

**Corporate Health and Safety
Provision of First Aid and First Aid Training
OHS-C-08.G1**

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1. Introduction

- 1.1 People at work can suffer injuries or fall ill, whether the injury or the illness is as result of the work they do or not: - What is important is that they receive immediate attention to prevent minor injuries becoming major ones and that an ambulance is promptly called when required.

2. Purpose

- 2.1 To provide guidance on the minimum standards of First Aid provision required in Fife Council Workplaces.

3. Scope

- 3.1 This procedure applies to all Fife Council permanent workplaces and to larger Construction Sites under our control.
- 3.2 Services are expected to tailor this procedure to meet their needs, especially in relation to 'Lone Workers' and 'Mobile Workers'.
- 3.3 This procedure applies to all Fife Council Employees. It also gives guidance on the requirement to give first aid to non-employees where appropriate under a 'duty of care' to service users e.g. pupils, clients, visitors etc.
- 3.4 This document DOES NOT cover 'Administration of Medication' and where this is necessary, additional Service / Section arrangements must be made.

4. Definitions

4.1 First Aid

- First Aid in the workplace is defined as the treatment given for the purposes of preserving life and minimising the consequences of injury or illness until professional help is available, and the treatment of minor injuries which otherwise would not receive treatment or do not need further treatment from a medical practitioner.

There are three levels of first aid provision as follows: -

4.2 First Aider (FAW)

- A member of staff who holds a current First Aid at Work (FAW) Certificate. This Certificate is valid for three years and is obtained by examination following a course of instruction lasting a minimum of 18hours contact time over a minimum of 3 days. Those persons designated by senior managers as First Aiders are eligible for payment in accordance with Council policy.

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4.3 Emergency First Aiders (EFAW)

- A member of staff who has attended a minimum of 6 hours training over a minimum of 1 day. And has been deemed competent in Emergency First Aid at work (EFAW). There is NO payment for this position

4.4 Appointed Person

Where an assessment of first aid needs identifies that a first aider is not necessary the minimum requirements include someone appointed to carry out the following duties: -

- An individual who can take charge when someone is injured or ill, including calling the emergency services if required and look after the first aid equipment, eg restocking the first aid box.
- Appointed persons do not need first aid training it is therefore important to remember that appointed persons are NOT first aiders and should **not** attempt to give first aid for which they are **not** trained. Given this and the remaining possibility of an accident or sudden illness, rather than providing appointed persons managers may wish to provide trained first aiders.

5. Responsibilities

5.1 Duty Holders

Those Duty holders with the ultimate responsibility for the safety of workplaces shall:

- Via a risk assessment process and using the guidance in the Table at 6.2 below, determine the minimum level of First Aid provision required
- Ensure sufficient appointments are made to ensure these minimum levels are maintained whilst the workplace is occupied, this includes any after hour's activities such as overtime, cleaning activities and Lone Working.
- Ensure, by an effective formal monitoring process, that the currency of First Aid Certificates of all appointees is maintained.
- Ensure that suitable facilities (including room(s) and stock of First Aid materials are established and maintained.
- Ensure that the names and contact details of all first Aid appointments are made known to all employees (usually by maintaining suitable prominent signage).

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- On induction of new employees, make them aware of the First Aider/Emergency First aider or Appointed Persons and location of the first aid box and first aid room where provided.

5.2 First Aiders & Emergency First Aiders

- First Aiders must ensure that their first aid at work certificate is current and up to date and inform their immediate supervisor at least three months before the Certificate expiry date is due.
- First Aiders must be aware that they CAN NOT administer first aid if their certificate is no longer valid.

5.3 Appointed Persons

- Appointed persons are responsible for ensuring that any training that they have received is kept up to date.
- Taking charge when someone is injured and calling for appropriate medical assistance.
- Arranging transport to the nearest medical facility.
- Administering first aid ONLY when appropriate training has been undertaken.
- Ensuring that the first aid boxes are replenished and kept fully stocked.
- There is no payment associated with the role of an Appointed Person.

5.4 All Employees

- All employees are responsible for ensuring that they know who the First Aider/Appointed persons are for their work area.
- Know the location of the nearest first aid box in their area.

6. Risk Assessment

This section is intended to assist managers to carry out an assessment to determine the level of First Aid cover required in the work place.

