

SOUTHWATER PARISH COUNCIL

FIRST AID POLICY



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1 Introduction

The Health and Safety (First Aid) Regulation 1981 set out the essential aspects of first aid which Southwater Parish Council, as an employer must provide. This Policy has been prepared to assist the Council in ensuring that it remains compliant with the Regulations.

This First Aid Policy covers the arrangements that are in place to ensure that appropriate first aid provision is available across all buildings, activities and events.

2 Definition of First Aid

First Aid is usually defined as the initial assistance given to a casualty with the purpose of mitigating the effect of injury or illness, until a more qualified person arrives.

Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life-threatening condition and where necessary obtain medical assistance or refer the casualty on to the emergency services as quickly as possible.

3 First Aid Assessment of Need

The Health and Safety (First Aid) Regulations 1981 gives the following guidance:

Category of Risk	Number of workers at 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 Aid Officer
	More than 100	One additional First Aider for every 100 persons
Medium Risk , e.g., Workshops, kitchens, grounds	Fewer than 20	At least one Appointed Person
	20 – 100	At least one First Aid Officer for every 50 persons
	More than 100	One additional First Aid Officer for every 100 persons
High Risk , e.g., exposure to chemicals, dangerous machinery, sharp instruments	Fewer than 5	At least one Appointed Person

Category of Risk	Number of workers at location	Suggested Number of First Aid Personnel
	5 - 50	At least one First Aid Officer
	More than 80	One additional First Aid Officer for every 80 persons
	Where there are hazards for which additional First Aid skills are necessary	In addition, at least one First Aid Officer trained in the specific emergency action

For the purposes of this policy, the following definitions apply:

An **Appointed Person** is one who has completed the One-day Emergency First Aid course.

A **First Aid Officer** or **Emergency First Aider** is one who has completed the Three-day First Aid at Work course.

The **First Aid Co-ordinator** is the person responsible for ensuring the effectiveness of first aid arrangements within Council-owned premises.

4 Site Assessments

By law, the Council is only obliged to assist employees. However, members of the public using the Council's facilities will be included in the site assessments, as it is likely that first aid will be offered to such persons, should this be required.

Beeson House

These premises are considered to be **Low Risk**, with fewer than **50 persons** in the building at any one time.

Therefore, there should be one **Appointed Person** on site during Office opening hours, with ideally an additional **Appointed Person**. Given the low average number of persons on site, one **Appointed Person** is deemed to be sufficient, should this be unavoidable.

The Parish Council is not responsible for any injuries/accidents to any tenants of Beeson House, as each are responsible for their own areas.

5 Duties of Appointed Persons and Emergency First Aiders

It is the duty of all first aid trained personnel to attend all calls for first aid assistance for a **member of staff**. As previously advised, the Council has no obligation in law to assist members of the public. Such assistance to a member of the public would be encouraged but would not be expected as an employer.

First Aid trained personnel should:

- Always ensure their own safety.
- Provide assistance at all times in compliance with their First Aid training.
- Be aware of the limits of their competence and when to call for the emergency services.
- Be aware of the location of the nearest first aid box.
- Take charge of the casualty until a satisfactory level of recovery has been achieved or until the emergency services have arrived.
- Ensure that the condition of the casualty does not deteriorate as far as reasonably practicable by implementing their first aid training.
- Refer the casualty to hospital or their GP.
- If the casualty is a child, use judgement to call emergency services.
- Clean and clear the accident area, ensuring that all used gloves, wipes, and wrappings, etc. are disposed of in an appropriate bin.
- Complete an Accident at Work form, sending a copy to the First Aid Co-ordinator in all cases.
- Advise the First Aid Co-ordinator of use of stock from First Aid kit box, to ensure that this is replenished.

