



CORPORATE HEALTH AND SAFETY COMMITTEE - 11TH FEBRUARY 2009

**SUBJECT: DRAFT FIRST AID AT WORK POLICY AND CORPORATE
MANAGEMENT ARRANGEMENTS**

REPORT BY: CORPORATE HEALTH AND SAFETY UNIT

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of the new First Aid Policy and Corporate Management Arrangements.

2. SUMMARY

- 2.1 The Authority currently has in place a First Aid Policy, which was introduced in 1996 and revised in 2001. As no details can be found of previous consultation this document has been treated as a new policy.
- 2.2 The policy (attached as Appendix 1) sets out the Authority's commitment to assessing the risks and putting in place suitable and sufficient arrangements for first aid. The corporate management arrangements (attached as Appendix 2) cover the practicalities of what should be considered when making arrangements for first aid provision which would include suitably trained staff and equipment.
- 2.3 A draft policy summary sheet summarising the requirements of the policy and corporate management arrangements is attached as Appendix 3.
- 2.4 This policy and management arrangements have been subject to consultation with the following groups:
- Health and Safety Professionals Group
 - Corporate Health and Safety Group
 - Management consultation via Directorate Health and Safety Officers
 - Direct Union Consultation

3. RECOMMENDATION

- 3.1 That the contents of the report be noted and the policy and corporate management arrangements be agreed (subject to agreement by HR Strategy Group) or agreed subject to amendments so that the documents can be communicated to managers and employees.

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Consultees: Nigel Barnett, Director of Corporate Services
Gareth Hardacre, Head of People Management and Development
Councillor Allan Pritchard, Cabinet Member for Human Resources and
Constitutional Affairs

Appendices

Appendix 1 Draft First Aid Policy
Appendix 2 Draft First Aid Corporate Management Arrangements
Appendix 3 Draft Policy Summary