

1. Haringey Council Procedure

1.1 The Council acknowledges its responsibility to comply with The Health and Safety (First Aid) Regulations 1981 which places specific duties on the Council as an employer regarding the provision of first-aid facilities for its employees whilst at work. As a responsible employer, Haringey will extend this cover to visitors, contractors, and other service users while on Council premises.

1.1.2 In this respect there is a general duty within the Health and Safety at Work, etc. Act 1974. The arrangements outlined in this section, are the basic requirements to enable the Council to comply with the duties placed on it by the health and safety legislation stated above.

2. Scope of Procedure

2.1 This procedure is applicable to all staff and to all Haringey Council managed buildings and Maintained Schools

3. Key Terms and Summary Information

3.1 Key Terms

First Aid	The initial management of any injury or illness suffered at work. To minimise the consequences of that injury or illness until help from a Medical practitioner or nurse is obtained. It does not include giving medicines or tablets to treat illness.
First Aider	An employee who has undergone an approved training course in administering first aid (Delivered by competent trainers) and holds a current First Aid Certificate.
Emergency First (EFAW) Aider	An employee who has undergone an approved training course in administering emergency first aid (Delivered by competent trainers) and holds a current First Aid Certificate.
Paediatric First Aider	Paediatric First Aid training concentrates solely on the child and infant age groups (below five years of age). This is recommended for providers of childcare, nursery, and preschool age groups
Appointed Person	An employee appointed by the Person in Charge of Premises to manage first aid where an assessment has identified that a First Aider is not required
Automatic External Defibrillator (AED)	A portable electronic device that automatically diagnoses the life-threatening cardiac arrhythmia of ventricular fibrillation (VF) and pulseless cardiac tachycardia and is able to treat them through defibrillation, the application of electricity which stops the arrhythmia, allowing the heart to re-establish an effective rhythm.

4. Responsibilities for Implementation

4.1 Directors

4.1.1 It is the responsibility of the Directors to ensure that adequate and appropriate first aid facilities are provided, having regard to the nature of their undertaking, the persons involved, both employees and non-employees, and the type of premises under their control. The arrangements outlined in this section are to form the basis of the first aid provision within their individual divisions. By ensuring these arrangements are made and maintained, Directors will comply with the duties placed on them by health and safety legislation, the Approved Code of Practice (ACOP) for the regulations, L74 First Aid at Work - Health and Safety (First-Aid) Regulations 1981, HSE, 2013 and Haringey Council's Policy for Health and Safety. First Aid at Work.

4.1.2 Directors also have specific responsibility to:

4.1.3 Ensure the inclusion in, and where necessary the revision of, the first aid arrangements within their local procedures.

4.1.4 Ensure those persons nominated are given sufficient time to attend training

4.1.5 **Directors'** general duties are delegated as follows:

4.1.6 The Deputy Head of Service for Health & Safety is responsible for:

4.1.7 The central arrangements for first aid training.

4.1.8 Ensuring that the first aid training organisations that provide training for the authority are competent for the purpose.

4.1.9 Reviewing these policy arrangements to ensure they remain current and fit for purpose.

4.1.10 Provision of First Aid at Work training using accredited trainers and in accordance with legal requirements.

4.1.11 The Corporate Health & Safety Service/Haringey Academy will perform the following functions

4.1.12 Administration of the corporate booking system in relation to the courses it provides

4.2 Persons in Charge of Premises

4.2.1 For operational Council buildings the Corporate Landlord are responsible for the first aid arrangements within their area of control and arrange appropriate course places to ensure qualifications do not lapse.

4.2.2 For buildings under the control of a service e.g. a nursery, the services are responsible for the first aid arrangements within their area of control and arrange appropriate course places to ensure qualifications do not lapse.

