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# First Aid at Work

Health and Safety Arrangements

Health and Safety Service

Contents

[1. Aim 3](#_Toc142054513)

[2. Scope 3](#_Toc142054514)

[3. Who can help? 3](#_Toc142054515)

[4. Document Control 3](#_Toc142054516)

[5. Glossary 3](#_Toc142054517)

[6. Definition of First Aid at Work 4](#_Toc142054518)

[7. Health and Safety Hazards 4](#_Toc142054519)

[8. Responsibilities 4](#_Toc142054520)

[8.1. Senior Managers/Head teachers 4](#_Toc142054521)

[8.2. Managers 4](#_Toc142054522)

[8.3. Site Responsible Persons 5](#_Toc142054523)

[8.4. First Aiders 5](#_Toc142054524)

[8.5. All Staff 6](#_Toc142054525)

[8.6. Visitors and Volunteers 6](#_Toc142054526)

[8.7. Contractors 6](#_Toc142054527)

[9. First Aid Needs Assessment 6](#_Toc142054528)

[10. First Aid Personnel Provision 6](#_Toc142054529)

[10.1. First aid cover outside of normal working hours 7](#_Toc142054530)

[11. Training 7](#_Toc142054531)

[12. Materials, Equipment, and Facilities 8](#_Toc142054532)

[12.1. First aid kits 8](#_Toc142054533)

[12.2. First Aid Room 8](#_Toc142054534)

[12.3. Automated External Defibrillators (AED’s) 9](#_Toc142054535)

[13. Indemnity 9](#_Toc142054536)

[14. Communication 9](#_Toc142054537)

[15. Hygiene and Infection Control 10](#_Toc142054538)

[16. Record Keeping 10](#_Toc142054539)

[17. Appendix A – Guidance on Provision of First Aid Personnel Numbers 11](#_Toc142054540)

[18. Appendix B - First Aid Kits 13](#_Toc142054541)

[Travelling first aid kit contents 13](#_Toc142054542)

[19. Appendix C – First Aid Rooms: Design and Fitting 14](#_Toc142054543)

Ctrl and Click to jump to section

## Aim

The aim of these Arrangements are to set out how the West Sussex County Council (the Council) will comply with the Health & Safety at Work Act 1974, The Management of Health & Safety at Work Regulations 1999, the Health and Safety (First Aid) Regulations 1981 (Revised 2013) and the School Premises (England) Regulations 2012.

## Scope

These arrangements apply across all areas of service throughout the council wherever services are delivered including schools but excluding West Sussex Fire & Rescue Service who must make additional specific arrangements and produce comprehensive guidance for operational work.

## Who can help?

Health and Safety Service - healthandsafety@westsussex.gov.uk, 01243 752025

The Point – [Health, Safety, and Wellbeing Zone](https://westsussex.sharepoint.com/sites/TP_health)

[West Sussex Services for Schools](http://schools.westsussex.gov.uk/)

Facilities Management – [Home (concerto.co.uk)](https://westsussex.concerto.co.uk/content/home.aspx?lgd=1&hash=93a8d6f9632528a1d6db4ee2f6387196b05cd019ffbafac464649adc2a4ac2bc)

If you require this document in an alternative format, then please contact the HR Policy Queries email: HRPolicyQueries@westsussex.gov.uk.

## Document Control

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| --- | --- | --- | --- |
| Date | Comments  | Author | Version Number |
| June, 2023 | Document moved into new format, accessibility reviewed, and additional responsibilities section added. Version number reset.  | J. Tindall | 1.0 |
| January, 2024 | Minor amendment in section 10 -First Aid Personnel Provision. Updated to Arrangements. | Rosemary ChapmanJ. Tindall | 1.1 |

## Glossary

|  |  |
| --- | --- |
| Abbreviation | Explanation  |
| FM | Facilities Management |
| HSE | Health and Safety Executive |
| HSS | Health and Safety Service |
| SRP | Site Responsible Person |
| UKAS | United Kingdom Accreditation Service |
| WSCC | West Sussex County Council |
| WSSfS | West Sussex Services for Schools (website) |

## Definition of First Aid at Work

First Aid covers initial treatment of injury or illness at work including emergency treatment for the purpose of preserving life and stabilising the casualty until professional medical attention arrives. Administering tablets, embrocation’s etc., is excluded. Specifically trained and named personnel only may dispense antidotes or medication.

