

Policy Summary Document – First Aid Policy

Background

Despite the best efforts of the Authority as a whole, and all its staff, to reduce the risk of employees and others being injured, accidents can still happen. In addition, people can suffer sudden ill health while at work or within Authority premises, requiring prompt first aid action before specialist medical care can be provided.

The Authority has a legal duty to ensure the health, safety and welfare of its employees while at work, and a specific legal duty under the Health and Safety (First-Aid) Regulations 1981 to make adequate provision for first aid. Although the law does not specifically require the Authority to make provision for first aid for persons other than its own employees, reasonable additional provision for first aid should also be considered and provided for service users and pupils in its care and members of the public visiting Authority premises, in line with HSE guidance.

What are the policy and management arrangements about?

The First Aid Policy, and separate but supporting First Aid Corporate Management Arrangements, set out the Authority's corporate policy and management arrangements for ensuring adequate first aid provision, including trained personnel and equipment for employees and others. The policy and corporate management arrangements help ensure the Authority meets the legal obligations imposed by the Health and Safety at Work etc. Act 1974, Health and Safety (First-Aid) Regulations 1981, Management of Health and Safety at Work Regulations 1999, and the Health and Safety (Safety Signs and Signals) Regulations 1996.

Who has responsibilities?

The Authority as a whole, and all its employees, have a legal responsibility to comply with health and safety law and the provisions of the First Aid Policy and supporting Corporate Management Arrangements. Failure to do so could result in personal and/or corporate liability. Individual employees, managers and various departments/teams throughout the Authority have responsibilities that are set out in Section 6 of the Policy, including the Chief Executive, Directors, Building and Line Managers, Employees, Health and Safety Officers and the Corporate Health and Safety Unit.

Main provisions of the policy and corporate management arrangements

- Arrangements for the provision of suitable and adequate first aid treatment in the event of an accident to, or ill health of, an employee or others, e.g. a service user or pupil. Adequate provision includes the provision of suitably trained staff and equipment (e.g. first aid kits and rooms) for enabling immediate first aid to be administered, including replenishment of used or dated stock.
- Definition of a 'first aider' and 'appointed person' for first aid.
- The number, location and contents of first aid kits (and dedicated first aid rooms where provided) required for each premises or activity/event is individually determined by a risk assessment.
- A suitable record must be kept of the risk assessment findings and recommendations.
- The location of first aid kits (and dedicated first aid rooms where provided) must be clearly marked and signposted.
- Communication of first aid arrangements must be provided to all employees within Authority premises, e.g. by displaying signage providing names and contact details of first aiders at suitable locations.



- A record must be kept regarding the provision of any first aid treatment given by employees trained in first aid. Such records must be kept for at least 4 years.

A copy of the corporate First Aid Policy, First Aid Corporate Management Arrangements and additional supporting information documents are available from the Corporate Health and Safety pages of the Intranet.

If you have any queries regarding the provision of first aid, or any other work-related health and safety issue, please contact your Directorate Health and Safety Officer (see below) or the Corporate Health and Safety Unit (01443 86 4072). Directorate arrangements and advice can be obtained from your Directorate Health and Safety Officers:

Environment

Phil Griffiths – 01443 86 3765
John Rowlands – 01443 86 3766

Social Services

Denise Llewellyn – 01443 86 4482
Rhiannon Ellis – 01443 86 4623

Chief Executives

Keith Meredith – 01443 86 4384

Education/Leisure

Donna Jones – 01443 86 4865
Terry Phillips – 01443 86 4858
Barry Miller – 01443 86 4921