

# SAFE WORKING PROCEDURE

## First Aid

CORPORATE HEALTH & SAFETY SERVICE | VERSION 8.01 | MARCH 2022

### STATEMENT:

In order to comply with legislation and fulfil statutory responsibility, the Council must make sure that:

- A first aid risk assessment has been carried out covering every significant activity and every Council occupied premise.
- Arrangements are in place so that employees and members of the public receive prompt first aid response if they are injured or are taken ill whilst at work or whilst on Council premises.
- First-aid materials, equipment and facilities are available, according to the findings of the risk assessment.

### SCOPE:

This Safe Working Procedure (SWP) applies to:

- All managers including head teachers referred to as managers herein.
- All employees of Southampton City Council.

## Version Control

This Safe Working Procedure is issued and managed by Corporate Health and Safety Service.

Version Number	Date	Amendments
Version 1.00	Apr 2000	
Version 2.00	Unknown	
Version 3.00	Unknown	
Version 4.00	Jun 2005	
Version 5.00	Mar 2010	
Version 5.01	Mar 2010	1.14 inclusion
Version 5.02	Mar 2011	Review
Version 6.00	Mar 2011	Review
Version 7.00	July 2013	Review
Version 7.01	Dec 2015	Format and minor information update
Version 7.02	Sep 2017	Updated Paediatric First Aid Requirements for schools
Version 7.03	Feb 2019	Updated para 2.2. Training requirements for First Aid Personnel and added new link to HSE First Aid page. Added para 2.1.6. Where service operations are being conducted outside of core hours.
Version 8.00	Feb 2020	General review and to restore links
Version 8.01	Mar 2022	General review- Minor amendments. Link updates.
Review Conducted		Next Review Date
	Mar 2011	Mar 2011
	July 2013	July 2014
	Dec 2015	Dec 2017
	Feb 2019	Feb 2021
	Feb 2020	Feb 2022
	Mar 2022	Mar 2024

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**Forms** (Find the forms in Forms Library on [H&S Intranet Page](#) or [H&S for Schools Webpage](#).)

- First Aid Poster
- Risk Assessment ( First Aid) template

## 1. Responsibilities

**Heads of Service / Head Teachers are responsible for compliance with this SWP and must:**

- 1.1. Ensure a first aid needs assessment has been carried out appropriate to the circumstances of each workplace (see Para 2.1 '[Assessment of Need](#)' and [First Aid Risk Assessment Form](#)).
- 1.2. Ensure arrangements are in place so that injured persons receive prompt first aid response if they are injured or taken ill whilst at work or on Southampton City Council premises.
- 1.3. Provide first aid materials, equipment and facilities according to the findings of the risk assessment.
- 1.4. Ensure the first aid needs assessment and provisions are reviewed annually and/or after any operational changes, to ensure that the provisions remain appropriate for the activities undertaken.

**The Manager responsible for ensuring compliance with this SWP must:**

- 1.5. Carry out an assessment of first aid needs appropriate to the circumstances of the workplace, review annually and/or after any significant changes.
- 1.6. Ensure that sufficient numbers of first aid personnel are available and are trained to the appropriate level as identified within the first aid risk assessment.
- 1.7. Ensure First Aiders, Emergency First Aiders and Appointed Persons understand their roles and responsibilities and have been given adequate information.
- 1.8. Ensure adequate and appropriate first aid materials, equipment and facilities are available as determined by the first aid risk assessment.
- 1.9. Record details of periodic inspections of first aid facilities and equipment (i.e., First Aid boxes/training certificates).
- 1.10. Inform all employees of the arrangements to provide first aid for their workplace (i.e. upon induction, notice boards – See [First Aid Poster](#) in Forms Library).
- 1.11. Ensure that any incident a first aider attends is reported (documented) following the Council's incident reporting procedure, in line with [SWP – Accident / Incident Reporting](#).
- 1.12. Ensure that staff are made aware of the first aid provisions available and in multi-occupancy buildings ensure that a list of first aiders is held at a central contact point (e.g. reception or security office).

**First Aider/Emergency First Aider shall:**

- 1.13. Administer first aid in line with current training.
- 1.14. Assist the manager in completing an accident incident report.
- 1.15. Notify the manager when they are going on leave to ensure continual cover.
- 1.16. Keep first aid training up to date.
- 1.17. Inform the manager if they no longer wish to be a first aider.

- 1.18. Periodically check the contents of each first aid box and any associated first aid equipment (e.g. Defibrillators) and ensure these meet the minimum requirements, quantity and use by dates.
- 1.19. Arrange for replacement of any first aid supplies or equipment which has been used or are out of date.

### **Appointed persons must:**

- 1.20. Facilitate in line with training.
- 1.21. Arrange for emergency first aid treatment either from local nominated first aiders/emergency first aiders or through emergency services.
- 1.22. Notify the manager when going on leave to ensure continual cover.
- 1.23. Periodically check the contents of each first aid box and that each first aid box meets the minimum requirements, quantity and is in-date.
- 1.24. Arrange for replacement of any first aid supplies which have been used or are out of date.

## **2. Procedures**

### **2.1. Assessment of Need**

- 2.1.1. Managers shall carry out an assessment of first aid needs appropriate to the circumstances of the workplace. The level of first aid provision depends on the individual circumstances; no fixed level exists, however each manager needs to justify on what grounds the level of first aid provision has been set. For some workplaces, i.e. Residential Homes, national standards in the provision of first aiders might apply and should be consulted.
- 2.1.2. When completing a first aid needs assessment, take into account the following:
  - 2.1.2.1. Workplace hazards and risks.
  - 2.1.2.2. The size of the organisation.
  - 2.1.2.3. History of accidents.
  - 2.1.2.4. Nature and distribution of the employees/service users.
  - 2.1.2.5. Remoteness of the site to emergency medical services.
  - 2.1.2.6. Needs of travelling, remote or lone workers.
  - 2.1.2.7. Employees working on shared or multi-occupied sites.
  - 2.1.2.8. Annual leave of First Aiders and Emergency First Aiders.
- 2.1.3. Guidance on the suggested numbers of first aid personnel to be available at all times people are at work is available in [Appendix 1](#).
- 2.1.4. The Health and Safety Executive (HSE) provides guidance on [assessing first aid needs](#) and there is also further guidance in the HSE's First Aid at Work - The Health and Safety (First Aid) Regulations 1981 under [Regulation 3 \(section 10\)](#). HSE also provides sample scenarios to help ascertain first aid needs in its [first aid case studies](#).
- 2.1.5. It is essential that adequate provision is made at all times that people are at work. The responsible manager therefore needs to make provisions to cover annual leave, and other planned absences, of first aiders or appointed persons. In a multi floor building; for example the Civic Centre, managers should liaise. It may be appropriate to allocate this responsibility to a First Aider to organise. The responsible manager should also consider what cover is needed for unplanned and exceptional absences such as sick leave or special leave due to bereavement.

- 2.1.6. Where service operations are being conducted outside of core hours, either in the Civic Centre or any Southampton City Council premises (Including maintained schools) further first aid provisions will be required. These arrangements will need to be made locally. e.g. working during weekends or evenings.
- 2.1.7. An appointed person will remain the minimum requirement where your first aid needs assessment identifies that a first aider is not necessary.
- 2.1.8. Where unique circumstances exist it might be necessary for first aid personnel to receive additional bespoke training to meet the minimum requirement identified by the risk assessment, e.g. paediatric, resuscitation or defibrillator use.
- 2.1.9. Where specialist first aid equipment, e.g. Automatic External Defibrillators (AEDs), have been procured these must be located and maintained in accordance with manufacturer's instructions and registered with Civic Buildings if appropriate.

## **2.2. Training requirements for First Aid Personnel**

- 2.2.1. There is no longer a requirement for employers to use HSE approved first aid training courses. The HSE has published guidance on selecting a first aid training provider [GEIS3](#).
- 2.2.2. First Aid courses booked via Learning and Development are likely to benefit from a discount, which would not be gained by booking directly with a supplier.
- 2.2.3. Trained first aid personnel are covered by the Council's liability insurance whilst they are carrying out their duties at work.
- 2.2.4. First Aiders should be trained appropriately where AEDs have been provided, as they are likely to be the first responders in the event of an emergency, or if a member of staff or visitor falls ill at a Council premise.
- 2.2.5. Appointed persons do not need first aid training, although emergency first aid training courses are available. HSE approval is not required for this type of training. There is no honorarium payment for this role.