6 Duties and Responsibilities of First Aid Co-ordinator

The First Aid Co-ordinator has overall responsibility for the provision of first aid within the Parish Council. The Parish Council First Aid Co-ordinator is the Operations Officer (and Deputy/Assistant Executive Officer in their absence). They should:

- Keep copies of accident records for all premises, identifying trends and possible hazardous areas or activities where appropriate.
- Keep records of all staff first aid training, ensuring that all renewal courses are undertaken prior to qualifications expiring.
- Keep informed in relation to first aid training courses, ensuring that staff are booked on the most cost-effective courses.
- Keep informed of first aid kit suppliers, ensuring that the Council receives value for money when ordering first aid equipment.
- Ensure that the Council's First Aid Policy is relevant, and confirms to all Legislation, Regulations and Guidance.
- Carry out First Aid Assessments of Need at all premises on an annual basis.

7 Insurance

Any first aid treatment given to an employee by personnel trained in First Aid may be deemed to be under the instruction of the Parish Council. Provided that the first aider acts in good faith, and within the scope of any training given, then the first aider is covered by the Parish Council's Public Liability and Indemnity Insurance.

8 First Aid Equipment

All first aid equipment must be contained within a suitably marked container, ideally a green box with a white cross, and locate in an accessible place.

First Aid boxes should protect first aid items from dampness and contamination by dust, fumes, etc.

A **standard first aid kit** should contain the following:

- 1 leaflet giving general guidance on first aid.
- 20 individually wrapped plasters of assorted size and appropriate to the workplace.
- 2 sterile eye pads.
- 4 triangular bandages individually wrapped and preferably sterile.
- 6 safety pins.
- 6 medium wound dressings (approx. 12cm x 12cm) individually wrapped and sterile.
- 2 large wound dressings (approx. 18cm x 18cm) individually wrapped and sterile.
- 1 pair of disposable gloves.

Additional items which may be included are:

- Individually wrapped non-alcohol-based cleansing wipes.
- Full resuscitation mask.
- Extra pairs of disposable gloves.
- Disposable aprons.
- Adhesive tape.
- Scissors
- Yellow hazardous waste bags.

The following items should **NOT** be included:

- Any medication such as tablets, ointments, or linctus's.
- Any disinfectants.

A person working outside, i.e., not office-based, should carry a **Travelling First Aid Kit**.

This should contain the following

- 1 leaflet giving general guidance on first aid.
- 6 individually wrapped sterile plasters.

- 1 large wound dressing (approx. 18cm x 18cm).
- 2 triangular bandages.
- 2 safety pins.
- 1 pair of disposable gloves.

All first aid kits should be checked on monthly basis to ensure that all contents are present, and that nothing is out of date. Each premises should identify a member of staff who will be responsible for this monthly check, which should be documented.

9 Treatment of Chemical Burns or Injuries

Control of Substances Hazardous to Health (COSHH) information sheets for all chemicals, including all cleaning materials, are kept on file at all premises. In the event of an incident or accident with a chemical, the relevant sheet should be consulted, prior to treatment being commenced, as different chemicals require different treatments.

First Aiders should ensure that they protect themselves whilst treating chemical injuries, by avoiding direct contact. Have a copy of the relevant COSHH sheet to hand when calling emergency services, should the injury require further treatment.

10 First Aid Rooms

There are no dedicated First Aid Rooms on any Council-owned premises. The casualty should be treated in situ but could be moved to a non-public area should the injury (or injuries) allow.

11 Defibrillators

Defibrillators are provided at Beeson House and Southwater Leisure Centre. All Emergency First Aiders and Appointed Persons should ideally have training in the use of the defibrillator. However, the machines are designed that any person, trained or un-trained can use them, and no staff member should hesitate to use the defibrillator should the need arise.

12 Accident Records and RIDDOR

All accidents and incidents should be recorded in the Accident Book, with a copy being sent to the First Aid Co-ordinator. Should the accident require reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, (RIDDOR) then the First Aid Co-ordinator will ensure that this is actioned.