When determining the level of First Aid provision required in the work place it is necessary to consider:

- work hazards and risks
- the size and location of premises
- the organisation's history of accidents
- nature and distribution of the workforce

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- the needs of travelling, remote or lone workers
- employees working on shared or multi-occupied sites
- distance from emergency medical services
- annual leave and other absences of first aiders and appointed persons
- inexperienced or young persons
- Individuals with disabilities or special health problems.
- consideration given to areas where the public visit

More guidance can be found by using the assessment checklist at [Appendix 1](#)

6.1 Number of First Aiders

The number of first aiders should be determined on the basis of a risk assessment of the above criteria and not solely on the numbers of employees at work. Guidance on suggested numbers as follows:

Category of Risk	Numbers employed at any location	Suggested number of first aid personnel
Lower risk e.g. shops, offices, libraries, museums, community centres, small halls etc.	Fewer than 25	At least one appointed person
	25 – 50	At least one first aider trained in (EFAW)
	More than 50	At least one first aider trained in (FAW) for every 50 employed (Or part thereof)
Higher risk e.g. light engineering and assembly work, food processing, warehousing, Depots. Most construction work, extensive work with dangerous machinery or sharp instruments, outdoor work, Practical subjects in schools e.g. Science, PE, CDT etc.	Fewer than 5	At least one appointed person
	5-50	At least one first aider trained in EFAW or FAW depending on type of injuries that might occur
	More than 50	At least one first aider trained in FAW for every 50 employed (or part thereof)

These figures do not include cover for absence due to holidays or sickness. Additional cover may be required.

6.2 First Aid Equipment

The minimum level of first aid equipment in every workplace is one suitably stocked and properly identified First Aid container. All First Aid containers

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must be identified by a white cross on a green background. The minimum contents of First Aid containers are shown in [Appendix 2](#)

6.3 First Aid Rooms

Where practicable and where the assessment of first aid needs identifies this as necessary, duty holders should provide a suitable and dedicated first aid room. The first aid room should contain essential first aid facilities and equipment, be easily accessible to stretchers and be clearly signposted and identified.

To be effective, first aid rooms should:

- Be large enough to hold a couch or bed with waterproof protection and clean pillows and blankets.
- Be positioned as near as possible to a point of access for transport to hospital.
- Have a sink with hot and cold running water with soap in a hygienic container.
- Display a notice on the door advising of the names, locations and, if appropriate, telephone extensions of first aiders and how to contact them
- A suitable method of displaying when the room is occupied and in use.
- A telephone or other communication equipment.
- Means of the sanitary disposal of used dressings.

Where the First Aid room cannot be reserved exclusively for giving First Aid, duty holders need to ensure that the facilities can be made available immediately when required.

6.4 Signage

All signage for First Aid shall comprise of white lettering on a green background with, white cross symbol. An example is shown below:



6.5 Automated external defibrillators

Where an employer decides to provide a defibrillator in the workplace, it is important that those who may use it are appropriately trained. The Health and Safety Executive (HSE) does not specify the content of this training and organisations providing it do not need to be HSE approved.

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6.6 Training

Before taking up first aid duties, an employee must have undertaken training and have a suitable qualification. This means that they must hold a valid certificate of competence issued by an approved training organisation:

First-aid training providers

Since 1 October 2013 the HSE no longer approves first aid training and qualifications – and no longer approves first aid training organisations. This means that we have flexibility in how we manage our provision of first aid in the workplace. It is our duty to ensure that any training provider selected for the purposes of first aid training is competent to deliver that training.

Criteria expected of first aid training providers

HSE has produced guidance on selecting a [first aid training provider](#) that sets out the criteria that a competent training provider should be able to demonstrate.

These criteria include:

- the qualifications expected of trainers and assessors;
- monitoring and quality assurance systems a training company has in place;
- teaching and standards of first-aid practice;
- syllabus content; and
- the information included on a certificate.

At the time of issue some Services within Fife Council provide First aid training, details of courses can be found on CLMS. In addition, Corporate Health and Safety can be contacted for advice on the selection of trainers.

