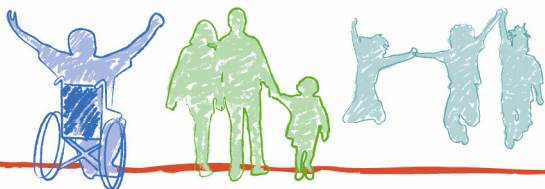




First Aid Guidelines



| | |
|---|--|
| Version Number: | V2.0 |
| Ratified by: | Health, Safety and Security Working Group |
| Date of Approval: | 25.1.12 |
| Name of originator/author: | Joyce Bennett, Health & Safety Advisor |
| Approving Body / Committee: | Health, Safety and Security Working Group |
| Date issued: | March 2012 |
| Review date: | March 2014 |
| Target audience: | All Staff |
| Name of Lead Director / Managing Director: | Gary Andrews, Director of Finance |
| Changes / Alterations Made To Previous Version: | Contents page added, references to PCT removed and reference to DATIX added (14.12.11) |

| Contents | Page |
|---|-------------|
| 1. Purpose | 4 |
| 2. Application | 4 |
| 3. Legislation | 4 |
| 4. Responsibilities | 4 |
| 4.1 Liverpool Community Health NHS Trust | 4 |
| 4.2 Site Manager (or equivalent) | 4 |
| 4.3 First Aiders | 5 |
| 4.4 Managers | 5 |
| 4.5 Employees | 5 |
| 5. Risk Assessment | 6 |
| 6. Definitions | 6 |
| 7. First Aid Equipment | 7 |
| 8. First Aid Facilities | 8 |
| 9. Information | 8 |
| 10. Selection and Training of First Aiders | 9 |
| 11. Legal Liability for First Aiders | 9 |
| 12. Monitor and Review of Site Arrangements | 9 |
| 13. Records | 9 |
| Appendices | |
| Appendix A: Guidance for Assessment of First Aid Requirements | 10 |
| Appendix B: First Aid Assessment Checklist | 11 |
| Appendix C: Basic Contents of First Aid Boxes | 12 |
| Appendix D: First Aid Room Checklist | 13 |

1. Purpose

This document details the guidelines to be implemented at Liverpool Community Health NHS Trust (the Trust) sites regarding the provision of first aid.

These guidelines may also be used by Line Managers responsible for employees working on premises not controlled by Liverpool Community Health (e.g. third party or client sites).

It is important employees and others who are injured or become ill at work receive immediate attention and, if necessary, an ambulance is called. First aid can save lives and prevent minor injuries becoming major ones.

2. Application

This document applies to all Liverpool Community Health NHS Trust sites and projects, and depending on individual circumstances, includes employees working at third party sites and peripatetic employees.

3. Legislation

- The Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety (First Aid) Regulations 1981

4. Responsibilities

4.1 Liverpool Community Health NHS Trust

Liverpool Community Health (LCH) has overall responsibility for ensuring employees have reasonable access to first aid treatment in the event of an accident or illness at work, including the provision of first aid equipment and other facilities as required.

4.2 Site Manager (or equivalent)

The appointed Site Manager (or nominated Responsible Person) at any Liverpool Community Health site is responsible for:

- Assessing the need for, and the numbers of, First Aiders on site
- Appointing and ensuring all First Aiders are trained to the required standard (in conjunction with their managers)
- Keeping records of such training up to date
- Assessing the need for, and provision of, first aid equipment or other facilities on site
- Providing information to employees regarding first aid at their site

- Keeping sufficient stocks of first aid equipment and supplies on site and ordering replacements when necessary.