## **2.3. Appointed Persons**

- 2.3.1. Their role will be to take charge of the first aid arrangements, including looking after the first aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover, within their role and competence, where a first aider is absent due to unforeseen circumstances (annual leave does not count). Arrangements should be made for an appointed person to be available to undertake these duties at all times when people are at work.

## **2.4. Emergency First Aid at Work (EFAW) – (Emergency First Aider)**

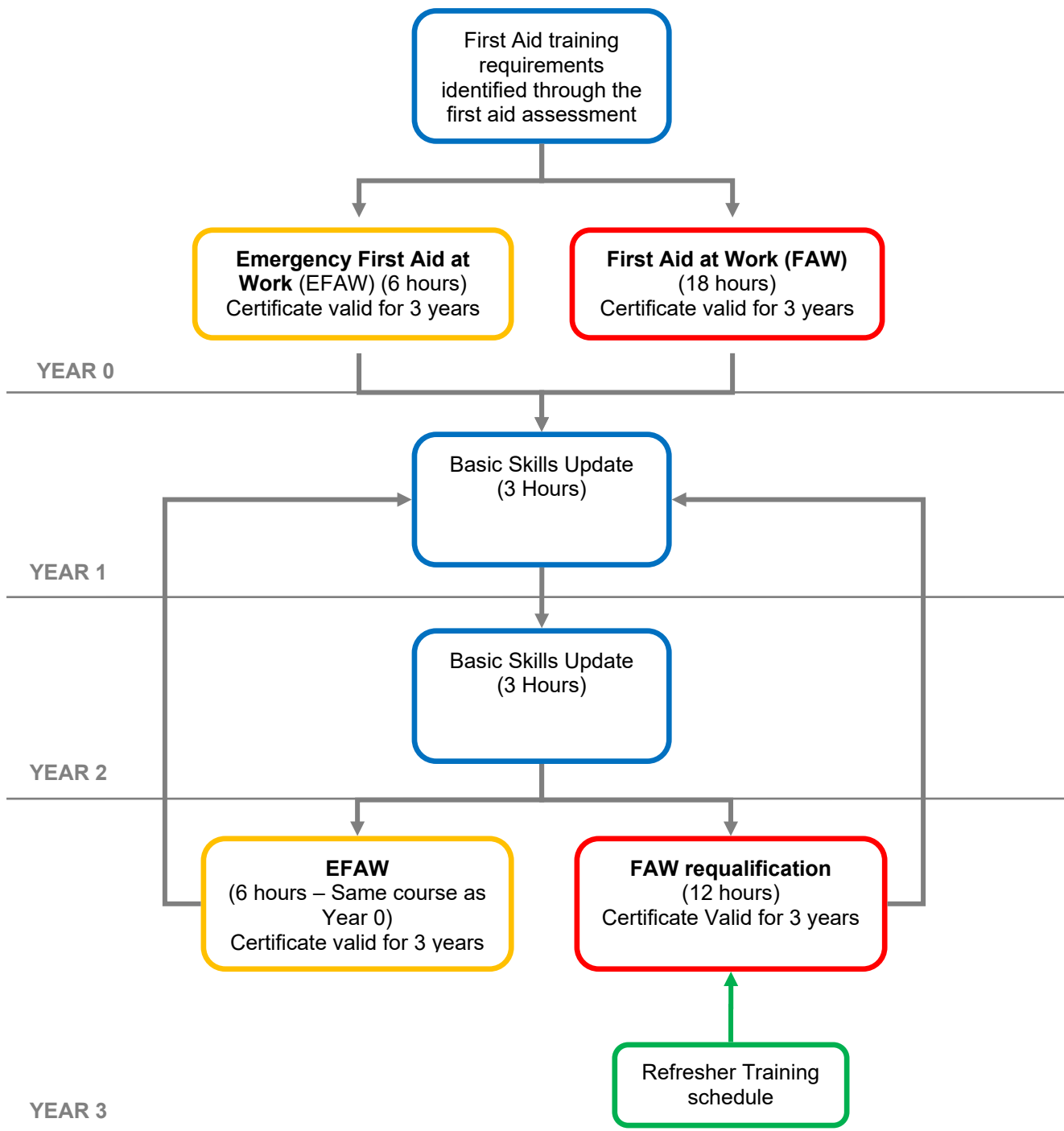
- 2.4.1. EFAW training enables a first aider to give emergency first aid to someone who is injured or becomes ill while at work. It is suitable for low risk environments and workplaces with few staff. This course lasts for 6 hours (1 day).