Content of First aid at work courses

On completion of training, successful candidates should be able to: -

Content of First Aid at Work course(FAW)	Content of Emergency First Aid at Work course(EFAW)
Provide emergency first aid at work	Understand the role of the first aider including reference to: <ul style="list-style-type: none"> • The importance of preventing cross-infection • The need for recording incidents and actions • Use of available equipment
Administer first aid to a casualty with: <ul style="list-style-type: none"> • Injuries to bones, muscles and joints, including suspected spinal injuries • Chest injuries • Burns and scalds • Eye injuries • Sudden poisoning 	<ul style="list-style-type: none"> • Assess the situation in order to act safely, promptly and effectively in an emergency • Administer first aid to a casualty who is <ul style="list-style-type: none"> ○ Choking ○ wounded and bleeding ○ suffering from shock • Provide appropriate first aid for minor injuries

Content of First Aid at Work course (FAW)	Content of Emergency First Aid at Work course (EFAW)
<ul style="list-style-type: none"> Anaphylactic shock 	
Recognise the presence of a major illness and provide appropriate first aid	

The HSE strongly recommends that first-aiders undertake annual refresher training. Although not mandatory, this will help qualified first-aiders maintain their basic skills and keep up to date with any changes to first-aid procedures. [See Appendix 4](#)

It is also useful for managers to keep a record of first-aiders and certification dates to help with the timely arrangements for further training. [See Appendix 3](#)

6.7 Incident/Accident Reporting

Do I need to record incidents requiring the attention of a first-aider?

It is good practice to provide your first-aiders and appointed persons with a book in which to record incidents they attend. The information can help you identify accident trends and possible areas for improvement in the control of health and safety risks. It can be used for reference in future first-aid needs assessments. The record book is not the same as the statutory recording though the two might be combined.

Where the need for first aid treatment arises from an accident at work then the First Aider should ensure that details are recorded on Fife Council's Accident Report Form OHS-C- 01.F1 (HS1/2008) and entered into AIRMS

7. References and further Guidance

The following documents are available free to download from the Health and Safety Executive [HSE First Aid at Work](#)

- 7.1 First Aid at work: Health and Safety (First Aid) Regulations ACOP L74
- 7.2 Basic advice on first aid at work leaflet (INDG347)
- 7.3 First aid at work: Your questions answered leaflet (INDG214)

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Appendix 1 Checklist for assessment of First Aid needs

The minimum first aid provision for each work site is:

- a suitably stocked first aid container
- a person appointed to take charge of first aid arrangements
- information for employees on first aid arrangements

This checklist will help you assess whether you need to make any additional provision. Use the findings of your risk assessment and take account of any parts of your workplace that have different work activities which require different levels of first aid provision.

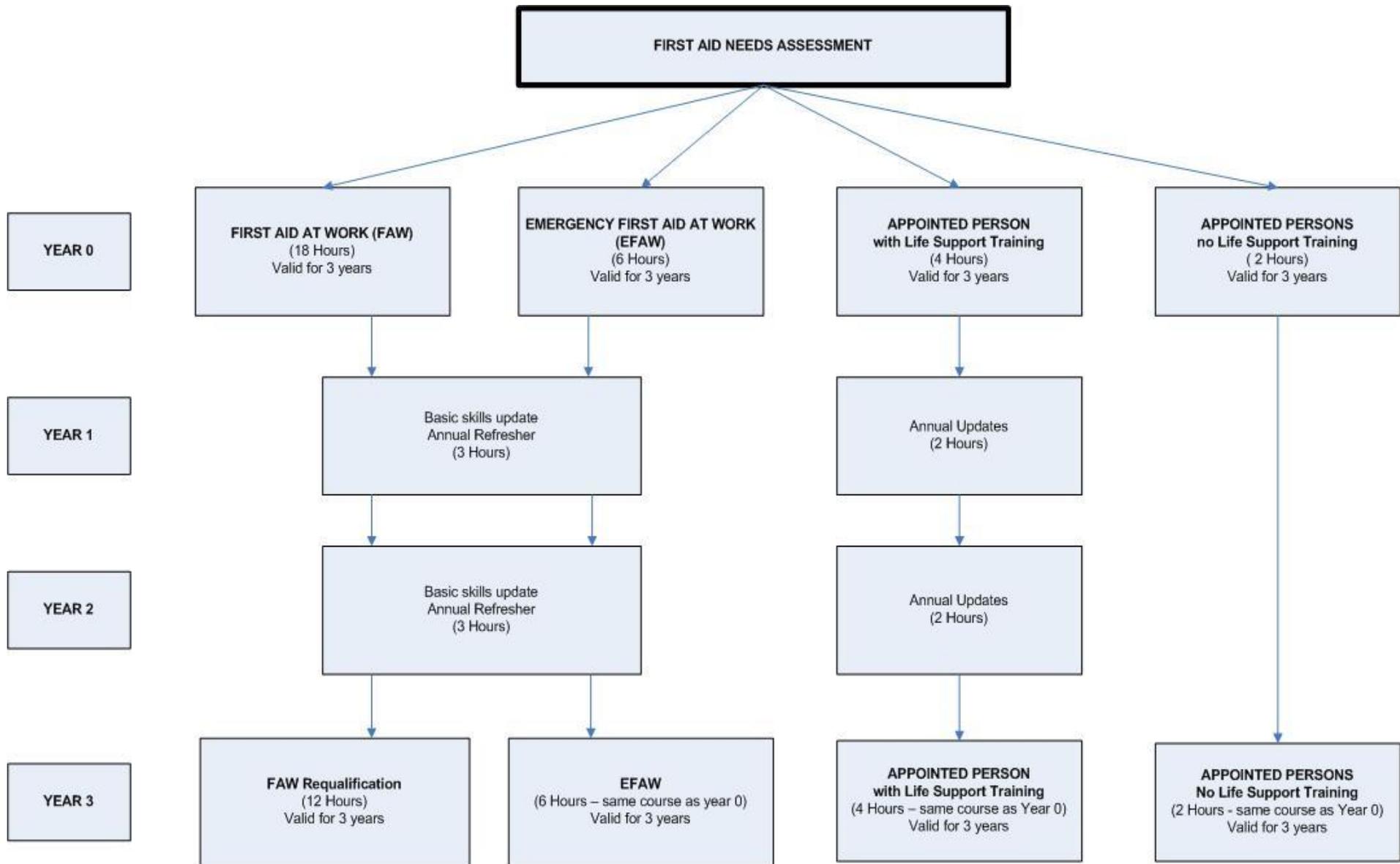
	Aspects to consider	Impact on first aid provision	Notes
1.	What are the risks of injury and ill health arising from the work as identified in your risk assessment?	If the risks are significant you may need to employ first aiders.	
2.	Are there any specific risks, e.g. working with: <ul style="list-style-type: none"> • hazardous substances; • dangerous tools; • dangerous machinery; • dangerous loads • Vulnerable people? 	You will need to consider: <ul style="list-style-type: none"> • specific training for first aiders; • extra first aid equipment; • precise siting of first aid equipment; • informing emergency services; • Dedicated first aid room 	
3.	Are there parts of your establishment where different levels of risk can be identified? e.g. Kitchens, workshops	You will probably need to make different levels of provision in different parts of the establishment.	
4.	Are large numbers of people employed on site?	You may need to employ first aiders to deal with the higher probability of an accident.	
5.	What is your record of accidents and cases of ill health? What type are they and where did they happen?	You may need to: <ul style="list-style-type: none"> • locate your provision in certain areas; • review the contents of the first aid box. 	
6.	Are there inexperienced workers on the site, or employees with disabilities or special health problems?	You will need to consider: <ul style="list-style-type: none"> • special equipment; • Local siting of equipment. 	

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	Aspects to consider	Impact on first aid provision	Notes
7.	Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	You will need to consider provision in each building or on several floors.	
8.	Is there shift work or out-of-hours working?	You should ensure there is adequate first-aid provision at all times when employees are at work	
9.	Is your workplace remote from emergency medical services?	You may need to: <ul style="list-style-type: none"> • inform local medical services of your location; • consider special arrangements with the emergency services. 	
10.	Do you have employees who travel a lot, work remotely or work alone?	You will need to consider: <ul style="list-style-type: none"> • issuing personal first aid kits and training staff in their use; • issuing personal communicators to employees. 	
11.	Do any of your employees work at sites occupied by another employer?	You will need to make arrangements with the other site occupiers.	
12.	Do you have sufficient provision to cover absences of first aiders or appointed persons	You will need to establish: <ul style="list-style-type: none"> • cover needed for annual leave and planned absences • cover needed for unplanned / exceptional absences 	
13.	Do you have any work experience trainees?	Remember that your first aid provision must cover these workers as well.	
14.	Do members of the public visit your premises?	You have no legal responsibilities for non-employees; however Fife Council promotes and encourage their inclusion in our First Aid provision.	
15.	Do you have employees with reading or language difficulties?	You may need to make special arrangements to give them First Aid information.	