- 4.2.3 For Schools, the Headteacher is responsible for the first aid arrangements in their areas of control and arrange appropriate course places to ensure qualifications do not lapse.
- 4.1.2 The Persons in charge of premises identified above must ensure:
 - 4.1.3 Induction training of new employees is provided, regarding the first aid arrangements in the premises and the action that is to be taken in the event of an incident requiring first aid occurring.
 - 4.1.4 First Aider and Appointed Person requirements of this procedure, for the premises, are met - particularly regarding First Aider training.
 - 4.1.5 Take adequate measures for bringing the first aid arrangements in the premises to the notice of employees, and when applicable, members of the public.
 - 4.1.6 Provide information to payroll to enable the payment of persons eligible for the Designated First Aider allowance
 - 4.1.7 Maintaining records in relation to who has been trained, in what capacity, when their qualification expires and where they provide premises cover and ensure timely notification to individuals of when refresher training is due. Notify the Health and Safety Team at least 6 months in advance so suitable training courses can be arranged.
 - 4.1.8 Provision of first aiders in corporate operational buildings is funded by L&D. For other services and schools first aid provision will be funded by their own budgets.

4.2 Premises First Aider

- 4.3.1 The responsibilities of the Designated (Premises) First Aider are as follows: -
 - 4.3.2 Management of a Casualty
 - 4.3.3 Assessing the situation
 - 4.3.4 Identifying the condition from which the casualty is suffering
 - 4.3.5 Giving immediate, appropriate, and adequate treatment, bearing in mind that the casualty may have more than one injury and that some casualties will require more urgent attention than others
 - 4.3.6 Arranging, without delay for the handing over of a casualty to a paramedic, doctor, hospital or allowing them to go home, according to the seriousness of the condition.
 - 4.3.7 The responsibilities end when the casualty is handed over to the care of a paramedic, doctor, a nurse, or other appropriate person. Do not leave the incident until you have made a full report to whoever takes charge and have ascertained if **any further assistance is required. You should also appraise the casualty's line manager** of the action taken and the outcome.

- 4.3.8 Following an incident where first aid has been given, an accident/incident form must be completed and sent to the Health and Safety Team health.safetyadvice@haringey.gov.uk and cc'd to insurance insurance@haringey.gov.uk and the H&S Employee-side Officer. Using the following email healthandsafety@haringeyunison.co.uk
- 4.3.9 Ensure that any first aid items taken from the first aid kit are logged in the first aid inventory list which must be held in the first aid kit. Any items must be replaced as soon as possible to ensure all items are available if needed.
- 4.4 Management of the First Aid Box
- 4.4.1 First Aiders are required to maintain their first aid kits. When items have been used **from the first aid box(es), or their "use by" date has expired they** must report to the person in charge of premises and request replacement items, to ensure first aid boxes remain correctly stocked (both in regard to the contents and the quantity) and readily available for use.
- 4.4.2 Notifying their line manager, at least 6 months in advance of expiring of current Certificate
- 4.4.3 Keeping the person in charge of the premises, or other responsible manager appraised of their forthcoming planned absences (e.g. leave), and if they have to leave the premises unexpectedly
- 4.4.4 Attending refresher training courses, including an annual online refresher course, when called to do so, in order to remain qualified and competent
- 4.4.5 Keeping the person responsible for the premises, or other responsible manager, appraised of any developments in first aid or other matters that may affect local arrangements.
- 4.4.6 All first aiders must request the Health and Safety Team to include them in the **"Keeping Us Safe" community on Fuse. Update the Health and Safety Team on** changes to their status, no longer a first aider, leaving the organisation or changing sites.
- 4.5 **Appointed Persons**
- 4.5.1 The Appointed Person, who may be a person designated by Corporate Landlord or our facilities management provider for the premises or area, is required, in the absence of a Designated (Premises) First Aider, to:
- 4.5.2 Take charge of the situation in the absence of a first aider, if trained, render such emergency first aid as is necessary.
- 4.5.3 Control and maintain the First Aid box(es).

5. Specialist Advice

- 5.1 Where specialist first aid training is required the Council will source suitably qualified and accredited training providers. This may include training on the use of Epi-pens, and Paediatric first aid.
- 5.2 Additional specialist training requirements should be identified in a work activity or general building Risk Assessment. Specific training needs must be discussed with the Health and Safety Team who can facilitate training provision. There will be a recharge cost to department budgets for this service.

