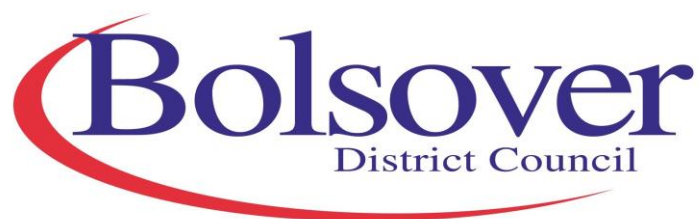


BOLSOVER DISTRICT COUNCIL

First Aid at Work Policy and Guidance

September 2008



This Policy addresses the following Corporate Aims:



COMMUNITY
SAFETY



CUSTOMER
FOCUSED SERVICES



STRATEGIC ORGANISATIONAL
DEVELOPMENT

Bolsover District Council Equalities Statement

Bolsover District Council is committed to equalities as an employer and in all the services provided to all sections of the community.

- The Council believes that no person should be treated unfairly and is committed to eliminate all forms of discrimination in compliance with the Equality Strategy.
- The Council also has due regard to eliminate racial discrimination and to proactively promote equality of opportunity and good relations between persons of different racial groups when performing its functions.

This document is available in large print and other formats from any of the Council offices or by contacting the Chief Executives Directorate on 01246 242323. Please bear in mind we will need a few days to arrange this facility.

If you need help to read this document please do not hesitate to contact us.

Our Equality and Improvement Officer can be contacted via [Email](#) or by telephoning 01246 242407.

Minicom: 01246 242450

Fax: 01246 242423

CONTROL SHEET

Details of Document	Comments / Confirmation
Title	First Aid at Work Policy and Guidance
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1. INTRODUCTION AND SCOPE

The Council is committed to providing adequate numbers of trained first aiders to meet the needs of employees and other persons in our workplaces and comply with the requirements of the First Aid at Work Regulations.

The policy will apply to all employees, volunteers, trainees contractors, agency workers and elected members and to all council sites used as regular workplaces.

2. LEGAL REQUIREMENTS

2.1 Legislation

The Health and Safety at Work etc. Act 1974
Health and Safety (First Aid) Regulations 1981

2.2 Summary of Legal Requirements

- Provide adequate and appropriate equipment, facilities and trained personnel to enable first aid to be given to your employees if they are injured or become ill at work.
- What is adequate and appropriate will depend on the circumstances in the workplace: this will be determined by risk assessment.
- 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.
- First-aid provision to be available at all times people are at work.

The HSE also recommends that sufficient provision is made for visitors, service users etc. who may be using our premises or facilities.

3 POLICY STATEMENT

The objective of the First Aid at Work Policy is to establish effective arrangements to provide first aid care for employees and others using our workplaces or attending events which we manage.

- The Council will provide adequate numbers of trained first aiders - Provision of facilities etc. will be determined by risk assessment
- The Council will provide information and training on first aid to employees to ensure that its legal requirements and the needs of the organisation are met.

- The Council encourages all employees to report all accidents and incidents requiring first aid treatment
- The Council undertakes to provide and maintain adequate first aid equipment, supplies and facilities appropriate to the degree of risk, especially for those employees who work 'in the field', off site, who are mobile or who undertake more hazardous tasks.

In line with Health and Safety Executive recommendations, the Council aims to provide adequate first aid facilities for the users of our workplaces, public buildings and supported accommodation.

4. RESPONSIBILITIES

4.1 The Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that there is effective first aid provision for employees.

4.2 Senior Management Team

Directors are accountable to the Chief Executive Officer for the operations and activities carried out within their areas of responsibility. Specifically they will ensure:

- Compliance with the Council's First Aid at Work Policy within their area of responsibility.
- Employees in their area are aware of, accept and carry out their responsibilities under the policy.

4.3 Heads of Service

Heads of Service are accountable to their Director for ensuring that the First Aid at Work Policy is complied with in their Service Area. Additionally they will ensure:

- Adequate paid time is made available for employees to undertake the required first aid training.
- Adequate numbers of trained first aiders or appointed first aiders are available.
- First aiders who are appointed carry out their duties in accordance with this policy and the First Aid at Work Regulations
- Employees are encouraged to seek appropriate first aid treatment.

4.4 Managers and Team Leaders

Are responsible to their Head of Service for ensuring effective measures are in place to control risks within their area of responsibility. Additionally they will ensure:

- Employees understand and use local procedures designed to protect their health and safety.
- That they bring to the attention of their line manager / Head of Service first aid related health and safety issues of which they are aware, including non-compliance with this policy, where they cannot be resolved locally.

4.5 All Employees

Individuals at all levels have a responsibility to take care of their own and others health and safety and seek first aid assistance or advice as necessary.

Drivers should take responsibility for the first aid box in the Council vehicle they are using.

Employees with health issues should consider informing their first aiders if they think this is appropriate.

