

First Aid at Work Policy

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If the review date has passed please contact the Author for advice.

Disclaimer

Powys Teaching Health Board is the operational name of Powys Teaching Local Health Board
Bwrdd Iechyd Addysgu Powys yw enw gweithredol Bwrdd Iechyd Lleol Addysgu Powys

Version Control

Version	Summary of Changes/Amendments	Issue Date
1	Initial Issue	Aug 2014
2	Reviewed and updated to clarify responsibilities and to assure more robust accountability	Oct 2017
3	3 Year review and updated to reflect Organisational Changes	Aug 2021
4	Change of Directorate and roles and responsibilities.	March 2022

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Key Individuals/Groups Involved in Developing this Document

Role / Designation
Senior Health & Safety Officer
Health & Safety Group

Circulated to the following for Consultation

Date	Role / Designation
08/06/2021	Health & Safety Group

Evidence Base
<p>Please list any National Guidelines, Legislation or Health and Care Standards relating to this subject area?</p> <p>Fully documented within the reference section of this policy</p>

Engagement & Consultation

Equality Impact Assessment Summary					
	No impact	Adverse	Differential	Positive	Statement
					An Equality Impact Assessment has been undertaken.
Age	X				A summary can be found in the table on the left.
Disability	X				
Gender	X				
Race	X				
Religion/ Belief	X				
Sexual Orientation	X				
Welsh Language	X				
Human Rights	X				
Risk Assessment Summary					
<p>Have you identified any risks arising from the implementation of this policy / procedure / written control document?</p> <p>No additional risks identified over and above those that would normally be identified as part of the risk assessment process.</p>					
<p>Have you identified any Information Governance issues arising from the implementation of this policy / procedure / written control document?</p> <p>As above</p>					
<p>Have you identified any training and / or resource implications as a result of implementing this?</p> <p>Further resource requirements or additional training may be identified as part of the risk assessment process for First Aid outlined within this policy.</p>					

1. Introduction

Under the Health & Safety (First Aid) Regulations 1981 (as amended) Powys Teaching Health Board (PTHB) has a legal duty to make suitable arrangements to ensure that staff receive immediate attention if they are injured or taken ill at work. It doesn't matter whether the injury or illness is caused by the work they do. What is important is that they receive immediate attention and that in serious cases an ambulance is called.

First aid can save lives and prevent minor injuries becoming major ones. First aid provision in the workplace covers the arrangements that need to be made to manage injuries or illness suffered at work. The Regulations do not prevent staff that are specially trained from taking action beyond the initial management stage.

It is the duty of the organisation to ensure that it complies with the Regulations so far as is reasonably practicable and implements systems to improve the health, safety and welfare at work of its employees. In doing so it will provide information, instruction, training and supervision as is necessary for the first aid requirements of the organisation.

The level of first aid provision that an employer has to provide depends on the type of employment and workplace. To identify the needs of the organisation, managers or designated staff / competent person(s) will be expected to undertake a first aid needs risk assessment.

The Regulations do not require the employer to provide first aid for the public or visitors; however, as a healthcare provider it is only sensible that all users of the health board's premises are taken into account.

2. Policy Statement

PTHB recognises the duties placed on the organisation, to ensure that adequate provision is made to enable the administration of first aid, in the event of a work-related accident or ill health. This policy supports the PTHB Health and Safety Policy HSP-001 and applies to all premises and employees of the health board.

This will be achieved by ensuring that:

- There is adequate first aid provision and facilities for employees who may become ill or are injured whilst at work.
- There are a suitable number of adequately trained persons for the rendering of first aid to staff if they are injured or become ill.
- Staff are informed of arrangements for the provision of first aid, including the location of equipment, facilities and personnel (e.g. informed at induction; via team meetings; by the display of the First

Aid Information Posters). Please see Section 7 for further information).

