

**CAERPHILLY COUNTY
BOROUGH COUNCIL**

DRAFT FIRST AID POLICY

Issue:

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Mae'r cyhoeddiad hwn ar gael yn Gymraeg ac mewn ieithiodd neu fformatau eriall ar gais.

NOTE:

Whenever the designation of "manager" is used throughout this policy, it is taken to be Head of Service, Head Teacher, Line Manager, Supervisor and Officer in charge or anyone who has responsibilities for employees in the course of their work.

1. INTRODUCTION

- 1.1 This document sets out the policy to be implemented within Caerphilly County Borough Council (the Authority) to ensure the health, safety and welfare of its employees in relation to first aid at work.
- 1.2 The policy sets out the responsibilities of individuals and departments within the Authority to ensure the health, safety and welfare of its employees, occupiers of buildings, members of the public, contractors and others on relation to first aid provision and treatment

2. POLICY STATEMENT

- 2.1 The Authority recognises that its employees are its most valuable resource in delivering high quality services to the community and will take all practical steps to ensure the health and safety of the Authority's employees, contractors and visitors to and users of council premises by ensuring adequate first aid provision is available.
- 2.2 This will be facilitated by the correct management of First Aid at Work equipment and personnel as set out in this policy and the provision of appropriate training, instruction and supervision.
- 2.3 The Authority accepts that it has specific duties under the Health and Safety at Work etc Act 1974, The Management of Health and Safety at Work Regulations 1999 and The Health and Safety (First Aid) Regulations 1981.

3. SCOPE

- 3.1 This policy has been agreed with the Trade Unions and applies to all employees.
- 3.2 The policy will be reviewed at least every 2 years to ensure that it is in line with current legislation.
- 3.3 The effective date of the policy is:

4. LEGISLATION

- 4.1 This policy along with supporting procedures is designed to ensure that the Authority meets its legal obligations as stated in:
 - The 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

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

5. DEFINITIONS

5.1 For the purposes of this policy 'First Aid' is defined as

- ...treatment for the purpose of preserving life and minimising the consequences of injury and illness...*
- treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.*

6. RESPONSIBILITIES

Please note that all employees have a legal responsibility to comply with health and safety law and the provisions of this policy. Failure to do so could result in personal and/or corporate liability

6.1 The Chief Executive Officer will:

- 6.1.1. Be ultimately responsible for ensuring compliance with this policy within Caerphilly County Borough Council.

6.2 Directors will:

- 6.2.1 Be responsible for ensuring the effective implementation of corporate policy and directorate arrangements within their Service Area.
- 6.2.2 Ensure that appropriate resources are made available for the effective operation of the policy, including training.

6.3 Managers with responsibilities for employees will:

- 6.3.1 Ensure arrangements are in place for the provision of First Aid treatment in the event of an accident to/ill health of an employee, member of the public (on an Authority site) or pupil.
- 6.3.2 Cooperate with other managers in their building or location with regards to the provision of First Aid facilities and personnel.
- 6.3.3 Ensure that minimum requirements relating to First Aid provision are met and exceeded e.g. first aiders, first aid boxes (as detailed in appendices a, b and c to the Corporate

Management Arrangements) and that arrangements are in place to maintain them (restock first aid boxes etc).

- 6.3.4 Ensure first aiders are allowed time to undertake their responsibilities as detailed in this policy.
- 6.3.5 Ensure that training records are kept and refresher training provided.
- 6.3.6 Ensure risk assessments specifically relating to First Aid provision are completed, recorded for inspection or audit reference and kept until such time as a new assessment is undertaken or the assessment is revised.
- 6.3.7 Put in place measures to control the risks highlighted by the risk assessment that will remove them altogether or reduce them to the lowest possible level.
- 6.3.8 Ensure that all employees are aware of the provision and location of first aid facilities and personnel within their building, workplace or location.
- 6.3.9 Ensure that an Accident and Incident Report Form is completed, where appropriate, in line with the Accident and Incident Reporting Policy.

6.4 Building Managers will:

- 6.4.1 Ensure that all visitors and contractors are aware of the first aid arrangements for the location they are visiting.
- 6.4.2 Ensure, with local managers, that appropriate arrangements are in place with regards to the provision of first aid facilities and personnel.

6.5 Each Employee of the Council will:

- 6.5.1 Ensure that they are aware of the provision and location of First Aid facilities and personnel within their building, workplace or location.
- 6.5.2 Not misuse the First Aid provisions provided.
- 6.5.3 Report to their line manager any failures in the provision of First Aid facilities.
- 6.5.4 Act in accordance with their instruction and training with regards First Aid provision and assistance.
- 6.5.5 Act in accordance with this policy

6.6 Procurement Departments will:

6.6.1 Ensure that requests for First Aid provisions are met in a timely fashion.

6.7 The Occupational Health Department will:

6.7.1 Provide guidance, where requested, to first aiders.

6.7.2 Offer appropriate immunisations to those first aiders identified by risk assessment as requiring them

6.8 First Aiders and Appointed Persons will:

6.8.1 Undertake approved training, including refresher training, as appropriate to their position.

6.8.2 Notify their line manager, in advance of their certificate expiring, that they require refresher training.

6.8.3 Act in accordance with their instruction and training.

6.8.4 Ensure that their first aid box/room is kept stocked with the appropriate supplies/equipment and that stock is within its expiry dates

6.8.5 Act according to the provisions of this policy.

6.9 The Corporate Health and Safety Unit will:

6.9.1 Ensure that the First Aid policy is reviewed at least every 2 years to ensure it is in line with current legislation.

6.9.2 Provide advice and information on legislation or guidance relating to First Aid.

6.9.3 Audit compliance with the policy.

6.10 The Directorate Health and Safety Officers will:

6.10.1 Provide advice, guidance and, where applicable, Directorate Arrangements regarding First Aid legislation and best practice.

7 SUPPORTING DOCUMENTS

7.1 Approved Code of Practice:

First aid at work – Health and Safety (First Aid) Regulations 1981 and Guidance – HSE Approved Code of Practice ISBN 0717610500

7.2 Other sources of Information:

- Basic advice on first aid in an emergency – HSE Leaflet – INDG347
- First aid at work: your questions answered – HSE Leaflet – INDG214
- Guidance on First Aid for Schools: A good practice guide – Department for Education and Employment Booklet

This policy should be read in conjunction with the following Caerphilly County Borough Council Policies:

- Corporate Health and Safety Policy
- Risk Assessment Policy
- Accident and Incident Reporting Policy