



First aid provision

Procedure
(HS.1.03)



First aid provision Guidance

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HS.1.03.1F	First aid needs assessment
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1.0 Introduction

- 1.1 This guidance has been produced to assist line managers in meeting the requirements of Section 2 of the Health and Safety at Work etc. Act 1974 and part of the obligations of Aberdeen City Council's (ACC) Corporate Health and Safety Policy
- 1.2 The guidance is also intended to provide a framework to assist line managers meet their legal requirements for the provision of suitable first aid arrangements as required by the Health & Safety (First Aid) Regulations 1981 (the regulations).
- 1.3 ACC will provide first aid arrangements for all its employees during at or in connection with work activities. Primarily this obligation under the regulations is for employees only, however in line with good management practice and the Health & Safety Executive (HSE) recommendations we will include non employees in our assessment of first aid needs and provide arrangements for them as and when required, for example school pupils and residents in council run establishments.
- 1.4 ACC recognises that each service and workplace will identify a varying degree of risk within its activities and accepts that a guidance specifying actual numbers of first aiders for each service or workgroup is not practical. Therefore framework guidance will be laid down enabling services to identify the number and type of first aiders required to meet their statutory duty of their service provisions and activities.

2.0 Definitions and explanations

- 2.1 The regulations state that employers must provide suitable, trained and qualified/certificated (as recognised by the HSE) first aid personnel proportionate with the outcome of a first aid needs assessment of their activity and must also provide adequate and appropriate equipment and facilities to enable the provision of first aid.

2.2 First aid needs risk assessment

Employers must make a suitable assessment of their first aid needs appropriate to the circumstances of their activities and location. This assessment will assist you in deciding the number and type of first aid response you require relative to your workplace and your first aid needs risk assessments.

When assessing your specific needs, you need to consider:

- workplace hazards and risks
- the size of the workplace
- the history of accidents
- the nature and distribution of the workforce
- the remoteness of the site from emergency medical services
- the needs of travelling, remote and lone workers
- employees working on shared or multi-occupied sites
- annual leave and other absences of first aiders and appointed persons

A template first aid needs risk assessment is available, HS.1.03.1F

2.3 First aid personnel types

There are two recognised first aid trained standards in ACC

- first aider (**FAW**) and
- emergency first aider (**EFAW**)

Supplementing first aider provision is what is known as an appointed person, this position is **not** a **trained** first aider.

Q - What is the difference between a first aider in the workplace (FAW) and an emergency first aider (EFAW)?

A - Generally speaking, first aiders with a First aid at work (FAW) certificate will be required in higher risk sites or places with a large workforce or high perceived level of risk; lower or moderate risk may only require Emergency first aid (EFAW) trained employees in the workplace.

The decision of what first aid provision you need is dependant on other factors that your first aid needs risk assessment will identify.

Your general workplace risk assessment will highlight the level of risk for your workplace, using this information you will be able to decide what level of training is required for your chosen first aiders.

FAW - First aid at work certificate.

The certificate of competency lasts 3 years. Training for this qualification is held over a minimum of three days and involves at least 18 hours of training. A half day refresher training is recommended annually and requalification (2 days) before the end of the 3 year period.

Course contents for FAW training includes all the contents of EFAW and also trains the first-aider to administer first aid to a range of specific injuries and illnesses.

On completion of this training, successful candidates should be able to:

Provide Emergency First Aid at Work (see below for details) and administer first aid to a casualty including:

- burns and scalds
- disorders of the airway
- sudden poisoning
- bone injuries
- major medical conditions including administration of aspirin and epinephrine (adrenaline) when required

EFAW – Emergency first aid at work.

EFAW training enables this category of first-aider to give emergency first aid to someone who is injured or becomes ill while at work. The certificate of competency lasts 3 years. Training for qualification will take a minimum of one day and must be at least six hours. A half day refresher training is recommended annually with requalification (1 day) before the end of the 3 year period.