- First aid needs assessments are undertaken, in order to establish the provision of first-aid required across all areas of the organisation, these will be based on:
 - the workplace
 - the workforce
 - the hazards and risks present
- Information is communicated to all employees regarding the procedures to be followed, in the event of an accident or an episode of ill health requiring first aid;
- Records of any first aid administered are recorded on the Once for Wales Concerns Management system (RLDatix) incident recording system as part of the incident reporting procedure.

3. Definitions

3.1 First Aid

The First Aid at Work Handbook defines first aid as:

"...The FIRST help given to someone who is injured or taken suddenly ill, usually at the scene or at the time" (Olley 2009)

First aid treatment has two functions:

Firstly, it is the emergency treatment of illness or injury in order to preserve life, to ease pain, to prevent deterioration and promote recovery of the patient's condition until professional medical help can be obtained.

Secondly, it provides treatment of minor injuries which would otherwise receive no treatment, or which do not need the help of a medical practitioner or nurse.

3.2 First Aider

A first aider is a person who has received appropriate training in administering first aid at work and who holds a current certificate of competence from a competent first aid training provider in either:

- (i) Emergency First Aid at Work (EFAW) - EFAW training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work
 - (ii) First Aid at Work (FAW) - FAW training includes EFAW and also equips the first-aider to apply first aid to a range of specific injuries and illnesses.
- or
- (iii) any other level of training or qualification that is appropriate to the circumstances.

First aiders may also need to undertake additional training as appropriate, which will be determined by the risk assessment process or from appropriate regulations and guidance.

3.3 Appointed Person

When a first aid needs assessment identifies that a first aider is not necessary, the minimum requirement is to appoint a person to take charge of first aid arrangements (Appointed Person) at all times when employees are at work, this may mean more than one person in a department.

There are no legal requirements for appointed persons to have any approved training in order to carry out their responsibilities.

Appointed persons should not attempt to give first aid treatment, other than emergency first aid and then only where they have been specifically trained in these procedures. The role of an appointed person is to:

- (i) Take charge when someone is injured or ill, including calling an ambulance if required.
- (ii) Look after the first aid equipment and facilities, e.g.
- (iii) Restocking the first aid box.

4. Roles & Responsibilities	
4.1	<p>Chief Executive</p> <p>The Chief Executive has overall responsibility and is accountable to the board of PTHB for the management of health & safety within the organisation. This includes the responsibility for the resourcing and implementation of all measures needed to comply with this policy, relevant health and safety legislation and guidance. These responsibilities are outlined in more detail within PTHB HSP001 – Health & Safety Policy.</p>
4.2	<p>Executive Directors</p> <p>Executive Directors are responsible to the Board of PTHB for ensuring that all health & safety risks are adequately controlled within their area of responsibility and that all incidents and accidents are reported and investigated in line with PTHB policies. As such, they have responsibility for ensuring that their areas of responsibility have the resources and measures in place to comply with the First Aid at Work Regulations 1981 and the requirements of this policy.</p>
4.3	<p>Director of Environment</p> <p>In addition to the responsibilities outlined in 4.2, the Director of Environment will take lead responsibility for the Board level management of health & safety in the organisation. As 'First Aid at Work' sits under Health & Safety, this includes ensuring adequate provision of training based on a training needs analysis undertaken by local managers and co-ordinated via the Health & Safety team.</p>
4.4	<p>Senior Managers</p> <p>Senior Managers for each department are responsible and accountable to the relevant Executive Director for ensuring that all health & safety risks are adequately controlled and that all incidents and accidents are reported and investigated in line with PTHB policies.</p> <p>As such, they have responsibility for ensuring that areas within their areas of responsibility implement the resources and measures in place to comply with the First Aid at Work Regulations 1981 and the requirements of this policy.</p>

4.5 Line Managers, Ward Managers, Team Leaders and Supervisors etc. with day-to-day responsibility for staff.

All Line Managers will, in those areas under their control, ensure that:

