

Beccles Town Council

First Aid Policy

Relevant Legislation	Health and Safety at Work Act 1974
	The Management of Health and Safety at Work Regulations 1999
	The Health and Safety (First-Aid) Regulations 1981
	The Management of Health and Safety at Work Regulations 1999

Link to Government Guidance	https://www.hse.gov.uk/firstaid/
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1. Introduction

Beccles Town Council will make suitable provisions for first aid at work to ensure that Employees receive immediate attention if they are injured or taken ill at work.

This Policy sets out how we will take account of the risks, to ensure that our first aid provision is adequate and appropriate for the circumstances at each workplace. We also have a duty to ensure that people who are not Employees, including Volunteers or Visitors are not exposed to risks to their health or safety and to mitigate any risks that may be present. It will usually be appropriate and is strongly recommended, to consider non-Employees in our risk assessments to satisfy our legal and moral duties.

2. Scope

First aid covers all situations where a person will need help from a qualified first aider to minimise the consequences of an illness or injury until further medical help is available or to treat minor injuries which do not need further medical help. Illness or injuries do not need to be work related and illness may not always be directly related to Beccles Town Council

This Policy covers all people at work in permanent or temporary locations, as well as homeworkers and people who are in transit between workplaces. Work includes any activity carried out for the benefit of Beccles Town Council, this may be paid or unpaid.

Consideration of first aid needs is also taken into account for:

- Members of the Public
- Contractors
- Consultants
- Or; anyone else who may need first aid assistance while in the workplaces.

3. Legislation

The Health and Safety at Work etc Act 1974

The Health and Safety at Work etc Act 1974 requires us to ensure workplaces are without risks to people's health and safety.

The Management of Health and Safety at Work Regulations 1999

The Management of Health and Safety at Work Regulations 1999 establish a duty on Employers to undertake general risk assessments to protect people who may be affected by work activity.

The Health and Safety (First-Aid) Regulations 1981

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and arrangements for first aid for Employees at work who may become ill or injured.

There is no specific duty under The Health and Safety (First-Aid) Regulations 1981 to provide first aid for non-Employees. However there is a general duty of care required by The Health and Safety at Work etc Act 1974 to ensure peoples' safety in connection with our work as far as reasonably practicable.

4. First Aid Needs Assessment

A first aid needs assessment is required, following the Beccles Town Council Risk Assessment Procedure to determine the number of people required to fulfil the first aid provision and what first-aid equipment and facilities are needed.

First aid needs should be decided for each work location to include:

- Provision for Employees who travel or work alone or out of normal hours
- Whether non-Employees are included in the assessment
- The number of first aid appointed persons needed to take charge of first aid arrangements
- The layout of the premises or site, taking account of remote / difficult to reach areas.
- The number of first aiders and level of training needed
- Access to medical facilities and emergency transport
- The contents that will be needed in first aid kits
- Whether defibrillators or other emergency equipment is needed
- The information needed for Employees and how they will be made aware of it
- The provision of first aid facilities i.e. first aid rooms.
- The provision of first aid refresher training
- The selection of competent first aid training
- What provision is made to cover absences

5. Trained First Aiders

Types of training

The findings of the first-aid needs assessment will identify whether first aiders should be trained in First Aid at Work (FAW), Emergency First Aid at Work (EFAW), or some other appropriate level of training.

Beccles Town Council recommends all staff should attend the 3 day First Aid at Work (FAW) qualification however this is subject to the findings in the needs assessment.

Employers are legally required to ensure first aiders are competent and maintain their skills throughout the three years in which their certificates are valid. The HSE strongly recommends that they attend a refresher session once every year during this three-year period.

First Aid at Work (FAW) course content

On completion of training, whether a full FAW course or a FAW requalification course, successful candidates should have satisfactorily demonstrated competence in all of the subject areas listed in 5.1.2 and also to be able to:

Administer first aid to a casualty with:

- injuries to bones, muscles and joints, including suspected spinal injuries;
- chest injuries;
- burns and scalds;
- eye injuries;
- sudden poisoning;
- anaphylactic shock;
- Recognise the presence of major illness (including heart attack, stroke, epilepsy, asthma, diabetes) and provide appropriate first aid.

Suggested numbers of first-aid personnel

The information below was taken from [The Health and Safety \(First-Aid\) Regulations 1981](#)

Low-hazard workplaces (ie offices, shops, libraries):

- < 25 employees: at least one appointed person
- 25 to 50 employees: at least one first aider trained in EFAW

- 50 employees: at least one FAW-trained first aider for every 100 employees (or part thereof)

Higher-hazard workplaces (ie engineering, food processing, warehouses, construction):

- < 5 employees: at least one appointed person
- 5 to 50 employees: at least one first aider trained in EFAW or FAW (guided by the type of potential injuries)
- 50 employees: at least one FAW-trained first aider for every 50 employees (or part thereof)

If non-Employees have been included in the needs assessment and the intention is to provide for them, the number of first aiders to be provided will need to be decided, based on the risks present.

