

# HARLOW COUNCIL

## Addendum to Health and Safety Policy

### First Aid

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### Introduction

The Health and Safety at Work Act 1974 places a duty on employers to ensure, in so far as is reasonable and practicable, the health, safety and welfare of employees whilst they are at work.

Under the Management of Health and Safety at Work Regulations 1999, employers must assess significant risks to employee's health and safety and then implement procedures that will minimise the identified risks to an acceptable level.

Failure to comply with the requirements of this policy is a disciplinary offence, which in serious cases could lead to dismissal.

### Summary of Duties

Employers are under a general duty to provide a safe place of work, with suitable arrangements for welfare and in doing so must ensure that there is adequate first aid provision for employees who may, become ill or are injured at work. Under the Health and Safety (First Aid) Regulations a suitable person, or persons, must be appointed to take responsibility for first aid provision and maintenance of the first aid box. A suitable person is someone who has undergone training to a standard recommended by the health and safety executive.

Services must consider the nature of activities at the work place when determining the number of first aiders to appoint. Where the work activity presents a higher risk then additional first aiders are likely to be required.

Arrangements must be made to ensure that adequate supplies of first aid equipment are available in the workplace, details of which are specified in the health and safety (first aid) regulations. Arrangements for maintenance and restocking of first aid boxes must be made. All boxes should be suitably marked: the recommended marking should be a white cross on a green background, first aid signs should comply with the health and safety (safety, signs and signals) regulations.

The need for a first aid room must be properly assessed. This provision should be considered where the workplace presents a high risk from hazards, where access to outside accident and emergency facilities is difficult or where there are large numbers of employees on site at any one time.

Where the work presents special or unusual hazards, additional and specific training in first aid treatment relevant to these hazards will be provided.

Employees must be informed of arrangements, which have been made for first aid, including the location of equipment, facilities and appointed personnel.

### Record Keeping

Records should be kept of the following

- a) First Aiders details (Health and Safety Team)
- b) Training provided to first aiders (Environmental Health Support/Health and Safety Team)
- c) First Aid supplies, including location and content of boxes (First Aiders/Environmental Health Support/Health and Safety Team)
- d) Details of first aid treatment administered (Person/service providing the treatment)

All accidents, however minor, must be recorded in accordance with the addendum to Harlow Council Health and Safety Policy on the Reporting of Accidents.

### **General Policy Statement**

Harlow Council is committed to ensuring that suitable first aid training is available and that a sufficient number of trained first aiders are in place to deal with accidents and injuries at work.

Should employees have concerns about the provision of first aid within their Service they should, in the first instance, inform their line management who will investigate and if necessary rectify the situation. Any problems that cannot be resolved in this way should be referred to the Health and Safety Team.

### **Arrangements for securing the Health and Safety of employees**

#### **First Aid Personnel**

Full first aiders are employees who have successfully completed a three-day initial first aid course and passed the examination. In order to keep the qualification it will be necessary to undertake a formal requalification course every 3 years and again pass an exam. At present Harlow Council pays an allowance to selected staff who, are fully trained FAW, first aiders. Agreement for staff to undergo an initial first aid course will only be given where there is an identified need in order for Harlow Council to meet its legal obligation.

Appointed persons are employees who have successfully completed a one-day first aid course. Although not as formally qualified as full first aiders they are provided with sufficient information in order to take initial action in respect of accidents/injuries at work. Appointed persons training for people who work with children are now two-day courses.

In accordance with the addendum to Harlow Council Health and Safety Policy on information training and monitoring, Harlow Council is committed to providing all relevant staff with appointed person's first aid training and to repeat this every 3 – 5 years. This type of training will be tailored to meet the specific needs of individual services.

The impact of the Covid 19 pandemic has resulted in many staff working from home. This has therefore caused some First Aiders to be absent and not located within specific areas. The accessibility of First Aiders is under periodic review, and newly qualified First Aiders have been trained to cover areas as required. The Civic Centre has adequate trained staff to support First Aid.