- Assessments of first aid needs are carried out and include consideration of the areas documented in section 5 and in Appendix 1.
- Risk assessments are undertaken, recorded and where required remedial action taken.
- Sufficient numbers of First Aiders and Appointed Persons are appointed for their areas of responsibility.
- Suitable facilities are provided, as identified by the risk assessment, which will include:
 - Suitable first aid boxes/kits and any supplementary equipment (e.g. gloves, aprons, wipes) needed.
 - Trained first aiders with a current certificate in the appropriate ratio – as identified in Appendix 1.
 - A system which allows treatments to be recorded.
- They nominate an individual responsible for re-stocking the first aid kit, who must be given access to the materials required.
- Where any item of equipment is used or removed from the first aid kit, an appropriate record must be kept.
- They place a notice in each workplace informing employees of the location of the first aid equipment, personnel and facilities.
- They maintain a register of first aiders including the name(s) and location of staff trained in first aid and when refresher training is due.
- They ensure that all employees are made aware of the first aid arrangements.
- Organise the purchasing of first aid supplies for stocking and replenishment of first aid boxes and first aid travel kits.
- They consider whether a first aid room and equipment are required, based on the hazards of the work, the difficulty of access to emergency treatment and the dispersal of the employee.

	<ul style="list-style-type: none"> • Where the risks have been determined and the number of employees is small they appoint a person to take charge of first aid arrangements.
<p>4.6</p>	<p>First Aider</p> <p>First Aiders are appointed by their Managers and will have undertaken the relevant training as identified in Section 5.</p> <p>They have designated duties for first aid. These duties include:</p> <ul style="list-style-type: none"> • Checking the first aid box on a monthly basis and recording the findings. • Requisition of first aid materials. • Administering first aid as required. • Informing the person in charge of any incidents that have occurred. <p>It is important that First Aiders:</p> <ul style="list-style-type: none"> • Do not work beyond their level of competence. • Make themselves aware of any relevant policies and procedures, for example Blood Borne Virus. • Should have completed a Hepatitis B immunisation course. • Ensure that an RLDatix incident report is completed through the Once for Wales Concerns Management system after each incident, where they administer first aid and the nature of the aid given is recorded.
<p>4.7</p>	<p>Appointed Persons</p> <p>Where there are appointed persons and no first aiders, the manager will ensure they are included in their health and safety arrangements.</p> <p>Appointed persons must not administer first aid (unless appropriately trained), their designated duties are:</p> <ul style="list-style-type: none"> • Supporting first aiders. • Checking the first aid box on a monthly basis. • Requisition of first aid materials.

	<ul style="list-style-type: none"> • Calling the emergency services. • Informing the person in charge of any incidents that have occurred.
4.8	<p>Employees</p> <p>Whilst at work employees should take reasonable care of the health and safety of themselves and others. Specifically, in relation to first aid, employees should:</p> <ul style="list-style-type: none"> • Be familiar with the first aid facilities available in their area and the organisation. • Ensure they are familiar with the PTHB Policy for first aid. • Assist in any risk assessments and make their manager aware of any issues.
4.9	<p>Senior Health and Safety Officers</p> <p>Reporting to the Assistant Director of Support Services, the Senior Health & Safety Officers will be responsible through PTHB’s Health and Safety Management system for:</p> <ul style="list-style-type: none"> • Providing competent advice to the organisation relating to first aid at work. • The development and regular review of the PTHB First Aid Policy, advising and supporting Managers on its implementation. • Auditing, monitoring and reviewing the effectiveness of PTHB Policies and locally implemented procedures. • Support and advise Managers in discharging their duties as outlined in this policy, including reviewing and assisting with the first aid needs risk assessment process where required. • Communicating changes in legislation and best practice.
<p>5. Determining Provision and Risk Assessment</p> <p>The First Aid at Work Regulations 1981 Guidance on the Regulations 2013 requires that every employer must carry out an assessment of each of their sites, to determine whether the minimum requirement is adequate. The minimum first aid requirement for each work site is:</p>	

- An appointed person to take charge of first aid arrangements
- Information for employees on first aid arrangements
- A suitably stocked first aid container

How much first-aid provision is provided depends on the circumstances (the hazards and risks) of each workplace. Local managers are well placed to determine the level of hazard and risk as they will be familiar with the exact circumstances of the workplace. There is no fixed level, but each area needs to assess the equipment, facilities and personnel that are appropriate.

