



Torbay Council Occupational Health and Safety (OHS) Management System

First Aid at Work Policy

Adopted by Watcombe Primary School Autumn 2022

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Contents

Version control	3
Aim	4
Objective	4
Introduction.....	4
Scope	5
Definitions.....	5
First Aid.....	5
A Mini Kit.....	5
First Aider	5
Emergency First Aider	6
Appointed Person	6
Paediatric First Aid.....	6
Roles and Responsibilities	7
The Chief Executive and Directors.....	7
Heads of Service, Senior Leadership Team and Head Teachers	7
Managers and Supervisors	7
Employees	8
First Aiders.....	8
Appointed Person	9
First Aid Needs Assessment	9
General	9
Factors to be Considered When Undertaking a First Aid Needs Assessment	10
Information	10
First Aid Personnel Selection	11
Provision of First Aid Equipment and Facilities.....	11
First Aid Containers	11
Additional Facilities	12
Automated External Defibrillator (AED).....	12
First Aid Rooms	12
Reporting of Incidents Where First Aid has been Given	12

Policy Monitoring 13

Appendix 1 Toolbox Talk 14

Version control

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January 2022	New Policy to meet legal requirements	Corporate Health and Safety Officer
July 2022	Tool Box Talk Appendix 1 Added	Corporate Health and Safety Officer

In consultation with and date:

Health and Safety Team	January 2022
TC First Aid Trainer Brian Rankin	February 2022
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Aim

Torbay Council & Watcombe Primary School (hereafter referred to as TC & WPS) recognises that there are statutory requirements for first aid, in the workplace, these are detailed in the Health and Safety (First Aid) Regulations 1981, further interpreted by The Health and Safety (First-Aid) Regulations 1981. Guidance on Regulation requiring employers to ensure there are adequate and appropriate first aid facilities for their employees in the event of an injury or illness at work. TC & WPS are committed to providing and maintaining a safe working environment and systems of work for all employees and contractors to comply with these statutory requirements and to provide such information, training and supervision as may be necessary to enable them to undertake duties safely.

The aim of this Policy is to set out arrangements for the provision of first aid for employees who are injured or become ill at work. This includes providing sufficient numbers of trained First Aiders and adequate and appropriate facilities and equipment to be able to deal with accidents, injuries and illness which may occur. First aid may be required at any time, therefore first aid provision shall be available at all times. What is 'adequate and appropriate' depends on the circumstances in the workplace as different work activities involve different hazards. First aid needs assessments / workplace risk assessments shall be carried out to determine what level of first aid provision is needed, taking into account a number of factors.

Objective

This policy sets out the objectives and arrangements for first aid provision in compliance with the Health and Safety (First Aid) Regulations 1981, the Health and Safety at Work, etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

This includes appropriately trained personnel to respond in a first aid emergency as well as suitable equipment provided by WPS. The policy gives guidance on managing first aid cover and details roles and responsibilities for all employees including making employees aware of the available provision. It details the arrangements to be followed so immediate assistance can be given to employees suffering from injuries or illness associated with their specific undertaking whilst waiting for professional medical assistance to arrive, if required.

Introduction

First aid is immediate temporary care for the ill and injured with the intention of preserving life, preventing an injured or ill person's condition from worsening and supporting the patient emotionally. This may include treating minor injuries or taking charge where an injury or illness requires further treatment by a medical professional until the patient can be taken to hospital.

The minimum first-aid provision (as specified in the First Aid Regulations) in any working environment is:

- A suitably stocked first aid box.
- An appointed person(s) to take charge of first aid.
- Information for employees about first aid arrangements.

Scope

This policy applies to all employees who are engaged to perform work duties by TC & WPS within all its workplaces. This policy also applies to all agency and contractors engaged on TC & WPS duties within TC's & WPS workplaces.

There are no specific legal requirements to provide first aid for non-employees though arguably this is required in some circumstances to fulfil TC's & WPS general duty of care. In practice most employers involved in organising public services tend to make first aid provision available for the public and TC also fulfils its general duty of care to the public, (including paediatric first aid) in this way.

