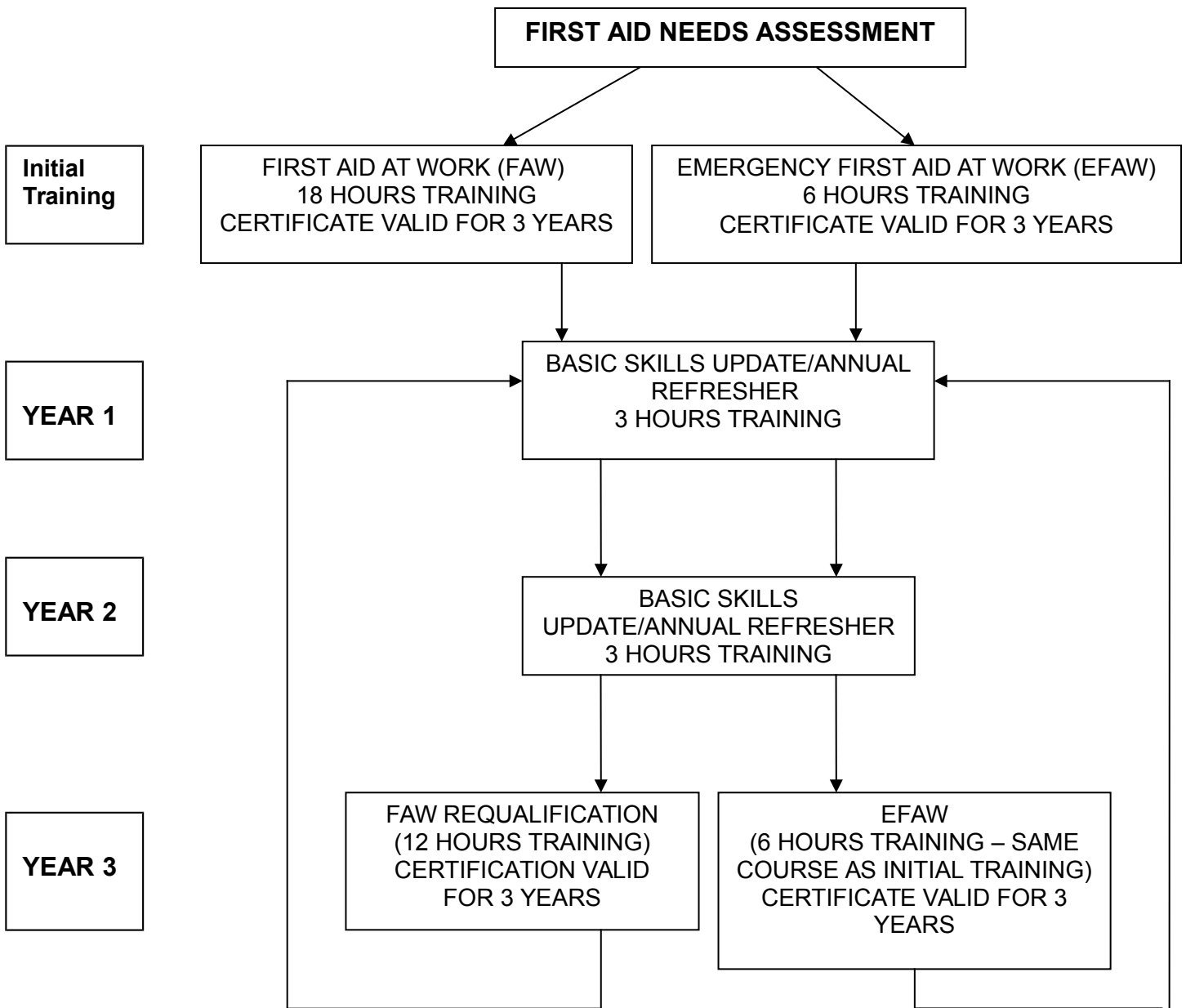


**Nearest First Aiders are located:**

NAME	LOCATION	PHONE

**First Aid Equipment Located:**

DESCRIPTION	LOCATION
First Aid Box	
Eye Wash Bottle	
First Aid Box	
Emergency Phone	



HSF 26

Appendix 5

**Record of First Aid Treatment Given**

Record Of First Aid Treatment Given					
Occupation	Date of entry	Date of accident	Place and circumstances of accident (please state clearly the work activity)	Has Accident Report Been Completed	Signature of Person Making Entry

written record must be made and retained of all cases where first aid is given. This register should be kept alongside the first aid equipment. It should be available for use and inspection at all times

Full name and address of person receiving treatment



## Appendix 6

### How to Access First Aid at Work Training

Courses may be booked through the Quality Learning Services except for those who work within....

#### **Development Services Directorate**

Courses may be booked through the Quality Learning Services

#### **Children and Lifelong Learning Directorate**

Courses may be booked through the Quality Learning Services  
Except Cultural and Library Services who should contact the Divisional Training Co-ordinator

#### **Chief Executives Directorate**

Courses may be booked through the Quality Learning Services

#### **Social Care and Health Directorate**

Courses are booked directly with St John Ambulance (Staffordshire Branch)  
24 Lichfield Road, Stafford ST17 4LJ. Phone 01785 257124 Fax 01785 224451. Participants full name, pay reference number, designation and place of work will be required to book a place on a course.