

HEALTH & SAFETY MANAGEMENT ARRANGEMENTS FOR FIRST AID PROVISION

INTRODUCTION

First aid can save lives and prevent minor injuries becoming major ones. These arrangements provide guidance to managers with staff or premises responsibilities to ensure first aid provisions and sufficient cover is available at all times. These arrangements will reflect the HSE Approved Code of Practice L74 and comply with the Health and Safety (First Aid) Regulations 1981. CYNNAL will provide information, instruction and training to ensure whenever employees require emergency medical attention that sufficient numbers of trained staff are available to provide first aid.

MANAGEMENT RESPONSIBILITIES

It is the responsibility of the Health, Safety and Welfare Team to ensure:

- They assess the requirements for first aid trained staff within the company which should be identified from the risk assessments
- They assess the requirements for first aid supplies within the company via the risk assessments
- They consider short term and long term absence when assessing the need for first aid provision
- They consider the first aid requirements of employees who work off-site or within schools
- They liaise with other managers from other companies/organisations who share the same buildings to determine whether they can pool/share the first aid provisions

EMPLOYEES RESPONSIBILITIES

Employees have a duty of care for their own safety and for the safety of others, and should ensure that they:

- Report all instances when they have used the First Aid box to the First Aid Coordinator
- Do not tamper or remove items from the First Aid Box
- Inform any misuse of the First Aid boxes , or missing items, to their line manager
- Assist with the completion of the Accident Reporting form whenever they use the content of the First Aid boxes

FIRST AID COORDINATOR'S RESPONSIBILITIES

The Personnel/Health and Safety Assistant will be designated First Aid Coordinator and will have responsibility to ensure that:

- An accident reporting form is completed when an employee is injured in an accident/incident
- The Health, Safety and Welfare Team is informed of any accident or incident so that an investigation can be conducted if necessary
- The first aid room (where available) is kept clean and is only used for its intended purpose
- There is sufficient first aid stock and it is within its 'use by date' (*see first aid checklist*)

FIRST AID RISK ASSESSMENTS

Assessments for first aid provision should consider the following factors:

- Number of occupants within the premises
- Are there any specific risks, e.g. working with hazardous substances, dangerous tools, machinery,

- Are there inexperienced workers on site, or employees with disabilities
- Are the premises spread out, e.g. are there several buildings on the site or multi-story building
- The history and patterns of accidents within the premises
- Hours of work – cover for shifts, holidays etc
- Availability of back up support available on site/other buildings
- Foreseeable absence of first aid trained staff
- Mobile workers/lone working/agile workers
- Are there parts of the establishment where different levels of risk can be identified
- Remoteness from emergency medical services
- Do any employees work at sites occupied by other employers (e.g. schools)
- Do members of the public visit the premises

MOBILE WORKERS AND LONE WORKERS

Where employees generally work away from their base, e.g. in schools, at home or they work alone, they should be provided with a smaller quantity of first aid supplies (*See appendix 1*). They should also have access to mobile communications so that they can summon help if needed.

FIRST AID TRAINING

There are 2 types of recognised first aid trained staff:

- Fully qualified first aid trained staff who have attended an approved 3 day course, who are able to deal with immediately life threatening conditions or provide first aid assistance in almost all situations likely to occur
- Appointed persons who have attended an approved 1-day course and can take charge in an emergency or can help assist the first aid trained staff.

All fully qualified first aid trained staff will hold a nationally accepted first aid at work certificate recognised by the Health & Safety Executive. Appointed persons have gained a certificate of competence in emergency first aid techniques. All first aid trained staff and appointed persons must undertake refresher training every 3 years.

First Aid trained staff must be allowed time to attend incidents and approved training. They should have easy access to appropriate first aid kit and supplies. At least **THREE** fully stocked first aid boxes have to be available at all times in Maesincla, and **ONE** in Plas Llanwnda. All staff should be made aware of the location of all first aid boxes by signage and during local induction.

The following training and qualification provision will be made :

- 3 x fully qualified first aid trained staff for the Technology Unit, Maesincla, Caernarfon
- 1 x fully qualified first aid trained staff for Plas Llanwnda, Caernarfon
- 9 x technicians, 3 x network installers/cablers, 2 x PAT technicians to follow 'Appointed persons' training
- Arrangements to 'pool' first aid provision with other organisations in Plas Llanwnda

SIGNAGE

First Aid Notices should be on all Health & Safety notice boards and in communal areas e.g. reception, entrance hall, canteen etc. Notices should be easily recognisable and be green with white writing. They should provide the name of the First Aid staff and a contact telephone number.

