

FIRST AID POLICY

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The aim of this policy is to ensure that there are sufficient numbers of competent first aid personnel available to deal with accidents and injuries occurring at work. Allied to this, is the provision of adequate training and equipment to ensure that the statutory requirements and needs of the organisation are met.

1. INTRODUCTION

Background People at work can suffer injuries or fall ill, irrespective of whether the injury or illness is caused by the work that they do. What is important is that they receive immediate attention and that an ambulance is called in serious cases. First aid can save lives and prevent minor injuries becoming major ones.

The five most common scenarios when people need first aid include:

- Severe bleeding
- Choking
- Heart attack.
- Unconscious but breathing.
- Unconscious and not breathing.

The Health and Safety (First Aid) at Work Regulations 1981 (as amended 2009) cover the arrangements that need to be made, with the key emphasis on suitable and sufficient cover. The level of first aid cover needed should be determined by carrying out a risk assessment of the risk exposures within individual workplaces. The arrangements do not include giving tablets or medicines to treat illness. In addition, the Regulations do not prevent staff who are specially trained i.e. doctors, nurses, qualified personnel from taking action beyond the initial management stage. This policy provides guidance to all Cobra UK staff and learners.

2. Definitions

First Aid Occasions or situations 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.

Treatment of minor injuries which otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse. First Aider An employee who undertakes first aid duties associated with Cobra UK and who holds a valid certificate of competence (e.g. first aid at work [FAW] or emergency first aid at work [EFAW]), issued by the organisation whose training and qualification are approved by the Health and Safety Executive (HSE). Appointed Person An employee who takes charge of a situation if a serious illness/injury occurs in the unforeseen absence of a qualified First Aider and ensures that processes are in place to manage that situation.

All course instructors have completed a minimum level 3 First Aid at Work course and hold a relevant certificate of qualification attainment.

3. Responsibilities

2.1 Cobra UK instructors are responsible for the safe undertaking of all aspects of work under their control.

Where hazards and risks are identified, it is the Instructors duty to take action to prevent harm occurring and to put in place such measures as are necessary.

All instructors have a responsibility to risk assess within their areas of responsibility, in order to identify an appropriate level of first aid provision. If the assessment identifies a significant level of risk, it may be that the instructor who is an approved First Aider will be required to assist.

The Health and Safety Policy places the responsibility for identification of health and safety training needs with the Instructor that is teaching the said training course.

Cobra UK management must ensure that all employees are notified of first aid arrangements for the workplace and that the correct signage is displayed within it. Where the course is at a temporary training location, all learners should be made aware of the first aid kit location at the beginning of the course.

4. Instructors or Invigilators

Instructors (or invigilators when instructors are not present on the examination day) must ensure that learners are familiar with the identity of their nearest First Aider and location of the nearest first aid box.

Instructors/ Invigilators must also ensure that first aid boxes are accessible at all times. The names and locations of first aid personnel and equipment must be displayed on the notice boards (in permanent training venues) and such information must be regularly updated to reflect any changes in location or personnel, which take place.

5. First Aiders

Qualified First Aiders (completing HSE approved training) must undertake refresher training at the required intervals in order to comply with current legislation and to ensure that their skills are maintained. All First Aiders are required to provide first aid in the event of an incident, in keeping with their level of training. All details following the incident should be entered onto the risk register. All items used from the first aid box should be replaced by the First Aider at the earliest opportunity.

6. Appointed Persons

Cobra UK has appointed the below persons as qualified First Aiders:

- Ryan Mayne
- Paul Gibson

They should also undertake a yearly update in order to comply with current legislation and to ensure that their skills are maintained. Appointed Persons are required to provide first aid in the event of an incident, in keeping with their level of training. Appointed Persons should routinely check first aid boxes (minimum of once a month). They should also check that they are adequately stocked, within the expiry date and order supplies, in liaison with their budget holder, through the correct procurement process.

The course instructor is responsible for all kit during training courses.

7. Risk Assessment

In assessing the first aid needs of their unit, instructors should consider:

- The risk of injury and ill-health in the training environment
- Specific risks in the training environment, e.g. working at height, hazardous substances
- Varying levels of risk in different areas of the training environment/ venue.
- The size of the class
- Shift patterns
- Learners with disabilities or special health problems
- The remoteness of any site from emergency medical services
- The needs of travelling remote and learners on lone tasks. This is particularly relevant to Close Protection training.
- Members of the public visiting their training environment
- Any other relevant factors. Decisions as to what constitutes a sufficient number of First Aiders will be taken on the basis of the risk assessment completed at ward or department level. If the assessment identifies a significant risk then the level of first aid provision should be increased to adequately control the risk.

8. First Aid Information

- The location of First Aid boxes is to be made known to all staff by way of a safety notice (in permanent venues). The safety notice includes the names of staff able to provide First Aid at work.
- All staff receive information regarding First Aid arrangements at induction.
- First Aid arrangements are to be reviewed regularly (yearly or as circumstances dictate) and, in the light of changes to working practices and staff movement.

9. First Aid equipment

There is no mandatory list of items that should be included in the first aid box, but a normal stock would include items covered below:

- 2 x Burn Dressing
- 30 x Cleansing Wipes
- 2 x Conforming Bandage
- 3 x Eye Pad Dressings
- 3 x Finger Dressing
- 4 x HSE Dressings (medium)
- 3 x HSE Dressings (large)
- 2 x Foil Blanket
- 9 x Gloves (pair)
- 1 x Guidance Leaflet
- 2 x Microporous Tape
- 1 x Resuscitation Face Shield
- 3 x Triangular Bandages

1 x Universal Shears
60 x Washproof Assorted Plasters

In addition:

- The size and contents of each of the boxes meets the HSE guidelines and are properly identifiable in a green box with a white cross.
- Responsibility for ensuring the boxes are maintained is delegated to the course instructor and Cobra UK management.

For training purposes of First Aid level 2 and 3 courses, the equipment must be checked before the start of the course to ensure that all equipment listed in the qualification specification is available and ready to use.

10. Major incidents

- Local arrangements are in place for summoning emergency services in the event of a major illness or life threatening situation.

11. Reporting arrangements

All accidents / incidents where a First Aider provides assistance to a casualty, including when the problem was illness rather than an accident must be reported to the Centre Management/Cobra UK management via the below email address:

- sarah@cobrainternationalsecurity.com

In addition:

- Where the incident is identified as RIDDOR reportable (e.g. serious injury or death), the unit manager is responsible for ensuring that a RIDDOR report is notified to the HSE. The Care Quality Commission will also need to be informed. For further advice, please refer to Cygnet's guidance for reporting under RIDDOR.
- In the case of a serious accident / incident which may result in a potential negligence claim, immediately forward a copy of the incident / accident form to the centre management via the email below:

- sarah@cobrainternationalsecurity.com

12. Drinking water

The instructor is responsible for ensuring that there is drinking water available at the start of each course before the course commences. This should be in the training room where possible, however if this is not possible the drinking water should be easily accessible near the training location.

13. Telephone

It is the responsibility of the instructor to ensure that in the case of an emergency, there is a telephone available to use to call for help.

In areas where mobile reception is poor, a landline telephone should be available at the training venue.