Employers have a legal duty to assess the risks related to the provision of first aid at work, and to ensure they have suitable arrangements for providing immediate attention to anybody who has suffered injuries at work or in the employers’ premises. The arrangements must include:

* Giving immediate assistance to casualties with both injuries and illness likely to arise from hazards at work.
* Ensure a system is in place for summoning an ambulance or other further medical attention where required.

## Health and Safety Hazards

First Aid at Work covers all manner of injuries and ill-health that a person may encounter whilst at work. The severity and likelihood of the injury through risk assessment produces a level of proportionate provision required. The main hazard related to unsuitable or insufficient provision of First Aid at Work is the worsening of injuries or ill-health due to delayed medical attention.

## Responsibilities

### Senior Managers/Head teachers

Senior Managers/Head teachers will ensure the provision of First Aid cover within their areas of responsibility and provide First Aiders with sufficient time, authority, and support to carry out their duties.

### Managers

* Managers are responsible for ensuring First Aid Needs Assessments are carried out for their staff when they work outside of WSCC Occupied Premises (e.g., travelling staff). This includes where volunteers are used.
* They must ensure first aid provision is considered within their risk assessments, and that their staff are aware of first aid arrangements wherever they are working.
* Managers are required to support Site Responsible Persons in identifying and supporting training of First Aiders.
* Ensure that all first aid incidents are reported, and managers’ reviews completed.

### Site Responsible Persons

Site Responsible Person (SRP)[[1]](#footnote-1) must ensure that adequate and appropriate first-aid equipment, facilities, and people are provided in all premises where WSCC staff and volunteers work, so that they can be given immediate help if they are injured or taken ill at work.

### First Aiders

* All First Aiders should be willing to undertake the provision of First Aid within their own areas. First Aiders will also respond to incidents when requested.
* First Aiders are to adhere to standard First Aid procedures. The primary task is to assess the casualty and decide which of the following three courses of action are appropriate.
* Primary care: Applied to readily treatable minor conditions. Administer First Aid; consider arranging for, or advising, the casualty to attend nearest medical centre.
* Medical attention needed: If the casualty needs medical attention for injuries such as: wound dressing, fractures, burns, scalds, bites, stings, sprains, and strains; and provided the casualty is cognisant and not vomiting or bleeding, they may to be taken to the nearest minor injuries unit by the best practicable means, usually taxi. Casualties should be accompanied by either the First Aider or a supervisor.
* Ambulance required: If the decision is to call an ambulance, the First Aider is to arrange for a second person to call the emergency services directly and inform relevant persons such as Site Responsible Persons. The First Aider should endeavour to stabilise and reassure the casualty until professional help arrives.
* First Aid certificates: First Aiders are responsible for ensuring they do not let their First Aid certificate lapse and working with their manager to ensure they are retrained in sufficient time.
* First Aid supplies: First Aiders should ensure their own, or local First Aid Kits are checked and kept stocked and supplied.
* First Aid recording and accident reporting: First Aiders are to record all treatments locally. Note also what happened to the casualty after treatment, i.e., any advice or instructions given to the casualty, for instance, if the casualty was taken to hospital. If the injury / illness arises from a work activity, an online incident report must be raised in accordance with the instructions contained on The Point - New Incident or WSSfS go to resources>health and safety>scroll down the A-Z to accidents and incidents.

### All Staff

Staff are responsible for ensuring they are aware of first aid arrangements wherever they are working and should seek clarification from their manager if they are unsure. All staff are responsible for ensuring that visitors/volunteers/contractors they invite on to WSCC premises are aware of first aid arrangements.

### Visitors and Volunteers

Visitors and Volunteers are responsible for ensuring they are aware of and comply with first aid arrangements when visiting WSCC occupied premises.

### Contractors

Contractors will typically be responsible for their own first aid arrangements and should ensure they have suitable provision. Where they are working in WSCC occupied premises they may be able to utilise local first aid provision; this should be determined prior to the contractor arriving on site. Contractors should ensure they are aware of first aid arrangements on WSCC premises.

## First Aid Needs Assessment

The SRP for WSCC occupied premises and/or the Line Manager/Head Teacher for travelling staff and volunteers should carry out a first aid needs assessment. A first aid needs assessment can be found on The Point and WSSfS.

The minimum first-aid provision on any WSCC premises is:

* A suitably stocked first aid kit.
* An appointed person to take charge of first aid arrangements.
* Information for staff and volunteers about first-aid arrangements.

This provision must be available at all times when staff and volunteers are at work.

