

Lothian Operational Standard

LB-HS-116 First Aid

This Standard details the minimum requirements for ensuring compliance with health and safety legislation and implementation of the Lothian H&S Policy Statement.

1. INTRODUCTION

It is important that employees who suffer injury or are taken ill in the course of their work activities receive immediate attention from someone trained to assess the situation and take an appropriate course of action where necessary administering first aid treatment.

2. POLICY STATEMENT

Lothian is committed to ensuring the provision of sufficient trained and competent first aiders, first aid equipment and facilities as necessary to deal first hand with illness and injuries to employees whilst they are at work.

3. SUMMARY OF REQUIREMENTS

The Health and Safety (First Aid) Regulations require that employers provide adequate provision for first aid and trained staff, specifically:

- Carry out an assessment of the first aid needs
- Make provision for an appointed person or trained first aider, as appropriate to the risks
- Make provision for first aid equipment and facilities e.g. first aid boxes, first aid rooms, additional equipment as necessary to the risk
- Keep records of incidents first aiders attend and the treatment they administer

Members of the public and children at school are excluded from the scope of the regulations however, it is recommended that non-employees i.e. visitors to site are covered by your arrangements. This should not include passengers on public service vehicles where it would be impractical to make provision without compromising the safety of other passengers or road users.

4. WHAT NEEDS TO BE DONE

Assessment of First Aid Needs

- 4.1 Lothian must ensure they have made adequate provision for first aid at each location for which they are responsible. An assessment of first aid needs should be

carried out in order to determine the number and type of trained personnel and first aid facilities, as appropriate to the risks, are available to:

- a) Give immediate attention to a casualty suffering an illness or injury arising from specific hazards at work
- b) Call an ambulance or other assistance if required by the situation

4.2 The assessment of first aid needs must be carried out by a competent person in order to justify the level of first aid provision.

4.3 The assessment should cover all workgroups at each location and must take into account;

- Nature of the work and the risks to which various work groups are exposed
For example:
 - Workplace transport – crushing, head injuries, fractures, strains and sprains
 - Work at height – head and spinal injuries, fractures, loss of consciousness, sprains and strains
 - Electricity – electric shock and burns
- Size of the organization and level of risk
- Previous accidents and ill health
- Vulnerability of employees, special needs, travelling, remoteness and lone working arrangements
- Work patterns and working arrangements, shared and multi occupied sites
- Response times of emergency services
- Annual leave and cover for absences
- Members of public visiting or working on a site

An example checklist is given in Appendix 1

4.4 The assessment of first aid needs should be reviewed after significant changes or in any event every 2 years.

First Aiders¹ and Appointed Persons²

4.5 Only trained first aiders who hold a valid certificate, either first aid at work (FAW) or emergency first aid at work (EFAW) can administer first aid.

4.6 Where 50 or more persons are employed on a site there must be at least one trained first aider (FAW or EFAW) unless the assessment justifies otherwise.

1 First Aider - an employee who has received either Emergency First Aid At Work or First Aid At Work training, as necessary to deal first hand with illness and injuries to employees whilst they are at work

2 Appointed Persons - person(s) appointed to take charge of first aid arrangements in an emergency. The role includes looking after the first-aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover, within their role and competence, where a first-aider is absent due to unforeseen circumstances (annual leave does not count). No special training is required to fulfil this role but EFAW should be considered.

- 4.7 Where the risk assessment indicates a trained person is not required a person should be appointed to take charge of first aid arrangements i.e. take responsibility for first aid equipment, calling the emergency services and providing cover in the temporary absence of a first aider.
- 4.8 Appointed persons are not first-aiders and should not attempt to give first aid for which they have not been trained.

First Aid Equipment and Facilities

- 4.9 Where personnel or facilities have been identified as being required in the assessment these must be made available to employees at all relevant times.
- 4.10 As a minimum, at least one adequately stocked first aid container must be provided at each site however; more than one container may be required on large sites depending on the findings of the assessment.
- 4.11 First Aid containers must be protected from dust and damp and should be located near hand washing facilities.
- 4.12 Contents of the first aid container should be determined by the findings of the risk assessment but its suggested that it contain the following:
- HSE leaflet Basic Advice on first aid
 - 20 individually wrapped sterile plaster assorted sizes
 - 2 sterile eye pads
 - 4 individually wrapped triangular bandages
 - 6 safety pins
 - 2 large sterile individually wrapped non-medicated wound dressings
 - 6 medium individually wrapped non-medicated wound dressings
 - A pair of nitrile disposable gloves (not latex)

A Typical travelling first aid kit might contain:

- HSE leaflet Basic Advice on first aid
- 26 individually wrapped sterile plaster assorted sizes
- 2 individually wrapped triangular bandages
- 2 safety pins
- 1 large sterile individually wrapped non-medicated wound dressings
- Individually wrapped moist cleaning wipes
- A pair of nitrile disposable gloves (not latex)

Note: Tablets, medicines and lotions must not be kept in first aid containers

- 4.13 A first aider or appointed person must be nominated with responsibility for examining and restocking the first aid containers.
- 4.14 Where there is no direct access to running water an eyewash station should be made available. Once the seal has been broken or expiry date exceeded the contents should not be used.

