

Committee:	Safety Committee	Agenda Item No.:	7.
Date:	23 rd September 2008	Category	
Subject:	First Aid at Work Policy and Guidance	Status	Open
Report by:	Health and Safety Officer		
Other Officers involved:	Head of Human Resources and Payroll		
Director	Chief Executive Officer		
Relevant Portfolio Holder	People and Performance		

RELEVANT CORPORATE AIMS

Strategic Organisational Development: - continually improving our organisation. By reducing the consequences of accidents, incidents, and dangerous occurrences and thereby reduce likelihood of enforcement action, legal action or compensation claim.

Customer Focussed Services: - providing excellent customer focussed services. By providing services that reduce the consequences an accident, incident or illness.

Community safety:- Ensuring that communities are safe and secure. By providing emergency assistance in the event of accident or illness

TARGETS

The Policy does not contribute specifically to any targets specified in the Corporate Plan.

VALUE FOR MONEY

By complying with legislation and best practice, and proactively managing risks we will help to control the risk of financial loss, service interruption and help avoid the costs of prosecution, compensation claims and increased insurance premiums.

THE REPORT

The Policy and Guidance has been revised as part of a regular review, and has been put into the new format.

Responsibilities for all levels of personnel have been outlined on page 9.

Information on contents of first aid boxes and where to get supplies has been included on page 10.

Revised arrangements for the organising of first aid training, which is now carried out 'in-house' by leisure services have been added at pages 10 and 11.

Provision of defibrillators (although not a requirement of the regulations) is also covered on page 11.

Several links to first aid websites have been added at page 11.

A section on carrying out first aid needs assessments have been added at page 12.

ISSUES FOR CONSIDERATION

The First Aid at Work Policy and Guidance.

IMPLICATIONS

Financial : Reducing the risk of incurring loss from subsequent compensation, legal prosecution and increased insurance costs.

Legal : Compliance with the Health and Safety (First Aid) Regulations 1981.

Human Resources : Reduction in severity of the consequences of accidents etc

RECOMMENDATION

That the First Aid at Work Policy and Guidance is considered and referred to Council for adoption.

ATTACHMENT:

FILE REFERENCE:

SOURCE DOCUMENT: