

Heritage Care at Home Ltd

First Aid at Work Policy

Policy reviewed and valid from: 01/01/20

Policy

The Health and Safety (First Aid) regulations 1981 require that all workplaces have suitable and sufficient cover for providing first aid to staff who are injured or who become ill at work. The level of first aid cover needed should be determined by carrying out an assessment of the risks present within individual workplaces.

Purpose and scope of this policy

The purpose of this policy is to set out the requirements for providing adequate First Aid arrangements to cover all staff working at Heritage Care at Home Ltd. determining the level of First Aid provision needed requires a risk assessment to be completed for each workplace. Assessment should take into account both staff and employer responsibilities, the nature of the workplace environment and work activities undertaken.

Procedure

All staff are trained by an accredited trainer and the training is updated regularly at 18 month intervals.

Definitions

“First Aid” means;

Occasions or situations where a person will need help from a medical practitioner or Nurse; treatment for the purpose of preserving life; treatment to minimise the consequence of injury and illness until medical help is obtained; treatment of minor injuries which would otherwise not receive any or minor injuries which do not need treatment by a medical practitioner or nurse.

Duties and Responsibilities

The following specific duties and responsibilities apply within the organisation:

The Nominated Individual

The Nominated Individual has overall responsibility for ensuring the health and safety of all staff and others using services and attending sites owned or occupied by the organisations.

The Registered Manager

The Registered Manager will ensure that the requirements of this policy and the procedures detailed are communicated and implemented within their own workplaces and areas of responsibility and throughout the organisation as a whole.

- The correct signage is displayed within the workplace. Signs should be white markings on a green background and should clearly name the First Aiders or Appointed Persons. Signs should also identify the location of first aid boxes.
- A suitable and sufficient risk assessment is carried out within each workplace
- Contents of first aid boxes are checked by the first aider or appointed person and that the contents are reviewed and updated at regular intervals.
- All staff are informed of this policy and the procedures relating to it.

First Aiders

First aiders are responsible for ensuring that:

- Their own First Aid at Work Certificate is kept up-to-date by undertaking HSE approved training at the required intervals. First Aider training is a 4-day training course with a refresher course, lasting 2 days prior to expiry of the certificate. Enquiries about first aid training should be made to the Training and Development Manager in the Workforce Development department.
- They attend all situations where first aid may be required, make the area safe and take action without putting themselves or others in danger. First aiders should call for assistance without delay and administer first aid in accordance with their training and capabilities. This should continue until medical assistance arrives if this is required.
- Items used from the first aid box are replaced by the first aider as soon as possible.

All staff

Staff should make themselves familiar with the First Aid arrangements provided, and in particular with the name and location of their nearest First Aider and first aid box at their main work base.

Incident Reporting Procedure

All incidents requiring first aid treatment are reportable. Incidents should be reported to the Manager by completing an incident form. This may be completed by the injured person or by someone acting on their behalf. Any information recorded should be agreed by the injured person. Managers receiving incident reports for investigation must ensure that, where the incident took place in a building or customer's home, the incident is discussed and investigated in collaboration.

Where the incident is identified as RIDDOR reportable, the manager is responsible for ensuring that a RIDDOR report is notified to the Health and Safety Executive. The Risk Information Manager at Anglia Support Partnership is able to help managers who are new to RIDDOR reporting.

First Aid Boxes

First Aid boxes are to be provided by employers for their directly employed employees. Managers should consider the needs of staff who work predominantly alone, and staff who are recognised as Community Care Assistants.

Travelling First Aid kits should be provided for those directly employed who frequently travel as part of their normal business and have no access to first aid facilities. The First Aid Box should be clearly marked (white cross on a green background).

Only specified contents should be kept in the box and nothing else. No medication, such as painkillers, may be kept in the first aid box nor should first aiders or appointed persons offer any form of medication to people they are attending.

There is no "standard" list of items but contents will largely depend on the assessed needs for the type of workplace and risks presented by work activities, for example:

- Special contents are permissible for specific hazards if training has been provided.
- Where there is access to mains cold water supply there is no need for eyewash bottles to be part of the first aid kits.

Risk Assessment

Managers will need to carry out a risk assessment to determine the level of first aid cover required in their workplaces.

When determining the level of first aid cover required in an area it is necessary to consider the workplace hazards as well as risks of injury and ill health including:

- Staff who have a disability or ill-health
- Shift and out of hours workers
- Staff with language or reading difficulties

Staff undertaking the role of the First Aider must be in a position to leave their own work immediately to attend to a situation where first aid is required. If someone is in a role which does not allow immediate exit they should not be considered as a first aider.

Records of accidents, incidents and ill-health from within the workplace are useful tools to help inform the risk assessment process. These documents provide evidence of the type of hazards present in the workplace

The last stage of the risk assessment is to consider whether first aiders or appointed persons are necessary to cover the needs of the area and to then ensure that appropriate arrangements are made to arrange/supply first aid training, signage, first aid box contents etc as necessary.