

First Aid Policy

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Definitions

Company	AAA Caring Caretaker
Responsible Person	Robert Stephenson

AAA Caring Caretaker Ltd is committed to providing a safe and healthy workplace environment for all staff, clients and visitors. This document details the First Aid policy implemented at **AAA Caring Caretaker Ltd** and will cover:

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1. Introduction

- 1.1 In the event of sudden illness or injuries, failure to provide first aid could result in that person's death. The company should therefore ensure that an employee who is injured or taken ill at work receives immediate attention. It doesn't matter whether the injury or illness is caused by the work they do, what is important is that they receive attention and for serious cases an ambulance is called. First-aid provision in the workplace covers the arrangements that need to be made to manage injuries or ill health at work.
- 1.2 The Regulations do not oblige employers to provide first aid for anyone other than their own staff however, the company does have responsibilities towards non-employees. The Health and Safety Commissions (HSC) guidance recommends that organisations who provide a service for others should include them as part of the risk assessment process. The Company will consider the likely risks to visitors and make allowances when deciding the number of first aid personnel.
- 1.3 Employer's Legal Duties
- 1.4 Employers have a legal duty to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work.
- 1.5 The Health & Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. What is adequate will depend on the circumstances in the workplace.
- 1.6 This includes whether first aiders are needed, what should be included in a first aid box and if a first aid room is needed. This can be determined by carrying out a risk assessment to identify the level of risk to staff, patients and visitors under The Management of Health and Safety at Work Regulations 1999.

2. Policy Statement

AAA Caring Caretaker (The Company) recognise and accept its legal responsibilities for the health, safety and welfare of staff, visitors and others. (The Company has a legal duty to have appropriate arrangements for the provision of first aid to employees) and its wider responsibility for reporting.

This legal requirement does not extend to the administering of first aid to non-employees. However, employees who are appropriately trained will endeavour to provide assistance to any non-employees whilst they are on or working out of Company premises. The Company provides indemnity cover for appropriately trained employees to do this. This policy sets out the arrangements for the provision of first aid.

3. Objectives

The purpose of the policy is to minimise the consequences of injury or illness and the treatment of minor injuries.

The objectives of this policy are:-

- To identify those with specific responsibilities to carry out an assessment to determine the first aid needs within the workplace and make provision as identified. This includes arranging first- aider training and first aid kits and as appropriate.
- To ensure the Company is meeting all legal requirements requiring the provision of first aid.
- To clarify the Company's position with regard to the provision of first aid to non-employees within premises that Company staff are working from.
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4. Responsibilities

4.1 Directors

All Directors are responsible for ensuring: -

- All necessary arrangements for the provision of first aid are in place within their Directorate.
- The practical arrangements for health and safety set out in section 5 of this policy is followed correctly. All Directors must familiarise themselves with these arrangements.
- All their employees involved in the provision of first aid receive both initial and update training in accordance with the requirements set out in section 6 of this policy.
- Ongoing compliance with any legislative requirements associated with first aid.
- Monitoring the performance of all those involved in the first aid arrangements and reporting this to the Health and Safety Committee (see section 7).

4.2 Managers are responsible for ensuring:

- Proper arrangements for first aid are put in place and maintained within their team or location. If continuation of these arrangements cannot be maintained (e.g. if a trained appointed person or first-aider can no longer carry out their role for whatever reason) they must inform their Director immediately.
- The practical arrangements for Health and Safety set out in section 5 of this policy are followed correctly.
- Ensuring the Risk Assessment, which determines the level of first aid provision, is undertaken and reviewed annually or when there are significant changes.
- Monitoring performance of all those within their team or location involved in the first aid arrangements.

4.3 Employees

- All employees should make themselves familiar with the practical arrangements for the provision of first aid set out in section 5 of this policy.
- Any employee who has a specific role to play in the provision of first aid arrangements should ensure they have received the relevant training in relation to this role.
- Any employee who has concerns about the local provision of first aid should bring this to the attention of their line manager immediately.

5. Arrangements for the Provision of First Aid.

The Health and Safety at Work (First Aid) Regulations 1981 requires employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees and visitors if they are injured or become ill whilst working or visiting any premises.

The terms adequate and appropriate are determined by the use of a risk assessment approach.

5.1 A Risk Assessment Approach to Determining First Aid Provision.

When considering what is adequate and appropriate in terms of first aid provision the following are some factors which should be taken into account:-

- The nature of the hazards in the workplace and the risks they present e.g. hazardous substances, dangerous equipment, manual handling tasks etc.
- The numbers of people in the workplace
- The times the workplace is occupied and the working patterns
- The location of the workplace in relation to A&E facilities
- Do employees travel or work alone?

