

Managing First Aid at Work Guidance



Contents

Managing First Aid at Work Guidance.....	1
Contents.....	2
Purpose.....	4
Scope.....	5
Introduction	6
Roles and responsibilities	7
Corporate Management Team (CMT).....	7
Departmental Senior Management Team (SMT).....	7
Head of Service (HoS).....	7
Facilities Management / Building Manager / Line Manager	7
First Aider	8
Contractor.....	8
Health, Safety and Wellbeing Function (HSW)	8
Arrangements	9
Assessment of First Aid Need (See Appendix 1).....	9
Definition of First Aider	10
Appointed Person	10
How many first aiders are needed?	10
Provisions	10
First aid rooms	11
Training.....	11
Reasonable Adjustment.....	12
Records	12
Payment	12
Training provider selection.....	13
Information for employees	13
Travelling first aid kits	13
First Aid and insurance	13
Applicable legislation (Legal Requirements).....	14
APPENDIX 1.....	15
APPENDIX 2.....	18

Version	Date	Detail	Author
1.0	July 2024	This guidance supersedes all other departmental and Council documents on the same subject	H Williamson – HSW Consultant

Purpose

Derbyshire County Council wants to ensure that it provides, so far as is reasonably practicable, a safe working environment free from hazards by ensuring that potential hazards in the workplace are identified, risk assessed and managed.

This guidance outlines Derbyshire County Council's approach to First Aid at Work and the Health and Safety (First Aid) Regulations which set out the essential aspects of first aid.

This guidance describes the procedures which should be followed, and the factors which should be considered by all managers and employees.

Scope

This guidance applies to all Derbyshire County Council employees, contractors working for the Council and volunteers using Council premises or sites.

This guidance has been produced as part of the Council's health and safety arrangements. Whilst recognising that some departments/services will have specialist requirements over and above this guidance which necessitate additional specialist arrangements, it sets out the minimum health and safety requirements required across all departments to ensure the Council can implement the stated aims of its Safety Policy and comply with its Statutory Requirements. All managers and employees should therefore make themselves familiar with the requirements of this guidance and ensure they are followed



Introduction

Derbyshire County Council has a legal duty under Section 2(1) of the Health and Safety at Work etc Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare at work of its employees.

The Council acknowledges its statutory duties as an employer under the legislation listed within the body of this guidance and will draw on any regulations, detailed guidance and approved codes of practice issued by the Health and Safety Executive, to reduce to the lowest level reasonably practical, the risk to health and safety of its employees.

The Council has a legal duty to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work. It doesn't matter whether the injury or illness is caused by the work 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. First aid provision in the workplace covers the arrangements that need to be made to manage injuries or illness suffered at work. The regulations do not prevent employees who are specially trained from taking action beyond the initial management stage.

Employers are not legally required to provide first aid to non-employees such as members of the public but the HSE says that is “strongly recommends you include non-employees in your first aid needs assessment and make provision for them.

Roles and responsibilities

Corporate Management Team (CMT)

- Will ensure that sufficient resources are provided to ensure compliance with this guidance.

Departmental Senior Management Team (SMT)

- Will ensure that sufficient resources are provided to ensure compliance with this guidance, tailored to the specific requirements of their department.

Head of Service (HoS)

- Will ensure suitable and sufficient resources are provided to comply with the requirements of this guidance.
- Upon request, will provide local Union Safety Representatives with all information, including assessments of first aid need relevant to this guidance.

Facilities Management / Building Manager / Line Manager

- Will identify potential hazards within their areas of responsibility or control.
- Establish if there is a requirement for first aiders by carrying out a first aid risk assessment and implement measures to control any identified risks.
- Undertake any required assessment of first aid need.
- Is responsible for ensuring employees read, understand, and adhere to this guidance and related documents, including risk assessments.
- Implement any actions identified from first aid incidents.
- Identify training requirements across their area of work and ensure that employees complete required first aid training.
- Is responsible for recording accidents and occupational related illness requiring first aid onto the Incident Reporting system
- For those employees unable to access this document electronically, print off a hard copy of this guidance and any relevant hyperlinks.

First Aider

- Must take reasonable care of their own health and safety and that of others who may be affected by their activities.
- Must co-operate with the employer to enable the employer to comply with their health and safety duties.
- Carry out their responsibility as delivered by the first aid training
- Check the contents of the first aid kits at least once per month and replenish stocks through procurement / stores.
- Must not refuse first aid to any person with illness or injury

Contractor

- An individual who is contracted to work for the Council may, by arrangement, take advantage of the Council's first aid provision. Larger contracting companies should make their own arrangements for first aid provision whilst working on Council premises.

Health, Safety and Wellbeing Function (HSW)

- Will provide support, advice and guidance as requested.
- Offer support, advice and guidance to managers or facilities management carrying out a first aid assessment of needs
- Seek assistance from specialist organisations where necessary.
- Monitor the effectiveness of this guidance.