Don't forget that first aiders and appointed persons take leave and are often absent from the premises for other reasons. You must appoint sufficient people to cover these absences to enable first aid personnel to be available at all times people are at work.

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Appendix 2 First Aid Containers

- (1) First Aid Boxes/Container should be made of a suitable material designed to protect the contents from damp and dust. First aid containers should be easily accessible and placed, if possible, near to hand washing facilities. Wood or metal containers are unsuitable as they are difficult to keep clean and may rust.
- (2) Boxes/Containers should be easily identifiable by the European Standard, a WHITE CROSS on a GREEN BACKGROUND.

Contents of First Aid Containers and Kits

The following materials are suitable for First Aid purposes although quantities will vary according to the findings of the assessment no other items may be kept or used for first aid purposes.

There should be provided for each work site at least one first aid container as determined by the risk assessment. They should be supplied with a sufficient quantity of first aid materials suitable for that particular circumstance.

There is no standard list of items to be put in a first aid box; it depends on what the needs are following an assessment. As a guide, where no special risk arises in the workplace, a minimum stock of first aid items would normally be: -

ITEMS IN A FIRST-AID BOX	NUMBER
General guidance leaflet on first-aid	1
Individual wrapped sterile adhesive dressing (assorted sizes)	20
Sterile eye pads	2
Triangular bandages (preferably sterile)	4
Safety pins	6
Medium sized sterile un-medicated dressings	6
Large sterile un-medicated dressings	2
Disposable non latex, non powdered gloves	1

NOTE: - Blue sterile adhesive dressings must be used in catering establishments

The above is a suggested contents list only: equivalent, other specialised items would be acceptable as long as they are suitable for injuries which are likely to happen, given the work undertaken in that area. Ad hoc purchase of first aid items from non approved council suppliers is not recommended.

- There should be no pills, potions, creams or lotions in the first aid container.

NOTE: - The only exception to this is where Aspirin is used when giving first aid to a casualty with a suspected heart attack in accordance with currently accepted first – aid practice. However, it is recommended that tablets and medicines should be kept secured, away from the first aid container but readily available.

- Contents should be examined frequently by a suitably appointed person and restocked as soon as possible after use.

- Sufficient supplies of first aid materials should be readily available on site.
- Care should be taken to discard items safely after the expiry date has passed.
- A white cross on a green background must identify all first aid containers.

Additional first aid materials and equipment

There may be a need for additional items for example scissors, adhesive tape, disposable aprons, individually wrapped (non alcohol based moist wipes. These may be kept in the first aid container if there is room. Blankets may be required to protect casualties from the elements. These should be stored securely near the first aid container. Where blankets are provided, a cleaning regime must be implemented.

Where mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal Saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, the containers should not be kept for reuse. The contents should not be used after the expiry date.

NOTE: - Eye baths / egg cups / refillable containers must not be used for eye irrigation as they do not hold enough water to enable washing to progress for a long enough period and are difficult to maintain in a sterile condition.

Travelling First Aid Kits

Each travelling first-aid kit should be appropriate for the circumstances in which it is likely to be used and be clearly marked with a white cross on a green background. First aid kits for travelling workers would typically contain:

ITEMS IN A TRAVELLING FIRST-AID BOX	NUMBER
General guidance leaflet on first-aid	1
Individual wrapped sterile adhesive dressing (assorted sizes)	6
Triangular bandages (Preferably sterile)	2
Individually wrapped non alcohol cleansing wipes	6
Safety pins	2
Large sterile un-medicated dressings	1
Disposable non latex, non powdered gloves	1

Appendix 3 Record of first-aid provision

First –aid personnel	Required Yes/No	Number needed
First-aider with a first aid at work (FAW) certificate		
First-aider with an emergency first aid at work (EFAW) certificate		
Appointed person		
First-aid equipment and facilities	Required Yes/No	Number needed
First-aid container		
Additional equipment (specify)		
Travelling first-aid kit		
First-aid room		

* The minimum first-aid provision for each worksite is:

- (a) An appointed person to take charge of first-aid arrangements;
- (b) A suitably stocked first-aid box;
- (c) Information for employees about the first-aid arrangements.

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