6. Other documents you may need to consider

- 6.1 [The Health and Safety \(First-Aid\) Regulations 1981. Guidance on Regulation](#)
- 6.2 [Corporate Health, Safety and Wellbeing Policy](#)

7. Action to Take - First Aid Provision - Criteria – Numbers and Location

- 7.1 The Person in Charge of Premises should perform an assessment to decide the location and numbers of First Aiders required for the areas under their control based on the following criteria: An assessment form (**Appendices 1 and 2**) are provided for this purpose:
 - 7.1.1 The numbers of employees within a specific location or premises
 - 7.1.2 The nature and duration of the work or activity being carried out, and the risk levels involved to employees and non-employees
 - 7.1.3 The numbers of non-employees on the premises and the activities in which they are involved; and
 - 7.1.4 The location of the work or premises in relation to other first aider provision/medical facilities.
 - 7.1.5 The final level of provision is not to be less than the recommendations given in the Approved Code of Practice, L74 First Aid at Work - Health and Safety (First Aid) Regulations 1981, HSE. (Third edition) See Appendix 2
 - 7.1.6 In premises where there is a mixed workforce, and the numbers are sufficient to warrant recruiting two or more First Aiders, consideration may be given to achieving equal numbers of male and female First Aiders
 - 7.1.7 **Low risk areas** – e.g. libraries, offices with fewer than 50 employees – one appointed person.
 - 7.1.8 **Medium risk areas** – e.g. offices, schools, colleges with minimal work hazards but more than 50 employees / students – one designated First Aider per 50 employees, or part thereof, plus an additional First Aider per 100 employees. *NB* areas within

these establishments where chemical or biological hazards are present in large quantities should have access to a designated First Aider.

7.1.9 **High risk areas** – e.g. sewer and/or confined space working, building maintenance, workshops, electrical work – one designated First Aider per work team.

7.1.10 In premises in multi-division use, the provision is to be based on the total number of Haringey Council employees in the premises and not on an individual division basis. If, after applying the criteria, there is seen to be no requirement for a First Aider then **an “Appointed Person” is required. Appropriate consultation regarding any changes** in First Aider provision is to take place through the medium of the Division or Premises/Location Safety Committee. There should be a minimum of three first aiders per role (FAW, EFAW or Appointed Person) to cover different eventualities e.g. holidays shift patterns or sickness absence. For the larger buildings such as River Park House and Alexandra House there must be at least three trained first aiders per occupied floor.

7.2 Designation as “Premises First Aider”

7.2.1 Where there is seen to be a requirement for a First Aider, in accordance with the **criteria above, “Premises First Aiders” will be appointed and will receive, on** successful qualification/re-qualification, an annual allowance of £16.28 per month.

7.2.2 Premises First Aiders must:

7.2.3 **Be able and willing (i.e. volunteer) to undertake initial full “First Aid at Work”** certificate training, which consists of a 3 day training course that is provided by an accredited training provider and be available for further training on subsequent years following up to refresher (three years).

7.2.4 Be physically able to undertake the required duties; and

7.2.5 Have a job which involves relatively little absence from the location for which he/she is to give first aid cover.

7.3 Inclusion of First Aider qualification in job profile

7.3.1 Where it is seen that the First Aider duties are of a level to form part of the primary duties of a post or number of posts, this fact may be included in the appropriate Job Profile(s) and the post holder(s) must be qualified to the appropriate standard and hold a valid Certificate, or be prepared to undertake the necessary qualification training.

7.4 Haringey Council Buildings or Complexes

7.4.1 In Corporate Office accommodation, arrangements to co-ordinate the first aid provision are to be made by the Corporate Contracts team, where they are responsible for overall management of the premises. For explanation see the Responsibilities section of the Haringey Council health, safety and wellbeing policy, health, and safety responsibilities for premises. There should be a minimum of 3 first aiders per floor or area.

7.5 Arrangements to be made in the Absence of Premises First Aider Cover

- 7.5.1 In the event of the premises or workplace:
- 7.5.2 Not requiring a Premises First Aider (e.g. too few employees in low risk premises).
- 7.5.3 Not having a volunteer to fill the requirement; or
- 7.5.4 The Premises First Aider being absent for whatever purpose at any time the premises are in occupation, and there being no cover arrangements (see below).

