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First Aid and Provision of First Aid Equipment Procedure

Procedure Statement

The provision of first aid in the workplace is regulated by the Health and Safety (First Aid) Regulations 1981 and the Approved Code of Practice and Guidance (1997) to these regulations. They set out the essentials of first aid for the organisation to address and set out minimum standards for first aid in the workplace.

The Regulations place a general duty on the Trust to provide, or ensure that there is provided, adequate equipment, facilities and personnel to render first aid to its employees if they are injured or become ill at work. In order to comply with the Regulations the organisation intends to implement this First Aid and Provision of First Aid Equipment Procedure and through it inform its employees of first aid arrangements.

Procedure purpose and aims

The purpose and aim of this document is to state the approach of Public Health Wales towards the provision of first aid and first aid equipment. It is the duty of the organisation to ensure, so far as is reasonably practicable, that it complies with the Health and Safety (First Aid) Regulations 1981 and implements systems to improve the health, safety and welfare at work of its employees.

Supporting Procedures and Written Control Documents

All other organisational Health and Safety policies, procedures and written control documents.

- Health and Safety Policy
- Statutory and Mandatory Training Policy

Scope	
All persons employed or engaged by Public Health Wales, including part time workers, temporary and agency workers, those holding honorary contracts and those engaged by the NHS Wales Health Collaborative	
Equality and Health Impact Assessment	Assessment complete
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1. Introduction

The Health and Safety (First Aid) Regulations 1981 and the approved code of practice (Basic Advice on First Aid at work) 2013, provides the framework that set out the minimum standards for first aid in the workplace. The Regulations place a general duty on the Trust to provide, or ensure that there is provided, adequate equipment, facilities and personnel to render first aid to its employees if they are injured or become ill at work.

Public Health Wales NHS Trust is committed to providing a safe and secure environment for their service users, visitors, staff and all workers engaged within the Trust. This document outlines Public Health Wales approach towards the provision of first aid and first aid equipment.

This procedure sits under the Trust Health and Safety Policy and this outlines the Trust commitment and arrangements including roles and responsibilities of its workforce, directly employed or associated by other agreements.

2. Scope

This procedure and any arrangements made under it apply to:

- All persons employed or engaged by the Trust, including part time workers, temporary workers, honorary staff and volunteers;
- Agency staff (both short and long term).

3. First Aid Arrangement

3.1 Designated First aiders

Public Health Wales NHS Trust will seek volunteers to be trained as designated first aiders

3.2 First Aid Boxes

All areas will have access to the first aid boxes which will be provided through the normal procurement process. The monitoring and maintenance of the contents of the first aid box will be decided locally and may be a designated first aider/appointed person. All first aid boxes will be regularly checked by the designated first aider/appointed person to ensure that the appropriate contents are in place and in date. Replenishment will be arranged locally through the normal procurement.

3.3 Travel First Aid Kits

Directorates will be responsible for ensuring that adequate arrangements are in place to meet the first aid needs of staff working away from their

base. Where the risks to health and safety of regular travellers are comparatively low, the first aid available at their base is sufficient. Travel first aid kits should be provided for:

- Community workers when a risk assessment determines the need;
- Identified owned vehicles (not leased cars unless the above applies).

It is the responsibility of each driver to ensure the kits are regularly checked. They should be provided locally by each Department and replenished accordingly.

3.4 Signage

A prominent notice giving the location of first aid equipment, an example is shown in (Appendix 5) and the names and locations of first aiders should be made available/displayed in all premises in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.

4. Responsibilities

4.1 Role of Directors

All Directorate Managers and Line Managers will, in those areas under their control, ensure that:

- sufficient resource/trained first aiders are in place
- risk assessments of first aid needs are carried out and reviewed every three years (or earlier if there are significant changes appropriate to the workplace) and include consideration of:
 - the hazardous nature of the work involved and the geographical distribution of the employees;
 - ease of access to a treatment service and if required transfer to accident and emergency department;
 - contact Learning and development to arrange for first aid training for staff members;
 - employees working away from Public Health Wales premises;
 - contractor have access to facilities;
 - risk assessments are recorded and any actions taken;
 - all incidents are recorded on the trust datix system.

4.2 Role of Managers – Managers with responsibilities for premises should ensure that:

- Adequate first aid arrangements are in place and if they have concerns about provision they should contact the Health and Safety Professional Lead for advice;
- Where appropriate, designated first aiders are trained and information on how to contact a first aider is readily available to all staff;
- First aid boxes are in place and that a process is in place to ensure they are suitably provisioned.