4.6 Head of Human Resources and Payroll

- Ensure that the First Aid at Work Policy and associated guidance is reviewed every two years.
- Consult with trade unions on the effectiveness of the policy, its implementation, review and revision.

4.7 The Health and Safety Officer

The Health and Safety Officer in Human Resources and Payroll will assist managers and employees in carrying out their roles under the First Aid at Work Policy by:-

- Undertaking a risk assessment of first aid needs across the Council (excluding areas where this is already mandatory as part of the employees contract of employment).
- Providing additional information and professional support, as required.
- Providing advice on the provision of instruction, information and training.
- Making employees aware of the Council's procedures at induction training.
- Monitoring the implementation of the Policy within Service Areas.
- Reviewing the First Aid at Work Policy and guidance every two years.
- Ensuring there are adequate arrangements in place for training first aiders.
- Maintain the defibrillator equipment at Sherwood Lodge.

4.8 Trained First Aiders

- Carry out their first aid duties in accordance with their training.
- Undergo refresher training every three years.
- Summon medical assistance if required
- Co-operate with accident investigations
- Ensure that the first aid box for which they are responsible is kept 'topped up' with 'in date' supplies in accordance with the list in **Appendix 1** and is always available for use.

Supplies are available from Stores ☎827514.

5. SAFE SYSTEM OF WORK

Notices will be posted in all workplaces giving the names and locations of first aiders.

Each first aider will have their own box for which they will be responsible.

Additional boxes will be sited in all workshops and Stores.

Additionally this information is posted on the Council's Health and Safety Webpage

5.1 First Aid Boxes

- First aid boxes are provided within workplaces to ensure there are adequate supplies to meet the needs of those working there.
- 'Travelling' first aid kits will be provided for all Council vehicles
- All first aid boxes shall contain at least the items listed in **Appendix 1**.
- Only specified first-aid supplies will be kept. Medicines, ointments etc. should not be kept in the first aid box.

Supplies are available from Stores ☎827514

The budget / funding for first aid supplies is managed by Human Resources and Payroll.

5.2 First Aid Training

- First aid training provision is described in the Human Resources Work Instruction WI-008.
- First aid training and provision, both for in house training and external courses is now organised, booked and delivered by the 'Leisure Tutor/Trainer Assessor (LT/TA) in Leisure Services ☎ 01623 748313.
- Defibrillator training will also be organised and delivered by the LT/TA as above.
- Records of trained personnel will be maintained by Human Resources and Payroll.

Human Resources and Payroll will manage the register of employees who are paid a first aiders allowance, and will ensure payments are made in accordance with local collective agreements.

5.3 Defibrillators

Defibrillators have been provided at

Creswell Leisure Centre,
Kissingate Leisure Centre, Shirebrook
Sherwood Lodge

The Sherwood Lodge equipment is the responsibility of Human Resources and Payroll, those sited at leisure centres are the responsibility of Leisure Services.

Teams of trained first aiders are available at each site, lists of defibrillator operators will be added to the lists of first aiders and displayed adjacent to where the equipment is stored.

Current guidance is that defibrillator refresher training should be undertaken annually.

6 RECORDS

The following records will be kept:

- Identities and locations of first aiders
- Expiry dates of training
- List of employees entitled to first aiders allowance

7 REFERENCES

Human Resources and Payroll – Work Instruction WI - 008: Organisation of First Aid Provision for Employees.

Health and Safety Executives 'Frequently Asked Questions' on first aid;

<http://www.hse.gov.uk/firstaid/faqs.htm>

NHS direct: information on First Aid

<http://www.nhsdirect.nhs.uk/articles/article.aspx?articleid=450#>

HSE 'Basic First Aid at Work Guidance – your questions answered':

<http://www.hse.gov.uk/pubns/indg214.pdf>

Appendix 1 – Contents of First Aid Boxes

There is no standard list of items to put in a first-aid box. It depends on what you assess the needs are. However, as a guide, and where there is no special risk in the workplace, a minimum stock of first-aid items would be:

- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium-sized (approximately 12 cm x 12 cm) individually wrapped sterile unmedicated wound dressings;
- two large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable gloves.

For vehicles and workshops at least 1L of sterile saline solution should be available

Appendix 2 – Assessing First Aid Provision

Recommended levels of first aid provision from the HSE are given below.

They will be used by the Health and Safety Officer to complete site specific first aid needs assessments, including the needs of mobile crews.

Category of risk	Numbers employed at any location	Suggested number of first-aid personnel
Lower risk eg shops and offices, libraries	Fewer than 50 50-100 More than 100	At least one appointed person At least one first aider One additional first aider for every 100 employed
Medium risk eg light engineering and assembly work, food processing, warehousing	Fewer than 20 20-100 More than 100	At least one appointed person At least one first aider for every 50 employed (or part thereof) One additional first aider for every 100 employed
Higher risk eg most construction, slaughterhouses, chemical manufacture, extensive work with dangerous machinery or sharp instruments	Fewer than 5 5-50 More than 50	At least one appointed person At least one first aider One additional first aider for every 50 employed