



FIRST AID POLICY

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Destroy All Previous Issues

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Approval

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Glossary

| Term | Description |
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1 PURPOSE

To ensure first aid assistance is available in line with legislative requirements.

2 SCOPE

All Badger Offices, sites and locations.

3 REFERENCES

- EU Council Directive 89/391/EEC “Health And Safety At Work”
- The Health and Safety (*First-Aid*) Regulations 1981
- First Aid at Work Frequently Asked Questions INDG214REV2

4 DEFINITIONS

- First Aid – Means;
 - In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and
 - Treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse;
- Appointed person – Is a person who may not be trained in first aid but can be nominated to looking after the first-aid equipment and facilities and calling the emergency services when required.
- First aider – A first-aider is someone who has undertaken training and has a qualification that HSE approves. This means that they must hold a valid certificate of competence in either:
 - First aid at work (FAW), issued by a training organisation approved by HSE;
 - Emergency first aid at work (EFAW), issued by a training organisation approved by HSE or a recognised Awarding Body of Equal/Scottish Qualifications Authority.

5 GENERAL

It is the responsibility of Badger to ensure that sufficient and properly trained first aid personnel and first aid equipment will be available. Badger will ensure numbers available will follow HSE guidelines (see the table below)

6 RISK TO FIRST AID PERSONNEL

Consideration should be given to possible risks of any first aid personnel and should consider any contagions particularly including blood borne diseases like AIDS and hepatitis.

7 TRAINING

Any employee may volunteer for training as a first aider. Where there are insufficient numbers of volunteers, the company will nominate a person.

All first aid personnel will be trained as necessary in accordance with local regulations, including examination. All first aid personnel will be provided with regular refresher courses to update their skills as necessary.

8 LIST OF FIRST AID PERSONNEL

A list of current site first aid personnel will be documented and maintained current. This list must be included in the site “Emergency Action Plan” and shall be posted near the general access door / reception of the Badger office building.

9 AVAILABILITY OF FIRST AID PERSONNEL

Badger must ensure that first aid personnel are available at all times to adequately cover every shift (to include night work, weekend work, holidays etc). Notices will be displayed in the workplace to give the location of first aid equipment and the names and locations of personnel concerned.

10 NUMBERS OF FIRST AID PERSONNEL

Number of Persons - From HSE guidance (INDG214REV2) – guidance only:

| Category of risk | Numbers employed at any location | Suggested number of first-aid personnel |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------------------------------------------------------------------------|
| Low hazard e.g. offices, shops, libraries | 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 100 employed (or part thereof) |
| Higher hazard e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture | Fewer than 5 | At least one appointed person |
| | 5 – 50 | At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur |
| | More than 50 | At least one first-aider trained in FAW for every 50 employed (and part thereof) |

EFAW – Emergency First Aid at Work

FAW – First Aid at Work

11 FIRST AID EQUIPMENT

There should be at least one suitably stocked container on every work site and it should be preferably located close to hand washing facilities. Tablets and medications should not be kept in the container. There is no mandatory list of items that should be included in a first aid container but a normal stock of first aid items (in an environment with no special risk) would normally be:

- A leaflet giving general guidance on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work (e.g. of a detectable type for food handlers)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferable sterile)
- Six safety pins
- Six medium sized individually wrapped sterile un-medicated wound dressings - approximately 12cm x 12cm
- Two large sterile individually wrapped un-medicated wound dressings - approximately 18cm x 18cm
- One pair of disposable gloves

A white cross on a green background will identify all first aid containers. The contents of first aid containers will be examined frequently and should be restocked as soon as possible.. This will be carried out by first aid personnel or appointed persons.

Where a first-aid room is identified as necessary it will contain essential first-aid equipment and facilities and be easily accessible to stretchers and clearly sign-posted and identifiable.

SEE FIRST AID BOX INSPECTION FORM

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