

## First Aid Procedure



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### Other References and Documents

- *First Aid at work – approved code of practice* – HSE books L74
- *BS-8599 – British Standard Workplace First Aid Kits*
- *First Aid at work – Your questions answered* – HSE books INDG214
- *Basic advice on first aid at work* – HSE books – INDG347
- *St John Ambulance*
- *Red cross*
- *HSE – First Aid*

# The Conservation Volunteers

## 1. Introduction

First Aid is the initial assistance or treatment of a casualty until professional medical help is obtained.

The Conservation Volunteers has a legal duty to ensure appropriate first aid provision is provided for all premises and work activities; as detailed by the ***Health & Safety (First Aid) Regulations 1981*** and others.

This procedure outlines:

- The recommended levels of first aid provision.
- Definitions of the different types of first aid cover, first aid training and qualifications available to the group.
- The contents and management of first aid equipment and welfare kits.

## 2. Determining First Aid Provision

Staff and volunteers responsible for managing work activities and premises must ensure that appropriately trained first aiders and sufficient first aid equipment is provided at all times. Therefore a competent person must conduct an assessment of the work and work place to determine the first aid requirements, taking into account:

- Likely injuries or illnesses arising from the work activities and working environment.
- Numbers of people that could be affected by the above.
- Nature of the working environment that may delay or cause problems in the treatment of casualties and the summoning of professional medical assistance.

The competent person must then compare their results with sections 3 & 4 below to assist them in reaching their decision.

Section 5 provides information about the 3 different levels of First Aider, their duties and details of training and qualifications.

### 3. Recommended Levels of First Aid Provision

The information supplied here is always subject to the particular hazards and risks presented by the work activity or working environment.

Description of Work	First Aid Personnel required (see section 4 for details)	First Aid Equipment (see section 3 for details)	First Aid Information & Signage
A. Work sites more than 30 minutes / 2.5 KM walk from the nearest road access point.  B. Any work where access for First Aiders or emergency services would prove difficult.  C. Any practical work that could result in severe injury or illness including work in tool stores and workshops.  D. Any work with more than 50 people.	<sup>1</sup> FAW per every 100 persons (or part thereof).  <sup>2</sup> Plus specialist training related to specific risks, i.e. identification and treatment of hypothermia.	<sup>3</sup> Standard First Aid Kits to cover numbers attending. <sup>4</sup> Plus additional First Aid Kits if work activity is spread over a large area (ie some workers out of sight and earshot) or physical barriers between teams (e.g. working on both banks of a river). <sup>5</sup> Plus specialist equipment related to specific risks eg an eye wash station. <sup>6</sup> All First Aid Kit boxes and Equipment must be suitably robust for the working conditions. <sup>7</sup> All First Aid Equipment to be easily and clearly identified and accessible and used solely for First Aid purposes.	<sup>8</sup> First Aid arrangements and locations of First Aid kit to be communicated at start of each working day and whenever new people join the activity. <sup>9</sup> For permanent practical workplaces signage must display location of nearest First Aid Kit and Names and locations of nearest First Aiders.
E. Practical activities that could <b>not</b> result in severe injury or illness.	<sup>10</sup> EFAW (FAW desirable).	<sup>11</sup> Standard First Aid Kits to cover numbers attending. <sup>12</sup> All First Aid Kit boxes and Equipment must be suitably robust for the working conditions. <sup>13</sup> All First Aid Equipment to be easily and clearly identified and accessible and used solely for First Aid purposes.	<sup>14</sup> First Aid arrangements and locations of First Aid kit to be communicated at start of each working day and whenever new people join the activity.
F. Office work (more than 50 persons).	<sup>15</sup> FAW per every 100 persons (or part thereof).	<sup>16</sup> Standard First Aid Kits to cover numbers in office and meeting rooms and at least one on every floor the group occupies. <sup>17</sup> All First Aid Equipment to be easily and clearly identified and accessible and used solely for First Aid purposes.	<sup>18</sup> First Aid arrangements and locations of First Aid kit to be communicated to new workers on Induction and as part of 'Housekeeping' rules for meeting rooms. <sup>19</sup> Signage must display location of nearest First Aid Kit and Names and locations of nearest First Aiders.
G. Office work (between 25-50 persons).	<sup>20</sup> EFAW (FAW desirable).		
H. Office work (less than 25 persons).	<sup>21</sup> At least one Appointed Person (EFAW desirable).	<sup>22</sup> Standard First Aid Kit.	<sup>24</sup> First Aid arrangements and locations of First Aid kit to be communicated to new workers on Induction. <sup>25</sup> Signage must display location of First Aid Kit if not obvious.
I. Driving a minibus.	<sup>22</sup> At least one Appointed Person (EFAW and FAW desirable).		
J. Driving a car/van.	<sup>26</sup> NA	<sup>27</sup> Travel First Aid Kit.	
K. Lone working on a practical site (i.e. site visit).	<sup>28</sup> NA	<sup>29</sup> Personal First Aid Kit carried on their person.	
L. Chainsaw operators (HS – P 7).			



#### 4. Contents and Management of First Aid and Welfare Kits

Recommended *minimum* contents of first aid kits are set out below, additional suitable first aid materials may be added to meet local circumstances.