#### **Legal Indemnity of First Aiders**

It is unlikely that first aid personnel rendering assistance to a colleague, or other person affected by work activities, will become subject to legal action because of the deterioration in that person's condition. However, Harlow Council has arranged to guard against this possibility, by providing through its insurance policies indemnification, for any member of staff who assists an employee or other person who becomes ill or is injured as a result of work related activities.

#### **First Aid Boxes**

First Aid boxes are provided within workplaces to ensure that there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum of supplies that are

required under first aid regulations. Only specified first aid supplies are permitted. Creams, lotions or drugs etc., however mild they may seem, must not be kept in first aid boxes.

For staff, who work away from buildings or depots arrangements will be made for first aid boxes to be kept on vehicles, or for the provision of personal first aid kits.

The location and contact numbers for all first aiders, who also take responsibility for the up keep of box contents, will be clearly indicated on notice boards throughout the workplace.

First aid supplies can be obtained from the Environmental Health Support/Health and Safety Team.

### **Portable First Aid Kits**

Portable first aid kits are available for those members of staff who are required to work away from the normal workplace. Please check with your Line Manager for further information regarding the availability of portable first aid kits.

### **First Aid/Recovery Room**

Where provided this is to assist first aiders with administering treatment. Access to the first aid room is obtainable through authorised personnel. All staff, especially new employees must be made aware of the location of any first aid room. First aid rooms must only be used for rendering of first aid during or after illness. The location of first aid rooms have been arranged so that corridors and lifts, etc., are large enough for a stretcher, wheelchair or carrying chair to be used safely and easily.

A wheelchair to assist access and public screening panels are also located within the first aid room.

A large transportable first aid kit, back pack, (also containing the defibrillator), is located in the first aid room.

### **Defibrillator**

Defibrillators will be located in premises where an assessment has identified that there is a need for one. First aiders within the premises will be provided with the appropriate training, (and re-training as required), in order to be able to use the defibrillator should the need arise.

## **Safe Systems of Work**

The following arrangements should be followed to ensure that suitable and sufficient provision of first aid personnel and equipment is available in the workplace.

1. First Aid training must be appropriate to meet the needs of individual services and work activities.
2. Ensure that employees are familiar with the identity and location of their nearest first aider and first aid box.
3. Ensure that information displayed on notice boards is updated to reflect any changes in location or changes in appointed personnel, which may take place.
4. All first aid boxes/portable first aid kits should be regularly checked, by first aiders, to ensure that adequate supplies are maintained.

5. Order replacement supplies from the Environmental Health Support/Health and Safety Team.
6. Ensure that there is easy access to first aid equipment in the first aid room at all times.
7. Summon professional medical assistance where necessary.
8. Ensure that details of all accidents are reported with accordance with Addendum to Harlow Council Health and Safety Policy on Reporting of Accidents.

### Summary Policy Statement

First Aid personnel have been appointed to assist Harlow Council in dealing with accident and emergencies, which may occur in the workplace. The following four steps are the most important in the provision of adequate and effective first aid cover:

- a Ensure that all employees are aware of the procedures to be followed in the event of illness or injury at work.
- b Ensure that a sufficient number of staff have been trained as first aiders.
- c Maintain an adequate level of first aid equipment, which is appropriate to the degree of risk within the workplace, making sure to include for those employees who may work away from a building or depot.
- d Ensure that all staff know who their nearest first aider is and the location of the nearest first aid box.

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### Revision History

Revision date	Previous revision date	Summary of Changes	Changes marked
January 2005	None	Original Draft document	
11/03/2008	January 2005	Updates from Draft. Inserted Revision History. Logo changed	No
2/9/2008	11/3/2008	Section on defibrillators added	
1/2014	3/2008	Reviewed and updated	No
April 2020		Reviewed and updated Addition of Environmental Health Support Team Addition of defib in first aid kit and screens in the first aid room First Aid at work training 3 days	
Nov 2021	April 2020	Inclusion of Covid 19 statement re First Aiders	
Nov 2023			