7.6 Training Arrangements

7.6.1 Premises First Aiders (PFA)

- 7.6.2 Persons interested in becoming a first aider should be able and willing (i.e. volunteer) to undertake initial full first aid at work certificate training (First Aid At Work), which consists of a three day training course that is provided by an designated training provider, and be available for further training on subsequent years following up to refresher (three years).
- 7.6.3 In some areas the business / service needs may only require an Emergency First Aider. In this case volunteers should be able and willing (i.e. volunteer) to undertake initial emergency first aid at work certificate training (First Aid at Work), which consists of a one-day training course that is provided by a designated training provider. Where volunteers cannot be sought or there are not sufficient volunteers, the Head of Service will nominate people to ensure the minimum level of first aid coverage is maintained.
- 7.6.4 Schools are required to have at least **three** trained First Aid at Work (three day) First Aiders. To achieve this, **they must undertake a qualification "First Aid at Work" that** entails a three-day course renewable after three years. Schools are also required to supplement the First Aiders with a number of staff who are trained in Emergency First Aid at Work (EFAW1-day course) and paediatric first aid. Numbers should be determined by the assessment.
- 7.6.5 Anyone re-qualifying within a period of certificate extension will have their new certificate dated from the expiry date of the previous one. Any first aider who is not able to complete a course up to a maximum of 28 days after the expiry date of their three-year certificate, will be required to undertake a full FAW course or EFAW course, to obtain a valid certificate.
- 7.6.6 Premises First Aiders will be required to undergo the training according to specific guidelines set out below.
- 7.6.7 On successful completion of an FAW or EFAW course, candidates are issued with a certificate for three years. Managers should make every effort to ensure that first aiders attend the relevant course within the three-month period prior to certificate expiry date.
- 7.6.8 The new certificate will then take effect from the date of expiry. However, where it has not been possible to re-qualify in this three-month period, the Haringey Council, in

accordance with HSE guidance, will allow an **extension of the certificate** for 28 days beyond the expiry date, within which an FAW requalification or EFAW course should be completed. During the extension period, the Haringey Council will continue to recognise the FAW/ EFAW qualification and the first aider can still provide first aid to employees.

- 7.6.9 Skills can deteriorate. Therefore, it is mandatory for first aiders to complete annual **“refresher” courses during any three-year FAW/ EFAW certification period**. It is important that employers encourage qualified first aiders to attend these courses to help maintain their basic skills and keep up to date with any changes to first-aid procedures. These annual refresher courses which are available on-line are mandatory for the role.

7.7 Equipment and Facilities

7.7.1 First Aid Boxes – for premises

- 7.7.2 The following arrangements will be made within individual buildings regarding the provision of first aid boxes, or similar containers.

7.8.3 Location

- 7.8.1 The location of first aid boxes is to be such that individual boxes are accessible to persons on the premises, at all times when the premises are open. When first aid boxes are not stored in plain sight, suitable signage must be in place to facilitate their location in an emergency.



7.9. Maintenance

- 7.9.1 The maintenance of the box/boxes contents is the responsibility of the person in charge of the premises. First Aiders or when applicable the Appointed Persons for the location/premises can be delegated this responsibility. This person will be the **“Custodian”** whose role will be to replenish first aid supplies.

7.10 Number of Boxes

- 7.10.1 The number of boxes is to be sufficient to give adequate coverage and control, given:
- 7.10.2 The size of the premises, work location, and time the premises, or part premises, are in use.
- 7.10.3 The nature of the work activity; and

7.10.4 The numbers of employees and where applicable non-employees, on the premises

7.11 Contents

7.11.1 The contents are to be in accordance with BS8599-1. A list of contents is also contained in Appendix 2, a copy of which is to be included in every first aid box. Analgesics, medicines, ointments, antiseptic preparations, etc. are not to be included in the first aid boxes.

7.11.2 The size of first aid boxes is as follows:

- Small for less than 25 employees.
- Medium for 25-100 employees.
- Large per 100 employees.

7.12 Quantity and Stocking

7.12.1 The Appointed Person (or Premises First Aider if the responsibility is delegated to them) is to ensure that their boxes are stocked in accordance with **Appendix 3**.

7.12.2 Supplies should be checked regularly, and replacement stock ordered as it is used, or the expiry date exceeded

7.13 Team First Aid Kits and Travelling First Aid Kits (specific risks)

7.13.1 Some Teams may identify, through risk assessment, the need for first aiders and first aid kits in addition to those available in Haringey Council Premises. Recommended Contents of Travelling First Aid Kits can be found in **Appendix 3**

7.13.2 It is compulsory for first aid kits to be carried in Haringey Vehicles and vehicles used by staff who have been identified through risk assessment as requiring them. Travel first aid kits will be issued by the Council.

