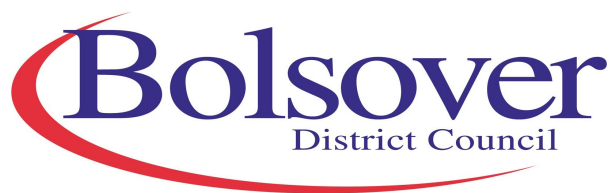


BOLSOVER DISTRICT COUNCIL

First Aid at Work Policy and Guidance

December 2013



This Policy addresses the following Corporate Aims (show those which are appropriate to the policy only):



COMMUNITY
SAFETY



CUSTOMER
FOCUSED SERVICES



STRATEGIC ORGANISATIONAL
DEVELOPMENT



ACCESS FOR ALL

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اگر آپ کو یہ دستاویز سمجھنے میں مدد کی ضرورت ہو یا یہ بڑے حروف یا ترجمہ کی شکل میں درکار ہو تو برائے مہربانی اس صفحے کے آخر میں دیے گئے نمبر پر ہم سے رابطہ کریں۔



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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 1981.

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
First Aid at Work Approved code of Practice (L74) ~~2009-3rd Edition~~
2013

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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, public buildings, supported accommodation 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 will provide first aid equipment etc. 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.

4. RESPONSIBILITIES

All employees, volunteers, trainees contractors, agency workers and elected members have a responsibility to take care of their own and others health and safety and seek first aid assistance or advice as necessary.

Drivers have responsibility for the first aid box in their Council vehicle.

Employees with health issues should consider informing their first aider(s) if they think this is appropriate

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 Directors

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.
- 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 first aiders are available.
- First aiders 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.
- Employees are made aware of first aid arrangements at induction.

4.4 Managers and Team Leaders

Managers and team leaders are responsible to their Head of Service for ensuring effective first aid measures are in place. Additionally they will ensure:

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

4.5 Head of Human Resources and Payroll

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

4.6 The Health and Safety ~~Officer~~ Advisor

The Health and Safety ~~Officer~~ Advisor 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
- Providing additional information and professional support.
- Providing advice on instruction, information and training.
- Monitoring the implementation of the Policy within Service Areas.
- Reviewing the First Aid at Work Policy & Guidance every two years.
- Ensuring there are adequate training arrangements in place.
- ~~Maintain the defibrillator equipment at Sherwood Lodge.~~

4.7 Trained First Aiders

- Carry out their first aid duties in accordance with their training.
- Undergo refresher training as required.
- 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 can be ordered via the H&S page on ERIC. Send the completed form to Simon.busk@travisperkins.co.uk, at riverside Stores ☎855629.

5. SAFE SYSTEM OF WORK

Notices are posted in all workplaces giving names and locations of first aiders.

Each first aider has their own box for which they will be responsible, ~~an additional box will be sited in the Garage.~~

5.1 First Aid Boxes

- First aid boxes are provided for each first aider within the workplace.
- '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 as detailed in 4.8 above.

5.2 First Aid Training

- First aid training for workplace first aiders ~~willis be~~ delivered by a competent provided arranged ~~Mines—Rescue~~, through Human Resources and Payroll.
- Defibrillator training will also be provided as above.
- Training records are held 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~~ The Arc,
~~Sherwood Lodge~~

The responsibility for undertaking routine maintenance checks of the equipment is as follows:

Cresswell Leisure Centre – Leisure Services
The Arc, - Human Resources and Payroll

~~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 are included on the first aider lists at ~~Sherwood Lodge~~ The Arc.

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Current guidance is that defibrillator refresher training should be conducted on an annual basis-

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6 RECORDS

The following records will be kept:

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

7 REFERENCES

The following are available as free downloads

~~HSE 'Basic Advice on First Aid at Work Health and Safety Executives 'Frequently Asked Questions' on first aid;~~

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

~~HSE 'Basic First Aid at Work Guidance — your questions answered':
<http://www.hse.gov.uk/pubns/indg347.pdf>~~

Field Code Changed

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

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

HSE Code of Practice L74 – 'First Aid at Work.'

<http://www.hse.gov.uk/pubns/books/l74.htm>

Appendix 1 – Contents of First Aid Boxes

There is no ~~standard-mandatory~~ list of items to put in a first-aid box. ~~The decision it depends~~ on what ~~to provide will be influenced by the findings of the first Aid Needs assessment. 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:

- ~~A leaflet giving general guidance on first aid (for example, HSE's leaflet *Basic advice on first aid at work*)~~
- 20 individually wrapped sterile adhesive dressings (assorted sizes); ~~appropriate to the type of work. (hypoallergenic plasters can be provided if necessary)~~
- ~~two~~ Two sterile eye pads;
- ~~four~~ Two individually wrapped triangular bandages (preferably sterile);
- ~~six~~ Six safety pins;
- ~~six~~ Six medium-sized (approximately 12 cm x 12 cm) individually wrapped sterile unmedicated wound dressings;
- ~~T~~wo large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings;
- ~~one~~ Three pairs of disposable gloves.

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~~There is no mandatory list of items to be included in first-aid kits for travelling workers. They might typically contain:~~

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- ~~A leaflet giving general guidance on first aid (for example, HSE's leaflet *Basic advice on first aid at work*)~~
- ~~6 individually wrapped sterile adhesive dressings (assorted sizes); appropriate to the type of work. (hypoallergenic plasters can be provided if necessary)~~
- ~~Two individually wrapped triangular bandages (preferably sterile);~~
- ~~Two safety pins;~~
- ~~One large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings;~~
- ~~individually wrapped moist cleansing wipes;~~
- ~~Two pairs of disposable gloves.~~

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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 overleaf.

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