Arrangements

First aid at work covers the provisions which need to be addressed to ensure the initial response to any occupational illness or injury suffered at work. It does not include administering tablets or medicines to treat injury or illness.

Although the regulations are intended to cover employees, the same level of treatment should be provided for any other person i.e., visitors, contractors, service users etc. Derbyshire County Council will provide equipment and facilities adequate and appropriate in the circumstances for enabling first aid to be rendered to persons if they are injured or become ill at work.

Assessment of First Aid Need (See Appendix 1)

The Management of Health and Safety at Work Regulations 1999 requires an assessment of the risks to health and safety of their employees at work, and to identify what measures need to be taken to prevent or control these risks.

Information gathered from the first aid assessment of needs can help the manager review the first aid needs if preventive or control measures fail. Identifying the likely nature of an accident or injury will help the manager work out the type, quantity and location of first aid equipment, and the facilities and personnel to provide.

Retaining a [first aid assessment of needs](#) record can demonstrate to a safety representative, HSE or local authority inspector how the level of first aid provision was decided. In assessing first aid need, a line manager should consider:-

- The nature of the work and workplace hazards and risks;
- The nature of the workforce;
- The organisation's history of accidents;
- The size of the organisation;
- The needs of travelling, remote and lone workers;
- Work patterns;
- The distribution of the workforce;

- The remoteness of the site from emergency medical services;
- The employees working on shared or multi-occupied sites;
- Annual leave and other absences of first aiders and appointed persons;
- First aid provision for non-employees

Definition of First Aider

A first aider is someone who has undertaken training appropriate to the circumstances. They must hold a valid certificate of competence in either:-

- First aid at work
- Emergency first aid at work
- Any other level of training or qualification that is appropriate to the circumstances

Appointed Person

An appointed person is someone who is in charge of the first aid arrangements. This includes looking after the equipment, facilities and calling the emergency services. You can have more than one appointed person and they must always be available whenever people are at work.

Appointed Persons don't require any training, but in some circumstances, they may attend an approved Emergency First Aid Course which will give them the skills necessary to provide appropriate emergency treatment. Please note, an appointed person is not a First Aider and should only give treatment for which they have been trained.

How many first aiders are needed?

There are no standard rules on exact numbers of first aiders. The findings of the first aid risk assessment will have identified the hazards in the workplace and the possible harmful consequences for employees and others. This will help the line manager determine the level of first aid provision (see appendix 1).

Provisions

First aid equipment, facilities and personnel should be available at all times, (taking account of working patterns) to:-

- Give immediate assistance to casualties with common injuries or illness and those likely to arise from specific hazards at work;
- Summon an ambulance or other professional help as soon as possible.

First aid rooms

Where an assessment of need has determined a first aid room is required, managers should provide a suitable first aid room. The first aid room should contain essential first aid facilities and equipment, be easily accessible to stretchers and be clearly signposted and identified. If possible, the room should be reserved exclusively for giving first aid. A First Aid room should:-

- be large enough to hold an examination / medical couch, with enough space at each side for people to work, a chair and any necessary additional equipment;
- have washable surfaces and adequate heating, ventilation and lighting;
- be kept clean, tidy, accessible and available for use at all times when employees are at work;
- be positioned as near as possible to a point of access for transport to hospital;
- display a notice on the door advising the names, locations and, if appropriate, telephone extensions of first aiders and how to contact them.

Where there is not a need to have a first aid room, a suitable space, ideally private, should be provided for carrying out first aid treatments.

Training

First aiders who are required in the workplace should undertake suitable training - [First aid at Work Qualifying \(3 day\)](#) and remain competent to perform their role. Following the training, the employee will be classed as a designated first aider and the qualification will last for three years.

There are a number of specialist First Aid courses specific to job type. If you are a First Aider, make sure you have done the right qualification – e.g., first aid at work, forestry, paediatric etc.

A reminder will be sent to the line manager before any first aid qualification expires as a reminder to book onto a requalification course - [First aid at Work Requalifying \(2 day\)](#). Managers should arrange retraining before certificates expire. The content should cover the same content as the initial first aid course.

It is recommended that First Aiders take time to reacquaint themselves with the requirements of their first aid training materials every 12 months, in between their refresher training. Although not mandatory, this will help first aiders maintain their basic skills.

Reasonable Adjustment

If you have a disability and wish to be a first aider, this should be discussed with your line manager and the first aid training provider before enrolling to ensure that reasonable adjustments are possible.

Records

Accidents and work related illness requiring first aid should be logged on the [Incident Reporting System](#)

Payment

There is a discretionary payment for employees who volunteer to be a First Aid at Work qualified First Aider following a management request after an assessment of need. This is not a Health, Safety and Wellbeing payment and it is down to the line manager to organise via Workplace. Such employees should be habitually employed at the premises during working hours.

There is no payment for employees whose Job Person Profile requires any first aid qualification.