7.13.3 Consideration is to be given by the responsible officers to the provision of **individual/small first aid kits to “lone workers” or groups of employees, working away** from the provision of first aid within premises. The provision is to depend on the degree of risk involved in the work, and the distance from full first aid or medical facilities.

7.13.4 For staff that are mobile such as school staff, specific belt kits can be used. These kits are known as Playground Kits and carry only minimum supplies for low risk environments.

7.13.5 Individual areas are to make their own arrangements to ensure that these boxes/kits are provided and maintained for specific team uses (where they are not made available to others on the premises).

7.14 Other Facilities

7.14.1 When water is not available for the cleaning of wounds, disposable sachets of normal saline solution must be provided. Eye wash facilities must be provided where tap water is unavailable and there is a risk of eye injury due to foreign bodies or chemical splashes.

7.15 First Aid Room

- 7.15.1 The room should be easily accessible to ambulance or paramedic staff. It should allow for free movement around a casualty and should have suitable ventilation, heating, and lighting.
- 7.15.2 A First Aid Room will be established in any Haringey Council premises where 400 or more employees are at work, or where the nature of the work dictates the need for a first aid room. Similarly, all schools must have a designated first aid room. That complies with the Standards for School Premises, namely:
Ensure that suitable accommodation is provided in order to cater for the medical and therapy needs of pupils, including—
(a) accommodation for the medical examination and treatment of pupils.
(b) accommodation for the short-term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility; and
(c) where a school caters for pupils with complex needs, additional medical accommodation which caters for those needs.
- 7.15.3 Note: All construction sites must have first aid facilities according to their site and a first aid risk assessment must be completed.

7.16 Automatic External Defibrillators in operational Council buildings

- 7.16.1 Health and safety legislation does not require employers to have an automated external defibrillator (AED) onsite. However, Haringey Council has opted to have them, and this decision has **been based on a need's assessment. This need (first aid) assessment** formed part of an overall first aid risk assessment and involved estimating the potential risk of a sudden cardiac arrest (SCA) occurring, as well as taking into consideration the potential consequences, which will always be severe.
- 7.16.2 To understand the risk of an SCA occurring, it needs to be considered the:
- number of people who use the location, inclusive of employees, contractors, members of the public and visitors.
 - age of those at the location (the likelihood of cardiac arrest increases with age).
 - nature of work/activities undertaken at the location e.g. sedentary nature of work.
 - the time from emergency services call-out to site is deemed greater than five minutes, then this also increases the need for an AED.
- 7.16.3 If the risk is sufficient to require an AED, the appropriate number of devices would depend on the assessment findings as well as the number of trained first aiders on site. There is no official guidance on the appropriate number.
- 7.16.4 Taking in consideration the parameters listed above, a defibrillator should be available under the following circumstances:
- There are more than 200 employees in the building or 500 persons at any one time.
 - There have been incidents relating to heart circulatory disorders with building users in the past 3 years requiring ambulance assistance.
- 7.16.5 Following on the above, there are two operational Council buildings that have immediate access to Defibrillator. these are:

- River Park House (In Place).
- Alexandra House (In Place).

7.16.6 Other operational Council buildings being considered for AED's are

- George Meehan House.
- 48 Station Road.
- Wood Green Library.
- Civic Centre.
- Marcus Garvey Library
- Ashley Road Depot – Veolia staff
- Ermine Road Community Centre
- 40 Cumberland Road?

7.16.7 AED's require specific maintenance and servicing. The person in charge of the building will be responsible for ensuring the batteries are fully charged and functioning satisfactorily.

7.16.8 Ensuring self-adhesive pads are in date (the pads have an expiry date) and in place. All necessary equipment within the defibrillator case is in place (gloves, razor, scissors, towel, gauze, and a CPR mask).

7.16.9 Where it is foreseeable for children to be present e.g. schools, AED's should be configured appropriately, with the correct pad size.

7.16.9 These responsibilities can be delegated to the premises first aider or the Appointed Person where a first aider is not available.