## 2.5. First Aid at Work (FAW) – (First Aider)

- 2.5.1. FAW is a comprehensive course that covers everything you need to know to be a First Aider. This requires a minimum 18 hours training and will normally run over a minimum of 3 days.
- 2.5.2. The Responsible Manager must use the findings of their first aid needs assessment to help them decide whether first aiders should be trained in FAW or EFAW. If the needs of the workplace require FAW trained first aiders to be provided, it is not an acceptable alternative to provide EFAW trained first aiders.

## 2.6. Requalification

- 2.6.1. On successful completion of an FAW or EFAW course, candidates will be issued with a certificate, which is valid for three years. Prior to the three year period ending they will need to undertake an FAW requalification course (two days) or EFAW course (one day), as appropriate, to obtain another three year certificate if they are to continue to fulfil the role of first aider. Note, the EFAW retraining **must be completed before the certificate expires**, otherwise they will need to complete the full 3-day course again.
- 2.6.2. The HSE strongly recommend annual refresher training for first aiders/emergency first aiders. The responsible manager must consider the level of risk associated with the work activities and the need for refresher training. Low risk areas may decide that three yearly training is adequate, whilst a high-risk area would require an annual refresher.
- 2.6.3. Where specialist first aid equipment which requires training has been provided, refresher training frequencies should be determined by the first aid assessment in consultation with the manufacturer's guidance and should not exceed the standard first aid refresher retraining of three years.



### 3. Administration of Medicines

3.1. First aiders are not permitted to administer medication or tablets or provide ongoing treatment unless trained to do so. However there are exceptions, such as in the event of a suspected heart attack and in the case of prescribed medicines for asthma and anaphylactic shock, i.e. inhalers and 'Epipens', please see HSE guidance on [tablets and medication](#) for further information.

### 4. Honorarium Payments

4.1. The allowance is not paid to appointed persons and is not paid where the first aid qualification is a requirement of the job.



- 4.2. For qualified FAW and EFAW aiders, it is the line manager's responsibility to instruct and liaise with Payroll and Employee Services in writing (an email is acceptable), providing all details, including hours worked (there may be a restriction) if an allowance is to be paid. Similarly, the line manager must ensure the allowance ceases when it is no longer appropriate.

## 5. First Aid Materials, Equipment and Facilities

- 5.1. Every manager shall provide for each work site at least one first aid container supplied with a sufficient quantity of first aid materials suitable for the particular circumstances.
- 5.2. First aid containers shall be easily accessible, and placed, if possible, near to hand washing facilities. All first aid containers must be identified by a white cross on a green background.
- 5.3. First aid boxes (containers) must protect first aid contents from dust and damp and should only contain approved items.
- 5.4. Every manager shall nominate a first aider or appointed person to periodically check the contents of first aid containers and any additional first aid equipment, e.g. defibrillators (where provided). The name of the nominated person should be displayed on the first aid poster.
- 5.5. Tablets and medications shall not be kept and are not considered first aid material.
- 5.6. There is no mandatory list of items that should be included in a first aid box (container). As a guide, where no special risk arises in the workplace, a minimum stock of first aid items would normally be:
  - 5.6.1. A leaflet giving general guidance on first aid (for example, HSE INDG347 [Basic advice on first aid at work](#)).
  - 5.6.2. 20 individually wrapped sterile plasters (assorted sizes) appropriate to the type of work (hypoallergenic plasters can be provided, if necessary).
  - 5.6.3. Two sterile eye pads.
  - 5.6.4. Four individually wrapped triangular bandages, preferably sterile.
  - 5.6.5. Six safety pins.
  - 5.6.6. Two large sterile individually wrapped un-medicated wound dressings.
  - 5.6.7. Six medium sized individually wrapped un-medicated wound dressings.
  - 5.6.8. A pair of disposable latex free or nitrile gloves.
- 5.7. It is the duty of the first aider/appointed person to examine the contents of the first aid boxes (containers) for minimum requirements, content and extant expiration dates on a basis identified by the frequency of use and restocked when necessary. Care should be taken to dispose of items safely once they reach their expiry date.
- 5.8. First aid kits for mobile workers would typically contain the contents:
  - 5.8.1. A leaflet giving general guidance on first aid (for example, HSE INDG347 [Basic advice on first aid at work](#)).
  - 5.8.2. 6 individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary).
  - 5.8.3. Two triangular bandages.
  - 5.8.4. Two safety pins.
  - 5.8.5. One large sterile un-medicated dressing.
  - 5.8.6. Individually wrapped moist cleansing wipes.
  - 5.8.7. A pair of disposable latex free or nitrile gloves.
- 5.9. Depending on the nature of work being carried out, additional items to be stocked might include chemical ice packs and saline eye wash solutions.



