



Health, Safety & Wellbeing Information & Guidance First Aid

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1.0 Introduction

- 1.1 The Health and Safety at Work etc. Act 1974 imposes a general duty on employers to ensure that their establishments are safe and healthy places.
- 1.2 The Health and Safety (First Aid) Regulations 1981 (First Aid Regulations) (amended 1st October 2013) and the associated Health and Safety Executive (HSE) Approved Code of Practice (ACOP) [L74: First Aid at Work](#) applies to all employers and employees who work in establishments.
- 1.3 The First Aid Regulations do not apply directly to non-employees, although ACOP L74 places emphasis on the need, when assessing the overall risk, to take account of all persons who have access to the premises. Therefore, it is sensible to combine first aid provisions and facilities for employees and non-employees (including visitors to the premises and contractors) ensuring that the level of provision for employees is not diluted.
- 1.4 This document sets out Leicestershire County Council's (LCC) arrangements to ensure compliance with the First Aid Regulations and ACOP L74. It also provides guidance to management about the first aid facilities that should be provided, the training of first aiders, administering treatment and the employer's responsibilities.
- 1.5 Where establishments work with children or vulnerable adults there may be additional best practice guidance available, and managers must seek further information in line with the relevant regulatory authority such as OFSTED and the Care Quality Commission (CQC).

2.0 Employers Responsibilities and First Aid Needs Assessment

- 2.1 It is an employer's responsibility to ensure that there is adequate and appropriate equipment and facilities in place to enable the application of first aid to employees who become ill or are injured at work, extending these responsibilities to visitors and contractors.
- 2.2 The First-Aid Regulations and ACOP L74 require the employer to make an assessment of first aid needs appropriate to the circumstances (hazards and risks) of each workplace, see [First Aid Needs Assessment Form](#). This requires conducting a suitable and sufficient risk assessment considering and dependent of the following:
 - The number of staff, visitors, and contractors to site
 - The nature of the hazards likely to be encountered and activities undertaken
 - Age group of users
 - The geographical layout of the establishment and the facilities it provides
 - Accessibility to assistance and emergency medical services

- 2.3 There is no ratio set in law for the number of first aider to employees although ACOP L74 does offer some guidance which all LCC employees should adhere guidance on the suggested ratios can be found in the [first aid needs assessment](#) template.
- 2.4 Site Managers across LCC must carry out a first aid needs assessment for the site, taking into account all activities that take place across the site, and the number of staff and non-employees who visit the site. Other considerations and guidance are listed within the first aid needs assessment template.
- 2.5 Site Managers must periodically review the first aid needs assessment particularly after any accidents or incidents occur, a review is recommended at least annually.
- 2.6 Taking account of new ways of working, when selecting designated first aiders for a site, Site Managers must consider the availability of the first aider at the site. Where possible, designated first aiders must be available on site for at least 3 days per week.
- 2.7 If an employee needs to be trained in First Aid for their job role, rather than in connection with the site that they are based at, this should be defined in their job description or job risk assessment.
- 2.8 Managers are also responsible for:
- Ensuring there are suitably stocked first aid kits around the site.
 - Where required, suitable first – aid rooms are provided and well maintained.
 - Additional first aid materials, equipment and training are provided where required.
 - First aiders are suitability trained.
 - All employees know how to contact a first aider.
 - First aid incidents are reported correctly.
- 2.9 If your staff work at sites occupied by other employers' arrangements should be in place, usually within the lease, to identify arrangements for first aid.

3.0 First-Aid Training

- 3.1 It is the employer's duty to select a competent training provider. First-Aid training providers will need to be able to demonstrate how they satisfy the criteria set by the [HSE](#).
- 3.2 Where staff are identified as requiring first aid training, they should request this via the [Learning and Development Learning Hub](#) following authorisation by their manager. Guidance for how to [become a first aider](#) is available on the intranet.
- 3.3 There are two types of First-Aid personnel often referred to as "First Aiders", plus trained Paediatric First aiders.