5. Review, Monitoring and Audit Arrangements

Directorate managers will monitor to ensure that measures to control risks are being fully implemented and remain effective through the maintenance a list detailing who the first aiders and appointed persons are.

Appendix 1.

Checklist for Assessment of First Aid Needs

Point to consider	Impact on first aid provision
<p>Hazards – use the findings of your risk assessment and take account of any parts of your workplace that have different work activities or hazards which may require different levels of first aid provision.</p>	
<p>Does your workplace have low-level hazards, like you might find in offices and shops?</p>	<p>The minimum provision is:</p> <ul style="list-style-type: none"> • an appointed person to take charge of first aid arrangements; • a suitably stocked first aid box.
<p>Does your workplace have higher level hazards, such as chemicals or dangerous machinery?</p> <p>Do your work activities involve special hazards, such as hydrofluoric acid or confined spaces?</p>	<p>You should consider:</p> <ul style="list-style-type: none"> • providing first aiders; • additional training for first aiders to deal with injuries caused by special hazards; • additional first aid equipment; • suitable location of first aid equipment; • providing a first aid room; • informing the emergency services.
<p>Employees</p>	
<p>How many people are employed on site?</p>	<p>Where there are small numbers of employees, the minimum provision is:</p> <ul style="list-style-type: none"> • an appointed person to take charge of first aid arrangements; • a suitably stocked first aid box. <p>Where there are large numbers of employees you should consider providing:</p> <ul style="list-style-type: none"> • first aiders; • additional first aid equipment; • a first aid room. <p>Your first aid provision should cover work experience trainees.</p>

Do you have any employees with reading or language difficulties?	You will need to make sure first aid provision is communicated to all staff.
Accidents and ill-health record	
What injuries and illness have occurred in your workplace and where did they happen?	<p>Make sure your first aid provision caters for the type of injuries and illness that might occur in your workplace.</p> <p>Monitor accidents and ill health and review your first aid provision as appropriate.</p>
Point to consider	Impact on first aid provision
Working arrangements	
Do you have employees who travel a lot, work remotely, and work alone or in the community?	<p>You should consider:</p> <ul style="list-style-type: none"> • issuing personal first aid kits; • issuing personal communicators / mobile phones to employees. • include within your lone working risk assessment
Do you have staff that use Trusts vans and transport?	You should consider drivers who drive Trusts transport and transport staff, workmen etc.
Do any of your employees work at sites occupied by other employers?	You should make arrangements with other site occupiers to ensure adequate first aid provision. A written agreement between employers is strongly recommended.
Do any of your employees work shifts or work out of hours?	You should ensure there is adequate first aid provision at all times people are at work.

<p>Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?</p>	<p>You should consider provision in each building or on each floor</p>
<p>Do you have enough provision to cover for your first aiders or appointed persons when they are absent?</p>	<p>You should consider:</p> <ul style="list-style-type: none"> • what cover is needed for annual leave and other planned absences; • what cover is needed for unplanned and exceptional absences.
<p>Is your workplace remote from emergency medical services?</p>	<p>You should:</p> <ul style="list-style-type: none"> • inform the emergency services of your location; • consider special arrangements with the emergency services.
<p>Non-employees</p>	
<p>Do service users or members of the public visit your premises?</p>	<p>Under the Regulations, you have no legal duty to provide first aid for non-employees, but the HSE strongly recommends that you include them in your first aid provision.</p>

Appendix 2.

DEPARTMENTAL FIRST AID REQUIREMENTS		
Ensure that there are enough first aiders to cover all shifts and annual leave and enough appointed persons to cover unforeseeable sickness and absences – see guidance below		
From your risk assessment, what degree of hazard is associated with your work activities?	Number of employees	Suggested number of first aid personnel
Low hazard Eg. shops, offices, libraries	Less than 25	At least one appointed person
	25 - 50	At least one first aider trained in EFAW
	More than 50	At least one first aider trained in FAW for every 100 employed (or part thereof)
Higher hazard E.g. light engineering and assembly work, food processing, extensive work with dangerous machinery or sharp instruments, theatres, construction, mortuary, chemical manufacture	Less than 5	At least one appointed person
	5 - 50	At least one first aider trained in EFAW or FAW depending on the type of injuries that might occur
	More than 50	At least one first aider trained in FAW for every 50 employed (or part thereof)
The details above are suggestions only - they are not definitive nor are they a legal requirement.		

