



## **FIRST AID POLICY STATEMENT**

The Health and Safety (First Aid) regulations 1981 impose a duty on employers to provide first aid support and facilities for their employees.

### **DEFINITION**

First Aid is defined in the Health and safety (First Aid) regulations 1981 as a case where a person will need help from a medical practitioner or nurse in the event of serious injury or illness; where such help is not available, a First Aider will provide treatment for the purpose of preserving life and minimising the consequences of injury or illness until such help is obtained. It also covers treatment of minor injuries and minor illness, which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

These regulations apply only to employees. However, First Aiders may use their discretion to render First Aid to visitors to the Council premises and land. Cranleigh Parish Council will arrange indemnity insurance for all Cranleigh Parish Council First Aiders.

The Health and Safety (First Aid) regulations 1981 place a general responsibility on employers to provide appropriate first aid facilities. In the case of lone workers – if they sustain a minor injury, they should use a first aid box or telephone. All Cranleigh Parish Council lone workers have access to a first aid box and a mobile telephone.

### **Procedure for obtaining first aid assistance during office hours**

When first aid is required during office hours, call the office on 01483 272311. The person telephoning should state where the casualty is and the nature of the injury/problem.

Any treatment given should be recorded in the Accident Book and reported to the Clerk.

Should the casualty need hospital treatment, call an ambulance and ensure that responsibility for personal possessions is taken.

An ambulance must be summoned in all cases where the casualty loses consciousness for any period.

Should an employee need hospital treatment a next of kin should be contacted.

### **Procedure for obtaining first aid assistance out of hours**

When first aid is required out of hours, it will depend on the nature of the injury/ problem and the training of the individual member of staff, but if there is any doubt at all, the best action is to telephone for an ambulance. An ambulance must be summoned in all cases where the casualty loses consciousness for any period. Should the casualty need hospital treatment, ensure that responsibility for personal possessions is taken.

Any minor treatment given should be recorded in the Accident Book and reported to the Clerk.

Should an employee need hospital treatment a next of kin should be contacted.

## **RESPONSIBILITY**

Overall responsibility for fulfilling the first aid policy of the Council lies with the Clerk, through delegation of duties to two or more First Aiders.

The Clerk will:-

Ensure that the first aid boxes are fully equipped and maintained for first aid requirements.  
Ensure suitable employees are recruited, trained and retained as First Aiders

First Aiders will attend an approved First Aid course. If called upon, they are responsible for:-

- Administering First Aid and for recording any treatment given in the Accident Book
- Ensuring an ambulance attends in all cases of unconsciousness, and in other circumstances where the situation requires it
- Informing the relevant people if the casualty is taken into hospital or sent home
- Using appropriate personal protective clothing wherever reasonable to do so when administering first aid.

It is the responsibility of the Council to be aware of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 legislation and that appropriate reporting is undertaken by the Clerk or deputy for incidents, including:

- Accidents resulting in the death of any person
- Accidents resulting in specified injuries to workers
- Non-fatal accidents requiring hospital treatment to non-workers and
- Dangerous occurrences

Following RIDDOR guidelines within 10 days of the incident.

November 2015

Review date November 2017