4.3 First Aiders

First Aiders are responsible for:

- Initiating the correct actions in assisting employees who are injured or become ill at work as per the training they have received
- Where necessary, sending home or to hospital as appropriate, sick or injured employees, including the arrangement of transport
- Advising the employee's manager
- Informing the Site Manager (or their own manager) of any accident or incident they attend
- Ensuring that first aid equipment is kept in good condition and fully stocked and within the 'sell by' date
- Recording all accidents attended and treatment given on the DATIX reporting system as per the Policy for the Management of Incidents
- Attending site Health and Safety meetings when requested
- Informing the Site Manager if, for any reason, they are unable to continue in their role on site, e.g. working off site, changing site, or when their certification is due to expire.

4.4 Managers

Managers are responsible for ensuring their employees:

- Know the identity and location of their site's First Aiders and first aid box(es)
- Know the procedures to be followed in the event of injury or illness at work
- Know who is not working on a Trust controlled site and that they have adequate access to first aid facilities. (This may be provided either by a third party or directly to the employee by the provision of suitable first aid equipment)
- Are provided with information concerning first aid facilities at sites not controlled by the Trust.

4.5 Employees

Employees are responsible for:

- Familiarising themselves with the location of their nearest First Aider and first aid facilities
- Seeking the assistance of a First Aider, where they are able to themselves, in the event of an accident or illness at work
- Assisting any person on site, as above, in obtaining the help of a First Aider.

NB It would assist First Aiders if employees who suffer from pre-existing medical conditions e.g. epilepsy or diabetes, inform their Line Manager so that First Aiders can keep themselves fully briefed on the required actions. This information will be kept in confidence unless the employee requests otherwise.

5. Risk Assessment

The requirements for the provision of first aid at any LCH controlled site should be established by risk assessment and should consider the need for:

- First Aiders
- Appointed Persons
- First Aid Equipment and
- First Aid Facilities.

The assessment can take the form of a generic overview of the site if all the operations on the site are the same e.g. Health Centre. However, if there are different operations in different areas, with other hazards and perhaps greater risks, then the assessment process should address each one separately as needed.

In conducting the assessment, the Site Manager should consider the following factors:

- Workplace hazards and risks
- The size of the site
- The history of accidents and illnesses on site
- The nature and distribution of the workforce on site
- The remoteness of the site from emergency medical services
- The needs of travelling, remote and lone workers
- Employees working on shared or multi-occupancy sites
- Annual leave and other absences of First Aiders and Appointed Persons

Guidance to aid Site Managers on the considerations for the provision of first aid at work is presented in Appendix A and a checklist is provided to assist with the assessment process in Appendix B – First Aid Assessment Checklist.

Site Managers or others who may complete the assessment of first aid requirements are advised to keep a copy of their assessment on file and also to send an electronic copy to the Health and Safety Team based at Wilkinson Place.

6. Definitions

Essentially, there are two types of first aid personnel and an appointed person role:

First Aiders: individuals who hold a valid certificate of competence in First Aid at Work, issued by an HSE approved organisation. The training consists of a period of classroom-based learning complete with theoretical and practical examinations, both of which must be completed successfully. The First Aid at Work certificate is only valid for three years, and can be refreshed up to three months before the expiry of the certificate. If the certificate expires, the individual will need to undertake the full course in order to retain their First Aider status.

Emergency First Aiders: these are individuals who have successfully attended and passed Emergency First Aid at Work training to enable them to provide basic first aid to someone who is injured or becomes ill at work. As for the First Aid at Work Certificate, the Emergency First Aid at Work certificate is valid for three years from the date of issue.

Appointed Person: where it is deemed unnecessary for either a fully qualified first aider or an emergency first aider to be identified, an appointed person should be nominated to take charge of the first aid arrangements, including looking after first aid equipment and facilities and calling the emergency services when required. They are not First Aiders and should not be expected to deliver first aid for which they have not been trained

In special circumstances, first aid facilities may be provided by a third party; this may occur in multi-tenanted buildings or on business parks/industrial sites where full first aid facilities or First Aiders are provided as part of the site service. However, it is still necessary to assess whether these facilities will meet all of the Trust's needs. For example, whilst security guards may act as First Aiders, it may still be necessary to provide first aid boxes and/or other equipment within the Trust's area of control. Alternatively, such arrangements may not extend beyond normal working hours to cover night shift working.