## 6. Records

- 6.1. Any incidents requiring first aid treatment must be reported using the Council's accident reporting procedure (SWP – Accident / Incident Reporting) and should be completed promptly following a first aid incident.
- 6.2. Records must be kept of equipment and facilities inspections and annual reviews of the first aid risk assessment.
- 6.3. Records must be kept of first aid training, to help ensure that recertification is completed within the three-year maximum limit.

## 7. Information for Employees

- 7.1. The Line Manager shall inform their employees of the arrangements that have been made for the provision of first aid, including the locations of equipment, first aid containers, defibrillators, facilities and personnel.
- 7.2. A simple method of keeping employees informed is by displaying first aid notices. The information needs to be clear and easily understood by all employees ([First Aid Poster](#)). At least one notice in a prominent position at each work site should be provided.
- 7.3. The inclusion of first aid information in induction training will assist to ensure that new employees are made aware of the first aid arrangements.

## 8. Safe Working Procedures Relevant to This Document

- 8.1. [SWP Control of Substances Hazardous to Health](#)
- 8.2. [SWP Accident/Incident Reporting](#)

Note: Safe Working Procedures and Forms are available on [Health & Safety Intranet](#) and [Health & Safety for Schools](#).

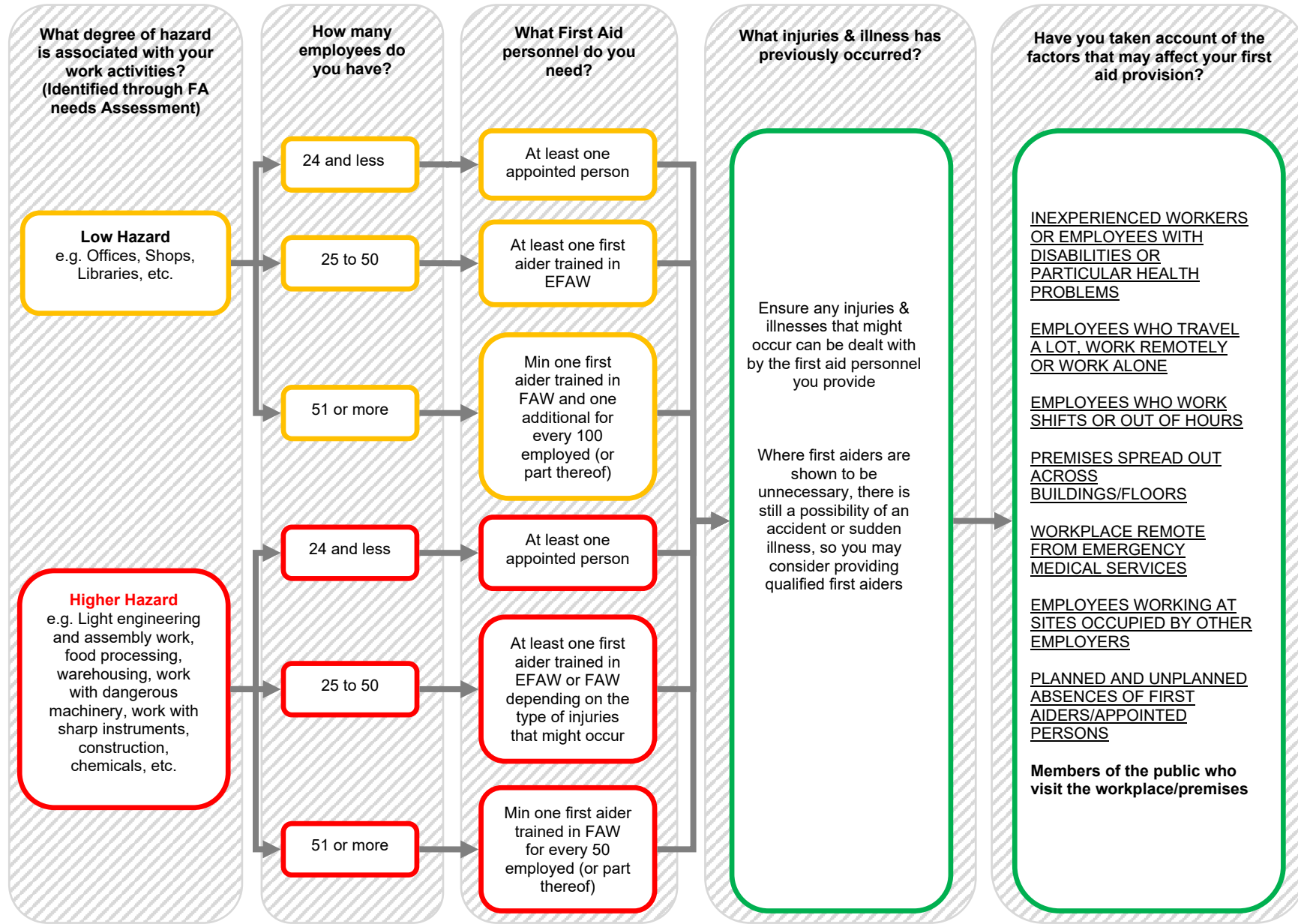
## 9. Main Legislation Relevant to This Document

