



**TRINITAS** CONTRACTS LTD  
ASBESTOS REMOVAL - PROJECT MANAGEMENT - DEMOLITION

## Policy for the Provision of First Aid

Issue No.	Date	Authorised by:	Copy to:
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## **Arrangements for the Provision of First Aid**

The following arrangements are intended to ensure that sufficient first aid cover is available, should anyone be taken ill or injured, while on Trinitas Contracts Ltd premises. By implementing these arrangements Departments will be complying with The Health and Safety (First-Aid) Regulations 1981.

### ***Definition of "first aid"***

First aid is defined as treatment:

- for the purpose of preserving life and minimising the consequences of injury and illness until help, from a medical practitioner or nurse, is obtained; or
- of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

### ***Assessment of first aid needs***

In order to determine the appropriate level of first aid cover that is required an assessment will be carried out.

The assessment takes into account the:

- first aid provision already in place i.e. trained staff and first aid boxes
- location in relation to nearest medical help i.e. Accident and Emergency;
- nature of the work, and the hazards and risks of the work;
- sharing of first aiders and facilities in multi-occupancy buildings;
- location of first aid materials and equipment, so that they are readily available when needed;
- provision during normal working hours and also any out-of-hours occupation of premises.

### **Assessment Results**

The company has been assessed for first aid provision and the results given to the Directors.

### **Assessment Review**

The company will review the first aid assessment when there is a significant change, in their activities, to ensure that the level of cover is adequate. A significant change would include an increase in staff or student numbers, new premises or the introduction of additional hazards.

### ***Selection of first aid personnel***

When selecting individuals to be trained as first aiders and/or appointed persons the following factors should be taken into account:

- reliability, disposition and communication skills;
- aptitude and ability to absorb new knowledge and learn new skills;
- ability to cope with stressful and physically demanding emergency procedures;
- availability to go immediately and rapidly to an emergency;
- availability and willingness to attend training course, to refresh skills and to retain the first aid qualification.

## ***Duties of First Aiders***

While ensuring their own safety at all times first aiders should:

- respond promptly to all calls for first aid assistance within their area;
- as far as reasonably practical render assistance for which they are trained to prevent the condition of the casualty from deteriorating and if possible promote recovery;
- take charge of the casualty until a satisfactory recovery is achieved or appropriate medical aide has taken over care of the casualty;
- complete a first aid treatment log book entry ;
- ensure an accident/incident report is completed in accordance with departmental procedure;
- ensure that first aid boxes are periodically checked and stocked and that the contents are maintained in date.

## ***Training of first aid personnel***

Before taking up first aid duties, the first aider must attend the appropriate first aid training. In the case of a fully qualified first aider, he or she must attend and pass a training course that is approved by the Health and Safety Executive<sup>1</sup> Safety Services provides training courses in first aid. The following is a brief description of the courses.

### **First Aid at Work (Certificate) course**

This is a course approved by the Health & Safety Executive (HSE) for first aid at work, leading to certification which is valid for three years. The syllabus consists of instructions and practical training in first aid as required under the Health and Safety (First-Aid) at Work Regulations 1981. It takes into account the “hazards” encountered at the workplace; covers a broad topic area with emphasis on how to give immediate treatment and to recognise when it is necessary to get medical aid.

The course should last at least 24 contact hours, including the final assessment, and are usually run on four consecutive days.

### **Requalification course**

This is a course approved by the HSE to renew the certificate for First Aid at Work. It must be completed within three years of the last certificate, in order to renew the certificate for a further three years.

First Aiders can attend a re-qualification course up to three months before expiry of their old certificate. The new certificate will then take effect from the date of expiry.<sup>2</sup>

If the First Aid certificate is allowed to lapse beyond the date on the certificate then a full 4-day First Aid at Work (Certificate) course must be attended.

Courses should last at least 12 contact hours, including the final assessment, and are usually run on two consecutive days.

