

## **FIRST-AID POLICY**

### **CIVIC AND ADMINISTRATIVE OFFICES BRADFORD COURT, UPPER GALWALLY**

#### **SECTION 1: GENERAL**

##### **FIRST-AID AT WORK**

###### The Law

The Health & Safety (First Aid) Regulations 1981 place a general duty on employers to make adequate first aid provision for their employees if they are injured or become ill at work. It is for employers to assess what is adequate but it is widely accepted that different work activities may require different provisions. Each Head of Department within the Council will therefore keep activities within their own service under regular review, and ensure that there is an adequate number of registered First Aiders within each services section. Human Resources will advise accordingly in this respect.

##### **WHAT IS FIRST AID?**

First-Aid, as defined by the Health & Safety Executive is:

“The initial assistance or treatment given to a casualty for any injury or sudden illness before the arrival of an ambulance, doctor or other qualified person”.

The purposes of first-aid is:

- To preserve life
- To prevent worsening
- To promote recovery

##### **THE DUTIES OF THE TRAINED FIRST-AIDER**

Registered First Aiders are expected to administer First Aid within clearly defined parameters. The duties of Castlereagh Borough Council registered First-Aiders have been determined as follows: -

- 1) To assume control of an accident or illness situation.
- 2) To assess the situation without endangering their own life.

- 3) To identify, as far as possible, the condition from which the casualty is suffering.
- 4) To give immediate, appropriate and adequate treatment, in accordance with the limits of their training (bearing in mind that some casualties will require more urgent attention than others, and some casualties may have more than one injury).
- 5) To arrange, without delay, for the hand over of the casualty to a doctor, hospital or home, according to the seriousness of the casualty's condition, summoning assistance where necessary.
- 6) To assume responsibility for the casualty until they are handed over to the care of a doctor, nurse or other appropriate person, having made a report and ascertained that the First-Aider can be of no further assistance.
- 7) To maintain the first-aid box and replenish used or out of date items.
- 8) To record details of all first-aid cases treated in the Internal First Aid Report Form (see attached), and to notify Line Managers of any treatment given as a result of an accident/incident at work, where RIDDOR conditions apply. (i.e. A Death, Major Injury, Dangerous Occurrence requiring an absence from work of more than 3 days). N.B. please contact Human Resources for further details.

## **TRAINING OF FIRST-AID PERSONNEL**

It is a requirement for all First-Aider's to undergo a compulsory period of training by an HSE approved trainer, (e.g. the Red Cross or St. John's Ambulance), in order to obtain the "Standard" First-Aid Certificate. This certificate is valid for three years and it is a requirement that First Aiders take a refresher course every three years to maintain the qualification. The refresher training must be carried out before the certificate expires, or the course must be repeated in full.

## **RECORDING OF TRAINING**

All training of First-Aiders must be recorded on the Training Record sheets, one of which will be held on the individual's personnel file in Human Resources, and the other one maintained by the individual First-Aider (copies attached).

## **FIRST AID INTERNAL RECORDING FORM**

A copy of the Internal Recording Form is attached. The attending First-Aider will record the details of all first-aid given in the First-Aid Reporting Book, a copy of which will be sent to Human Resources.

If treatment is a result of an accident at work, it is the responsibility of the employee's respective Line Manager to also ensure that the Accident Report Book/RIDDOR forms have been completed. The attending First Aider should therefore notify the employee's Line Manager that an accident has occurred, resulting in First Aid Treatment being administered.

## **REVIEW**

This policy will be kept under review by Human Resources.

## **SECTION II: FIRST AID PROCEDURES - CIVIC & ADMINISTRATIVE OFFICES, UPPER GALWALLY**

### **FIRST-AID PERSONNEL**

There are 14 registered First-Aid personnel based within the Civic & Administrative Offices namely:-

Chris Caves	Community & Leisure Services	4553
Billy Coulter	Community & Leisure Services	4557
Mark Kent	Community & Leisure Services	4558
Ruth Boyd	Members Services	4519
Mandy Eakins	Members Services	4518
Clare Jamison	Members Services	4516
Alison Dunbar	Members Services	4510
Sarah Steele	Members Services	4543
David Currie	Building Control	4617
Fiona Haslett	Technical Services	4602
Brian McIlroy	Technical Services	4634
Jim Sherrard	Technical Services	4622
Edel Patterson	Administration	4512
Robert Silvey	Commissioner	4699

### **LIST OF REGISTERED FIRST AIDERS**

A list of all registered First-Aiders is maintained on the wall of the First-Aid Room, with a further record being kept within Human Resources. A copy is also maintained at Reception for information purposes.

### **DUTY ROTA FOR FIRST AIDERS**

In the event of someone requiring First Aid, contact should be made with the registered First-Aider within the employees own department. If this person is not available and the situation is one of an emergency, any staff giving attendance to the individual person concerned, should refer to the full First Aid personnel list and contact any designated First Aider based within the building.

## **FIRST-AID ROOM – CIVIC OFFICES**

The First-Aid Room in the Civic & Administrative Offices is situated on the ground floor beside the ladies toilets, (map attached), and is kept open at all times. The room is fully equipped with Treatment Couch, Mobile Chair and First-Aid Kit, including a Reference Book.

Anyone making use of the First Aid room should not do so without a registered First Aider in attendance.

The person receiving treatment should not be taken to the first aid room until the attending First Aider is satisfied that they are fit to be moved.

## **ABSENCE OF REGISTERED FIRST AIDER**

If no First-Aider is on the premises when required, any Senior Manager or Director coming into contact with an emergency situation must assume control of an accident or illness situation and summon assistance e.g. an ambulance where necessary. They must not administer any First Aid unless they have been specifically trained to do so.

Having dealt with the situation at hand, the attending Senior Manager/Director should inform the employees Line Manager that the incident has occurred, in order that a full report can be made under the RIDDOR regulations. (If applicable)

## **FIRST-AID STOCKS**

Contents of First Aid boxes will be checked every quarter by Administration, (Edel), and replaced from a small central stock kept in the Administration Department.

Additional stocks will be ordered when necessary by Administration.

## **FIRST AID – INTERNAL RECORDING FORM**

The attending First Aider will record such details of all First Aid given on the First Aid Treatment Reporting Form, (copy attached). If treatment is as result of an accident at work, it is the responsibility of the employee's Line Manager to also ensure that the Accident Report Book has been completed and the appropriate documentation sent to the Health & Safety Executive. (See attached flow chart for summary procedures).

The attending First Aider should notify the employee's Line Manager that an accident has occurred, resulting in First Aid being administered.

## **NEW EMPLOYEES – CIVIC & ADMINISTRATIVE OFFICES**

During their induction period, all new employees based at the Civic & Administrative Offices, will be informed by Human Resources of: -

- The location of the First-Aid Room and the nearest first aid box within the Civic & Administrative Offices.
- The name and usual location of First-Aider within your department or appointed person
- The procedures to follow in case of illness or accident to themselves

N.B. A copy of this First-Aid Policy/Procedure will be included within the induction briefing documents provided by Human Resources to all new staff members based within the Civic & Administrative Offices.

## **MEMBERS OF THE GENERAL PUBLIC**

There is no duty for an Employer to make first aid provision for visitors etc.

Qualified First-Aiders are however permitted to treat individuals if the situation is assessed to be one of an emergency.

- The Public Liability Incident Report Form must be completed and signed by both the member of the public and the First-Aider attending. If the first aid is a result of an accident, again RIDDOR conditions apply. Please refer to accident reporting procedures for full details. All relevant paperwork must be forwarded to Human Resources without delay with a copy also being sent to Administration for Insurance purposes.