The Events First Aid Needs Assessment should be used to determine the level of first aid support needed for events.

6. First Aid Kits

The needs assessment will decide on the minimum need for first aid kits, if supplied these must be compliant with **British Standard BS 8599-1**.

The contents needed will depend on the **findings of the needs assessment**, to take account of the number of people affected and the level of risk. Further guidance can be found in the First Aid Needs Assessment.

Guidance on First Aid Kits required

Guidance to choosing the right first aid kit as per BS85GG-1 201G.

Category of hazard	NUMBER OF PERSONNEL*	Size of first aid kit required (Compliant with BS8566-1 2016)
Low Hazard Environment e.g Offices, Shops, Libraries etc	Less than 25	1 x Small Kit
	25 to 100	1 x Medium Kit
	100 +	1 x Large Kit per 100 employees
High Hazard Environment e.g Engineering, Assembly Work,	Less than 5	1 x Small Kit
	5 to 25	1 x Medium Kit

Food Processing, Construction etc	More than 25	1 x Large Kit Per 25 Employees
*Note, personal first aid kits and bum bags can be chosen if required in the FA needs assessment		

*Blue Detectable Plasters in kits for Food Processing & Catering Areas

BS8566-1:2016 Compliant	Personal/ Bum Bag	Small	Medium	Large
First Aid Guidance Leaflet	1	1	1	1
Medium Sterile Dressing 12 x 12cm	-	2	4	6
Large Sterile Dressing 18 x 18cm	1	2	3	4
No.16 Sterile Eye Pad	-	2	3	4
Triangular Bandage	1	2	3	4
Adhesive Plasters Assorted Sizes*	10	40	60	100
Moist Cleansing Wipes	4	20	30	40
Disposable Nitrile Glove	2	6	6	12
Burn Dressing 10 x 10cm	-	1	2	2
Sterile Finger Bandage	-	2	3	4
Microporous Tape	-	1	2	3
Resuscitate Face Shield	1	1	1	2
Emergency Foil Blanket	1	1	2	3
Heavy Duty Clothing Shears	1	1	1	1
Conforming Bandage 7.5cm x 4m	-	1	2	2
Sterile Eye Wash Solution 250ml	-	-	-	-

Monitoring and Checking First Aid Kits

First aid kits must be checked by an Appointed Person every month, to ensure contents are stocked and in date. Checks can be made using the British Standard BS 8599-1 checklist or **Beccles Town Council first aid bags checklist**.

Where the needs assessment identifies the provision of an automated external defibrillator (AED) this must comply with the Provision and Use of Work Equipment Regulations.

7. Reporting & Recording First Aid Incidents

Incidents must be reported following on the online [Beccles Town Council Incident Reporting Form](#) as per the Beccles Town Council Incident Reporting and Investigation Policy. First aiders must advise the injured party of the Health and Safety Information Privacy Notice when obtaining personal data.

Personal data may only be entered on the incident form where the information is specifically requested in the form. Personal data must not be included in any free text fields. Any hard copies of personal data must be destroyed within 30 days of the incident.

8. Roles & Responsibilities

The Town Clerk will:

Ensure the HCS of those under their control and will ensure that procedures and control measures:

- Are available for all relevant people
- Are suitable for the work involved
- Are developed in consultation with users, by a competent person who has the relevant training and experience
- Are monitored and reviewed on a regular basis to ensure they continue to manage risks effectively
- Monitor the first aid incidents and requirements across Beccles Town Council's remit
- and report any concerns to Councilors
- Provide support, training and advice to and Employees to help them understand and comply with their HCS duties and responsibilities

The Deputy Town Clerk will:

- Identify and consider HCS implications and make sure risk assessments are suitable and sufficient and reviewed to ensure they continue to manage risks effectively
- Consult with people affected by the risks
- Provide the necessary resources to comply with the requirements of all applicable procedures and legislation, including obtaining licenses where needed
- Make sure this Procedure is fully understood and relevant risk assessments are developed, implemented, made available and complied with by their teams
- Identify competency needs and provide the necessary training, tools and instructions to ensure people are trained and competent to safely discharge their duties

- Report all incidents and investigate serious incidents
- Address any issues arising from the use of this Policy to the Town Clerk

Employees will:

- Follow all Policies related to their job role as set out in the risk assessment and highlight to their manager, or Town Clerk/Deputy Clerk, any shortcomings or changes in circumstances which may affect the safety of themselves or those around them.
- Report to their manager all accidents, near misses and work-related ill health

9. Supporting Documents

Links to other Documents

- Beccles Town Council Risk Assessment Policy
- First Aid Needs Assessment Template
- Beccles Town Council Incident Reporting and Investigation Policy
- [Beccles Town Council Incident Reporting Link](#)

10. Monitor and Review

A formal review will be completed every three years by Beccles Town Council Clerk and Deputy Clerk and report to full Council for formal approval. However, changes may be made at any time if a need arises, such as changes in legislation or to take account of any feedback received.