- Certified First-Aider– First Aid at Work (FAW) (3-day course)
- Emergency First Aid at Work (EFAW) – (6-hour course)

3.4 Where a first aid needs assessment has been completed, and a first aider is not needed a minimum requirement for a site is an appointed person. An **appointed person** is responsible for taking charge of the first aid arrangements, this includes looking after the equipment, facilities and calling the emergency services. An appointed person does not need formal training; however, their responsibilities should be clearly communicated.

3.5 The first aider should have knowledge and competence in first aid, as demonstrated by:

- a current, valid first aid certificate; or
- being registered and licensed as a doctor with the General Medical Council; or
- current registration as a nurse with the Nursing and Midwifery Council; or
- current registration as a paramedic with the Health and Care Professions Council; and
- an in-depth knowledge of the subject of first aid and first-aid training.

3.6 Table of examples of additional training needs that might be required after undertaking a first aid needs assessment:

Additional training	When additional training may be required
Management of a casualty suffering from hypothermia or hyperthermia	Extensive exposure to the outdoor environment due to, for example, regular maintenance activity, e.g., roadside work, forestry
Management of a casualty suffering from chemical burns	Services handling or storing harmful chemicals
Management of Anaphylactic Shock	Ensure practical training has been undertaken, when caring for a child who carries an auto-injector
Oxygen administration	Confined space work, for example tank cleaning operations and working in sewers. Also, where there is a risk of exposure to hydrogen cyanide
Management of a drowning casualty	Swimming pools, fish farms, working near open water
Application of haemostatic dressings and/or tourniquets for catastrophic bleeds	Where security assessments have identified a need, for 'catastrophic bleed kits' to be made available Sectors such as agriculture, forestry, and construction

	Employers of people working in hospitality, events or other relevant sectors might wish to consider additional training to prepare for injuries to colleagues or the public, resulting from terrorist acts or other violent incidents
Recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes)	Wherever the environment is low hazard, but you have identified a risk, either based on the known health profile, age and number of employees or a need to consider members of the public
Paediatric first aid, as required by the Department for Education or local authorities, which complies with the syllabus produced by OFSTED for first-aid provision for children in a school or other childcare setting.	Schools, nurseries, and those with responsibility for young children, whilst in their care

- 3.7 All first aiders are encouraged to conduct an annual refresher to ensure their skills remain up to date. This can be arranged via Learning and Development.
- 3.8 It is important that staff complete a formal refresher prior to the expiry of their certificate which is valid for 3 years. Employees should contact their manager in plenty of time before this expires to arrange via Learning and Development. Should a certificate expire, the employee will be required to complete the course in its entirety.
- 3.9 It is essential when selecting members of staff to fulfil the roles of first-aid provisions, personal qualities likely to make a good first-aider should be considered. Reliability, strength of character, ability to remain calm in an emergency or when others may be injured should all be considered. Additionally, it would be sensible to select members of staff who are employed in what are generally regarded as the most hazardous areas and where the greatest need is likely to arise, but establishments will need to determine their own priorities.
- 3.10 A qualified first aider should be readily available on the premises and easily contactable when employees are at work. Consideration must be made to consider annual leave, out of hours working and other unplanned absence.
- 3.11 In an Early Year's Foundation Stage setting, there should be at least one person who has a current Paediatric First Aid (PFA) certificate. This person must be on the premises, and available, always when children are present and accompany children on outings. The PFA certificate must be a full course consistent with the criteria set out Annex A of the [Statutory framework for the early years foundation stage](#) government guidance.

4.0 First-Aid Equipment and Facilities

- 4.1 The number of first aiders, first aid kits and whether a dedicated first room is required will be dependent upon the outcome of the first aid needs assessment.
- 4.2 First-Aid boxes or kits should conform to British Standards BS8599-1:2019 be identifiable, signed with a white cross on a green background, easily accessible and placed in areas of greatest risk.
- 4.3 All staff members, as part of their initial induction, should be given information relating to:
- Who the first aid trained staff are and or 'how' to access a first aider
 - Where the nearest first aid box/kit is located
 - Site procedure for dealing with first aid emergencies
- 4.4 First aiders must make themselves known to all employees, via methods suited to each location. Suggested signage options:



- 4.5 HSE guidance on suggested first aid box contents:

