



# **The Big Step**

## **First Aid Policy**

# Version: 1.0

The first aid policy will be reviewed annually, or more regularly in light of any new significant development.

Reviewed yearly by:	
Manager of 'The Big Step'	Dan Leverton
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<b>n/a new policy</b>			

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## 1. Introduction

'The Big Step' education is committed to achieving the highest standards of health, safety and wellbeing. Providing appropriate and effective first aid provision will help to save lives and minimise the potential impact of illness or injury to those affected. People at work can suffer injuries or fall ill whether or not the injury or illness is caused by the work undertaken. It is important that people receive immediate attention. Not only staff but contractors, members of the public, service clients and others present on 'The Big Step' Education property will be considered in the arrangements for providing first aid.

This policy sets out the criteria for 'The Big Step' to comply with the Health and Safety (First Aid) Regulations

The purpose of this policy is to ensure that appropriate and effective first aid arrangements are available to those who may fall ill or be injured whilst on 'The Big Step' property or undertaking duties on behalf of 'The Big Step'.

'The Big Step' will comply with existing legislation to achieve this by:

- Ensuring that a suitable risk assessment is undertaken to identify appropriate first aid provisions specific to the circumstances of each workplace or location
- Ensuring that not only staff are considered in the assessment of needs but also anyone else who may be present on, or using, 'The Big Step' property or facilities
- Ensuring an appropriate number of appointed persons or first aiders are available to provide treatment and that, as first aiders, they have a current First Aid at Work certificate of competence
- Ensuring that suitable and appropriate equipment is available to allow for effective first aid to be administered
- Ensuring that those who have a role for the provision of first aid arrangements have clear responsibilities
- Ensuring that the first aid arrangements are clearly communicated at each location or workplace

This policy applies to providing first aid arrangements for anyone who may be present on, or using, 'The Big Step' property or facilities and includes any organised off-site visits.

## 2. Context

The Health and Safety (First-Aid) Regulations set out the essential aspects of first aid that employers have to address. The legislation requires the provision of adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. What is adequate and appropriate depends upon the circumstances in the workplace and requires that a risk assessment is performed to identify those needs.

## 3. Responsibilities

The Chief Executive, Strategic Directors and Heads of Service are responsible for ensuring that this policy is implemented and managed effectively in accordance with the Devon Health, Safety and Wellbeing Policy.

The Devon Health, Safety and Wellbeing Panel is responsible for the development of this policy and for monitoring its implementation.

Managers are responsible for ensuring that:

- Suitable and sufficient risk assessments are completed
- Occupiers are consulted determining first aid arrangements
- Actions from risk assessments are implemented
- First aid training is suitably co-ordinated to ensure certificates are current and first aiders re-trained before their certificate expires
- Staff are aware of the first aid arrangements
- Agreement is reached on first aid arrangements for multi-occupancy locations
- Facilities are maintained appropriately
- The local emergency services are informed, in writing, of the site where hazardous substances or processes are in use that require specific first aid treatment
- First aid arrangements are periodically reviewed
- Appropriate budget or funding is available

Managers/Supervisors must:

- Liaise and co-operate with facilities managers to assist with the risk assessment process
- Co-operate with the facilities/premises manager to provide appropriate numbers of staff who will be trained to become first aiders or appointed persons
- Communicate first aid arrangements to staff
- Consider the impact on first aid arrangements with workplace changes and communicate to facilities/premises managers
- Ensure first aiders are trained in special procedures relevant to workplace risks
- Ensure that workplace injuries or ill-health are reported to the Health and Safety Executive (HSE) as determined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

First Aider/Appointed Person must:

- Act safely and promptly when an emergency occurs at work
- Act effectively applying the skills gained from the appropriate training
- Take effective control of the first aid needs in an emergency
- Make themselves available to ensure they attend training sessions when required
- Use the Resource Room as the primary location for administering first aid. This room will take priority over anything else that is occurring in the room so that the appointed first aider can administer treatment.
- Take responsibility for maintaining first aid facilities
- Record treatment provided in the treatment record
- Appropriately maintain the medical confidentiality of the person they are treating
- Take effective precautions to protect themselves from blood borne pathogens

- Report insufficiencies in first aid arrangements to their manager/supervisor or facilities/premises manager
- Clearly understand the limitations within their role

Devon Health, Safety and Wellbeing Service must:

- Provide advice and guidance on the first aid arrangements, risk assessment process and controls
- Support the line manager to determine specific first aid arrangements for hazardous substances or processes
- Assist to ensure contracted services comply with first aid arrangements and controls
- Assist to investigate significant workplace injuries and make comments on the effectiveness of the first aid arrangements

Employees must:

- Report all workplace accidents and incidents
- Seek appropriate advice and treatment from a first aider or appointed person for all workplace injuries
- Minimise the risk of infection to others
- Where they feel confident to do so, report any existing medical condition to their nearest first aider or responsible person that may require emergency medical attention whilst at work
- Wear a medi-alert if advised
- Be aware of how to contact a first aider or responsible person
- Provide support for colleagues who are injured or suffer ill-health until a first aider or responsible person arrives to take over
- Assist the first aider or responsible person as directed by them

'The Big Step' Services must:

- Ensure that first aid arrangements for contractors and those that may be affected by their activities are appropriately adopted into the existing health and safety at work clause for the tender document used by Procurement Services

#### **4. Implementation**

This policy applies to all Services within 'The Big Step' and to support managers and supervisors, they will be provided with detailed guidance notes and access to relevant training opportunities.

Services should ensure that those with responsibilities under this policy:

- Are trained to an appropriate level
- Have access to competent advice and support
- Have access to the resources necessary to meet the issues identified with this policy and the associated implementation requirements

- Have sufficient time allocated to carry out the necessary tasks associated with this policy

## **5. Audit, monitoring and review**

All Services within 'The Big Step' must be able to demonstrate compliance with this policy in accordance with 'The Big Step' health and safety auditing procedures.

Devon Health, Safety and Wellbeing Service is responsible for monitoring the effectiveness of arrangements within all services.

## **6. Equality statement**

The Council will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation.

This policy and related guidance has been the subject of an Equality Impact and Needs Assessment. This assessment will be integral to all future policy and guidance reviews.