

# Thame Town Council

## First Aid at Work Policy

### 1. General Statement

- 1.1 It is our policy to ensure that appropriate first aid arrangements are in place for staff and any visitors to our premises. This includes providing sufficiently trained employees suitable to meet our business requirements and maintaining an adequate supply of first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours.

### 2. The Legal Position

- 2.1 The duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981 as amended 2013.

This requires a risk assessment to determine what first aid facilities and personnel are necessary to meet the needs of the business. The risk assessment has to be reviewed periodically to ensure that provision is adequate. In order to comply with these regulations an assessment has been completed taking a number of factors into consideration including:

- size of the business
- number of employees – if you would treat visitors, contractors, hirers etc then consider the maximum numbers in that instance.
- type of business and any special conditions e.g. dangerous equipment / hazardous chemicals
- building layout
- past history of accidents
- proximity of business location to emergency medical services
- Needs of travelling and/or lone workers
- First Aid cover in times of sickness or annual leave

### 3. Responsibilities of First Aid Personnel

- 3.1 First aid personnel have the following duties and responsibilities:

- To respond promptly to all requests for assistance
- To summons further help if necessary
- To provide treatment within the limitations of their competence
- To look after the casualty until recovery has taken place or further medical assistance has arrived
- To not put themselves in danger
- To report details of any treatment provided
- To undertake regular checks and complete checklist of first aid kits, replenishing them as necessary.
- To call an ambulance where necessary

## **4. Procedures**

4.1 The following general first aid-related procedures will be followed by all staff:

- If an employee has been taken ill, or has had an accident the Emergency First Aider must be asked for assistance. First aid treatment should not be attempted by anyone who has not completed the appropriate training.
- Private cars must not be used to transport a casualty to hospital. If an ambulance is not required, then a taxi must be used.
- Access to a first aid kit for personal use should only be done in consultation with a nominated First Aider.
- First aid equipment must not be removed from its designated place unless in the course of an evacuation.
- First aid boxes will be checked every month with missing or out of date items replaced and a check sheet to be signed to confirm checks complete.
- Any loss or damage to first aid equipment must be reported to the Information Centre Officer
- If a first aid kit is poorly stocked, this should be reported to the Information Centre Officer
- A first aid kit must be sited in all our vehicles at all times. The Maintenance Supervisor is responsible for ensuring that they are adequately stocked.

## **5. Dealing with Visitors**

5.1 First aid assistance will be offered to visitors on council premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for an Emergency First Aider. If the visitor has had an accident the Office Administration Manager is responsible for ensuring that an entry is made in the accident book which is located in the central office filing area (bottom shelf).

## **6. Staff Training**

6.1 Two employees will undertake First Aid training every three years and will be nominated as the 'Appointed Persons'. One will be based at the Town Hall and one at the Depot. They will be responsible for administering basic first aid.

## **7. Information for Employees**

7.1 Information on how to summon first aid will be provided for all new staff and further information will be included in the staff handbook.

7.2 Information on the current Emergency First Aiders will be displayed on signs in the staff kitchen at the Town Hall and the Depot at Lupton Road.

7.3 First aid boxes are located:

- In the main office of the Town Hall
- In the kitchen on the first floor of the Town Hall
- In the referees room at the Southern Road Changing Rooms
- In the Workshop at the Depot at Lupton Road
- In the two Maintenance Vans
- Alongside the Chainsaw kit area