If the work is of high risk e.g. workshops using machinery, then this minimum requirement will need to be supplemented by first aiders. The Assessment Checklist Appendix 1 of this policy will assist managers in assessing their requirements.

Departments presenting a particular hazard are likely to require at least one first aider.

The risk assessment will assist each department in identifying how many trained first aiders or appointed persons are required. From the risk assessment the degree of hazard associated with the work activities can be classified as low hazard or higher hazard depending on the type of work undertaken. As noted above, staff must be made aware of the first aiders, appointed persons and first aid provision for their area of work.

The provision of trained personnel will depend on the particular circumstances. In the case of shift work, for example, the organisation should ensure that sufficient first aiders are appointed to provide adequate coverage on each shift in relation to the number of employees at work on each shift.

In assessing first aid needs, managers should consider:

- The nature of the work and workplace hazards and risks, including health and safety risk assessments already undertaken.
- The nature of the workforce.
- The history of accidents.
- The size of the workforce.
- The needs of travelling, remote and lone workers.
- Work patterns.

- The distribution of the workforce.
- The remoteness of the site from emergency medical services.
- Employees working on shared or multi-occupied sites.
- Annual leave and other absences of first-aiders and appointed persons.
- First-aid provision for non-employees.

6. Training

6.1 The Assistant Director for Support Services has overall responsibility for ensuring suitable and sufficient First Aid training is available to the organisation, as part of the Statutory and Mandatory training program. This training includes:

- Emergency First Aid at Work
- First Aid at Work
- Additional Specialist First Aid Training
- Refresher Training for the above in line with HSE Guidelines.

Line Managers must ensure training is monitored and kept up-to-date in their respective areas of responsibility.

6.2 Health Professionals Exempt from a Qualification in First Aid

The "First Aid at Work: The Health & Safety (First Aid) Regulations 1981, Guidance on the Regulations. (L74 Third Edition)" states that providing they can demonstrate current knowledge and skills in first aid, the training and experience of the following qualify them to administer first aid in the workplace without the need to hold a FAW or EFAW or equivalent qualification:

- (i) Doctors registered and licensed with the General Medical Council.
- (ii) Nurses registered with the Nursing and Midwifery Council.
- (iii) Paramedics registered with the Health and Care Professions Council.

It is down to the individual responsible manager when undertaking the risk assessment, to identify any of the above as a First Aider for their area.

As long as the nominated Doctor, Nurse or Paramedic can demonstrate current knowledge and skills in first aid then additional first aid training is not required.

7. Information for Employees

Under the First Aid at Work Regulations the health board has a duty to inform employees of the arrangements made in connection with first aid.

First aid arrangements operate efficiently in an emergency only where everyone in the workplace is aware of them, understands and accepts them. As noted in Section 4.5 it is the relevant manager's responsibility to ensure that all staff are made aware of the first aid arrangements for their area. This also includes first aid information during local induction to make sure new employees are made aware of first-aid arrangements.

Appendix 3 contains a *First Aid Information Notice*. These are a simple and effective method of keeping employees informed of First Aid arrangements. Managers should complete relevant sections and display in prominent positions.

As a minimum at least one notice, in a prominent position at each site, including the base for travelling employees, should give enough opportunity for employees to see them.

Managers should also take steps to cater for those staff with reading or language difficulties.

8. Accident, Incident & Administration of First Aid Reporting

In the event of an accident, incident or the administration of first aid, the organisation's policy must be followed and an incident report completed on the Once for Wales Concerns Management incident reporting system via the link: <https://powys.private.prod-uk.datixcloudiq.co.uk/>

9. Hosted Services

It is expected that hosted services will have assessed their first aid needs, have their own first aid at work policy, to which they will adhere to.