FIRST AID ROOM

Where practicable, there should be a suitable room where first aid can be administered. If no room has been designated, an office / room should be cleared in the event of an individual requiring treatment. The following should be available :

- Hot and cold running water
- First Aid box
- Soap and paper towels
- A bed/couch with waterproof protection
- Form for recording first aid provision
- A first aid notice showing nearest first aid trained staff details

RECORDS

A written record of the company's current first aid needs should be kept for reference and as evidence of effective Health & Safety management.

An Accident Reporting form should be completed every time first aid-trained staff provides assistance to a casualty arising from the condition of the premises or the work they were undertaking. The name of the person giving first aid together with summary details of the treatment given should be recorded.

INFORMATION

In the induction of newly-appointed staff, all staff should be provided with information on how to obtain first aid assistance. This should include:

- General organisation of first aid in the building
- Where to find information on the nearest first aid trained staff
- Emergency telephone numbers
- Location of nearest first aid box

FIRST AID CERTIFICATE - PAYMENT

A plus payment of £96 per annum is made to staff who are required to hold a current first aid certificate, and to act as First Aid Attendants.

LINKS TO OTHER POLICIES & ARRANGEMENTS

These arrangements should be read in conjunction with;

- Council Health and Safety policy, which identifies the roles and responsibilities of all employees and managers
- Health & Safety Management Arrangements for Accident and Incident Reporting and Investigation
- Arrangements for referral to Occupational Health Unit
- Health & Safety Risk Assessment for First Aid provision
- Health & Safety Management Arrangements for Home Working.

CONTROL MEASURES / IMPLEMENTATION

- 3 First Aid Officer to be designated and trained for the Technology Unit Maesincla and 1 for Plas Llanwnda
- All Technicians, Network Installers/Cablers and Portable Electrical Appliance Testers to receive 'appointed persons' training

- Financial provision to be made for the remuneration of the designated First Aiders and for refresher training as necessary
- First Aid boxes to be located in all buildings, paying regard to the activities undertaken, with suitable signage
- All vans/vehicles leased by CYNNAL to have a First Aid box
- The Personnel/H&S Assistant to be designated First Aid Coordinator, and be responsible for overseeing the range and the expiry dates of the contents of all the First Aid boxes and for their updating/upkeep
- Staff to be made aware that each school has its own First Aid provision, and to take advantage of that if required
- Whenever a member of staff has cause to use the First Aid box, - the incident should be reported in the Accident Book

Appendix 1

FIRST AID BOX CHECKLIST – BELOW ARE THE MINIMUM RECOMMENDATIONS FOR A FIRST AID BOX FROM THE HEALTH & SAFETY EXECUTIVE

Depending on the risk assessment, additional items can be included within the first aid box, but this should not include any medicines or drugs.

- First Aid Leaflet (Giving basic first aid advice)
- 20 Individually wrapped sterile adhesive dressings
- 2 Sterile eye pads
- 4 Triangular bandages
- 6 Safety pins
- 6 Medium sized sterile wound dressings (12cm x 12cm)
- 2 Large sized sterile wound dressings (18cm x 18cm)
- 1 Pair of disposable gloves

First-aid kits in vans and for traveling/lone workers would typically contain:

- A leaflet giving general guidance on first aid (for example HSE leaflet)
- Basic advice on first aid at work
- Six individually wrapped sterile adhesive dressings
- One large sterile un-medicated dressing - approximately 18 cm x 18 cm
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves

Note: First aid supplies do have an expiry date. The Personnel/H&S Assistant to ensure stocks are replenished. Old stock can be taken to the local St Johns ambulance.

First Aid Boxes

The Health, Safety and Welfare Team must carry out a risk assessment to decide what first aid items are required within the first aid box. For example, if a person works in a kitchen, it's more likely you will suffer from burns or cuts; so put extra plasters or burn gels in the kit. The new British Standard recommends that individual first aid box contents are based on the risk assessment and therefore contents within boxes will differ from site to site.

The new British Standard has recommended the following changes:

Notable key changes are:

1. Increased numbers of gloves (traditional kits only had one pair) and all gloves should now be nitrile.
2. Treatment of lower limb injuries no longer includes immobilisation, so there is a reduction in triangular bandages.
3. The introduction of a new smaller dressing specifically for finger injuries that are too large for first aid plasters. Previously the smallest dressing was impractical for finger injuries.
4. Introduction of tape to secure bandages without the use of safety pins
5. Introduction of modern wet gel type burns dressings and a conforming bandage to secure it.
6. Introduction of first aid shears, to cut clothing away from an injury site.
7. Introduction of an eye wash bottle into the travel kit, recognising that running water or fixed eye wash stations are unlikely to be available to workers travelling away from the workplace.
8. Introduction of a resuscitation device providing protection for first aiders providing rescue breaths during resuscitation.
9. The addition of a foil survival blanket as a means to keep a casualty warm, particularly in cases of shock.