ITEM	MINIMUM QUANTITIES
First Aid Guidance Leaflet	1
Sterile Adhesive Dressing (individually wrapped plasters)	20
Sterile eye pads	2
Sterile Triangular Bandage (individually wrapped)	4
Safety Pins	6
Medium Sterile Dressing	6
Large Sterile Dressing	2
Disposable Gloves	3 Pairs
Sterile Cleansing Wipes	4

Sterile Water or Saline (if mains water not available)	1 Litre
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4.6 Other suggestions based on the activities being undertaken and risk assessment:

- Instant ice packs
- Disposable yellow plastic bags for clinical waste/sharps bin
- Silver foil survival blanket
- Protective Resuscitation Aid (Vent Aid)
- AED – Automatic External Defibrillator
- Public Access Trauma (PAcT) First aid kits

4.7 Anti-bacterial/antiviral pump soap, water and disposable drying materials or suitable equivalents must be available, such as an anti-viral / antibacterial hand sanitiser.

4.8 It is important that an appointed person within each establishment/department is given responsibility for checking and, where necessary, replenishing the contents of First-Aid boxes/kits to the above minimum quantities on a regular basis (recommended monthly). Checks should be recorded. N.B. for County Hall this is undertaken by Facilities Management. The checklist template in [appendix 4](#) can be used to record these checks.

4.9 Sterile items are marked with a ‘use-by’ date. When replacing these items within the First-Aid boxes/kits the dates marked on such items should be checked ensuring that expired items are disposed of and replaced. For non-sterile items without dates, personal judgement should be made to determine whether they are fit for purpose.

4.10 Following administration of first aid it is the responsibility of the first aider to ensure any stock is replenished by informing the appointed person or if based at County Hall contact the LTS Service Desk.

4.11 If utilising a designated room or area as a ‘First Aid Room’ to allow patients to sit/lay down quietly in private, it is important casualties are not left alone, or are checked regularly, depending on the severity of their illness/injury.

4.12 Public Access Trauma Kits (County Hall) *

4.13 At County Hall, Catastrophic Bleed Kits have been replaced with [Public Access Trauma Kits](#) which have been placed next to each defibrillator at the following locations.

- Pen Lloyd building near G10
- Rutland Building 700
- Eastern Annex ground floor
- Anstey Frith ground floor

- 4.14 The kits contain tourniquets, trauma dressings etc. designed to stem severe bleeding and would only be required in a major event or for example, due to severe trauma caused by machinery, puncture wounds or similar.
- 4.15 The kit may be used by emergency services on those occasions where they need it to supplement their own kit.
- 4.16 The kits purchased at County Hall are provided with step by step guidance, to ensure the kits can be used by anyone regardless of their level of training in the case of an emergency.

5.0 First Aid for Remote Workers

- 5.1 Remote worker roles, such as highways operatives, or home care workers should be risk assessed to identify if first aid provision is required. If a first aid qualification is deemed necessary first aid training must be provided.
- 5.2 Employers should consider issuing traveling first aid kits to remote workers, alternatively, placing them in vehicles used by mobile members of staff for business purposes. Suitable arrangements should be in place for restocking kits.
- 5.3 If your work is low-risk, such as desk-based work and you work in your own home, you do not need any first aid equipment beyond normal domestic needs.

6.0 Administering First Aid

- 6.1 Useful resources on administering first aid are available using the links below.

<https://www.sja.org.uk/get-advice/>
<https://www.nhs.uk/conditions/first-aid/>

7.0 Reporting an Incident

- 7.1 Complete a [first aid record form](#) and store it in line with your local procedures. Note: If at County Hall please return it to the HS&W team healthandsafety@leics.gov.uk
- 7.2 If there was an accident the incident must be reported on AssessNET. Guidance on how to [report an accident](#) is available on the intranet.
- 7.3 **Action for First Aiders that have been bitten or received a needlestick injury**

[Human Bites - NHS](#)
[Used needle stick injury - NHS](#)