10. Monitoring Compliance, Audit & Review

Managers need to understand their local Health & Safety performance so improvements can be made. Active monitoring and compliance with this policy will involve regular reviews, through an audit process in line with the organisation's Health & Safety Policy – HSP 001, this will ensure that standards are met and management controls are working effectively to meet the requirements of current legislation.

11. Policy Implementation Plan

All PTHB Health & Safety policies will be implemented and communicated in the following ways:

- Through Powys Announcements
- The Health and Safety web-site
- Management Team meetings
- Through delivery at Assistant Director Development Sessions and On-line Workshops
- Implementation and compliance will be monitored through audits

12. References & Useful Information

H.M. Government: Statutory Instrument (1981) "The Health & Safety (First Aid) Regulations 1981 as amended" H.M. Stationary Office, London.

Accessed at: <http://www.legislation.gov.uk/ukxi/1981/917/contents/made>

HSE (2013): "First Aid at Work: The Health & Safety (First Aid) Regulations 1981, Guidance on the Regulations. (L74 Third Edition)"

Accessed at: <http://www.hse.gov.uk/pubns/priced/l74.pdf>

Olley D (2009): "The First Aid at Work Handbook" Learn for Life Training Systems, Aberdeenshire

Welsh Government 2015: "Health & Care Standards" Welsh Government, Cardiff, Wales.

Accessed at;

<https://gov.wales/sites/default/files/publications/2019-05/health-and-care-standards-april-2015.pdf>