## First Aid Personnel Provision

The findings of the first aid needs assessment will help the Site Responsible Person decide how many first aiders are required. There are no standard rules on exact numbers as the first aid needs assessment will need to consider all the relevant circumstances of premises.

Appendix A provides a general guide on how many first-aiders or appointed persons might be needed. The numbers quoted in Appendix A are suggestions only. The SRP should consider all relevant information to make a valid judgement.

Schools with children under 5 must also meet the first aid requirements of the Early Years Foundation Stage Statutory Framework (EYFSF). In order to meet the requirements from the framework -

‘All staff who obtained a level 2 and/or level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3 in an early years setting. To continue to be included in the ratio requirement the certificate must be renewed every 3 years.’

The SRP must be mindful of selecting suitable people to be First Aiders. Ideally, the person should be a volunteer with a job that they can leave to respond immediately and rapidly to a first aid call. A First Aider needs to:

* Cope with distressing and physically demanding incidents and emergency procedures.
* Be able to learn and practise first aid skills and knowledge well.
* Be reliable and communicate clearly.

### First aid cover outside of normal working hours

In some services there will be a need to provide emergency first aid when the workplace first aiders are not at work, such as outside normal working hours or when staff are lone working. The SRP and Line Managers should ensure that any staff’s workings at these times are able to access emergency first aid and, if needed, that someone will be available to call and direct the emergency services to the scene.

If staff decide to work late, there may not be a first aider or anyone else close by, therefore, you should consider what type of work you are doing (for example, working at height) and if an injury needing first aid is likely, then postpone that piece of work until the following day or ensure that someone is there if you need help.

## Training

First aid personnel must hold a relevant current certificate that has been obtained through attendance on a training course run by an Awarding Organisation recognised by Ofqual or The Department for Education & Skills or an appropriate Voluntary Aid Society, e.g., St John Ambulance or British Red Cross.

All certificates are valid for 3 years and the Site Responsible Person should ensure First Aiders request renewal training before certificates expire. The HSE strongly recommends that all first aiders receive annual refresher training (half day duration).

Courses for schools and the corporate estate are advertised via the council’s Learning & Development Gateway. Schools may book training via the council or via an external provider approved by Ofqual.

There are 3 types of first aid personnel plus an additional qualification (EYFA) for schools with a reception class and nursery schools:

* **First Aider trained in First Aid at Work (FAW)**- a person who has successfully completed an approved 3-day course in first aid.
* **First Aider trained in Emergency First Aid at Work (EFAW)** - a person who has successfully completed an approved 1-day course in first aid. This level of training is suitable only for low-risk workplaces with small numbers of people.
* **First Aider trained in Paediatric or Early Years First Aid (EYFA)** - The training is a 2-day course and while it covers much of the same modules as an FAW course, the content is specifically aimed at delivering first aid to the younger age group.

**Appointed Person** – there is no training for this role and so it is usually not the first option when setting out the first aid structure. An Appointed Person is a named person who takes charge when someone is injured or ill when a First Aider (FAW or EFAW) is absent in temporary and exceptional circumstances. The Appointed Person’s role is to call the emergency services when required and look after the first aid equipment and facilities. Whilst there is no requirement for Appointed Persons to have training to carry out their roles, but it is recommended that they are fully briefed on what actions they are required to undertake and that they must not attempt to give first aid for which they have not been trained.

## Materials, Equipment, and Facilities

### First aid kits

Part of the first aid needs assessment must include provision of adequate numbers of first aid containers with a sufficient quantity of first aid materials suitable for local circumstances. It is a legal requirement for all minibuses to carry a first aid kit. The minimum level of provision is a suitably stocked and properly identified first aid container. See Appendix C.

First Aiders (FAW, EFAW, EYFA) are responsible for ensuring that first aid containers are regularly checked and restocked as soon as possible after materials have been used.

### First Aid Room

Schools are required under the School Premises (England) Regulations 2012 to have accommodation to care for children during school hours, and for health professionals to carry out medical and dental examinations. It does not need to be used solely for these reasons, but it must be appropriate for this use and be available when needed. The room should be well lit and contain a washbasin and have a toilet reasonably nearby, and the floor and surfaces must be easy to clean and disinfect. It should be located on the ground floor with reasonable access for a wheelchair or gurney to the space reserved for emergency vehicles.

In other council buildings the SRP must consider, as part of their first aid needs assessment, whether it is necessary to set aside a room or rooms for the administration of first aid treatment. In places of low risk where few people are employed, it may be sufficient to have an area within a room available for the administration of first aid. This room and area can be used for other purposes but should be suitable for administering first aid when required.