Included in this training, successful candidates should be able to:

- care for an unconscious casualty
- perform cardio-pulmonary resuscitation (CPR)
- tend to blood loss and shock
- tend minor burns and scalds
- respond to someone choking
- provide appropriate first aid for minor injuries

Also understand the role of EFAW including reference to;

- assessing the situation and circumstance in order to act safely, promptly and effectively in an emergency
- the importance of cross infection
- the need for recording incidents and actions
- the use of available equipment

Appointed person

If your assessment of first-aid needs identifies that trained FAW or EFAW employees **is not** necessary, the minimum requirement on an employer is to **appoint** a person to take charge of the first-aid arrangements, including looking after the equipment and facilities, and calling the emergency services when required. In the absence of trained first-aiders, you should appoint a person for this purpose

Even in small, low-hazard workplace where trained first-aiders are considered unnecessary, there is always the possibility of an accident or sudden illness, so it is important that someone is always available to take charge of the first-aid arrangements.

Appointed persons do not require first-aid training, therefore, it is important to remember that **appointed persons are NOT first-aiders** and should not attempt to give first aid for which they have not been trained, unless directed/supervised to do so by a competent person.

Given this and the remaining possibility of an accident or sudden illness, rather than providing appointed persons, you may wish to consider providing at least an EFAW person.

Core duty first aid employees

A 'Core duty' first aider is when the job description for a post includes first aid provision and the grade reflects the significance of the duty. This was designed to resolve long standing concerns about first aid provision in certain posts for example pupil support assistants and lifeguards.

You must ensure that where employees who have first aid as a 'core duty' are informed of this responsibility at appointment. 'Core duty' employees, who may hold FAW certificates, are not entitled to the paid allowance.

Similarly there are occasions when an employee as a result of the need of another training requirement in their post may also need to hold a FAW certificate, for example instructors of SCIP (Strategies for Crisis Intervention and Prevention) or CALM (Crisis, Aggression, Limitation and Management).

As with 'core duty' this requirement within the framework of another training qualification need would not be entitled to the allowance which accompanies the role of 'first aider', unless the first aid needs assessment for the general work environment indicated the requirement of a FAW person and the SSCIP/CALM instructor was utilised in the general first aid needs assessment.

Your first aid arrangements should be made for at least a minimum of an appointed person to be available to undertake these duties at all times when people are at work. Where there are an adequate number of trained first-aiders, appointed persons are not necessary.

3 Assessing your needs – people, equipment and facilities

- 3.1 What first-aid provision you decide on depends on the circumstances of your workplace. There is no fixed level; you need to assess what personnel, equipment and facilities are appropriate for your workplace.
- 3.2 In assessing your needs you should consider;
- the nature of the work and workplace hazards and risks;
 - the size, ages and nature of the workforce (number of employees is not always the main factor)
 - history of accidents;
 - the needs of any transient, remote and lone workers;
 - work patterns and shifts;
 - the distribution of the workforce;
 - the location of the site from emergency medical services;
 - employees working on shared or multi-occupied sites;
 - annual leave and other absences of first-aiders and appointed persons;
 - first-aid provision for non-employees.
- 3.3 You should record your assessment of needs by using **HS.1.03.1F** supplemented by **HS.1.03.2**. This method provides a written assessment of your needs and when you review your requirements only minor amendments may be needed to the assessment. To help assist reviewing your assessed needs, records of accidents and the incidents dealt with by the first aiders and appointed person should be used to identify requirements.
- 3.4 Provision of first aid for **non employees**. The first aid regulations do not require you to provide for anyone other than your own employees. Due to the diverse nature of services of ACC (for example, schools, residential care, places of entertainment) we will follow the HSE recommendations and include non employees in our assessment of first aid needs and provide for them when required.
- 3.5 Shared or multi-occupied sites, if you share the premises with other ACC services or external partners you can make agreement for one or other to provide first aid arrangements for all employees and visitors.
You will have to work together and record your needs as suitable for all parties ensuring that you have identified and recorded your needs assessment jointly.
- 3.6 First aid 'box'
- A first aid box provides you with materials needed to deal with some 'injuries at work'. It must be identified with the symbol of a white cross against a green background
- What is kept in the first aid box depends on the assessment of your needs. Where no exceptional risk arises in the workplace, a **recommended minimum stock** of items in a first aid box is indicated next.