Type of Kit	Recommended Contents	Local Adjustments	Management & Maintenance	
<b>Standard First Aid Kit</b> (based upon BS8599, small kit)	1x First-Aid Guidance Leaflet 4x Medium HSE Dressing 12cm x 12cm Sterile 1x Large HSE Dressing 18cm x 18cm Sterile 2x Triangular Bandage 90cm x 90cm x 127cm 6x Safety Pins Assorted 2x Eye Pad & Bandage Sterile 40x Assorted Washproof Plasters Sterile (assorted sizes appropriate to the work environment) 20x Saline Cleansing Wipes	1x Microporous Tape 2.5cm x 10m 6x Nitrile Gloves (Pair) to prevent bodily fluid contact 2x Finger Dressing with Adhesive Fixing 3.5cm x 3.5cm 1x Resuscitation Face Shield 1x Emergency Thermal Blanket 1x Burn Dressing 10cm x 10cm 1x Small Tuff Cut Scissors 1x Conforming Bandage 7.5cm x 4m	Where mains tap water (including tap water used on site in sterile containers) is not readily available for eye irrigation, provide sterile water or sterile normal saline (0.9%) in 2 sealed disposable 3 x 300ml containers. Eye baths/eye cups/refillable containers are not suitable for eye irrigation.	Purchase sterile dressings that: <ul style="list-style-type: none"><li>• The user can apply to the dressing without touching the wound themselves.</li><li>• Have an absorbent pad to cover the wound.</li><li>• Have a bandage or other fixture attached to the dressing to secure it to the wound.</li></ul> Do not re-use sterile/saline once the seal is broken. Clearly marked as First Aid Kit (white cross on a green background & words 'First Aid'). Replace used items and those worn, soiled, damaged or out of date. Check contents regularly. Carry out a formal annual recorded inspection.
<b>Travel / Personnel First Aid Kit</b> (based upon BS8599, travel kit)	1x First-Aid Guidance Leaflet 1x Medium HSE Dressing 12cm x 12cm Sterile 1x Large HSE Dressing 18cm x 18cm Sterile 1x Triangular Bandage 90cm x 90cm x 127cm 6x Safety Pins Assorted	1x Conforming Bandage 7.5cm x 4m 1 x Eye Wash 250ml 1x Microporous Tape 2.5cm x 10m 1x Nitrile Gloves (Pair) 1x Resuscitation Face Shield 1x Emergency Thermal Blanket	The contents of travelling first aid kits must be appropriate for the circumstance in which they are to be used.	Clearly marked as First Aid Kit. Ideally container has a belt loop. Replace used items and those worn, soiled, damaged or out of date. Check contents regularly. Carry out a formal annual recorded inspection.

	1x Eye Pad & Bandage Sterile 20x Assorted Washproof Plasters Sterile (assorted sizes appropriate to the work environment) 4x Saline Cleansing Wipes	1x Burn Dressing 10cm x 10cm 1x Small Tuff Cut Scissors		
<b>Welfare Kits</b> Staff/volunteers to help themselves to contents	1 pair of tweezers 10 safety pins 30 sterile unmedicated plasters 3 finger pouches micropore tape antiseptic gel/wipes toilet roll sanitary towels sun cream (min. factor 15)	barrier cream insect repellent rubber gloves plastic bags for used first aid or other soiled items needle and thread pencil whistle 5x20p coins for payphone	Adjust the contents below according to the work environment, ie higher factor sun cream for children or tick removal tool if ticks could be present in the work area..	<b>No form of medication will be kept in the welfare kit.</b> Inform workers of location and appropriate use. Clearly marked as 'Welfare Kit' and not to be confused with First Aid kit. Replace used items and those worn, soiled, damaged or out of date. Check and replenish contents regularly. Carry out a formal annual recorded inspection.
<b>Supplementary equipment</b>	Disposable plastic gloves. Scissors for cutting non sterile items and clothing. Blankets/space blankets A larger box for the above.			Additional items must be clearly labelled as First Aid Equipment Replace used items and those worn, soiled, damaged or out of date. Check and replenish contents regularly. Carry out a formal annual recorded inspection.

## 5. Definitions of Different Types of First Aid Cover, Duties, Training and Qualifications

Type of First Aid Cover	Duties & Restrictions	Training & Qualifications	Requalification & Refresher
<b>A. Appointed Person</b>	<ol style="list-style-type: none"> <li>1. Calls the emergency services.</li> <li>2. Look after First Aid equipment.</li> <li>3. Cover <u>unplanned</u> absences of First Aiders.</li> <li>4. They must not give any First Aid treatment if they are not trained to do so.</li> </ol>	<ol style="list-style-type: none"> <li>5. Local 'in-house' training to define their duties.</li> </ol>	<ol style="list-style-type: none"> <li>6. Refresher training to be determined locally.</li> </ol>
<b>B. Emergency First Aider in the Workplace (EFAW)</b>	<ol style="list-style-type: none"> <li>7. EFAW training enables a first-aider to give emergency First Aid to someone who is injured or becomes ill at work.</li> </ol>	<ol style="list-style-type: none"> <li>8. One day course which provides a certificate of competence.</li> </ol>	<ol style="list-style-type: none"> <li>9. Valid for 3 years.</li> </ol>

<b>C. First Aid at Work (FAW)</b>	<p><sup>10.</sup> FAW training includes content of EFAW training and also equips the first-aider to apply first aid to a range of specific injuries and illness.</p>	<p><sup>11.</sup> Three day course (with at least 18 hours of contact time) including an examination which provides a certificate of competence.</p>	<p><sup>12.</sup> Valid for 3 years.</p> <p><sup>13.</sup> A two day requalification is required every 3 years otherwise the full course has to be taken again.</p> <p><b>NB:</b> The HSE strongly recommends that FAW first aiders undertake an annual 3 hour refresher course to prevent skills fade.</p>
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