

APPENDIX 2

CAERPHILLY COUNTY BOROUGH COUNCIL

DRAFT FIRST AID CORPORATE MANAGEMENT ARRANGEMENTS

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 Risk Assessment

- 1.1 Risk assessment of First Aid requirements is the joint responsibility of managers with responsibility for employees and others in a particular building or location, in consultation with the building or site manager, and coordinated by a senior member of staff.
- 1.2 The risk assessment should consider the following as a minimum:
 - The nature of the work
 - The size of the workforce
 - Other individuals who may use the premises
 - Any history of accidents
 - Hazards and risks particular to the environment/work tasks
 - Risks specific to multi-occupied premises
 - Risks specific to Lone Workers and remote workers
 - The absence of first aiders/appointed persons to cover annual leave/sickness etc
 - The remoteness of the site from emergency services
- 1.3 A written record of the risk assessment should be kept until such time as a new assessment is undertaken or the assessment is revised.

2 Minimum Requirements

- 2.1 There must be adequate and appropriate facilities (e.g. First aid rooms, first aid boxes) for enabling first aid to be administered to employees and others if they are injured or become ill at work and it must be readily available to each employee at all times.
- 2.2 The facilities required will vary according to the number of employees present, the type of work being carried out and the hazards associated with the work, and will be defined by the risk assessment. When establishing the facilities required you should take into consideration others who may be on the premises.

3 First Aid Boxes

- 3.1 First aid boxes should be located as deemed necessary by the risk assessment. Their location must be clearly signposted and

the box itself identified as a first aid container (marked with a white cross on a green background).

- 3.2 It is the responsibility of the appointed person(s) or first aider(s) to ensure that the first aid box is fully stocked and that the contents are discarded and replaced when they reach their expiry date. Managers must ensure that first aiders are allowed time to undertake these duties.
- 3.3 Where applicable the names and contact numbers of first aiders should be located near to the first aid box.
- 3.4 The contents of the first aid box should be determined by your risk assessment. For guidance a list of minimum contents can be found at [appendix a](#). As part of the risk assessment consideration should be given to providing such items as scissors, disposable gloves and aprons, cold packs, cling film, adhesive tape, etc. to be stored in, or alongside, the first-aid container. Risk assessment should consider if any specialist requirements are necessary e.g. eye washes, emergency showers.
- 3.5 Medicines must not be stored in the first aid box.
- 3.6 Where mains water is not readily available for eye irrigation, at least a litre of sterile water in sealed disposable containers should be provided.
- 3.7 Lone and remote workers should, if deemed necessary by an appropriate risk assessment, be provided with a first aid kit suitable for their needs and at least to the minimum standard ([appendix a](#)).

4 First Aid Rooms

- 4.1 If deemed necessary by the risk assessment, First Aid rooms should be provided.
- 4.2 First aid rooms must be clearly marked as such and should also display, on the door, the names and locations of the nearest first aider.
- 4.3 First aid rooms should be used solely for rendering first aid or health screening. Access should only be granted to authorised personnel.
- 4.4 The room itself should be suitable for its purpose in terms of size (big enough to move around comfortably in), facilities (see [appendix b](#)) and location (near to a point of access for transport

to hospital). The entrance should be wide enough to accommodate a stretcher or wheelchair.

- 4.5 The first aid room must be kept in a clean and hygienic state, with an appropriate cleaning regime in place.
- 4.6 All clinical waste must be disposed of in an appropriate fashion

5 First Aiders and Appointed Persons

- 5.1 At least one 'suitable person' must be appointed to administer first aid where required. These people may be 'appointed persons', 'first aiders' or a combination of both.
- 5.2 The number of appointed persons and first aiders required will be determined by the minimum requirements ([appendix c](#)) and the results of your risk assessment, however there must be enough appointed people and first aiders to cover all times when employees are at work, and cover absences (such as annual leave).
- 5.3 In larger premises cover must be established with other managers. A list of local appointed persons and first aiders, and the means of communicating with them (i.e. telephone extension number), should be displayed in a prominent location.
- 5.4 Low risk environments (i.e. small offices) may simply require an 'appointed person' whose duties would be to contact emergency services, maintain the contents of the first aid box and undertake basic first aid (such as the control of bleeding) in exceptional circumstances. 'Appointed persons' must undertake basic first aid training, but are not expected to undertake the full duties of a qualified First Aider.
- 5.5 Where it is a minimum requirement ([appendix c](#)), or the risk assessment shows it to be necessary, First aiders must be appointed.
- 5.6 First Aiders must hold a HSE approved first aid qualification, which must be refreshed within three years. In addition, if there are any specific risks that would require specialist first aid treatment (i.e. exposure to toxic chemicals) the first aider may be required to undertake additional training as appropriate.
- 5.7 The selection of a person to be a first aider will depend on a number of factors including the individual's:
 - o Reliability, disposition and communication skills