Places where larger numbers of people are employed, or where the public are likely to be present and have areas of high risks, are more likely to require a first aid room. See Appendix C for design and fitting of a first aid room.

### Automated External Defibrillators (AED’s)

Evidence suggests that where AEDs have been used, the outcome is far more favourable for an individual who suffers a heart attack than if it is delayed until the emergency services arrive. AEDs are available in each of the council 5 main hub buildings - County Hall Chichester, County Hall North (Parkside), Durban House Bognor Regis, Bridge House Durrington and Crawley Library. In deciding whether your workplace/site needs an Automated External Defibrillator (AED), managers should consider the following as part of their first aid needs assessment:

* the health of their employees and whether there are people with known heart conditions.
* the ease and speed with which the workplace can be reached by emergency services.
* the layout and orientation of the workplace, such as split sites and separate offices.
* whether your service is such that members of the public are likely to be present during the working day that could also have heart conditions.

It is not compulsory for employers to purchase AEDs to comply with the Health and Safety (First Aid) Regulations 1981. However, if your needs assessment identifies an AED is needed, once purchased by the SRP for the building, then it must be regularly serviced and maintained following manufacturer’s guidance. Note: AED training is now included in all first aid training.

## Indemnity

Staff and volunteers, who are certified First Aiders for the council are indemnified by the council’s insurers against related claims for negligence and injury, provided the first aid was given as part of council business. This is regardless of where the first aid is given, whether the receiver of the first aid was a council employee, a contractor, volunteer, customer (e.g., Service User) or visitor, and provided the First Aider had acted in good faith and in accordance with their training.

Some training providers also provide indemnity cover for the period of the certificate to protect the first aider from claims when providing first aid in any situation and not restricting its use to the workplace.

## Communication

The SRP, and for travelling staff their Line Manager, must ensure that all council staff and volunteers are informed of the arrangements that have been made for first aid. The information must include:

* A poster giving names of First Aiders their qualification (FAW, EFAW, EYFA etc.) and how they may be contacted.
* Telephone numbers for emergency services, local hospitals, NHS Direct, GPs.
* Details of where first aid facilities are located (including the first aid room where appropriate).
* A display that illustrates the correct procedures for dealing with an emergency.

## Hygiene and Infection Control

First Aiders must follow their training and maintain good standards for infection control. Whenever small amounts of body fluids must be cleaned up, disposable plastic gloves should be worn, and disposable paper towels and a detergent solution should be used to absorb and clean surfaces. These items should be disposed of in black plastic bin bags, tied up and placed directly into waste bins with other inert waste. Human hygiene waste that is produced in places like offices is generally assumed not to be clinical waste because the risk of infection is no greater than for domestic waste. However, this should be verified by risk assessment on a case-by-case basis. Further guidance is available within the Infection Control and can be found on The Point and WSSfS.

## Record Keeping

All First Aiders should ensure that a record is made of every first aid treatment they give. Corporate Estates and Schools should record first aid treatment locally and records must include:

* The date, time and place of the injury or illness occurring.
* The name of the injured or ill person and their status i.e., employee, client, visitor, etc.
* Details of the injury / illness and what first aid was given.
* What happened to the person immediately afterwards, e.g., sent home, sent to hospital, returned to normal duties.
* Printed name of the First Aider or person dealing with the casualty.

If the injury / illness arises from a work activity, an online incident report must be raised in accordance with the instructions contained on [The Point](https://wscc.info-exchange.com/newremote) - New Incident or WSSfS go to resources>health and safety>scroll down the A-Z to accidents and incidents.

## Appendix A – Guidance on Provision of First Aid Personnel Numbers

This table specifies the minimum provision of first aiders. Site Responsible Persons must assess the local risk of injury and decide whether more First Aiders (trained in FAW, EFAW or EYFA) are necessary.

Where there are circumstances such as remoteness from emergency services, out-of-hours work, or sites with several separate buildings, there may need to be more first aid personnel than set out below. Increased provision will be necessary to cover for absences, e.g., planned absences such as leave periods or temporary duty away from the workplace, and unplanned absences due to sickness or bad weather and /or transport problems etc.

**Notes on use of Table.**

Exceptionally, if there are less than 25 people, the risks are very low and it is not practicable to provide an Emergency First Aider (EFAW), then an Appointed Person may be acceptable. This must be discussed with the WSCC Health & Safety Manager.