7. First Aid Equipment

At all Trust sites, there must be at least one first aid box with the minimum contents sufficient to meet the needs of the working environment, as identified in the risk assessment. For guidance, the list of minimum contents is presented in Appendix C - Basic Contents of First Aid Boxes. First Aiders/Site Managers should check the contents of all first aid boxes on a regular basis with any missing items replaced immediately. The First Aider / Appointed Person should ensure that there are adequate stocks maintained on site for this to happen.

Where there is more than one building at a Trust site, then at a minimum, there should be one first aid box in each building, or as identified in the risk assessment.

The need for additional boxes will largely be determined by the layout of the site, its extent and the nature of any risk. Additional boxes should be strategically

located where the distances to be travelled and/or the number of floors is large. Consideration should be given to locating boxes in areas where employees may work, and access is remote or restricted from the main core of activity. Additional boxes might be placed where it is assessed that there is a greater risk e.g. building mechanical and electrical plant rooms.

The need for additional equipment, beyond the basic first aid box, should be considered for areas/sites that have activities which carry a greater risk than normally encountered in an office environment. For example, the provision of eye wash facilities at the location of any significant work involving chemicals, or where access to water may be limited e.g. building plant rooms.

Where possible, first aid boxes should be located near hand-washing facilities such as in employee refreshment areas.

First aid boxes should be readily accessible and be identified by a white cross on a green background (see the Guidelines on Safety Signs, Signals and Notices).

If, during a site first aid assessment, it is considered necessary to issue travelling first aid kits to employees who, for example, travel to remote locations, then the minimum contents for the kit are listed in Appendix C - Basic Contents of First Aid Boxes.

In such cases, it will be the responsibility of employees issued with travelling kits to keep them fully stocked by reference to the Site Manager. In the event of employees having to use items from their travelling first aid kit in the course of their work, it is their responsibility to:

- Advise their Service Lead / Site Manager
- Report the accident or incident in line with Trust policy on Incident Reporting (DATIX).
-

8. First Aid Facilities

The requirements for a first aid room on site is not governed by employee numbers but by the nature of hazards and risks due to activities carried out on site. Within the Trust's premises, examination rooms would provide a suitable environment. Given the frequency and severity of injuries encountered within an office environment, it is not normally necessary that a first aid room should be provided. However, consideration should be given to whether there is a room suitable for use in an emergency.

If a first aid room is deemed necessary, Appendix D - First Aid Rooms Checklist should be used.

9. Information

Liverpool Community Health employees (including temporary workers and volunteers) will be provided with the following information:

- The names of First Aiders on site and how to contact them

- The location of first aid equipment, and any other first aid facilities
- The details of any other special arrangements for the provision of, and access to, first aid on site
- The requirement to record all accidents/treatments on the DATIX system.

This information is to be displayed on notice boards and other relevant areas. Additionally, new or transferred employees should be advised of this information during their site safety induction.

10. Selection and Training of First Aiders

Anyone wishing to be considered for first aid training should be selected based on:

- Their reliability, disposition and communication skills
- Their aptitude and ability to absorb new knowledge and learn new skills
- Their ability to cope with stressful and physically demanding emergency procedures
- Their normal duties should be such that they may be left to go immediately and rapidly to an emergency.

All First Aiders qualified to administer first aid at work must be trained as follows:

- Complete an HSE approved First Aid at Work certified course
- Be re-qualified every third year
- Receive the appropriate first aid reference book.

Emergency First Aiders will also receive formal external HSE approved training on a recognised course that should be re-qualified every three years.

Appointed Persons will also receive formal training sufficient for them to perform their role.

