

Wilkins Safety Group

Weekly Update Newsletter



Welcome to this issue - Friday 24th June 2011 - of our Update Newsletter

Please feel free to forward this newsletter to colleagues and friends.

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FIRST AID



Q1: What is first aid at work?

People at work can suffer injuries or be taken ill. It doesn't matter whether the injury or illness is caused by the work they do or not, it is important to give them immediate attention and call an ambulance in serious cases. First aid at work covers the arrangements you should make to ensure this happens. It can save lives and prevent minor injuries becoming major ones.

Q2: What do I need to do?

The Health and Safety (First-Aid) Regulations 1981 require you to provide adequate and appropriate first-aid equipment, facilities and people so your employees can be given immediate help if they are injured or taken ill at work.

What is '**adequate and appropriate**' will depend on the circumstances in your workplace and you should assess what your first-aid needs are (see Q3).

The minimum first-aid provision on any work site is:

- a suitably stocked first-aid box (see Q4);
- an appointed person to take charge of first-aid arrangements (see Q5);
- Information for employees about first-aid arrangements (see Q8).

It is important to remember that accidents and illness can happen at any time. First-aid provision needs to be available at all times people are at work.



Q3: What should I consider when assessing first-aid needs?

Some small workplaces may only need the minimum provision. But, there are factors that might mean you need greater provision. The checklist in Q9 covers the points you should consider.



Q4: What should I put in the first-aid box?

There is no mandatory list of items to put in a first-aid box. It depends on what you assess your needs to be. As a guide, where work activities involve low hazards, a minimum stock of first-aid items might be:

- a leaflet giving general guidance on first aid (e.g. HSE's leaflet: Basic advice on first aid at work - see Q9);
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (you can provide hypoallergenic plasters, if necessary);
- two sterile eye pads;
- four individually wrapped triangular bandages, preferably sterile;
- six safety pins;
- two large, individually wrapped, sterile, un-medicated wound dressings;
- six medium-sized, individually wrapped, sterile, un-medicated wound dressings;
- A pair of disposable gloves (see HSE's free leaflet: Latex and you - Q9).



This is a suggested contents list only.

It is recommended that you don't keep tablets and medicines in the first-aid box.

DON'T have a first-aid kit like this one I found on a Building site with at least 20 operatives!!



Q5: What is an nominated person?

If you decide you don't need a first-aider in your workplace, you should nominate someone to take charge of first-aid arrangements. The role of this nominated person includes looking after first-aid equipment and facilities and calling the emergency services when required.

They can also provide emergency cover where a first-aider is absent due to unforeseen circumstances (annual leave does not count). Nominated persons do not need first-aid training, though emergency first-aid courses are available.

Even if you decide first-aiders are unnecessary, there is still the possibility of an accident or illness, so you may wish to consider providing qualified first-aiders. Nominated persons are not necessary where there are an adequate number of first-aiders.



Q6: What is a first-aider?

A first-aider is someone who has undertaken training and has a qualification that HSE approves. This means that they must hold a valid certificate of competence in first aid at work (FAW), issued by a training organisation approved by HSE; **Our Trainer, Yvonne Attridge-Hall, is HSE Approved No 49/2007**

Use the findings of your first-aid needs assessment (see Q3) to decide whether first-aiders should be trained in FAW or EFAW. EFAW training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work. FAW training includes EFAW and also equips the first-aider to apply first aid to a range of specific injuries and illness. As a guide, the checklist under Q9 suggests the first-aid personnel to provide under different circumstances

To help keep their basic skills up to date, it is strongly recommended that your first aiders undertake annual refresher training.

Wilkins Health & Safety Services will shortly be advertising dates for both the 3 day FAW and 1 day EFAW courses – These will be advertised in next week's newsletter and our website www.wilkinssafety.co.uk

Q7: How many appointed persons or first-aiders do I need?

There are no hard and fast rules on exact numbers. It will depend on the circumstances of your workplace. After working through the checklist, which provides a general guide on how many appointed persons or first-aiders you might need. The numbers given are suggestions only. You should assess your first-aid needs in the light of your particular circumstances. Where there are special circumstances, such as shift work or sites with several buildings, there may need to be more first-aid personnel than set normally recommended. You will need increased provision to cover for absences.

Q8: Do I have to do anything else?

You have to inform your employees of the first-aid arrangements. Putting up notices telling staff who and where the first-aiders or appointed persons are and where the first-aid box is will usually be enough. You will need to make special arrangements to give first-aid information to employees with reading or language difficulties.

Q9: Where can I get further information?

Lists of first-aid training organisations and Awarding Bodies are available from HSE's Infoline.

Information on first aid at work is available on the first aid web pages of HSE's website at www.hse.gov.uk/firstaid/index.htm .

More detailed practical guidance on complying with your first-aid duties is available in First aid at work. The Health and Safety (First-Aid) Regulations 1981. Approved Code of Practice and guidance L74 HSE Books 2009 ISBN 978 0 7176 6260 9.

You may also find the following publications helpful:

- The free leaflet Basic advice on first aid at work INDG347(rev1) HSE Books 2006 (single copy free or priced packs of 20 ISBN 978 0 7176 6193 0) www.hse.gov.uk/pubns/indg347.pdf.
- Two first aid posters: Basic advice on first aid at work HSE Books 2006 ISBN 978 0 7176 6195 4 and Electric shock: First aid procedures HSE Books 2006 ISBN 978 0 7176 6203 6.
- The free leaflet Latex and you Leaflet INDG320 HSE Books 2000 www.hse.gov.uk/pubns/indg320.pdf.

The following is a brief checklist for assessment of first-aid needs; Point to consider - Impact on first-aid provision

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

Does your workplace have low-level hazards, like 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 box.

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?

5 or more Employees

- You should consider: providing first-aiders;
- additional training for first-aiders to deal with
- injuries caused by special hazards; additional first-aid equipment;
- precise Siting of first-aid equipment;
- providing a first-aid room;
- informing the emergency services

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If you would like to discuss any of the issues highlighted in this newsletter, then drop an email to Jon on jon@jonwilkins.co.uk or call the office [01458 253682](tel:01458253682)



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Have you visited our new website yet? Go to <http://www.wilkinssafety.co.uk/>