- Are members of the public regularly in the workplace?

Taking account of all these factors the following first aid provision will be made:-

- All premises will have a trained first aider available during working hours.
- All premises will have at least one fully stocked first aid box.

This is considered to be adequate and appropriate first aid provision given the level of risk to employees. It is not necessary for a further risk assessment using the Risk Assessment Proforma, unless there are changes in working practise or arrangements at a particular location that significantly increases the level of risk. Further information on determining the level of first aid provision can be found in the Health and Safety Executive leaflet, First Aid at Work – “your questions answered”, which is accessible on the web site www.hse.gov.uk

5.2 The Role of an Appointed

Person

An appointed person is someone

who: -

- Has undergone the “Appointed Persons Training”
- Takes charge when someone is injured or falls ill. This includes calling an ambulance if required.
- Keeps the first aid box stocked
- Keeps a record of treatment given

The appointed person should be someone whose main job role means they are present on the premises throughout the time they are occupied.

There must be at least one trained appointed person present at all times therefore in practice it is likely there will be more than one appointed person on each premises in order to cover for periods of absence.

5.3 Approved First aiders

An approved first aider is someone who has undergone suitable training, has an appropriate first-aid qualification, holds a first aid at work certificate and remains competent to perform their role.

This training must be updated every three years to maintain a valid certificate. However, HSE strongly recommend that First Aid at Work (FAW) and Emergency First Aid at Work (EFAW) students attend an annual 3-hour refresher course to prevent “skills fade”.

5.4 First Aid Boxes

All premises where employees work will have readily available at all times a fully stocked first aid box. The contents of the first aid box will include the following:

- A leaflet giving general guidance on first aid
- Plasters (40)
- Sterile eye pads (4)
- Triangular bandages (6)
- Safety pins (6)
- Individually wrapped medium sterile unmedicated wound dressings (8)
- Individually wrapped large sterile unmedicated wound dressings (4)
- Individually wrapped wipes (10)
- Paramedic shears (1)
- Pairs of disposable gloves (2)
- Sterile eyewash if no clean running water (2)

The first aid box must not contain any tablets or medicines.

It is the responsibility of the appointed person at each location to maintain the contents of the first aid box and to replenish stocks as necessary.

5.5 Information about First Aid Provision

All employees must be informed about the local arrangements for the provision of first aid. This should be done through the use of notices indicating who the local appointed person(s) or first aiders are and indicating how they can be contacted. The notices should also indicate where the first aid box is located.

6. Training

As from 1st October 2013 HSE have introduced changes to the First Aid at Work Regulations with regards to the training courses. The course no longer has to be an approved course by HSE. However, on completion of the training the candidate should have satisfactorily demonstrated competence in all the subject areas.

6.1 Training for those with a specific first aid role

Those employees with specific responsibilities outlined in this policy, namely appointed persons and first aiders, are required to undertake specific training in order for them to carry out their roles. The nature of this training is set out in the First Aid at Work Regulations.

6.2 Appointed Persons

If the First Aid needs assessment identifies that an Approved First Aider is not necessary, the minimum requirement is to appoint a person to take charge of first aid arrangements. The role of this appointed person includes looking after the first-aid equipment and facilities and calling the emergency services when required. Anyone undertaking the role of an appointed person should have attended at least a first aid course Appointed Persons course. It is not necessary for them to attend First Aid at Work Training.

6.3 Approved First Aiders

Anyone undertaking the role of first aider should have successfully completed a First Aid at Work training course and has gained a first aid at work certificate. These training courses are typically 4 days. As from the 1st October 2009 the current 4-day training will be reduced to 3 days (see Appendix 1)

The training needs to be updated every three years in order to maintain a current first aid at work certificate. However, HSE strongly recommend that First Aid at Work (FAW) and Emergency First Aid at Work (EFAW) students attend an annual 3-hour refresher course to prevent “skills fade”.

6.4 Training for all employees

Employees at all levels require training in order for them to be aware of the first aid arrangements within their local work area. All employees should receive training that includes: -

- Awareness of the information contained in this policy, especially section 5.
- How to obtain first aid assistance in their work area/location.

7. Monitoring and Review

7.1 The Managing Director will be responsible for the monitoring and review of this policy.

7.2 This policy will be formally reviewed at least every three years.

7.3 This policy will also be reviewed where:

- a) There has been a significant change in the work environment.
- b) There has been any adverse event involving first aid.
- c) Information has evolved or new legislation is introduced.