11. Legal Liability for First Aiders

First Aiders are covered by the Trust's insurance for administering first aid to employees or other persons at work or who are visiting LCH sites. (This cover does not extend to any first aid treatment which may be given outside of the work context e.g. treating a traffic accident victim on a public road. However, certain first aid training providers do offer personal insurance for a small fee).

12. Monitor and Review of Site Arrangements

First aid arrangements on each site must be reviewed at least annually to determine whether changes are required to the first aid provisions in place and whether they are effective.

Site Managers and Service Leads should regularly review accident and incident records to determine whether there are any discernible trends in reported

accidents and incidents which may require changes to the first aid provision on site.

13. Records

- First Aid Assessment Checklist (Appendix B)
- DATIX report forms
- Any formal training records

A record is to be kept of all first aid treatments on the DATIX reporting system (see Trust policy on the Management of Incidents).

The Site Manager will ensure records are maintained for seven years and consist of:

- First Aider details
- Training provided to First Aiders
- First aid supplies, including location and contents of boxes, and the names of First Aiders responsible for checking specific boxes.

Appendix A: Guidance for Assessment of First Aid Requirements

In assessing the first aid needs for any site, consideration should be given to the following areas:

| Aspects to consider | | Impact on first aid provision |
|---------------------|---|---|
| 1 | What are the risks of injury and ill health arising from the work as identified in your risk assessment? | If the risks are significant you may need multiple first aiders. |
| 2 | Are there any specific risks e.g. working with hazardous substances, dangerous tools, dangerous machinery, dangerous loads, violent people? | You will need to consider specific training for first aiders; extra first aid equipment; precise siting of first aid equipment; a first aid room. |
| 3 | Are there parts of your site where different levels of risk can be identified? | You will probably need to make different levels of provision in different parts of the site. |
| 4 | Are large numbers of people employed at your site? | You may need to appoint more than the minimum first aiders to deal with the higher probability of an accident. |
| 5 | What is your record of accidents and cases of ill health? What type are they and where did they happen? | You may need to locate your provision in certain areas, and review the contents of the first aid box. |
| 6 | Are there inexperienced workers on site, employees with disabilities, or special health problems? | You will need to consider special equipment and local siting of equipment to meet their needs. |
| 7 | Are the premises spread out, e.g. are there several buildings on the site or are they multi floor buildings? | You will need to consider provision in each building or over several floors. |
| 8 | Is there shift work or out of hours working? | Remember that there needs to be first aid provision at all times when people are at work. |
| 9 | Is your workplace remote from emergency medical services? | You will need to inform local medical services of your location, and consider special arrangements with the emergency services. |
| 10 | Do you have employees who travel a lot or work alone? | You will need to consider issuing personal first aid kits and training employees in their use, consider issuing personal communicators to employees |

| Aspects to consider | | Impact on first aid provision |
|----------------------------|---|---|
| 11 | Do any of your employees work at sites occupied by other employers? | You will need to make, or ensure there are, adequate arrangements with the other party. |
| 12 | Do you have any work experience trainees? | Remember that your first aid provision must cover them. |
| 13 | Do members of the public visit your premises? | You have no legal responsibilities for non-employees, but HSE strongly recommend that you include them in your first aid provision. |
| 14 | Do you have employees with reading or language difficulties? | You will need to make special arrangements to give them first aid information. |