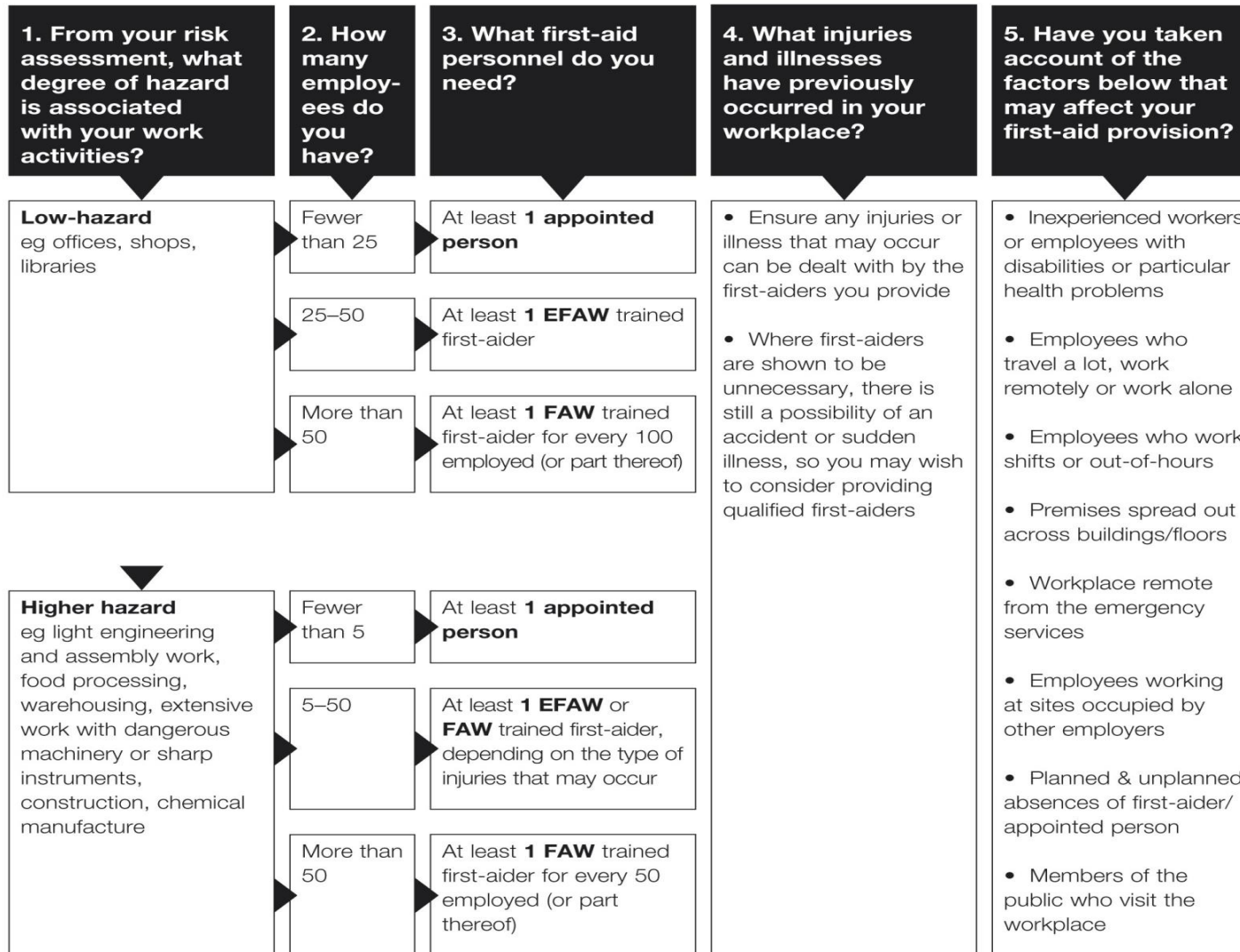
Appendix 1

Risk Assessment Guidance Notes and Checklist for Managers

Factor to Consider	Impact on First Aid Provision	Comments/ Notes
Hazards (Use the findings of your general health and safety risk assessments and take account of any parts of your workplace that have different work activities/hazards which may require different levels of first-aid provision)		
Does your workplace have low-level hazards such as those that might be found in offices and shops?	The minimum provision is: <ul style="list-style-type: none"> • An appointed person to take charge of first-aid arrangements; • A suitably stocked first-aid box. 	
Does your workplace have higher-level hazards such as chemicals or dangerous machinery? And/or: Do your work activities involve special hazards such as hydrofluoric acid or confined spaces?	You should consider: <ul style="list-style-type: none"> • Providing First-Aiders. • Additional training for first-aiders to deal with injuries resulting from special hazards; • Additional first-aid equipment. • Precise location of first-aid equipment. • Providing a first-aid room. • Informing the emergency services of specific hazards etc in advance 	
Employees		
How many people are employed on site?	Where there are small numbers of employees, the minimum provision is: <ul style="list-style-type: none"> • An appointed person to take charge of first-aid arrangements. • A suitably stocked first-aid box. Where there are large numbers of employees, i.e. more than 25, even in low-hazard environments, you should consider providing: <ul style="list-style-type: none"> • First-aiders. • Additional first-aid equipment. • A first-aid room. 	

Factor to Consider	Impact on First Aid Provision	Comments/ Notes
Are there inexperienced workers on site, or employees with disabilities or particular health problems?	You should consider: <ul style="list-style-type: none"> • Additional training for first- aiders; • Additional first-aid equipment; • Local siting of first-aid equipment. Your first-aid provision should cover any work experience trainees. 	
Accidents and Ill-Health Record		
What is your record of accidents and ill health? What injuries and illness have occurred and where did they happen?	Ensure your first-aid provision will cater for the types of injuries and illnesses that have occurred in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate.	
Working Arrangements		
Do you have employees who travel a lot, work remotely or work alone?	You should consider: <ul style="list-style-type: none"> • Issuing personal first-aid kits; • Issuing personal communicators/mobile phones to employees. 	
Do any of your employees work shifts or out-of-hours?	You should ensure there is adequate first-aid provision at all times people are at work.	
Are the premises spread out, e.g. are there several buildings on the site or multi- floor buildings?	You should consider the need for provision in each building or on each floor.	
Is your workplace remote from emergency medical services?	You should: <ul style="list-style-type: none"> • Inform the emergency services of your location. • Consider special arrangements with the emergency services 	