Exceptionally, if it is not practicable to provide an Emergency First Aider trained EFAW, then an Appointed Person may be acceptable. This must be discussed with the WSCC Health & Safety Manager.

‘Rounded-up’ means taken to the next multiple of 100 (low risk) or 50 (higher risk). For example, 65 people in a low-risk workplace - this figure would be rounded up to 100 and would require at least one First Aider trained in FAW to be available any time during the working day. Another example, 105 people in a high-risk workplace - this figure would be rounded up to 150 and would require at least three First Aiders trained in FAW to be available any time during the working day.

Table 1 - Suggested numbers of first aid personnel to be available at all times people are at work.



## Appendix B - First Aid Kits

A first aid container should be made of a suitable material designed to protect the contents from damp and dust. All first aid containers must be marked with a white cross on a green background in accordance with the Health and Safety (Signs and Signals) Regulations.

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 (e.g., HSE’s leaflet Basic advice on first aid at work).
* 20 Individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary).
* 2 Sterile eye pads.
* 2 Individually wrapped triangular bandages, preferably sterile.
* Safety pins.
* 2 Large sterile individually wrapped un-medicated wound dressings.
* 6 medium-sized sterile individually wrapped un-medicated wound dressings.
* At least 3 pairs of disposable gloves.

### Travelling first aid kit contents

These may be required for off-site visits or for workers who are based away from main WSCC premises. The contents of such kits are to be appropriate for local circumstances. There is no mandatory list of items to be included in first aid kits for travelling staff. They might typically contain:

* A leaflet giving general guidance on first aid (e.g., HSE’s leaflet Basic advice on first aid at work).
* 6 Individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary).
* 2 Individually wrapped triangular bandages, preferably sterile.
* 2 Safety pins.
* 1 Large sterile un-medicated dressing.
* Individually wrapped moist cleansing wipes.
* 2 pairs of disposable gloves

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

The first aid needs assessment may identify that additional items of equipment to those listed above are needed, e.g., scissors, adhesive tape, disposable aprons, individually wrapped moist wipes. These can be stored within the first aid container if there is room or in a place near it, so they are available when needed. When mains tap water is not available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided (Note that one litre of water is inadequate for laboratory eye wash stations). Once the seal has been broken the containers should not be kept for re-use. The fluid in the container should not be used after the expiry date stated on the container.

## Appendix C – First Aid Rooms: Design and Fitting

Employers should provide a suitable first-aid room or rooms where the assessment of first aid needs identifies this, as necessary. When it is decided that a first aid room is necessary, it should be in such a position to give quick access for the emergency services when transporting casualties to hospital and be clearly signposted and identified.

If possible, the room(s) should be reserved exclusively for giving first aid. A designated person should be given responsibility for supervising it. Display a notice on the door advising of the names, locations and if appropriate telephone extensions of first aiders and how to contact them. The room should be marked as a first aid room by means of a green cross on white background in accordance with the Health and Safety (Signs and Signals) Regulations.

First aid rooms should:

* Be large enough to hold an examination/medical couch, with enough space at each side to work, a chair, and any necessary additional equipment.
* Have washable surfaces and adequate heating, ventilation, and lighting.
* Be kept clean, tidy, accessible, and available for use always when employees are at work.
* Be positioned as near as possible to a point of access for transport to hospital.

Typical examples of facilities and equipment a first aid room may contain are:

* Sink with running hot and cold water.
* Soap and paper towels.
* Drinking water (if not available on mains tap) and disposable cups (note: not all cold taps dispense drinking water).
* A store for first aid materials.
* Foot-operated refuse containers, lined with disposable, yellow clinical waste bags or container suitable for safe disposal of clinical waste.
* A chair.
* A couch with waterproof covers, pillows, and blankets.
* Clean protective garments for First Aiders (Aprons and Gloves).
* An appropriate record keeping facility.
* Cleaning materials.
* A means of communication, e.g., telephone.

If first-aid room(s) cannot be reserved exclusively for giving first aid employers need to make sure that the first-aid facilities can be made available quickly of necessary.

1. Site responsible person, as nominated by the head of service, will normally be, for example: day care centre manager/library manager/CFC manager etc.… In schools, the head teacher is the site responsible person. The management of vacant (decommissioned and surplus) properties is the responsibility of the Head of Assets however the onsite visits, inspections and any relevant surveys are commissioned through the Head of FM. [↑](#footnote-ref-1)