First Aiders whilst at work who provide first aid to TC & WPS employees and members of the public on TC & WPS premises shall be covered by the TC's & WPS Public Liability insurance.

Definitions

First Aid

First-aid is the treatment of minor injuries that happen on premises that would otherwise receive no treatment or do not require treatment by a medical practitioner or nurse. In cases where a person will require help from a medical practitioner or nurse, first aid aims to preserve life and minimise the consequences of injury or illness until such help is obtained.

A Mini Kit

A mini kit is a very basic first aid kit given to lone workers (e.g., kept in the car or in a bag) so that if they have an accident whilst out of the office, they can self-administer first aid.

First Aider

A person who has undergone a training course that meets the Health and Safety Executive (HSE) criteria in administering first aid at work and holds a current first aid at work certificate. Currently this is a three-day course.

This requires trained persons to be able to administer first aid to a casualty with:

- Injuries to bones, muscles and joints, including suspected spinal injuries.
- Chest injuries.
- Burns and scalds.
- Head and eye injuries.
- Sudden poisoning.
- Anaphylactic shock.
- Recognise the presence of major illness (including heart attack, stroke, epilepsy, asthma, diabetes) and provide appropriate first aid.

Emergency First Aider

In low-risk work environments, a risk assessment should indicate that only emergency first aid is required. Employees trained in emergency first aid attend a one-day course that includes training in adult resuscitation and treatment of burns, bleeding, seizures and shock.

This one-day course, complies with the HSE Regulations, is an introduction to the basic medical and emergency skills that all First Aid contacts in the workplace should cover:

- Role of the First Aider.
- Importance of preventing cross infection.
- The need for recording incidents and actions.
- Use of available equipment.
- Assess the situation and circumstances in order to act safely, promptly and effectively.
- Administer first aid to a casualty who is unconscious (including seizure).
- Administer first aid to a casualty who is choking, wounded and bleeding or in shock.
- Practical first aid for minor injuries such as cuts, burns, scalds, grazes.

Appointed Person

Emergency First Aid at Work (EFAW) Appointed Person (AP) Appointed Person refers to a person who has been appointed by a Responsible Person/Manager to

- Take charge in the absence of a First Aider.
- Check and as appropriate replenish the first aid equipment.
- Calling the emergency services when required.

If a first aid needs assessment indicates that a trained First Aider is not required, an Appointed Person shall be identified to take responsibility for first aid arrangements.

Under the legislation, there should always be an Appointed Person, but these duties can be taken over by a First Aider if there is one. The first aid training of an Appointed Person may be minimal, therefore an Appointed Person should not attempt to administer first aid for which they have not been trained, though short emergency first aid training courses are available.

An Appointed Person should be available at ALL times when employees are at work on site - this may mean appointing more than one person.

Paediatric First Aid

Where employees are interacting with children, infants or babies additional first aid considerations shall be addressed, by the provision of paediatric first aid training for relevant employees and any additional equipment identified as necessary through the first aid needs / risk assessment.

Roles and Responsibilities

The Regulations place the following duties on employers and they shall:

- Undertake an assessment of first aid needs to determine the required numbers of First Aiders or appointed persons, level of training / type of training e.g., adult, paediatric, facilities and equipment. This will depend on the nature of the work, the number of employees, and the location of the premises etc.
- Provide adequate and appropriate levels of First Aid equipment and facilities.
- Make sure there are adequate numbers of suitable employees available for administering First Aid to employees. These 'First Aiders' shall be trained and qualified as deemed appropriate by the HSE, and shall have any additional training, as appropriate, for example, where high risk activities take place.
- Appoint an alternative person, to take charge when the First Aider is away from the premises in temporary and exceptional circumstances.
- Provide an 'appointed person', where the assessment of first aid needs indicates that due to the low-risk nature of the work and location, a 'First Aider' is not required.
- Provide employees with information regarding the provision of First Aid, location of equipment, facilities and relevant personnel.

