



Mind in Haringey

First Aid Policy

Date: September 2014

MIND IN HARINGEY **FIRST AID AT WORK POLICY & PROCEDURE**

STATEMENT

The purpose of this policy statement is to define the requirements of the Health and Safety (First Aid) Regulations 1981.

The scope of this policy statement affects all staff involved in the operation of business relating to Mind in Haringey.

POLICY

It is Mind in Haringey's policy to comply with the Health & Safety (First Aid) Regulations 1981, relevant codes of practice and good working practice by training and appointing a suitable number of people and providing suitable and sufficient facilities at all Mind in Haringey places of work.

"First Aid" means:

- a) 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
- b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse;

First Aid Personnel

All Mind In Haringey premises must provide a sufficient number of suitably trained and qualified personnel to undertake the duties of first aiders. Each Workplace Manager is responsible for assessing (in accordance with the Health and Safety (First Aid) Regulations 1981) what is adequate and appropriate for their particular area of operation, and then to provide adequate funding, equipment and facilities to enable first aid to be rendered.

Assessing what is adequate and appropriate.

The following factors should be taken into account when deciding what adequate and appropriate:

- the degree of workplace hazard and risk;
- the size of the organisation/workplace
- employees working on shared or multi-occupied premises
- the difficulty of access to outside treatment (risk of serious injury and distance for ambulance to travel);

- staff working away from the Office (consider the nature of the work and risks involved);

When to appoint Appointed Persons/Statutory First Aiders

Factors to be taken into account:

- the number of persons present at any one time;
- the nature of the work;
- the number of employees working in scattered locations;
- the distance from outside facilities/treatment.

Note: The number of statutory First Aiders/Appointed Persons should be determined by the Manager, on the basis of all the relevant factors and not solely on the number of persons at any one location.

The Approved Code of Practice (AcoP) stipulates that where 50 or more persons are employed, at least one first aider should be appointed unless the assessment justifies otherwise. Furthermore, the guidance to the regulations suggest that for low risk premises e.g. offices then the following should be applied:

Fewer than 50	At least one appointed person
50 - 100	At least one first aider
More than 100 employed	One additional first aider for every 100 employed

(1) Appointed Persons

Where the risk is minimal, a person who is not a statutory First Aider should be appointed to take charge of an injury or illness. This person will:

- have the responsibility of summoning help (e.g. calling an ambulance);
- attend a one day "Appointed Persons" course;

(Training will include resuscitation, control of bleeding and the care of an unconscious individual. A Certificate of Attendance should be issued by the organisation providing the training and a copy should be forwarded to Personnel, for inclusion on the individual's Personnel File. It is recommended

that this course is repeated every 3 years, as a minimum. Any such training and qualifications should be approved by HSE)

- be responsible for first aid equipment.

(2) Statutory First Aider

A statutory First Aider must be appointed to take charge, where this is considered necessary by the Manager, based on all relevant factors. This person will:

- attend a four day First Aid at Work Statutory Certificate course provided by an organisation approved by Health and Safety Executive;

(a copy of the certificate should be placed on the individual's personnel file)

First Aid Information

All employees, residents and volunteers Mind In Haringey premises, must be informed of the local arrangements made for first aid, including the location of equipment, facilities and trained personnel.

Notices to this effect should be displayed in prominent locations where they can be easily seen. These notices should give information regarding:

- the location of the first aid facility;
- the name of the statutory First Aider or Appointed Person.

Information on first aid must be included in the induction programme for any new employees and existing employees must be informed of any changes which are made.

Record the Incident

All incidents which result in first aid treatment being required are to be recorded in the workplace accident book.

- If a resident declines medical attention and the staff member/manager on duty deems it necessary, the medical services must be called and the situation explained
- If a member of staff declines medical attention, management must be informed immediately and action agreed

First Aid Boxes

First aid boxes must be made of suitable material and so designed as to protect the contents from damp and dust and all boxes should be clearly marked with a white cross on a green background, as required by the Safety Signs Regulations 1996. First aid boxes must, where possible, be wall mounted in a prominent and easily accessible position. **Do not locate first aid boxes in desk or cabinet drawers** unless they are marked by suitable signage. First aid boxes should only contain specified first aid material and nothing else and a system must be in place to check, replenish and replace items which have passed their expiry dates. Such checks should be carried out by the statutory First Aider/Appointed Person on a monthly basis.

First Aid Travel Kit

When away from the project on a day trip/holiday, staff must carry a first aid pouch/box for the occasion.

Contents of First Aid Boxes

Full sized first aid boxes:

Where no special risk arises in the workplace, a minimum stock of first aid items would normally be:

- one guidance card
- 20 individually wrapped sterile adhesive dressings appropriate to the work environment (which may be detectable for catering areas ie blue plasters)
- two sterile eye pads, with attachments
- six individually wrapped triangular bandages
- six medium sized, individually wrapped dressings
- two large sterile, individually wrapped unmedicated wound dressings
- three extra large sterile, individually wrapped unmedicated wound dressings
- six safety pins – assorted sizes
- six individually wrapped moist cleaning wipes alcohol-free
- one pair of disposable gloves

Supplementary Equipment

Supplementary equipment may be provided, subject to assessment. Examples listed below:

- resuscitation-aid

- disposable gloves
- disposable apron
- individually wrapped dressings
- plastic bag (for disposal of contaminated items)
- blankets
- chair

CROSS REFERENCE

This policy statement should be read in conjunction with:

- [Incident Reporting](#)
- Mind in Haringey's [Health & Safety Policy](#)