Factor to Consider	Impact on First Aid Provision	Comments/ Notes
	<ul style="list-style-type: none"> Consider emergency transport requirements. 	
<p>Do any of your employees work at sites occupied by other employers?</p>	<p>You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.</p>	
<p>Do you have sufficient provision to cover absences of first- aiders or appointed persons?</p>	<p>You should consider:</p> <ul style="list-style-type: none"> What cover is needed for annual leave and other planned absences. What cover is needed for unplanned and exceptional absences. 	



Record of First Aid Provision: Site:

Ward/ Dept:

Date:

First-aid Personnel	Required Yes/No	Number Needed	Comments
Appointed Person			
First-aider with an Emergency First Aid at Work (EFAW) certificate			
First-aider with a First Aid at Work Certificate			
First-aider with additional training (specify)			
First-aid Equipment and Facilities	Required Yes/No	Number Needed	Comments
Dust- and damp-proof first-aid container			
Kit contents			
Additional equipment (specify), e.g. foil blankets, eye wash bottles, shears, microporous tape			
Defibrillator			
Travelling first-aid kit			
First-aid room			

Manager:

Signature:

- *The minimum First Aid Provision for each worksite is:
- A person appointed to take charge of First Aid arrangements.
 - A suitably stocked First Aid Kit
 - Information for all employees on what to do in an emergency

Appendix 2: First Aid Kits

There is no mandatory list of items to be included in a first-aid container. The decision on what to provide will be influenced by the findings of the first-aid needs assessment. As a guide, where work activities involve low hazards, a minimum stock of first-aid items might be:

- A leaflet giving general guidance on first aid (for example, HSE's leaflet *Basic advice on first aid at work*) – <https://www.hse.gov.uk/pubns/indg347.pdf>
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
- Two sterile eye pads;
- Two individually wrapped triangular bandages, preferably sterile;
- Six safety pins;
- Two large sterile individually wrapped unmedicated wound dressings;
- Six medium-sized sterile individually wrapped unmedicated wound dressings;
- At least three pairs of disposable gloves - see HSE information on Latex Allergies - <https://www.hse.gov.uk/healthservices/latex>

Managers may wish to refer to British Standard BS8599 which provides further information on the contents of workplace first-aid kits. Whether using a first-aid kit complying with BS8599 or an alternative kit, the contents should reflect the outcome of the first-aid needs assessment.