4.15 At inductions employees must be made aware of the first aid arrangements, the location of first aid equipment and the contact details for trained first aiders and/or appointed persons via at least one notice displayed on the notice board.

Infection Control

The risk of a first aider becoming infected with a blood borne virus while carrying out their duties are minimal. There have been no recorded cases of HIV or HBV being passed on during mouth-to-mouth resuscitation.

4.16 First Aiders must take the following precautions to reduce risk of infection:

- Cover any cuts or grazes on your skin with a waterproof dressing
- Wear disposable nitrile gloves when dealing with blood or any other body fluids
- Use suitable eye protection and a disposable plastic apron where splashing is possible
- Use devices such as face shields when you give mouth-to-mouth resuscitation, but only if you have been trained to use them
- Wash your hands thoroughly after each procedure

Legal Action against First Aiders

4.17 First Aiders that administer first aid to other employees within the scope of their knowledge and training are protected under the Employers Liability Insurance Cover.

Recording Accidents and Treatment

4.18 In accordance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) certain work-related ill health, injuries and incidents are required to be reported to the local enforcing authority. Refer to LB-HS-103 Injury and Incident reporting and Investigation.

4.19 Departments must have arrangements in place to ensure a log of the incidents that first aiders have attended and the treatment that is given is recorded. Information to be recorded may include:

- Date, time, and place of the incident
- Name and job title of injured or ill person
- Details of the injury or illness and the first aid treatment given
- What happened to the person after the incident e.g. went back to work, went home, was referred to GP/hospital/other treatment
- Name and signature of the first aider

This record may be combined with the accident book or other internal reporting process.

Training, Instruction and information

- 4.20** Employees must be made aware of the first aid arrangements, the location of first aid equipment and the contact details for trained first aiders and/or appointed persons via at least one notice displayed on the notice board.
- 4.21** The arrangements for the provision of first aid must be included in the induction training for new employees.
- 4.22** Before taking up duties as a first aider employees must attend and hold a valid certificate of competence in either:
- First Aid at Work training (FAW)
 - Emergency First Aid At Work (EFAW)
- 4.23** FAW and EFAW certificates are valid for 3 years and Departments must ensure requalification training is arranged before the expiry date. Training must be completed within 28 days of expiry otherwise the employee will need to undertake a full FAW course in order to be re-established as a first aider.
- 4.24** It is recommended that first aiders attend annual refresher course in order to maintain their basic skills and keep up to date with changes.

5. WHO SHOULD DO IT

5.1 Managing Director must:

- Ensure that the requirements of this standard are fulfilled.
- Ensure responsibility is appropriately allocated for the management of first aid and that necessary resources are made available to enable duties under the Health and Safety (First Aid) Regulations are to be fully discharged.

5.2 Directors and Senior Managers must:

- Ensure responsibilities and arrangements for assessing first aid needs are in place at each location and that competent first aiders and adequate first aid facilities, as appropriate to the risk, are provided and maintained
- Ensure that arrangements for the provision of first aiders and first aid facilities are periodically reviewed

5.3 Managers in control of premises e.g. Engineering and/or Operations Managers, or equivalent must:

- Carry out and document an assessment of first aid needs for the location
- Ensure the number and type of first aiders or appointed persons and first aid facilities are provided to ensure first aid cover as relevant to the risks

- Arrange for first aiders to receive adequate training, and refresher training, as necessary to enable them to competently fulfil their role
- Nominate a first aider or appointed person with responsibility for stocking and maintaining the first aid containers
- Provide information of employees and ensure new starters are made aware of the arrangements for first aid i.e. appointed persons, first aiders and location of the first aid facilities
- Records relating to the treatment given to a casualty are retained

5.4 Health & Safety Manager must:

- Advise and assist with the assessment of first aid needs as requested
- Provide advice to managers with control of premises on the provision of first aiders and first aid facilities
- Provide advice on the choice of training for first aiders and ensure first aid training is considered in any annual H&S training programme

5.5 Employees must:

- Familiarise themselves with the first aid arrangements for the locations in which they work

5.6 First Aiders and Appointed persons must:

- Where nominated to do so, stock and maintain the first aid containers in accordance with the suggested contents in item 4.12

5.7 First Aiders must:

- Only administer first aid to other employees within the scope of their knowledge and training
- Attend training as required to maintain their skills and knowledge
- Record any incidents they attend and log any first aid treatment they administer

6. MEASURE

6.1 The requirements of this standard will be monitored by Lothian H&S Department to ensure effective implementation

Evidence of effective management will include:

- Documented assessment of first aid provision and resources
- Correct cover, number and type of trained first aiders and facilities

- First aid training features in H&S training programme
- Records of incidents and first aid treatment administered

7. AUDIT

- 7.1** Compliance with the requirements of this H&S Standard will be audited periodically in accordance with the Lothian Audit Programme

8. REVIEW

- 8.1** This H&S Standard will be reviewed every 2 years or in accordance with Lothian Policy following significant changes in the matter to which it relates

9. REFERENCES AND RESOURCES

- L74: Health and Safety (First Aid) Regulations 1981 Approved Code of Practice