8.0 Post Incident Support

- 8.1 It is acknowledged that dealing with an emergency can have a significant psychological impact on all involved. It is important for managers to be aware of the signs and symptoms of post incident stress and provide support, where necessary. It must be noted that the effects of this can often take months to manifest.
- 8.2 Employees should be encouraged to discuss any incidents and seek professional support, if necessary, from their GP. The LCC Wellbeing service can also be contacted, where necessary, via email counsellingandwellbeing@leics.gov.uk

9.0 Mental Health First Aid

- 9.1 It is important for employers to recognise the effects of mental health issues in the same way as physical first aid needs.
- 9.2 Mental Health First Aid (MHFA) is an educational course which teaches people how to identify, understand and help a person who may be developing a mental health issue. In the same way as we learn physical first aid, Mental Health First Aid teaches you how to recognise those crucial warning signs of mental ill health.
- 9.3 MHFA courses teach people how to:
- Recognise the signs and symptoms of common mental health issues
 - Provide help on a first aid basis
 - Effectively guide someone towards the right support
- 9.4 MHFA training courses are available via Learning and Development and managers are encouraged to consider the need within their areas for staff to hold a MHFA qualification.
- 9.5 Where employees are suspected of, or have diagnosed, mental health issues managers should familiarise themselves with the HR guidance [Managers guide on mental health and supporting employees](#).

Appendix 1 – First aid Needs Assessment Template

[First Aid Needs Assessment Template](#)

Appendix 2 - First Aider Training Options and Information

Emergency First Aider (EFAW)

An emergency first aider will understand the role of the first aider including reference to: – the importance of preventing cross infection; – the need for recording incidents and actions; – use of available equipment.

They will be required to:

- assess the situation and circumstances in order to act safely, promptly, and effectively in an emergency
- administer first aid to a casualty who is unconscious (including seizure);
- administer cardiopulmonary resuscitation and use an automated external defibrillator
- administer first aid to a casualty who is choking
- administer first aid to a casualty who is wounded and bleeding
- administer first aid to a casualty who is suffering from shock
- provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

First Aider at Work (FAW)

A First Aider with a FAW certificate, will be able to administer the duties of an emergency first aid trained individual and in addition: administer first aid to a casualty with: injuries to bones, muscles, and joints, including suspected spinal injuries, plus:

- chest injuries
- burns and scalds
- eye injuries
- sudden poisoning
- anaphylactic shock

Plus, recognise the presence of major illness (including heart attack, stroke, epilepsy, asthma, diabetes) and provide appropriate first aid.

Additional Training

This may involve training for the following eventualities where the 'First Aid Needs Assessment' has identified a need.

- Administration of oxygen
- Paediatric First Aid (mandatory for Early Year Settings)
- Anaphylaxis (practical-if not otherwise included is advised for schools)

- Catastrophic Bleeding
- Management of Drowning casualty

Appendix 3 - Defibrillator (AED'S) Guidance

When carrying out a first aid needs assessment it may be necessary to establish if a Defibrillator will be a beneficial tool for your site. There are a number of factors which can be used to help determine, the feasibility and practicality of installing such a device.

1. **Your location** – If you are situated in a rural location or where traffic moves slowly response times will be greater. It is worth making enquiries to see if there is already a device within the vicinity that you could have access to. [Find your nearest defibrillator.](#)
2. **Identified Hazards** - in the workplace (on site) people may be at higher risk of trauma. Examples may include Working at height, use of hazardous machinery, dangerous chemicals, working with animals, working with electricity, public events, and sporting events etc
3. **Hazardous Environments** – the environment may contain for example: bodies of water, potential contact with large or dangerous animals, moving vehicles, the need to access difficult terrain, potential exposure to poor or extreme weather conditions.
4. **People** – Take into consideration, the number of visitors (the more people the likelihood increases), ages and their potential vulnerabilities and or known underlying medical conditions.
5. **Operating hours** – When does your service operate and is there a need for lone working. If you have service users, can they access the site when staff are not in attendance.

What to do next

If you have decided that introducing a defibrillator into your workplace is warranted; there are a few additional considerations:

1. Establish where your device should be located and how will it be funded?

If your device can be located where public have access, to it; for example, on the outside of a building, you may be eligible for a [‘Public Access Defibrillator’](#). In some case’s grants and or funding may be available. Remember if your device is to be located outside, it will require protection from the elements and potential vandalism and connected to a power supply.