7.16 First Aid Records

7.16.1 All incidents to which a first aider is called must be reported on a Haringey Council **accident form in accordance with the Haringey Council's accident and incident reporting procedures.** http://intranet/sites/intranet/files/haringey_council_-_accident_near_misses_and_ill-health_reporting_form-jan-2016.docx

8. The Provision of Medication in Education Establishments

8.1 General Principles

8.1.2 Officers in Haringey Council Education and Care Establishments may be required to dispense prescription or non-prescription medication.

8.1.3 Schools can obtain EpiPen's and Asthma Spray without a prescription, which should be stored in a secure area within the first aid/medical room. Training on the use of these items must be given to any staff undertaking the role of first aider.

8.1.3 This is *not* First Aid. The management of medicines in the UK is primarily governed by four pieces of legislation:

- The Medicines Act 1968 (as amended)
- The Misuse of Drugs Act 1971 (as amended)
- The Human Medicines Regulations 2012
- The Human Medicines (Amendment) Regulations 2017

- 8.1.4 In order to comply with the relevant regulations under these acts / regulations it is the responsibility of Senior Managers or Head teachers in schools to ensure that:
- 8.1.5 The local Safety Policy includes arrangements for the security, dispensing and administering of medicines as required.
- 8.1.6 Medical advice is sought on the content of these arrangements and that
- 8.1.7 These arrangements are adhered to.
- 8.1.8 The level of control to be exercised with respect to a given drug will depend upon their potential for misuse as well as their classification under the various regulations.
- 8.1.9 The arrangements for all medicines regardless of classification (including prescription only, pharmacy and general sale medicines) should adhere to the following general principles.
- 8.2 Medicines, should:
 - 8.2.1 Be under the control of a responsible named manager.
 - 8.2.2 Only be dispensed by a member of staff trained in the administration of this medication.
 - 8.2.3 Not be dispensed when there is uncertainty regarding the possibility of allergic reaction e.g. aspirin allergy. (Where there is doubt, medical advice must be sought).
 - 8.2.4 Be securely stored, i.e. locked and only accessible to nominated persons, in a place where it is not accessible to vulnerable persons, not with the first aid provisions and (where necessary) kept in a fridge to which access is controlled.
 - 8.2.5 Safely disposed of once the expiry date has been reached.
 - 8.2.6 A record must be kept of the time and date, the name of the medication, the quantity, the expiry date of the medicine and signed by the member of staff dispensing it.
- 8.3 **Prescription medicines**
 - 8.3.1 In the case of prescribed medicines, in addition to all the above, these should:
 - 8.3.2 Only be dispensed to the person to whom the medicine has been prescribed and as directed by the Doctor/Pharmacist.
 - 8.3.3 Only be dispensed with the written permission of the adult, to whom the medicine was prescribed, or the parent/guardian or other adult with parental responsibility in the case of a child.
- 8.4 **Administration of medicines**
 - 8.4.1 Where it is necessary to administer drugs, this may require specialist training and the advice of Occupational Health (issues relating to employees) must be sought before agreeing to do so.

8.4.2 A record must be kept of the time and date, the name of the medication, the quantity (dose), the expiry date of the medicine and the route of administration (if other than self-administered) signed by the member of staff dispensing it.

8.4.3 A second designated, appropriately trained, member of staff must witness administration of controlled drugs.

9. Arrangements for Bringing First Aid Provision to the Notice of Employees

9.1 Induction Procedure

9.1.2 Induction training for all staff must include informing the new employee of the First Aid Arrangements in the workplace.

9.2 First Aid Notices

9.2.1 Notices must be located in Corporate Operational Buildings showing the name, with a picture, location, and contact details of first aiders. A 'First Aider notice Template' is in place and must be used. Notices should be displayed on staff notice boards on all floors.

9.2.2 The Corporate Contracts Team will maintain a list of all Premises First Aiders. This will be made available on the **Haringey Council Intranet under "Health and Safety"**. A copy of the appropriate part of this list (First Aider Name, contact details and location) must be displayed, with the details completed, in premises under Haringey Council Control.

9.2.3 The location of each notice is dependent on the number of employees and the size of the premises. The health and safety notice boards or any other appropriate place are the recommended locations. Copies are also to be displayed outside first aid rooms.

9.3 Signs

9.3.1 In Haringey Council premises, consideration is to be given by the person in charge of the premises to the use of signs indicating the route to, and location of, First Aid Boxes and First Aid Rooms. Advice in this matter should be obtained from the Corporate Health and Safety Team.