More specific duties are as follows:

The Chief Executive and Directors have

- Overall responsibility for all matters of risk management including First Aid at Work activities within TC, including that the provision and management of first aid is effectively assigned, accepted and managed at all levels.
- Overall responsibility for ensuring that sufficient resources are provided to enable the policy to be implemented and to remain effective.

Heads of Service, Senior Leadership Team and Head Teachers have responsibility for:

- The management of Health and Safety, including ensuring that there are suitable and sufficient arrangements and resources for first aid and to ensure this policy is implemented throughout their area of responsibility within TC & WPS.
- Consideration of first aid provision for non-employees who are in the care of TC & WPS, on TC & WPS premises or are affected by TC's & WPS activities e.g., schools, places of entertainment etc.

Managers and Supervisors are responsible for:

- Ensuring that day-to-day work activities under their control are carried out with full regard to good Health and Safety management. They are responsible for ensuring that they appoint sufficient First Aiders to cover periods of annual leave, sickness and other planned absences so that the service is maintained. (First aid provision for main Corporate buildings is managed by the Corporate Safety Team).

- Conducting a first aid needs assessment to determine the number of First Aiders/Appointed Persons/facilities/equipment required, in order to ensure compliance with the Health and Safety Regulations (also considering non- employee provision). See also HSE The Health and Safety (First Aid) Regulations 1981 -Guidance on the Regulations Checklist for the Assessment of First Aid Needs. And ensuring this assessment is reviewed annually and updated if the work pattern and workplace environmental hazards change.
- Ensuring that following the assessment of needs there are adequate first aid facilities / equipment in place (Corporate Health and Safety Team will determine this for main Corporate buildings), including adequate numbers of trained First Aiders and suitably stocked first aid kits. Also considering provision for non-employees who are in the care of TC & WPS, on TC & WPS premises or are affected by TC's & WPS activities e.g., schools, places of entertainment etc.
- Identifying appropriate employees who are willing to undertake first aid training.
- Liaising with other management colleagues in circumstances where more than one manager has responsibility for a particular work area and, to ensure, that a joint approach is taken in the determination of first aid provision.
- Ensuring information on the location of such equipment and facilities is communicated to employees.
- Communicating the location and names of Certified First Aiders, Emergency First Aiders, (and Appointed Persons) to all employees within their work area. Note a list of TC trained employees is available on the H&S internet page <http://insight/information/health-and-safety/first-aiders/> . Further ensuring this information is prominently displayed on strategically placed notices within their work area.
- Bringing this policy to the attention of employees within their area of responsibility.
- Encouraging employees to report all incidents that involve the provision of first aid using the Assure incident reporting system.
- Establishing prior to commencement of work with contractor's responsibilities for first aid.

Employees

- All employees should ensure that they are aware of all first aid arrangements within their work area(s) and, in particular, should acquaint themselves with the names and location of their nearest First Aider. First Aid provision for main Corporate buildings is provided on the health and safety pages of the intranet. With hybrid working employees should acquaint themselves with first aid information for all TC sites they work from.
- Following any incident, ensuring the incident is reported on Assure and in accordance with TC's & WPS accident reporting policy. Serious incidents should also be telephoned through to their line manager and TC's Corporate Health and Safety Section.
- To assist any person who is injured or ill in the best way they can, even if all they can do is summon a First Aider or Appointed Person or call an ambulance.

First Aiders

- To look after their own health and safety and not put themselves at risk.
- To administer first aid to employees in accordance with their training, when required to do so, and to refer employees for specialist help, when required.

- To record all treatment provided, including the nature of first aid given, together with the date and time the treatment was provided, onto Assure.
- To present themselves for training at the appropriate time.
- Take charge of the casualty until a satisfactory recovery is achieved or appropriate medical personnel have taken charge of the casualty.
- Look after first aid equipment; where there is no appointed person in place, the First Aider shall maintain the content of the first aid box and conduct monthly checks to ensure stock is replenished and in date. The checks should be documented on the Assure portal.
- Call the emergency services, if needed.