If it is to be purchased by the LCC you will need to contact the Property Services, for further advice.

2. Who will maintain the device?

Defibrators will be provided with a manufacturers handbook on how to maintain the device. Defibrators perform regular self-checks so if everything is ok it will be indicated on a small LED screen. Regular checks will ensure that you are aware of when the electrode pads expire, whether your defibrillator has been used or if it has a fault, for example, the battery is approaching the end of its life. Therefore, it's important to have a routine in place for checking your defibrillator. A monthly check is recommended. The checklist in [appendix 4](#) can be used to record these checks.

3. Choosing a device

A [device comparison chart](#) is available, by visiting the St Johns Ambulance website. You will also need an accessory pack

- A towel, tissues, or wipes to dry the casualty's chest, if it is wet or there is perspiration present
- A razor to shave the chest (when applicable)
- Scissors to cut away the casualty's clothing (blunt ended-usually blue handled)

4. Register your device

Register the device with [The Circuit](#) as recommended by the [East Midlands Ambulance Service](#).

Your nearest device should be listed in your health & safety file; 'Local Arrangements' document and the information communicated to staff.

5. Staff Training

Staff that are FAW trained, will have completed CPR/AED training, and need to be quick to respond. It is worth remembering though, that the devices, will provide voice prompts/instruction to those untrained; however, training is still recommended as having people able to perform CPR will give the casualty a better chance of surviving until professional help arrives.

[British Heart Foundation YouTube Video](#), will demonstrate how easy the devices are to use.

6. Signage

Ensure that people can clearly see where a defibrillator is located, by using AED / Defibrillator signage. You may also need to install signage *directing* people towards the device. Ideally the device should be located next to the first aid resources and easily visible.

Resources and useful links:

[RESUS Council](#) [Defibrillator guide for first time buyers](#)

Appendix 4: First Aid Kit Monthly Check Template

Location of First Aid Kit:		First Aid Kit Number/Name:	
Name of Person Checking: (Appointed Person)		Year:	

ITEM	MINIMUM QUANTITIES	January	February	March	April	May	June	July	August	September	October	November	December
First Aid Guidance Leaflet	1												
Sterile Adhesive Dressing (individually wrapped plasters)	20												
Sterile eye pads	2												
Sterile Triangular Bandage (individually wrapped)	4												
Safety Pins	6												
Medium Sterile Dressing	6												
Large Sterile Dressing	2												
Disposable Gloves	3 Pairs												

ITEM	MINIMUM QUANTITIES	January	February	March	April	May	June	July	August	September	October	November	December
Sterile Cleansing Wipes	4												
Sterile Water or Saline (if mains water not available)	1 Litre												
Add additional items as necessary													

Defibrillator Checklist (Delete if not applicable)	Pad Expiration date:	January	February	March	April	May	June	July	August	September	October	November	December
	Batteries Expiration date:												

Examples of What to Check for:

- Damage – Damaged equipment should be responsibly disposed of.
- Items past expiry date – These items should be replaced, some out of date items e.g., bandages may be donated for first aid training
- Contaminated items – Contaminated items should be responsibly disposed of
- Missing items – Missing items should be replaced

- Broken seals on sterile items – Items with broken seals should be responsibly disposed of and replaced
- Any equipment that shouldn't be in the kit e.g., medication, creams etc...These items should be removed
- Clean equipment – If the equipment is dirty, it should be cleaned and disinfected or replaced

First aid kits should be checked by the appointed person. The appointed person should check all kits monthly and sign off in the appropriate box in the table once they are happy the kit is satisfactory.

Defibrillators

- Defibrillators perform regular self-checks, so if everything is ok it will be indicated on a small LED screen, or by a green light on the front of the device. This is usually obvious on all models sold in the UK but check the handbook from the manufacturer if you are not sure. Check the rest of the defibrillator for any obvious signs of damage or use since you last checked it.
- Check to see if the items that are usually stored with it are still there such as a safety razor, scissors, and a face shield for use during CPR.
- Check the expiry date on the sticky pads. If they are out of date, replace them.
- Check the expiry date on the battery.