10. Record Keeping

10.1 A record of all appropriate risk assessments undertaken, along with any revision and associated documentation must be retained for a minimum of 3 years.

10.2 A record of all training provided to include certificates, expiry dates and refresher dates **must be retained in line with the Haringey Council's retention policy**.


10.3 Appropriate records of periodic checks to ensure first aid boxes are stocked must be maintained for a minimum of 3 years. See Appendix 2.

11. Monitoring and Review

- 11.1 A variety of monitoring systems must be utilised to ensure adherence with this procedure including departmental monitoring checks.
- 11.2 This safety procedure must be reviewed by the Council's Health and Safety Manager (HSM) within a period not greater than 26 months. In addition, it will be revised by the HSM as soon as practicable where changes in statute or industry best practice deem the content out of date.

12. Approval of the Procedure

- 11.1 This safety procedure was reviewed and approved by the Council's Head of Organisational Resilience on 11/06/2020.
- 11.2 Any required variations from this safety procedure should be brought to the attention of the Council's Head of Organisational Resilience.

Signed  Date 11th June 2020

Appendix 1

ASSESSMENT OF FIRST-AID NEEDS FORM

Reference number	<input type="text"/>
Workplace	<input type="text"/>
Date	<input type="text"/>
Review date	<input type="text"/>
Workplace activities	
<input type="text"/>	
Factor to Consider	Considerations and Additional Notes
The risks of injury and ill health arising from workplace activities	Significant risks will require first aiders.
Any specific risks from working with substances, tools, and machinery (e.g. risk of chemical burns)	Specific equipment and training may be required.
The number of persons in the workplace	A number of first-aid personnel may be required.
Workers who have increased risk, such as disabled employees, inexperienced workers, and trainees	Special equipment may be required, or desirable, at specific locations (e.g. defibrillator).
Employees who travel	Portable first-aid kits may be required.
Employees who work remotely	Portable first-aid kits may be required.
Employees on other employers' premises	Check to see what arrangements are in place for first aid.
Members of the public in the workplace	Will first aid be provided? Check public liability insurance.