First Aid Facilities

Where the first aid assessment identifies a first aid room as being necessary, a suitably equipped room should be provided. It could be a designated ward or treatment room and is not required where there is an accident and emergency department on site. A first aid room will usually be necessary where there are higher hazards or in larger premises at a distance from medical services. A designated person should be given responsibility for supervising it. The room should be clearly signposted and identified as the first aid room. The names, locations of the nearest first aiders and the times when they are available should appear on the door of the room.

Access to the first aid room should be available at all times when employees are at work and it should be positioned as near as possible to access points for transport to hospital. It should contain suitable equipment and facilities, have washable surfaces and be effectively ventilated, heated, lit and maintained. It should be large enough to hold an examination / medical couch, with enough space at each side for people to work, a chair and any necessary additional equipment and have access for a stretcher, wheelchair or carrying chair. A first aid room may contain the following:

- sink with hot and cold running water;
- drinking water and disposable cups;
- soap, paper towels and bowl;
- foot-operated refuse containers, lined with disposable yellow clinical waste bags or a container suitable for the safe disposal of clinical waste;
- smooth topped working surfaces;
- suitable store for sufficient quantities of first aid materials;
- an examination / medical couch with waterproof protection and clean pillows and blankets (a paper couch roll may be used that is changed between casualties);
- clean protective garments for use by first aiders;
- a telephone or other communication equipment (mobile device).

Appendix 4.

First Aid Box

	STANDARD	TRAVEL KIT
Guidance card	1	1
Individually wrapped sterile plasters	20	6
Eye pads and attachments	2	-
Triangular bandages	4	2
Medium dressings	6	-
Large dressings	2	1
Safety pins	6	2
Disposable gloves	2 pairs	1 pair
Moist cleansing wipes*	supply	Moist cleansing wipes*
Sterile water or sterile normal saline (0.9%)**	Min 1 litre	-
ALL CONTENTS TO BE STERILE EXCEPT SAFETY PINS * Wipes must contain alcohol ** If no mains tap water available at suitable sink outlet		

Please note that tablets or medicines should not be kept in the first aid box. Gloves must be powder free and must be latex free.

Additional Materials and Equipment

The assessment may indicate that additional materials and equipment are required. These may be kept in the first aid box if there is room or stored separately. These could include:

- eye wash station - sterile normal saline (0.9%) solution (tap water can be used);
- disposable mouth shields – in case of CPR;
- scissors;
- adhesive tape;
- disposable aprons;
- blue plasters (catering);
- burn kits;
- yellow clinical waste bag – for disposal of all items used;
- paper towels.

First Aid Notice



The first aid box is located in:		
Nominated first aider(s)/ appointed person(s)		
NAME	LOCATION	NUMBER
In the event of accident or illness: <ul style="list-style-type: none"> • call a first aider or appointed person • notify whoever is in charge of the area 		

Appendix 6.

Register of First Aiders and Appointed Persons

Register of First Aiders and Appointed Persons						
Name	Work Area	Please tick appropriate section			Date of Certificate	Date Refresher Training Due
		Appointed Person	First Aider FAW Certificate	First Aider EFAW Certificate		

FAW – First Aid at Work

EFAW – Emergency First Aid at Work

Examples of First Aider Responsibilities

First Aider

The Directorates need to identify staff that have undertaken the appropriate first aid training and have designated duties for first aid. These duties include:

- checking the box on a monthly basis;
- requisition of first aid materials;
- administering first aid as required;
- informing the person in charge of any incidents that have occurred.

It is important that individual(s):

- do not work beyond their level of competence;
- attend an approved course (including requalification and refresher courses) as determined by the Trust; make themselves aware of any relevant policies and procedures, for example Blood Borne Virus;
 - should have completed a Hepatitis B immunisation course;
- ensure that an incident report form is completed after each incident where they administer first aid and the nature of the aid given is recorded.

Appointed Persons

Where there are appointed persons and no first aiders the directorate manager will ensure they are included in their health and safety arrangements. Appointed persons must not administer first aid, their designated duties are:

- supporting first aiders;
- checking the first aid box on a monthly basis;
- requisition of first aid materials;
- calling the emergency services;
- informing the person in charge of any incidents that have occurred.

Employees

Whilst at work employees should take reasonable care of the health and safety of themselves and others. Specifically in relation to first aid employees should:

- be familiar with the first aid facilities available in their area and the organisation;
- ensure they are familiar with the organisations procedure;
- inform their Line / Department Manager of any conditions that would personally affect their ability to be treated by a first aider or appointed person.
- assist in any risk assessments and make their manager aware of any issues.

Other Duties

As we cannot know if somebody has a blood borne virus it is important that universal precautions are practiced. All healthcare workers undertaking first aid

should have **and use** the required protective equipment such as gloves and aprons.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.