### **Emergency first aid course for Appointed Persons (1 day)**

This one day course is designed for Appointed Persons that instruct them in dealing safely and effectively with injuries and illnesses which happen at the workplace. They are taught resuscitation skills and first aid techniques to stabilise a casualty prior to the arrival of medical aid; and maintenance of the first aid box.

### **Annual First Aid “refresher” course**

ALL first aiders must attend a refresher course, at least, annually in order to maintain competency in dealing safely and effectively with injuries and illnesses which happen at

the workplace. This applies to First Aiders who are Appointed Persons and those holding First Aid at Work Certificates; doctors and nurses acting as first aiders. It is the responsibility of the First Aider to ensure that they attend a refresher course.

### **Additional training**

Additional training to cover less common risks is in addition to the basic training for first aid at work e.g. training on safe use and administration of oxygen.

### **Insurance**

TRINITAS CONTRACTS LTD employees who administer first aid while on TRINITAS CONTRACTS LTD business, in accordance with their training, are covered by TRINITAS CONTRACTS LTDs Employers Liability insurance.

### ***First aid equipment***

The assessment will indicate the number and location of first aid boxes and any additional specialist materials necessary to provide adequate cover.

#### **First Aid Kit**

First aid kits should be of a suitable material to protect the contents from moisture and dust, preferably wall mounted and located near a basin for hand washing. It must be labelled with a white cross on a green background.

Quantities of first aid items may vary according to assessment of need, but as a general guide a minimum stock per box would be:

### **Contents of the First Aid Box**

- Guidance leaflet e.g. HSE leaflet "Basic advice on first aid at work" \*
- List of contents and the name, location and telephone number of the first aiders and/or appointed persons;
- 20 individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work (e.g. blue waterproof for food handlers)
- 2 sterile eye pads with attachment
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sized individually wrapped sterile un-medicated wound dressings (12cm x 12cm)
- 2 medium sized individually wrapped sterile un-medicated wound dressings (18cm x 18cm)
- One pair of disposable gloves
- Clinical waste bag and instruction for use.

\* See <http://www.hse.gov.uk/pubns/indg347.pdf> for a copy of the leaflet "Basic advice on first aid at work".

First aid materials must be replenished as soon as possible after use, and boxes must be checked regularly by the person responsible for the box to ensure that all items are in date.

#### **Eyewash**

Where assessment indicates the need for eye irrigation facilities, **if mains tap water is not readily available**, a minimum of 1litre sterile normal saline 0.9% in sealed disposable containers must be available as close as possible to the place where the need might arise. Once the seal is broken they should not be kept for reuse, and they

should not be used after the expiry date. Containers must be checked on a regular basis by the appointed person/first aider.

#### **Additional materials**

Where assessment indicates the need for additional materials these may be kept in the first aid box if there is enough room, or stored separately so long as they are readily accessible if needed. If they are not kept in the First Aid box, the box must contain directions where to find them.

#### ***First aid provision for sitework.***

The provision of first-aiders for fieldwork will depend on the associated risks, including the ease of access to the nearest medical help, the nature of the work being undertaken and the terrain and climate in the site location. Where a requirement for first aiders is identified, they must hold the First Aid at Work Certificate. In addition ensure that first aiders are trained to deal with injuries that could arise from any hazards likely to be encountered.

Where identified as necessary a standard first aid kit must contain sufficient supplies for the number of participants involved in the site work. In addition to the standard kit, items necessary for the treatment of injuries specific to the location, particularly if it is remote, must be included. It may also be appropriate to carry medicines for emergency use, and information relating to pre-existing conditions that participants may have.

#### ***Information for employees***

In all locations information must be prominently displayed on the:

- location of first aid boxes;
- names of first aiders and how to contact them.

#### ***Record keeping***

This will include the following:

- results of the first aid assessment;
- a list of first aiders and/or appointed persons;
- first aider certification dates to assist with the arrangement of re-qualification training;
- records of annual refresher training for first aiders and/or appointed persons;
- a copy of the accident/incident which resulted in the administering of first aid.