Item	First Aid Box	Travelling First Aid Box
Leaflet or card giving general guidance on first aid at work.	1	1
Individually wrapped sterile adhesive dressings (plasters) of assorted sizes appropriate to the type of work (dressings may be of a detectable type for food handlers)	20	6
Sterile eye pads.	2	-
Individually wrapped triangular bandages (preferably sterile).	4	2
Safety pins	6	2
Medium sized (12cm x12cm) individually wrapped sterile unmedicated wound dressings.	6	-
Large (18cm x 18cm) sterile individually wrapped unmedicated wound dressings.	2	1
Individually wrapped moist cleaning wipes	10	6
Disposable gloves (non-latex powder free)	2 Pairs	1 pair

First aid boxes are usually marketed by the number of people in the workforce, for example 1 to 10, 1 to 20 or 21 to 50 person first aid boxes, also known as HSE 10 or HSE 50. You should choose your needs accordingly.

Note

You must not keep tablets or medicines in the first aid box. First aid at work does not include giving tablets or medication to treat illness. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack in accordance with currently accepted first-aid practice. If an individual needs to take their own prescribed medication, the first-aider's role is generally limited to helping them do so and contacting the emergency services as appropriate.

Employees own medications

Some employees may have their own medications such as inhalers for asthma or 'epipens' that contain injectable adrenaline for the treatment of severe allergic reactions. If an individual needs to take their own medication, the first aider can assist them to do so. First aiders must not use medication from other employees to treat a person who is ill, that is, use someone else's epipen to treat an individual with a suspected allergic reaction.

Location of and access to the 'box'

- Each work workplace should have at least one first aid box
- The first aid box should be prominently and easily accessible when needed
- Ensure employees are informed where the box is located. Place signs in the workplace (HS.1.03.3 provides suitable examples) that detail the names, locations and if appropriate telephone extensions of first aiders and how they can be contacted
- Access to the first aid box should normally be through the first aid people or appointed person
- The contents should normally only be used by those trained in providing first aid.

3.7 Specific first aid provision needs

Where your first aid needs assessment, because of circumstances of an exceptional activity identifies additional specific equipment being required, this must also be available in your workplace. You will obtain and provide this equipment through your normal procurement procedure.

Example additional needs include, but are not limited to;

- Disposable eyewash, where tap water is not readily available for washing eyes. A litre or more of sterile water or sterile normal saline (0.9%) in a sealed disposable container.
- Scissors and adhesive tape
- Disposable towels, wet wipes and plastic clinical waste bags. These will be useful if the need arises to clean up bodily fluid spillages (for example blood, vomit)

3.8 First aid rooms

Provision of a first aid room is only necessary when you are involved in **high risk** environments for example working with very hazardous equipment, substances or chemicals.

In some ACC premises there are first aid rooms (Fleet services at Kittybrewster, for example) where this is the case;

- Display a notice on the door advising of the names, locations and if appropriate telephone extensions of first aiders and how they can be contacted
- One person should be in control of the room, usually a first aider (FAW). They should ensure the room is clean and tidy and remains well stocked with requirements.
- Access to the room should normally be provided by the first aider

3.9 First aid payments

A first aid needs assessment **must** be undertaken and regularly reviewed to determine if there is a requirement/ongoing need for a FAW certificate holder.

First aid payments will **only** be made to individuals who meet the following conditions:

- A first aid needs assessment has indicated that a FAW certificate holder is required;
- They hold a valid first aid at work certificate (FAW);
- They are trained to undertake the duties described in Appendix 4.

The FAW certificate holder will be paid an allowance, currently £360 a year, paid in monthly instalments.

The FAW certificate holder will be required to accept the role by signing a copy of HS.1.03.4F (Duties of a paid first aider (FAW) certificate holder) and returning this to their line manager who will inform payroll when first aid payments should start.

Failure to return a signed copy of HS.1.03.4F within 1 week will be taken as an indication that the individual does not wish to be considered for the role. The allowance will not be paid (or will be stopped) and they will not be required to train/retrain as a FAW certificate holder.

Where a first aid needs assessment indicates that a FAW certificate holder is no longer required, the line manager must inform the employee and give reasonable notice that their first aid payment will cease. The line manager should also inform payroll of the date first aid payments should stop.

Note. Emergency First Aid at Work (EFAW) is not a paid status

3.10 When looking for first aiders choose people who are;

- Willing to take on the responsibility
- Reliable and sensible
- Able to effectively communicate verbally
- Willing to learn new skills
- Able to cope with (at times) stressful and physically demanding emergency procedures
- Nearby and able to respond to the potential situation immediately

4 First aid training

Training provision is recognised as acceptable by the HSE, if the training provider is approved by them and monitored by their corporate medical unit First Aid Approval and Monitoring Section (FAAMS).