Travelling First-Aid Kit Contents

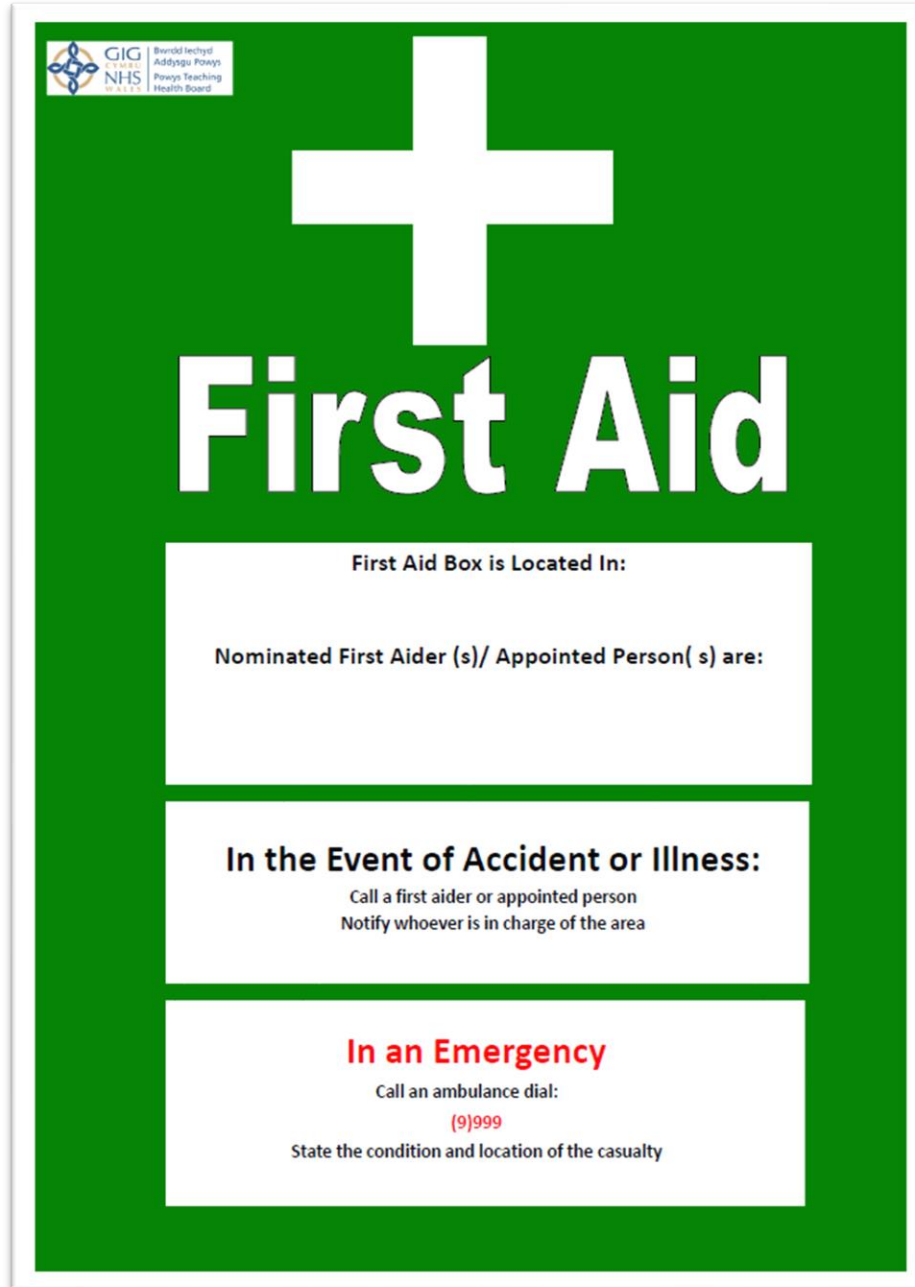
There is no mandatory list of items to be included in first-aid kits for travelling workers. They might typically contain:

- A leaflet giving general guidance on first aid (for example, HSE's leaflet *Basic advice on first aid at work*) - <https://www.hse.gov.uk/pubns/indg347.pdf>
- Six individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary);
- Two individually wrapped triangular bandages, preferably sterile;
- Two safety pins;
- One large sterile un-medicated dressing;
- Individually wrapped moist cleansing wipes;
- Two pairs of disposable gloves - see HSE information on Latex Allergies - <https://www.hse.gov.uk/healthservices/latex>

Either of the above should be considered as suggested contents lists only.



Appendix 3: First Aid Information Notices



Full Size Printable Poster can be found by clicking on the link below:



PTHB- First Aid
Information Notice.pc



Appendix 4: First Aid at Work: Resources, Links and Further Guidance

First Aid at Work: Resources, Links and Further Guidance

HSE - First Aid at Work:

<http://www.hse.gov.uk/firstaid/index.htm>

HSE Basic Advice on First Aid at Work:

<https://www.hse.gov.uk/simple-health-safety/firstaid/index.htm>

HSE – First Aid Needs Assessment:

<https://www.hse.gov.uk/firstaid/needs-assessment.htm>

HSE - First Aid at Work Your Questions Answered:

<http://www.hse.gov.uk/pubns/indg214.pdf>

St John Ambulance First Aid:

<http://www.sja.org.uk/sja/first-aid-advice.aspx>

Red Cross First Aid:

<https://www.redcross.org.uk/first-aid>