- 9.1 [Health and Safety at Work etc. Act 1974](#)
- 9.2 [The Management of Health and Safety at Work Regulations 1999](#)
- 9.3 [The Health and Safety \(First Aid\) Regulations 1981](#)
- 9.4 [First Aid in Work](#)
- 9.5 [Control of Substances Hazardous to Health](#)

## 10. Contact Addresses, Further Information and Links

- 10.1 Health and Safety Executive
  - 10.1.1 [HSE First Aid](#)
  - 10.1.2 [Blood Borne Viruses in the Workplace](#)
  - 10.1.3 [Basic advice on first aid at work](#)
- 10.2 Corporate Health and Safety Service
  - [Health and Safety Intranet](#)
  - [Health and Safety for schools](#)

# Appendix 1 – Suggested numbers of first aid personnel to be available at all times people are at work



## Appendix 2

# Information for Schools

### 1. Assessment of Need

- 1.1. First Aid provision for lunchtimes and breaks, and cover for any staff on leave, must be adequate. As an authority we advise that at least one first aider or one appointed person is on all school sites at all times during school hours. See also 4.1 below.
- 1.2. First aid provision for off-site activities such as school trips must also be included with this calculation, as well as provision for the practical departments of a school (science, technology, home economics, PE etc.).
- 1.3. First Aid provisions should always be available during school hours. This means that a greater number of staff should be encouraged to train so that adequate cover is always available.

### 2. First Aid Provision

- 2.1. Extra first aid containers will be necessary for split sites, distant fields and playgrounds, high risk and off-site activities.

### 3. First Aid Room/Accommodation

- 3.1. Under the [School Premises Regulations 2012](#), in every school there shall be accommodation for:
  - 3.1.1 The medical or dental examination and treatment of pupils; and
  - 3.1.2 The care of sick or injured pupils.
- 3.2. The accommodation provided in pursuance of this regulation shall contain a washbasin and be reasonably near to a water closet.

### 4. Paediatric First Aid Requirements

- 4.1. The Statutory Framework for the Early Years Foundation Stage produced by the Department for Children, Schools and Families (now DfE) requires all schools with Year R classes to have at least one person who has a current paediatric first aid certificate on the premises at all times.
- 4.2. There must be at least one person on outings who has a current paediatric first aid certificate.
- 4.3. The paediatric first aid course is a 12hour course normally carried out over two days.
- 4.4. All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate 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.
- 4.5. Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

For further information see DfE [Guidance on First Aid for School](#)