Gaining HSE's approval allows training providers to run FAW and EFAW courses. The HSE approval does not extend to other types of first-aid training.

Aberdeen City Council recognises that first aid training providers must meet this criterion. ACC's current providers of first aid training have been verified and meet this standard.

Booking places for new first aid certification can be done by following this link to the zone

http://thezone/cg/HumanResources/EmpDev/RM_HR_HS_DevelopmentFirstAid.asp

Active certificate holders will be informed by the supplier through the employee development section when they are due to attend for annual refresher or recertification.

5 Informing employees of arrangements

First-aid arrangements will operate efficiently when required only if everyone in the workplace is aware of them, and understands the arrangements.

You must inform your employees of the arrangements you have made for first aid provision. The easiest way to do this is to prominently display at least one notice at each workplace and to inform them of your arrangements at induction.



The notices should include:

- Details of the names and how to contact the first aider on duty for your site
- The location of first aid equipment.

You should provide information that is clear and can be easily understood by all employees. Include this information during the induction process. This will ensure new employees and those transferred to your workplace are made aware of your arrangements.

HS.1.03.3 provides an example of notice signs required.

6 References used

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

The Health and Safety (First-Aid) Regulations 1981

First Aid training and qualifications for the purpose of The Health and Safety (First-Aid) Regulations 1981

The Health and Safety (Safety Signs and Signals) Regulations 1996.

Aberdeen City Council's Corporate Health and Safety Policy

**First Aid Needs Assessment**

Location.....Date.....

Factors to consider	Impact on First Aid Provision	Notes
Identified Hazards Use the findings from your generic and or specific risk assessments while taking account of any parts of your workplace that have different work activities/hazards that may require different levels of first aid provision		
Does your workplace have low level hazards such as those that may be found in offices or libraries ?	The minimum provision is <ul style="list-style-type: none"> - an appointed person to take charge of first aid arrangements - A suitably stocked first aid box 	
Does your workplace have higher level hazards for example chemicals or dangerous machinery, working at height? Do your work activities involve specific hazards for example confined space work?	You must consider <ul style="list-style-type: none"> - providing trained first aiders - additional training for first aiders to deal with specific hazards - additional first aid equipment - specific siting of first aid equipment - Informing emergency services [very high risk only] 	
Employees		
How many people are employed at the workplace?	Where there are a small number of employees, the minimum provision is <ul style="list-style-type: none"> - an appointed person to take charge of first aid equipment - a suitably stocked first aid box Where there are larger numbers of employees you must consider providing <ul style="list-style-type: none"> - trained first aiders - additional first aid equipment 	
Are there inexperienced workers on site or employees with disabilities or particular health problems?	You must consider <ul style="list-style-type: none"> - additional training for first aiders - additional first aid equipment local siting of first aid equipment	



Factors to consider	Impact on First Aid Provision	Notes
Accidents and Ill Health records		
<p>What is your record of accidents and ill health frequencies?</p> <p>What injuries and illnesses have occurred and where in the workplace did they happen?</p>	<p>You must ensure your first aid provision will cater 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>	
Working arrangements & environment		
Do you have employees who are transient, work remotely or alone?	<p>You should consider</p> <ul style="list-style-type: none"> - issuing personal first aid kits - ensuring means of communication for first aid assistance 	
Do any employees work shift patterns or out of normal hours?	You must ensure there is adequate first aid provision at all times your employees are at work.	
Is your workplace spread out, for example is there several buildings on your site or multi floor buildings?	You will need to make consideration of first aid provision in each building or floor where needed	
<p>Is your workplace remote from emergency or medical services?</p> <p>urban areas are normally not considered remote and are usually within easy access to medical attention from emergency services</p>	<p>You should</p> <ul style="list-style-type: none"> - inform the emergency services of you location - consider special arrangements with the emergency services 	
Do your employees work at sites occupied by other workgroups or employers?	<p>You can make arrangements with other site occupiers to ensure adequate provision of first aid is provided.</p> <p>A written agreement with the other group is strongly recommended.</p>	
Do you have sufficient provision to cover absences of first aiders or appointed persons?	<p>You must 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 	