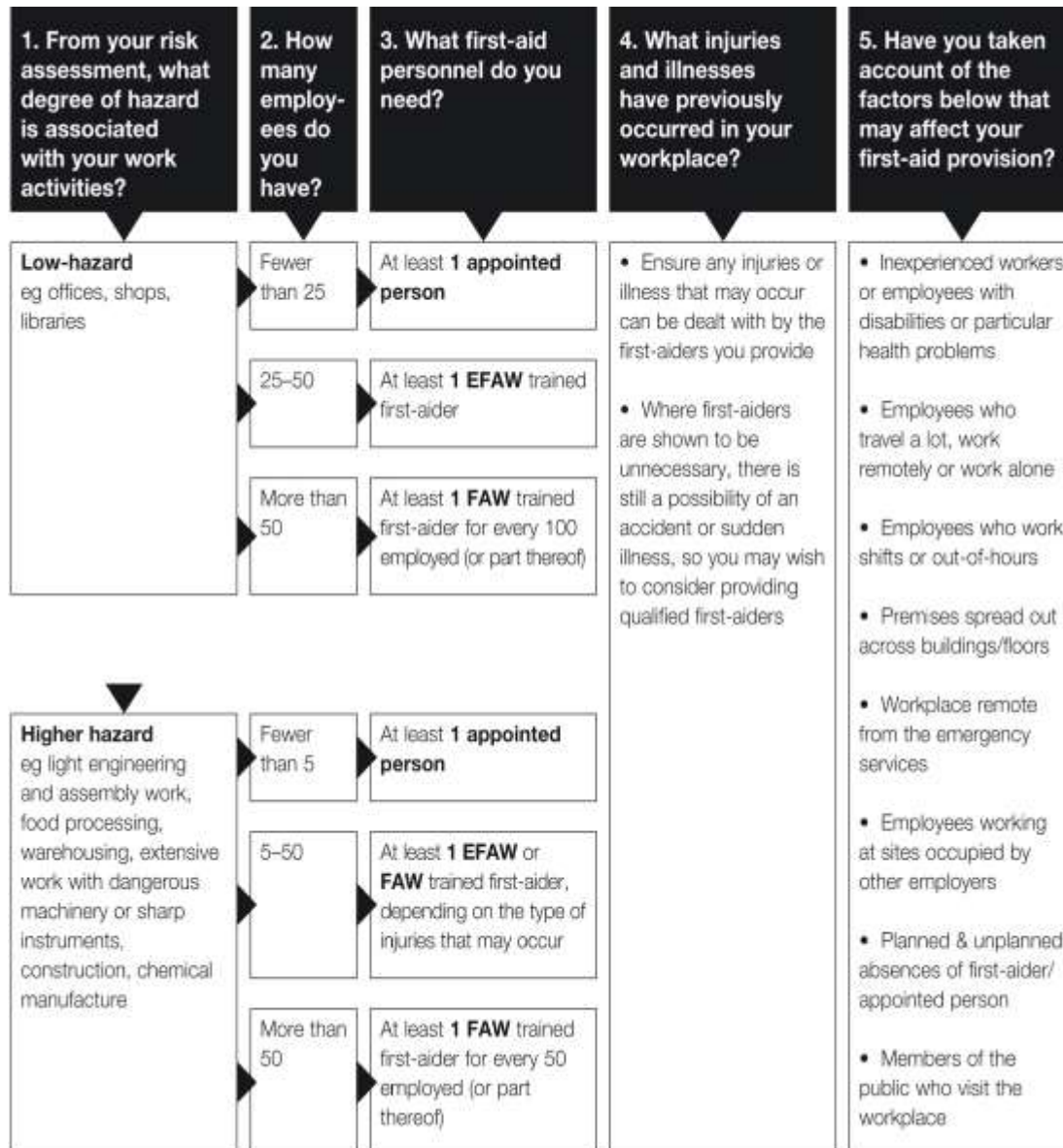
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Employees with reading/language problems	Will special arrangements be required?	
Previous injury and ill-health records	Equipment and facilities may have to be located elsewhere. Check first-aid box contents.	
Different levels of risk in the workplace	Will provisions differ in each risk area?	
Location of workplace from emergency services	Will special arrangements be required?	
Number of buildings in the workplace	What risks are in each building? Will arrangements vary?	
Shift work/hours of work	What cover will be required?	
First-aid personnel absence	How many additional staff will be required?	
Summary of First-aid Requirements		
Item	Location	Number
First aiders		
Appointed persons		
First-aid boxes		
First-aid room		
First-aid signs		
Signature of assessor		
Date		

Appendix 2 – Minimum First Aider Requirements



Health and Safety Procedure

HSP16 First Aid Procedure



Appendix 3

First Aid Kit Checklist

Location of first aid kit	
This checklist can be used to ensure that first-aid kits are suitably stocked. This is a suggested minimum contents list. Your first-aid risk assessment will indicate if additional items are required. Add the additional items to the list.	
Medication (tablets, mixtures, creams, sprays, etc) should not be kept in first-aid boxes or kits, nor should they be issued by first aiders or appointed persons. Antiseptic should be in single use sachets; tubes of antiseptic cream are not suitable.	

Item	Standard content				Replacement contents required [Enter year]											
	Small	Medium	Large	Travel	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Emergency first aid guidance card/ booklet	1	1	1	1												
Sterile eye pads, with attachment	2	3	4	1												
Single use triangular bandage 90cm x 127cm	2	3	4	1												
Medium sterile individually wrapped (12cm x 12cm) dressings	4	6	8	1												
Large sterile individually wrapped (18cm x 18cm) dressings	1	2	2	1												
Non-powdered disposable gloves	6	9	12	1												
Microporous tape 2.5cm x 4m	1	1	1	1												
Disposable heat retaining adult foil blanket	1	2	3	1												
Sterile cleansing wipes	20	30	40	4												
Scissors	1	1	1	1												
Bandages 7.5cm x 4m	1	2	2	1												
Washproof Plasters (packs)	40	60	100	10												
Finger dressing with adhesive fixing 3.5cm	2	3	4	-												
Burn relief dressing 10cm x 10cm	1	2	2	1												
Safety pins assorted	6	12	24	2												
Mouth to mouth resuscitation device with valve	1	1	2	1												
Eye wash 250ml	-	-	-	1												
Missing or out-of-date items replaced																