There is no payment for employees who have attended Emergency First Aid or Appointed Person first aid training.

Training provider selection

Derbyshire County Council has a first aid training provider. All training should be undertaken using this provider. [Find Learning: Courses \(learningpool.com\)](https://learningpool.com)

Information for employees

Managers should ensure that everyone in the workplace is aware of the first aid arrangements, understands and accepts them. First aid notices should be displayed in a prominent position, detailing the location of equipment, names of First Aiders and contact numbers. Managers should take steps to cater for those with reading or language difficulties.

Travelling first aid kits

Dependant on the results of the first aid assessment of needs, managers may consider issuing these types of kits to mobile employees or, alternatively, placing them in vehicles used by mobile employees for business purposes. Depending on the assessment, managers should also consider whether these employees undergo suitable instruction in first aid at work, particularly if they are involved in higher-hazard activities.

First Aid and insurance

One of the most frequently asked questions from First Aiders concerns employers' liability for those who carry out first-aid duties during working hours either for other employees or members of the public. The advice from the Director of Finance and ICT is as follows:-

“The County Council maintains a public liability (third party) policy of insurance which covers claims from third parties involving accidents resulting in death, injury or disease to persons or damage to their property where the Council is alleged to be legally liable. The policy indemnifies employees and volunteers in respect of such claims which may be brought against them as a result of an accident where they themselves are alleged to have been negligent. The policy covers all Council activities, and employees and volunteers are covered when carrying out their duties. There would, of course, not be any cover where employees commit a criminal offence. This would be contrary to the public interest and there are no circumstances where you can insure for your own deliberate law breaking.”

To be covered by this guidance therefore, those who carry out first-aid i.e. First Aiders would be expected to act within the limit of their training and capabilities.

The Council has no liability for any first aid which is provided outside working hours.

Applicable legislation (Legal Requirements)

[The Health and Safety at Work Etc. Act 1974](#)

[Management of Health and Safety at Work Regulations 1999 \(as amended\)](#)

[Managing for health and safety \(hse.gov.uk\)](#) [The Health and Safety \(First aid\) Regulations 1981](#)

APPENDIX 1

Hazards (use the findings of your general risk assessment and take account of any parts of your workplace with different work activities/hazards that may require different levels of first-aid provision)

Checklist to determine the requirements for assessment of first aid needs / number and points to consider and the impact on first aid provision

Does your workplace have low-level hazards, e.g. the ones you might find in offices and shops?

The minimum provision is:

- an appointed person to take charge of first-aid arrangements;
- a suitably stocked first-aid kit.

Does your workplace have higher-level hazards, such as chemicals or dangerous machinery? Do your work activities involve special hazards, such as hydrofluoric acid or confined spaces?

You should consider:

- providing first-aiders;
- additional training for first aiders to deal with injuries caused by special hazards;
- additional first-aid equipment;
- precise location of first-aid equipment;
- providing a first-aid room;
- informing the emergency services in advance.

How many people are employed on site?

The minimum provision is:

- an appointed person to take charge of first-aid arrangements;
- a suitably stocked first-aid box.
- Depending on your circumstances, you should consider providing:
 - first-aiders;
 - additional first-aid equipment;
 - a first-aid room.

Are there inexperienced workers on site (including those on ‘work experience’), or employees with disabilities or particular health problems?

You should consider:

- additional training for first aiders;
- additional first-aid equipment;
- location of first-aid equipment

What injuries and illness have occurred in your workplace and where did they happen?

- Make sure your first-aid provision caters for the type of injuries and illness that might occur in your workplace.
- Monitor accidents and ill health and review your first-aid provision as appropriate.

Do you have employees who travel a lot, work remotely or work alone?

You should consider:

- Issuing personal first-aid kits;
- Issuing personal communicators/ mobile phones to employees

Do any of your employees work shifts or work out of hours?

- You should ensure there is adequate first-aid provision at all times people are at work.

Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?

- You should consider provision in each building or on each floor.

Is your workplace remote from emergency medical services?

You should:

- inform the emergency services of your location;
- consider special arrangements with the emergency services;
- consider emergency transport requirements.

Do any of your employees work at sites occupied by other employers?

- You should make arrangements with other site occupiers to ensure adequate provision of first aid.
- A written agreement between employers is strongly recommended.

Do you have enough provision to cover for your first-aiders or appointed persons when they are absent?

You should consider:

- what cover is needed for annual leave and other planned absences;
- what cover is needed for unplanned and exceptional absences.

Do members of the public visit your premises?

- Under the Regulations, you have no legal duty to provide first aid for nonemployees, but HSE strongly recommends that you include them in your first-aid provision.

APPENDIX 2

Suggested numbers of first-aid personnel to be available at all times people are at work

Low hazard e.g. offices, shop, 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 aiders 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

5 to 50	At least one first aider trained in EFAW and 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 (or part thereof)

Note - This information refers to FAW and EFAW – but you may choose some other level of training appropriate for your circumstances.