Appointed Person

- To take charge of the first-aid arrangements, including looking after the equipment and facilities by conducting monthly checks to ensure stock is replenished and in date. The checks should be documented on the Assure portal.
- Calling the emergency services when required

If it is not considered necessary to have a First Aider, then an Appointed Person is required. The role of the appointed person is to take charge of an incident which involves injury or illness. It would be beneficial if the appointed person underwent some first-aid training. The Appointed Person shall check the condition and contents of each first-aid box, positioned within their area of control, to check that it is properly and promptly replenished to ensure the contents are in date and have not expired.

First Aid Needs Assessment

General

The Regulations do not prescribe the level of First Aid facilities an employer is required to provide, because every workplace is different. The Health and Safety (First Aid) Regulations 1981 require employers to risk assess the needs for first aid with regard to the workplace, the location, the numbers and needs of employees and the activities taking place. The number of First Aiders, equipment and facilities required is therefore based on carrying out a first aid needs assessment taking account of these factors. (Corporate Health and Safety Team will determine this for main Corporate buildings).

Provision of first aid treatment for non-employees does not fall within the scope of the Regulations but TC & WPS does expect managers to consider the first-aid needs of non-employees when completing first aid needs assessments. For example, schools may require paediatric first aid training for employees.

First aid provision is most efficiently and effectively dealt with on a workplace-by-workplace basis, so managers within shared premises such as leased properties, integrated teams, agile working areas etc. shall liaise with one another and make decisions based on workplace risk assessments and the first aid needs assessment when deciding upon the level of provision necessary. The level

of service provided shall be appropriate to the risks identified in the workplace assessment, and separate assessments may be required for various parts of the premises, and off-site activities dependent on the operations / tasks undertaken. Therefore, the first aid needs of travelling, remote / lone / agile working environments / employees working away from their main site also need to be accounted for.

In addition as part of the workers general risk assessment as required under The Management of Health and Safety at Work Regulations risk assessments should be completed to determine whether those who travel long distances or are continuously mobile should carry a personal first aid kit.

Factors to be Considered When Undertaking a First Aid Needs Assessment

These factors include:

- The nature of the work undertaken, the situation and environment and the hazards and risks they present.
- The size and location of the workforce.
- The location in relation to the nearest “expert” medical services (e.g., A&E and Minor Injuries Units).
- The sharing of First Aiders and facilities in multi-occupancy buildings.
- The provision during normal working hours and any out of hour’s occupation of premises.
- Working patterns e.g., “fixed base” working, shift work, peripatetic working (i.e., employees who have a work base but spend significant amounts of time within the community). Services requiring 24 hour cover etc.
- The needs of travelling, remote or lone workers, particularly where their job is considered high risk.
- Cover for leave / absence of First Aiders.
- The number of non-employees (service users, visitors, contractors, members of the public etc.).
- The first aid provision already in place, i.e., trained employees and first aid boxes.
- The location of first aid materials and equipment that are readily available when needed.

Further information regarding determining the quantity of trained First Aiders can be found in The Health and Safety (First Aid) Regulations 1981 -Guidance on the Regulations Checklist for the Assessment of First Aid Needs and in the HSE Guidance Appendix 3 Suggested numbers of first-aid personnel to be available at all times people are at work.

Information

Employees shall be made aware of the first aid arrangements in place, including ensuring such information is included in local inductions for new employees. Notices informing employees who and where the First Aiders or Appointed Persons shall be displayed at TC sites as shall the location of the first aid box(es) and first aid room(s). Special arrangements will be made to give first aid information to employees with reading or language difficulties.

First Aid Personnel Selection

TC managers responsible for selecting First Aiders should consider the personal qualities required of a good First Aider, including whether their normal duties would enable them to rapidly attend an incident, when required.