Factors to consider	Impact on First Aid Provision	Notes
Non Employees		
Do members of the public visit/attend your premises workplace	The First Aid at Work Regulations make <u>no legal duty</u> to provide first aid for non employees, however given the nature of our service provision, schools , sports centres for example it is strongly recommended that you include them in degree of your provision of first aid to employees	

Assessment of first aid requirements needs

Having regard to the factors identified from our generic specific risk assessments, and notes made from the above in table, the following first aid personnel/equipment and facilities require to be provided (includes sufficient personnel necessary to cover for absences) at

Location or Work Site _____

Service _____

	No.		No.
First Aiders		Eye Wash Bottles	
Emergency First Aiders		First Aid Room	
Appointed Persons			
First Aid Boxes			
Travelling First Aid Kits			

Further actions required	Yes/No
Have arrangements been made to engage/train the necessary level of requirement first aid persons	
and for the required amount of first aid equipment to be supplied?	

Informing Employees

	Yes/No
Have arrangements been made to inform employees of the first aid arrangements (ideally at their induction) and notices posted to inform staff who and where the first aiders or appointed persons are;	
and where the nearest first aid box is located?	

Signature of assessor(s)

Date

Table Of Numbers

The following table provides guideline figures and suggestions only on how many first aid persons may be needed in relation to levels of risk and number of employees on site.

Increased provision will be necessary to cover for absences of first aid provision.

The actual numbers required should be determined from the workplace risk assessment, accident history and the table.

From your needs assessment, what degree of hazard is associated with your work activities?	How many employees do you have?	What first aid people do you need?
Low hazard – for example offices, libraries	Less than 25 employees	At least one appointed person
	25 – 50 employees	At least one first aider trained in Emergency First Aid at Work (EFAW)
	More than 50 employees	At least one first aider trained in First Aid at Work (FAW) for every 100 employees (or part there of)
Higher hazard For example engineering, construction, horticulture working with machinery or sharps	Less than 5 employees	At least one appointed person
	5 – 50 employees	At least one first aider trained in EFAW or FAW depending on the injuries that may occur
	More than 50 employees	At least one first aider trained in (FAW) for every 50 employees (or part there of)


The table does not take into consideration any non employees who may be affected by your undertakings so an allowance **may** be need to be made in such circumstances should the actions of the work affect non employees.



**FIRST AID EQUIPMENT IS
LOCATED IN:-**

YOUR FIRST AIDERS ARE :-

Name	Location	Tel Ext.



YOUR FIRST AIDERS ARE :-

NAME	LOCATION	EXT. NO.



**FIRST AID EQUIPMENT
IS LOCATED :-**



Paid first aider agreement

Duties of a 'paid' first aider (FAW) certificate holder

As a '**PAID**' First Aider, you must be willing to carry out the following duties within your service area (or any Council premises, where need arises).

1. Keep your first aid knowledge and skills up to date via the refresher/requalification training programme and hold a current First Aid at Work (FAW) certificate recognised by the HSE, as recognised by ACC training provider or validated as such by an external supplier.
2. Maintain the first aid equipment including restocking the first aid box(es) and keep a record of maintenance checks.
3. Check that there is sufficient notices within your workplace clearly indicating that you are the / one of the first aiders.
4. Help secure as per training the site of an accident to prevent further casualties.
5. Summon additional assistance (emergency services, etc.) as required.
6. Administer first aid as determined by need and skill level
 - Prioritise casualties
 - Minimise risk of cross infection by use of barrier devices as trained
 - Administer resuscitation
 - Care for the unconscious casualty
 - Stop bleeding
 - Minimise effects of shock
 - Immobilise broken bones
 - Deal with respiratory problems
 - Minimise effect of circulatory disorders – for example heart attack, angina
 - Deal with major conditions – such as, stroke, epilepsy, diabetes, asthma, choking
 - Deal with minor conditions – cuts, grazes, nosebleeds, strains and sprains
 - Ensure the area is left in a safe conditions
 - Record all treatments administered

I have read the list of duties of a paid first aider and confirm my willingness to undertake the role and to perform all of the required duties, as and if required.

First Aider Name (Print)		
Job Title		
Work Location		
First aider signature		Date:
Manager Acknowledgement		Date: