



Peacehaven Town Council

First Aid Policy

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1. Introduction

Peacehaven Town Council is committed to ensuring that all employees, contractors, and visitors have access to a suitable and sufficient First Aid provision, this policy will set out how we intend to do this.

2. Definitions

Appointed Person – A person who has attended a 2 hour Appointed Person course (or higher).

Emergency First Aider – A person who has achieved a Level 3 Emergency First Aid at Work qualification (6 hour course).

First Aider – A person who has achieved a Level 3 First Aid at Work qualification (18 hour course).

Paediatric First Aider – A person who has achieved a Level 3 Paediatric First Aid qualification (12 hour course).

Anaphylaxis First Aider – A person who holds a Level 3 Management of Anaphylaxis qualification

Catastrophic Bleed Control First Aider – A First Aider or Emergency First Aider who has also attended a half day Catastrophic Bleeding Control workshop.

3. References

The Health and Safety at Work etc Act 1974

The Health and Safety (First Aid) Regulations 1981

Management of Health and Safety at Work Regulation 1999

INDG 214 - First aid at work

INDG 347 - Basic advice on first aid at work

4. Provision of First Aid

i. Risk Assessment

Appendix 1 sets out the HSE guidance on minimum number of First Aid trained staff – Peacehaven Town Council will meet or exceed these requirements at all times.

Risk assessments for any events or activities should consider whether it is appropriate for additional First Aid provision, for example, where remote tree work is being undertaken it may be appropriate for a First Aider to receive additional training in managing catastrophic bleeding, or where there is a particular large event it may be appropriate to provide more First Aiders.

Additionally, Peacehaven Town Council will ensure that there is always at least an Emergency First Aider at Community House whilst the building is open.

ii. Lines of Communication

Arrangements for First Aid must be made known to all employees, contractors, and visitors. When a First Aid incident occurs, a First Aid trained employee will attend to the injured person(s) in line with the training that they have received.

All employees should carry a mobile phone on them whilst at work, which will allow further help to be summoned, either from another colleague, or the emergency services.

If the emergency services do need to attend, then the First Aid trained person will appoint another person to co-ordinate this, such as directing any emergency vehicles into the site, and the emergency service personnel to the scene of the incident.

iii. Suitability to be a First Aider

Before an employee is chosen to be trained in First Aid, Peacehaven Town Council is responsible for ensuring that the employee has the right attributes and qualities to undertake the role, the following considerations should be made in doing this:

Willingness: is this something the person can enjoy and take pride in?

Personality: are they calm and confident enough to cope in an emergency?

Reliability: will they be available and easily reachable in a crisis?

Ability: are they physically able to carry out the procedures?

Whoever is chosen must also have the time, authority and support to undertake their duties.

iv. First Aid equipment

First Aid equipment shall be provided in a green box or bag with a clearly displayed white cross on the front, the contents of the box or bag should be protected from damp or dust.

Peacehaven Town Council will have available First Aid kits that conform to the BSI standard for workplaces (BS8599-1:2019) in Community House, and motor vehicles (BS8599-2:2014) in any Council owned motor vehicles. If First Aid kits are required in other locations (e.g. kitchens, outdoor working) then the contents of the kit should be decided on a risk assessed basis.

All First Aid kits will be checked on a regular basis by an appointed person to ensure the kit is fully stocked and that all contents are within their expiry date.

First Aid kits shall be kept in an easily accessible and visible location where any person can access it quickly in an emergency.

v. First Aid training

All Emergency First Aiders, First Aiders, Paediatric First Aiders, and Anaphylaxis First Aiders must have received suitable training to undertake their roles and have successfully passed any assessments in order to achieve the necessary qualification.

First Aid qualifications must be either be Ofqual registered and on the Regulated Qualifications Framework (RQF), or awarded by a Voluntary Aid Society.

First Aid qualifications must be in date, and refresher training should be offered annually to keep skills and knowledge up to date.

vi. First Aid treatments

First Aid trained staff must only provide treatment within their scope of practice and in line with the training they have received and are certificated in.

vii. Protection for First Aiders

First Aiders may come into contact with blood or other bodily fluids when carrying out their First Aid duties. First Aiders should always follow the infection prevention and control procedures that form the training they receive during their First Aid training course. Essential precautions are as follow:

- Wear protective gloves
- Wash your hands before and after dealing with a casualty
- Ensure cuts or breaks to your skin are covered
- Avoid touching a wound or any part of a dressing that might be in contact with the wound
- Do not talk, cough or sneeze close to a wound or dressing
- Follow workplace disinfection and cleaning procedures for bodily fluids and blood
- Seek advice from Caretakers for disposal of needles or sharps.

If a First Aider suspects that any cross contamination has occurred then they should seek immediate medical attention.

5. Monitoring the policy

The implementation of this policy shall be monitored by Peacehaven Town Council's Policy & Finance Committee, additionally the Personnel Committee shall monitor the training arrangements for staff. Accident/ Incident report forms shall also be reviewed and audited to monitor the injuries that are occurring.

6. Records and reporting lines

An accident/ incident report form must be completed for all accidents or incidents that occur. The report form must be submitted to the Town Clerk, or other Officer as directed by the Town Clerk, as soon as possible.

