



First Aid Policy and Guidance

INTRODUCTION

Torbay Council is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work, and where necessary members of the public on Council premises. To this end, the Council will provide sufficient numbers of suitably qualified first aiders or appointed persons to ensure that the statutory requirements and the needs of the Council are met. Should employees have concerns about the provision of first aid within the Council, they should inform a responsible person to enable the council to review and rectify the situation if necessary.

Arrangements

First aid personnel

First aid personnel are Council employees who have volunteered for the role and who have successfully completed an HSE approved first aid course within the preceding 3 years. First aiders will be provided with retraining at regular intervals in order to ensure that their skills are maintained.

Appointed persons

Where identified in low risk situations an appointed person may be sufficient to comply with the (First Aid) Regulations 1981. Appointed persons are Council employees, who have been appointed in writing and have sufficient knowledge and training to enable them to take charge in an emergency.

Managers

Managers will ensure that there are a sufficient number of first aid personnel or appointed persons within the workplace, to provide adequate cover for shifts, holidays and absence through ill-health. Managers should carry out a first aid assessment to ascertain the numbers of first aiders etc. required. Assessments should consider numbers of people, the vicinity of medical help available, and include cover for all shifts and weekend working where relevant. Where an assessment identifies that appointed persons may be used, managers will appoint such suitably qualified volunteers in writing. Notices will be displayed in all workplaces giving the location of first aid equipment and the names and locations of qualified first aiders or appointed persons.

First aid boxes

First aid boxes are provided within the workplace to ensure there are adequate supplies for the nature of the work and hazards involved. All boxes will contain at least the minimum supplies, which are required under law. Only specified first aid supplies will be kept. No creams, lotions or drugs are to be kept in these boxes. The location of first aid boxes and the names of the persons responsible for their upkeep will be clearly indicated on notice boards throughout the workplace.

First aiders and/or appointed persons will maintain first aid boxes and should refill the boxes as and when the contents are used.

Recording accidents and treatment

Accidents and incidents should be recorded in line with Council policy (See accidents and incidents), first aiders should keep a record of all treatment given, the time, date, name, and address of the injured person.

Legal indemnity of first aiders

First aiders whilst at work who provide first aid to Council employees and members of the public on Council premises will be covered by the Council's Public Liability insurance.