- Attitude and ability to absorb new knowledge and learn new skills
 - Ability to cope with stressful and demanding procedures
 - Ability to leave their normal duties to attend an emergency.
 - Physical ability to undertake the required tasks
- 5.8 First aiders must keep written records of all first aid treatment given on the appropriate form, ([appendix d](#)) which must be kept in a secure location (such as a locked cupboard, or a cupboard in a locked room) for at least 4 years.
- 5.9 First aiders should remind employees to fill in an accident and incident form, or fill one in on their behalf if the injured person is unable to do so or is not an employee.

6 Schools and School Pupils

- 6.1 Schools, as employers, must comply with this policy in relation to their employees.
- 6.2 Schools must also take into account, when assessing the need for first aid provision, visitors to their premises and pupils. Schools must comply with the provisions laid out in the Department for Education and Employment's leaflet '*Guidance on First Aid for Schools*'.

APPENDIX A – Minimum contents of First Aid box and travel first aid kits

Your first aid kits must stock the following as a minimum (n.b. the exact contents should be determined by your risk assessment):

- 1 advisory leaflet giving general guidance on first aid;
- 20 assorted adhesive plasters;
- 4 triangular bandages;
- 2 sterile eye pads;
- 6 safety pins;
- 6 medium sterile wound dressings
- 2 large sterile dressings;
- 1 pair disposable gloves;
- 1 [record sheet](#) of any treatment given.

Travel First Aid Kits for lone workers should contain the following as a minimum (n.b. the exact contents should be determined by your risk assessment):

- 1 leaflet giving guidance on first-aid
- 6 assorted adhesive plasters;
- 1 large sterile dressing
- 2 triangular bandages
- 2 safety pins
- Individually wrapped non-alcohol cleansing wipes
- 1 pair of disposable gloves

NOTE: First aid treatment items e.g. bandages and eyewashes do have expiry dates and must not be used if this date has passed.

APPENDIX B – Facilities and equipment to be provided in first aid rooms

The following should be provided where the risk assessment has deemed the provision of a first aid room to be necessary:

- a) Sink with hot and cold running water
- b) Drinking water when not available on tap and disposable cups
- c) Soap
- d) Paper towels
- e) Smooth topped working surfaces
- f) A suitable store for first aid materials
- g) First-aid equipment (see appendix a)
- h) Suitable, foot operated refuse containers lined with a disposable, yellow, clinical waste bag
- i) A couch (with a waterproof surface) and frequently cleaned pillow and blankets
- j) Clean protective garments for use by first aiders (i.e. disposable gloves and aprons)
- k) A chair
- l) A folder containing forms for recording first aid treatment (see appendix D)
- m) A bowl
- n) A telephone or other communication equipment

Where special first aid equipment is needed, this may also be stored in the first aid room

APPENDIX C – Provision of Appointed Persons and First Aiders

Category of Risk	Number of workers at any location	Suggested Number of First Aid Personnel
Low Risk (e.g. Offices, Libraries)	Fewer than 50	At least one Appointed Person
	50-100	At least one First Aider
	More than 100	One additional First- Aider for every 100 employed
Medium Risk (e.g. Workshops, Kitchens, Grounds)	Fewer than 20	At least one Appointed Person
	20-100	At least one First-Aider for every 50 employed
	More than 100	One Additional First-Aider for every 100 employed
High Risk (e.g. chemical exposure, dangerous machinery, sharp instruments)	Fewer than 5	At least one Appointed Person
	5-50	At least one First-Aider
	More than 80	One additional First-Aider for every 80 employed.
	Where there are hazards for which additional first-aid skills are necessary	In addition at least one First-Aider trained in the specific emergency action.

NOTE: The number of first aiders and appointed persons provided must take into account cover for absence such as holiday or sickness

APPENDIX D– Form for recording First Aid Treatment



FORM FOR RECORDING FIRST AID TREATMENT

Full name and address of persons who suffered an accident (1)	Occupation (2)	Date when entry made (3)	Date and time of accident (4)	Place and circumstance of accident (state clearly the work process being performed at the time of the accident) (5)	Details of injury suffered and treatment given (6)	Signature of person making this entry (state address if different from Col 1) (7)