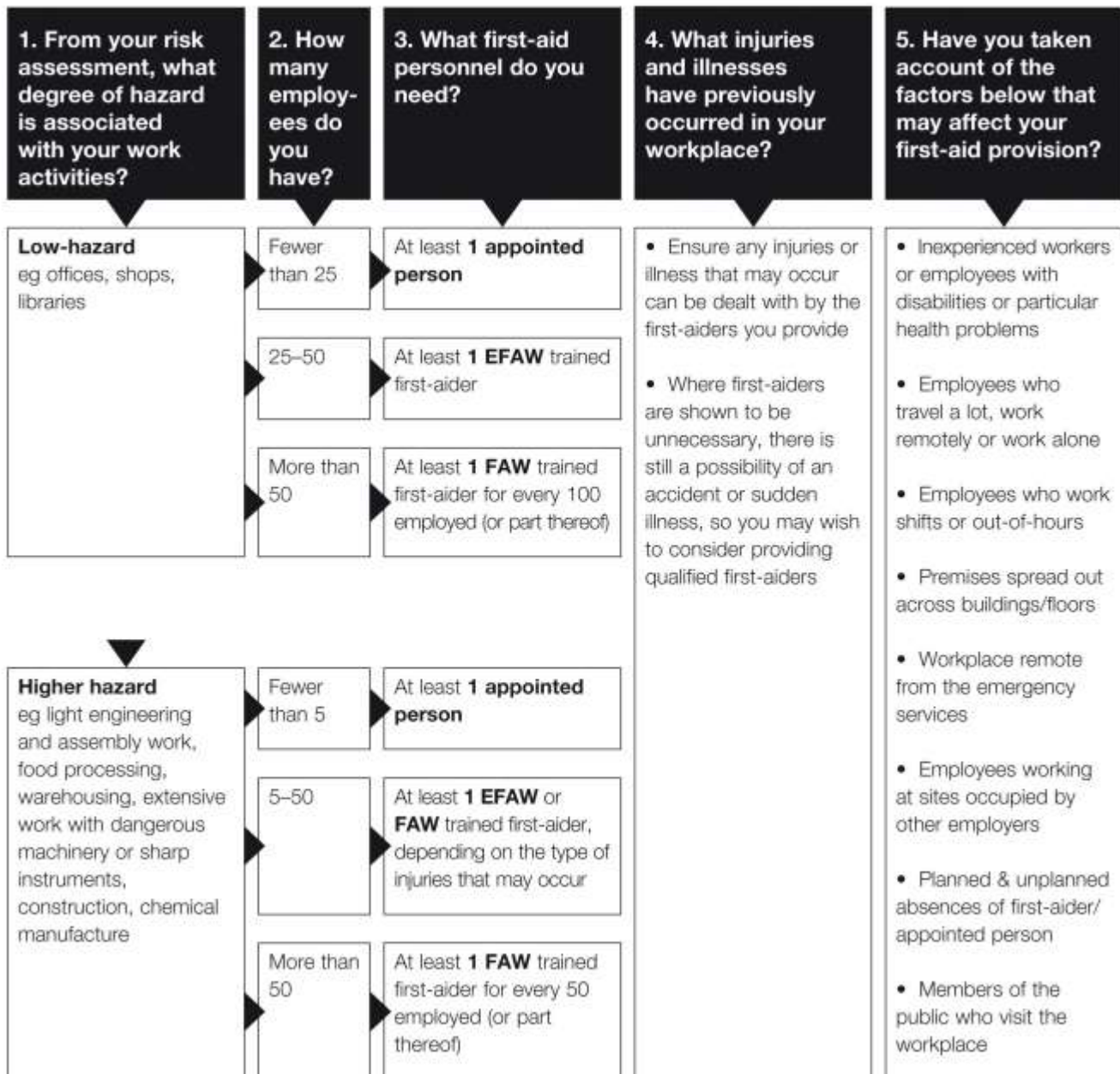
The Town Clerk or appropriate Officer shall review all accident/ incident report forms and undertake any further actions as a result of the completed form that they see fit. Further actions could include, but are not limited to:

- Reporting under RIDDOR 2013 if an incident is deemed to be reportable
- Reviewing risk assessments to prevent reoccurrence
- Communicating with the injured person(s)
- Assessing grounds for Civil Liability

7. Policy Review

This policy shall be reviewed annually, or following any changes to legislation affecting the contents of this policy.

Appendix 1: HSE guidance on numbers of First Aiders



Appendix 2: Contents of First Aid kits

BS8599-1:2019 – Workplace First Aid Kit Contents

Contents	Small	Medium	Large
Bandage - Conforming	1	2	2
Burn Dressing	1	2	2
First Aid Emergency Leaflet	1	1	1
Foil Blanket	1	2	3
Gloves - Nitrile in pairs	6	9	12
Microporous Tape	1	1	3
Plasters - Washproof	40	60	100
CPR Face Shield	1	1	2
Scissors - Tuff Cut	1	1	1
Triangular Bandage	2	3	4
Wall Bracket	1	1	1
Wipes - Saline for cleaning	20	30	40
Sterile Dressing - Eye	2	3	4
Sterile Dressing - Finger	2	3	4
Sterile Dressing - Large	1	2	4
Sterile Dressing - Medium	2	4	6

BS8599-2:2014 – Motor Vehicle First Aid Kit Contents

Contents	Small Kit	Medium Kit
Burn dressing	1	2
First aid emergency leaflet	1	1
Foil blanket	-	1
Gloves - nitrile in Pairs	1	2
Waterproof plasters	5	10
Resus device/ face shield	1	1
Scissors - Tuff cut	1	1
Triangular bandage	-	1
Wipes - saline for cleaning	5	10
Wound dressing - Adhesive	-	1
Wound dressing - Trauma (L)	-	-
Wound dressing - Trauma (M)	1	1
Wound dressing - First Aid (M)	-	1