



FIRST AID AT WORK

DOCUMENT VERSION CONTROL

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	SEStran	1.0	FINAL	Policy Adopted
Oct 2017	SEStran	1.1	FINAL	Adoption of version control

1. INTRODUCTION

1.1. SEStran aims to provide a safe and healthy working environment for all employees and other persons who might be affected by the activities of the organisation. This policy provides detailed information that will assist in the development and management of First Aid arrangements and sets the standards that are required to be in place.

1.2. DEFINITION OF FIRST AID:

In their First Aid Manual, The Red Cross define First Aid as:

“the immediate assistance or treatment given to someone injured or suddenly taken ill before arrival of an ambulance, doctor or other appropriately qualified person.”

Any employee can suffer an injury or become ill at work therefore it is important that employers ensure access to medical attention is available and that procedures are in place to deal with more serious situations e.g. should an employee require to be taken to hospital.

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. SEStran should therefore ensure that appropriate levels of first aid cover are available in their premises. These requirements are met by undertaking risk assessments and by implementing procedures to comply with best practice.

1.3. This policy encompasses all employees, consultants and third parties who visit SEStran premises and covers activities undertaken as part of their normal duties.

1.4. As SEStran are now based in Victoria Quay, a shared building, there is a main area for first aid based on the ground floor West between the West atrium and courtyard.

2. MANAGEMENT OF FIRST AID

2.1. The Business Manager is responsible for undertaking risk assessments at the work place, reviewing these assessments annually and ensuring the requirements of these assessments are fully implemented and communicated to all employees. The level of risk presented by visitors to the premises as well as the working environment must be taken in to consideration when assessing first aid requirements.

2.2. In addition, the Business Manager is responsible for ensuring employees receive the appropriate training prior to taking up first aid duties and also refresher training prior to their first aid certificate expiring. They are also responsible for advising Payroll by completing and forwarding the relevant forms to authorise payment or to cease payment of the first aid allowance.

2.3. FIRST AIDERS

A First Aider is someone who has successfully completed a first aid training course provided by a recognised training provider of first aid and who holds a current first aid certificate.

First Aiders are required to:

- respond promptly when an emergency occurs at work
- administer cardio-pulmonary resuscitation promptly if required
- administer first aid safely and effectively to a casualty
- arrange transport of a casualty safely and as required e.g. organise ambulance
- maintain records of first aid administered
- provide oral/written information to a paramedic, doctor or hospital if required
- maintain first aid equipment and facilities
- maintain first aid skills and ensure their first aid certificate remains current

2.4. APPOINTED PERSONS FOR FIRST AID

Appointed Persons for first aid are required to:

- take charge of first aid arrangements;
- look after the first aid equipment and facilities;
- take charge when someone is injured or falls ill, including calling an ambulance if required.

Note: an appointed person should not attempt to give first aid when they have not been trained to do so.

2.5. RISK ASSESSMENT OF FIRST AID REQUIREMENTS

To establish First Aid requirements at a place of work, a risk assessment should be undertaken by the Business Manager. If the outcome of a risk assessment indicates that a first aider is required at a place of work, a manager must:

- appoint a nominated first aider and ensure the nominated first aider holds a current first aid at work certificate
- make arrangements for the nominated first aider to attend training in administering first aid at work/refresher training
- undertake a review of first aid provision by reviewing the risk assessment (at least annually) to determine if additional first aid cover is required
- make arrangements for cover in the event of a first aider being absent e.g. holiday/sick leave/special leave by arranging for either another first aider or an Appointed Person to be available (**Note:** an appointed person may cover co-ordination of first aid duties but cannot administer first aid)
- inform Payroll/HR in writing of details of the employee who is to be a nominated first aider

Notices of who the First Aider or Appointed Person is and where they are located should be sited prominently within the SEStran Offices. Appropriate arrangements must be made to provide first aid information to employees with reading or language difficulties and for those with special needs.

2.6.RECOMMENDATIONS FOR APPOINTING FIRST AIDERS / APPOINTED PERSONS

First Aid at work - The Health & Safety (First Aid) Regulations 1981, Regulation 3 stipulates that it is a duty of an Employer to make provision for First-Aid at work.

Below is extract, relevant to SEStran, from Regulation 3 which provides recommendations on the number of first-aid personnel that should be available at all times when people are at work, based on the HSE's assessments of risk.

Category of Risk	Numbers employed at any location	Suggested number of first aid personnel
Lower risk e.g. offices, libraries, community centres	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

Review

This document will be reviewed annually by SEStran