Employees selected should be:

- Capable of working in a calm manner in an emergency.
- Normally be on-site during working hours.
- Aware of the urgency of attending an incident immediately when alerted.
- Reliable and have good communication skills.
- Capable of learning new skills and absorbing information.

First Aid certificates are valid for three years, and prior to the certificate expiring (up to three months before the expiry date), refresher training with re-testing should be undertaken. Following expiry of a certificate the whole training course shall be taken again to re-establish competency.

Provision of First Aid Equipment and Facilities

First Aid Containers

The Directorate/ Team who employ the First Aider(s) shall provide a suitable number of First Aid containers ('First Aid boxes') which contain suitable First Aid materials. Containers shall be a suitable robust material and built to protect the contents from contamination and damage. In accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996 as amended, the container shall be marked with a white cross on a green background.

There is no mandatory list of items to be included in a first aid container. The decision on what to provide will be influenced by the findings of the first aid needs / risk assessment. As a guide, where work activities involve low hazards, a minimum stock of first aid contents maybe:

- A leaflet giving general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work).
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary).
- Two sterile eye pads.
- Two individually wrapped triangular bandages, preferably sterile.
- Six safety pins.
- Two large, sterile, individually wrapped unmedicated wound dressings.
- Six medium-sized sterile individually wrapped unmedicated wound dressings.
- At least three pairs of disposable gloves (see HSE's leaflet Latex and you).

The first aid box contents and any associated equipment requires checking monthly and after each use by the Appointed Person or First Aider.

No tablets or medications should be kept in the first aid container.

The above gives a suggested contents list only and, depending on the assessment, different materials may be required, such as scissors, tape, protective garments, etc. If large items, such as blankets, protective equipment, or antidotes (cyanide poisoning etc) are required this should be securely stored near to the container. See also The Health and Safety (First Aid) Regulations 1981 -Guidance on the Regulations Appendix 2 – First Aid Kit.

Additional Facilities

If a supply of mains tap water is not available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be supplied. Such vessels should not be kept after their expiry date, or after they have been opened.

Emergency showers and automatic eye washes will be required where there are specific chemical hazards. Where such equipment is installed, it should be periodically inspected, maintained and tested in accordance with the manufacturers' instructions.

Automated External Defibrillator (AED)

Where TC & WPS have identified through their first aid needs assessment / workplace risk assessments that they wish to provide an automated external defibrillator (AED) in the workplace, then the Provision and Use of Workplace Equipment Regulations 1998 (PUWER) apply. For the purpose of complying with PUWER in these situations, TC & WPS shall provide information and written instructions, for example from the manufacturer of the AED, on how to use it and where appropriate additional training will be provided.

AED shall be installed, maintained and serviced in accordance with the manufacturer's recommendations.

First Aid Rooms

Where TC's & WPS First aid needs / risk assessment identifies the need TC & WPS shall provide suitable first aid rooms which will contain essential first aid facilities and equipment, be easily accessible to stretchers and be clearly signposted and identified. If possible, the room(s) will be reserved exclusively for giving first aid.

Further information on first aid rooms can be found in HSE The Health and Safety (First Aid) Regulations 1981- Guidance on the Regulations – First Aid Rooms.

Reporting of Incidents Where First Aid has been Given

If an injury or sudden illness occurs, the normal incident reporting procedure should be followed (see TC'/WPS Accident Reporting Procedure). An Assure incident / accident report should be completed and the details of the action taken shall be added to the report, including any action by the First Aider / Emergency First Aider / Appointed Person present.

Policy Monitoring

Monitoring arrangements for this document shall include:

The Corporate Health and Safety Team will through general inspection include the monitoring of first aid provision across TC.

This policy will be reviewed every 3 years by the Corporate Health and Safety team.

This policy will be reviewed yearly by the School Business Manager.

Where a lack of compliance is found, relevant information will be communicated to the relevant Director / Assistant Director or Head of Service as well as communicated at the Health and Safety Working Group, for further appropriate dissemination.

