

First Aid at Work:

1.0 Introduction:

All employers are required to make “suitable arrangements” for the provision of first aid for any employee who may be injured or become ill whilst they are at work. Morally that duty also extends to non-employees who may be on their premises.

In order to make “suitable arrangements” employers must make an assessment of the likely first-aid requirements and whilst there is no requirement to record this assessment, it is good practice to do so.

2.0 Purpose:

To ensure that anybody who is injured or who becomes ill whilst at work is given the appropriate treatment for the preservation of life or for minimising the effects of the injury/illness until professional medical help can be obtained.

To ensure that treatment is available for any minor injuries/illnesses that do not require professional medical help.

To ensure that adequate and appropriate workplace first aid cover is provided in accordance with the requirements of current health and safety legislation.

3.0 Requirements of the Regulations:

- To ensure that an assessment of the first aid requirements of the workplace is carried out.
- To ensure that an adequate number of suitably trained persons are provided to give first aid to anyone who is injured or who becomes ill whilst on Company premises.
- To ensure that adequate and appropriate first aid equipment and facilities are provided throughout all Company operations and locations.
- To ensure that all employees are given adequate information regarding the arrangements for the provision of first aid equipment, facilities and personnel.

4.0 Personal Responsibilities and Actions:

Directors:

- To ensure that “suitable arrangements” are made and that all the requirements outlined in section No 3 above are implemented.

4.1 First Aiders or appointed persons

- To ensure that any First-Aid kits or containers in their area are suitably stocked.
- To complete as appropriate an accident report form/first-aid record book after treating or referring a casualty.
- To decide what action to take in the event of an emergency.

4.2 All Employees:

To ensure that any injury or illness sustained at work is reported and treated by a qualified First Aider or Appointed Person and is recorded in the site accident book/form

5.0 First-Aid Materials, Equipment and Facilities:

The minimum level of first-aid equipment is a suitably stocked and properly identified first-aid container. A white cross on a green background must identify all first-aid containers.

The minimum contents of a first aid container are not specified, however where no special risks have been identified then the recommended minimum stock of first-aid items is as follows:-

- One leaflet giving general guidance on first aid.
- Twenty individually wrapped assorted sized sterile adhesive dressings.
- Two sterile eye pads.
- Four individually wrapped triangular bandages.
- Six safety pins.
- Six medium sized individually wrapped sterile un-medicated wound dressings, sized approximately 12 cm x 12 cm.
- Two large sterile individually wrapped un-medicated wound dressings, sized approximately 18 cm x 18 cm.
- One pair of disposable gloves.

First-aid containers should be easily accessible, and placed, if possible, near to hand washing facilities.

First-aid containers should protect first-aid items from dust and damp and may only be stocked with items useful for rendering first aid. The contents of first-aid containers should be examined frequently and should be restocked as soon as possible after use. Sufficient supplies should be held in a back-up stock in Central stores for distribution. Care should be taken to discard items safely after the expiry date has passed.

Note: Tablets and medications must not, under any circumstances, be kept in first aid containers or be dispensed by first Aiders.