Appendix B: First Aid Assessment Checklist

| | | |
|---------------------|--|--|
| 1. | Can immediate external first aid be provided? | |
| 2. | Will it cover all working hours? | |
| 3. | Will it be adequate for the risks on site? | |
| If not then: | | |
| 4. | How many first aiders are required? | |
| 5. | Are there any special risks for which they should be trained? | |
| 6. | Are there enough for absences? | |
| 7. | Are any needed in key locations? | |
| 8. | What cover is required for shift work? | |
| 9. | Is an emergency first aider or appointed person required as back up? | |
| 10. | Train first aiders | |
| 11. | Log first aid training given, name and date | |
| 12. | Have first aid boxes been provided? | |
| 13. | Are there enough? | |
| 14. | Is any further equipment required? | |
| 15. | Where are the boxes/equipment to be located? | |
| 16. | Are any needed in key locations? | |
| 17. | Are they clearly sign posted? | |
| 18. | Is a first aid room required? | |
| 19. | Produce first aid procedure (i.e. how do staff get first aid?) | |
| 20. | Draft site policy statement on first aid | |
| 21. | Post first aiders names on notice boards | |
| 22. | First aid for visitors notice/security/ pass information? | |
| 23. | Ensure first aiders understand site procedures | |
| 24. | Are there staff on site who have specific conditions, and who might want first aiders to know? | |

Appendix C: Basic Contents of First Aid Boxes

First aid boxes on Trust sites should contain the following provisions at a minimum.

| | Item | Present |
|----|--|---------|
| 1. | A leaflet giving general guidance on first aid | |
| 2. | 20 individual wrapped sterile adhesive dressing (assorted sizes) appropriate to the type of work (dressings may be of a detectable type for food handling) | |
| 3. | 2 sterile eye pads | |
| 4. | 4 individually wrapped triangular bandages (preferably sterile) | |
| 5. | 6 safety pins | |
| 6. | 6 medium sized individually wrapped sterile un-medicated wound dressings – approximately 12cm x 12cm | |
| 7. | 2 large sterile individually wrapped un-medicated wound dressings – approximately 18cm x 18cm | |
| 8. | 1 pair of disposable gloves | |
| 9. | 1 mouth shield for resuscitation | |

Contents of first aid boxes should be checked weekly with attention being paid to items with expiry dates on, and a written record with signature and date maintained on site. Replacement stocks must be kept readily available on site.

If deemed necessary, a travelling first aid kit may be provided to employees consisting of the following:

| | Item | Present |
|----|--|---------|
| 1. | A leaflet giving general guidance on first aid; | |
| 2. | 6 individually wrapped sterile adhesive dressings; | |
| 3. | 1 large sterile un-medicated dressing – approximately 18cm x 18cm; | |
| 4. | 2 triangular bandages; | |
| 5. | 2 safety pins | |
| 6. | Individually wrapped moist cleansing wipes | |
| 7. | 1 pair of disposable gloves | |

Appendix D: First Aid Room Checklist

If a first aid room is considered necessary at any Trust controlled site, it should meet the following requirements:

| Requirement | Present/ Satisfactory |
|---|--------------------------|
| Room should contain essential first aid facilities and equipment | |
| Be easily accessible to stretchers | |
| Clearly sign posted and identified | |
| Be large enough to hold a couch with enough space at each side for people to work, a desk, a chair and any necessary additional equipment | |
| Have washable surfaces and adequate heating, ventilation and lighting | |
| Be kept clean, tidy, accessible and available for use at all times when employees are at work | |
| Be positioned as near as possible to a point of access for transport to hospital | |
| Display a notice on the door advising of the names, location and, if appropriate, telephone extensions of first aiders and how to contact them | |
| The first aid room should contain: 1. a sink with hot and cold running water 2. drinking water and drinking vessels 3. liquid soap and paper towels 4. a store for first-aid materials 5. foot operated refuse containers lined with disposable clinical waste bags or a container suitable for the safe disposal of clinical waste 6. a couch with waterproof protection and clean pillows and blankets 7. a chair 8. a telephone or other communication equipment | |

If a room cannot be reserved exclusively for giving first aid, provisions should be made to ensure that first aid facilities could be made available quickly, if necessary. Consideration should be given to whether the activities usually carried out in the room can be stopped immediately in an emergency; the furnishing and equipment can be moved easily and quickly to a position which will not interfere with giving first aid; the storage arrangements for first aid furnishings and equipment allow them to be made available quickly, when necessary.

In any event the room should be clearly identified and sign posted by white lettering or symbols on a green background.