

# First Aid Policy

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V6.0	June 2020 HSS	Annual review	Facilities Supervisor	Biennially and as required
V5.0	12/6/2019 Health Safety and Security	Annual review	Health and Safety Team	Annually and as required

## Related policies

- This document forms part of the suite of Health and Safety policies that ICMP adheres to, collectively known as the Health and Safety Manual. These include:
  - Accident Reporting and Recording Policy
  - Contractors policy
  - Control of Asbestos at Work Policy
  - COSHH - Control of Substances Hazardous to Health Policy
  - Display Screen Equipment Policy
  - Electricity at Work Policy
  - Emergency Procedures Bomb Threat Policy
  - Environmental Policy
  - Fire Safety Policy
  - First Aid Arrangements Policy
  - Legionnaires Disease Policy
  - Lone Workers Policy
  - Manual Handling Policy
  - Noise Control Policy
  - Personal Protective Equipment (PPE) Policy
  - Risk Assessment Policy
  - Stress at Work Policy
  - Visitors Policy
  - Waste Management Policy
  - Working at Height Policy
  - Fire Strategy Plan

## External Reference

1. The Management of **Health and Safety** at Work **Regulations** 1999. Advice and Guidance: Health and Safety. ICMP has developed practices and processes to ensure that there are appropriate procedures for reducing the risks of injury to staff and students.

## **FIRST AID ARRANGEMENTS**

### **1. General statement**

1.1. ICMP recognises the requirement to provide adequate First Aid facilities and suitably trained staff. First aid equipment is held at the following locations:

- 1.1.1. Reception, on the ground floor,
- 1.1.2. Facilities Office, on the ground floor,
- 1.1.3. Staff Room, on the third floor,
- 1.1.4. Staff Kitchenette, on the fourth floor, and

### **2. Assessments**

2.1. We have conducted our assessments to determine the likely or foreseeable hazards within our workplace to establish our first aid provisions and, these are contained within this policy statement. This policy will be reviewed on a regular basis.

### **3. Information for staff and students**

3.1. A notice containing all the following information is posted on a range of ICMP notice boards:

- 3.1.1. Names of First Aiders
- 3.1.2. The locations of all our First Aid Facilities
- 3.1.3. The procedure for accidents requiring an ambulance

### **4. Introduction**

4.1. ICMP will comply with all relevant legislation with regard to provision of first aid to all employees and ensure best practice by extending the arrangements, as far as is reasonably practicable to students and others who may also be affected by our activities or injured on ICMP premises. This policy lays out the duties of ICMP and its first aiders and the procedures required to fulfil this provision.

### **5. Legislation**

5.1. The three main pieces of legislation with specific relevance to first aid at work are:

#### **The Health & Safety at Work Act 1974 (HSWA)**

Section 2.1 of the HSWA requires employers to ensure, so far as is reasonably practicable, the health, safety and welfare of employees whilst at work.

#### **The Management of Health & Safety at Work Regulations 1999 (MHSW)**

In order to implement the MHSW Regulations "Every employer shall make suitable and sufficient assessment of:

- i. the risks to the health and safety of his employees to which they are exposed whilst at work

- ii. the risks to ensure the health and safety of persons not in his employment arising out of, or in connection with the conduct by him of his undertaking."

## **The Health & Safety (First Aid) Regulations 1981**

The Health & Safety (First Aid) Regulations place a legal duty on employers to make adequate first aid provision for their employees, in case they become ill or injured at work.

### **6. Responsibility**

6.1. All staff should ensure that they are familiar with the first aid procedures. The Health and Safety Manager will ensure that:

- 6.1.1. The First Aid Policy and Procedures are reviewed every 3 years or more frequently if a need is identified.
- 6.1.2. Suitable and sufficient assessments are carried out to ascertain first aid needs.
- 6.1.3. First aiders are offered training to a competent standard, which includes refresher training.
- 6.1.4. Audits are carried out periodically to ensure the effectiveness of first aid arrangements.

### **7. First Aid Training**

7.1. ICMP will Organise training from an approved training provider

- 7.1.1. ICMP will provide first aid personnel with the necessary training, information and support to carry out their responsibilities.
- 7.1.2. All first aid training is updated every three years.
- 7.1.3. Hold records for first aid personnel
- 7.1.4. Information on first aid provision is included in the Staff Health and Safety Booklet given to all staff.
- 7.1.5. All First Aiders and any member of staff should have access to first aid equipment which is distributed across the school.
- 7.1.6. Medicines and tablets MUST NOT be kept in the First Aid Box

### **8. Reporting of accidents**

8.1. A record must be made of each occasion any member of staff, student or other person receives first aid treatment either on ICMP premises or as part of a school-related activity, using the accident books which are located alongside all first aid kits or via the online accident and incident reporting form found on myICMP. This report will help identify trends and possible areas for improvement in the control of health and safety risks. The reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requires that accidents to employees leading to fatality, certain specified injuries and diseases must be reported to the Health & Safety Executive.

8.2. Any accident to a visitor, including pupils, that arises out of or is connected to a failing on the part of ICMP which results in them being taken to hospital for treatment also has to be reported.

### **9. Arrangements for out of ICMP hours**

9.1. In term time first-aiders are available at all times. In the event of a life-threatening emergency, it is recommended that the emergency services are called using '999'. For advice regarding a non life-threatening medical situation call the NHS 111 Service.

9.2. During out of office hours periods, a number of First Aiders are available across the site as part of the facilities team. Details can be obtained from the Facilities desk.

## **10. Contacting a First Aider**

10.1. In the event that a first aider is required:

10.1.1. Call the closest first aider. A list can be found on the green first aid notices which can be found by lifts/stairwells.

10.1.2. Alternatively dial 201 (internal) 02076042460 (external). The facilities desk will dispatch a staff member who is first aid trained, to assist.