Health and Safety

First Aid at Work ToolboxTalk

TC-OHS-DIR-TBT-002

Foreword: This toolbox talk has been produced to enable relevant managers/staff members to communicate information regarding first aid at work.

Register: Managers Please keep a written record of who you have delivered this Toolbox Talk to and when.

Scope: All Employees within Torbay Council.

Purpose: To ensure all employees are aware of the availability of first aid provision within the council.

Record of Change

Issue Number	Date	Brief Description	Added by
Version 1.0	04/07/2022	New document	Corporate H&S Officer
Version 1.0	12/07/2022	Adoption of policy and addition of WPS to policy	School Business Manager

Toolbox Talk

What?

All staff have responsibilities to look after their own health and safety and others who can be affected by what we do. However, there may be times when something happens that requires some basic medical attention, or in a worst-case scenario immediate assistance to help an ill or injured person to stay alive until professional medical help arrives. This is first aid.



The aim being to preserve life, prevent injuries from getting worse and promote recovery.

Why?

Despite many health and safety laws and people working safely there will be occasions where accidents or cases of ill-health occur. Some of these situations will require basic medical assistance from a first aider, whilst other situations maybe life threatening, and the first aider's role will be to try and preserve life whilst waiting for the emergency services to arrive. Torbay Council therefore has a responsibility to make first aid provision available for all its employees. This it does, by ensuring sufficient numbers of trained first aiders are located around its buildings, the provision of appropriately stocked first aid kits, first aid rooms, signage and defibrillators.

Whilst there is no specific legal requirement to provide first aid for non-employees Torbay Council as a public facing and caring organisation also fulfils its general duty of care to the public, (including paediatric first aid) by ensuring appropriate first aid provision.

If a Directorate's risk assessment has shown the provision of additional first aid facilities over and above the norm are required, the Directorate should ensure these are available for use e.g., eyewash stations. Similarly, if more in-depth training is required e.g., schools may require paediatric first aid training, management should ensure this happens.

Obviously, prevention is better than cure therefore it is critical that if any employee spots a hazard, has a near miss or an accident (no matter how minor) they must report it on Assure (Torbay Councils Health and Safety Portal) so that early preventative action can take place and hopefully prevent a serious situation arising which may require future first aid.

Further any first aid incident must also be reported on to Assure.



Did you Know?

Every year in the UK, thousands of people die or are seriously injured in incidents. Many deaths could be prevented if first aid was given before the emergency services arrive.

Do

- Take reasonable care of your own health and safety and that of others.
- Find out who your first aiders are and how to contact them.
- Find out where your nearest defibrillator is.
- Know where your nearest first aid box is located.
- Read the first aid notices around the building.
- Report any shortcomings in health and safety e.g., missing first aid box on Assure.
- Consider becoming a trained first aider if a vacancy arises.
- Report any accident, incidents, near misses or hazards to your manager and on Assure.

Don't

- Just take supplies from the first aid box.
- Expect a first aider to give out any medication e.g., paracetamol.
- Expect a professional medical diagnosis from a first aider.

Make sure you can answer the following questions: -

Questions



- Where can you find the names and contact details of your first aiders?
- Where is your nearest first aid box?
- Where is your nearest defibrillator?
- How do you make a report on Assure?

I have identified a possible situation requiring a first aider what steps should I take?

- **STOP** –Ensure you are safe!
- **THINK** - Assess the situation and try to remain calm.
- **ACT** –Call for assistance, shout for help if needed, ask colleagues to contact the first aider and/or emergency services or both.
- **PREVENT** – Stay with the casualty and assist as required. Maintaining your own safety at all times.
- **REPORT** - Ensure the situation is reported as soon as possible to your manager and via the Assure reporting system.

The Torbay Council's First Aid at Work Policy is available to employees via the [Evotix Assure reporting system - Documents section](#)



Know how to contact your first aiders and where the defibrillators are. You never know when they may be needed.

TORBAY
COUNCIL

This document can be made available in other languages and formats.
For more information, please contact 01803 208025
