

# **Isle of Anglesey County Council**

## **First Aid Policy**

**Version 1.0 August 2016**

### **About this policy**

Under the Health and Safety (First Aid) Regulations 1981 as amended, regulation 3(1), there is a duty on all employers to make provision for first aid. The form it takes depends on various factors, different work activities will need different provisions, some establishments will have relatively low hazards, such as offices and libraries, whereas others will have a greater degree of hazard such as depots, workshops and leisure centers, etc. Therefore requirements for first aid provision will need to take account of the type of work being undertaken.

The Policy is supported by resources on the Council's website.

## Revision history

| Version | Date          | Summary of changes |
|---------|---------------|--------------------|
| 1.0     | August 2016   | Updated template   |
|         | August 2017   | No change          |
|         | July 2018     | No change          |
|         | August 2019   | No change          |
|         | December 2020 | No change          |

| Date of next review               |                                  |
|-----------------------------------|----------------------------------|
| This policy will be reviewed in:  | June 2021                        |
| The review will be undertaken by: | Corporate Health and Safety Team |

## Contact Details:

Corporate Health and Safety Team ([healthandsafety@anglesey.gov.uk](mailto:healthandsafety@anglesey.gov.uk))

We are happy to provide this policy in alternative formats on request. Please use the above contact details.

Mae'r ddogfen yma ar gael yn y  
Gymraeg.

This document is available in Welsh.

# **Contents**

## **INTRODUCTION**

Under the Health and Safety (First Aid) Regulations 1981 as amended, regulation 3(1), there is a duty on all employers to make provision for first aid. The form it takes depends on various factors, different work activities will need different provisions, some establishments will have relatively low hazards, such as offices and libraries, whereas others will have a greater degree of hazard such as depots, workshops and leisure centres, etc. Therefore requirements for first aid provision will need to take account of the type of work being undertaken.

### **First Aid Equipment and Facilities**

The criteria for deciding the scale and type of first aid equipment and facilities needed depends on various factors:

- Type of work undertaken
- Accessibility of medical assistance
- Employees working away from employers' premises
- Provision for persons other than employees

### **First Aid Rooms**

For a number of establishments, eg, leisure centres, due to the nature of work undertaken and the high risk element of certain aspects, there may be a requirement for a First Aid Room.

### **First Aid Boxes**

The provision of first aid equipment should be readily available for all employees; all establishments will need at least one first aid box, placed in a clearly identified and accessible location. Every first aider should have access to the first aid box and responsibility for ensuring it is kept suitably stocked is with the Manager of each establishment.

### **Main Offices**

Within the main council offices each Service Area should ensure it has sufficient first aiders and first aid supplies to include a portable first aid box, suitably stocked as indicated below:

Contents:

20 x adhesive dressings

6 x safety pins

1 x triangular bandage

1 x eye pad

3 x medium dressings (sterile)  
2 x large dressings (sterile)  
10 x medicated wipes  
2 x sterile gloves

NB – it is up to each individual first aider to ensure that their own portable first aid box is kept suitably stocked.

### **Travelling First Aid Kits**

Due to the wide range of activities undertaken by various departments and the peripatetic nature of certain aspects of their undertaking, in certain instances employees may be required to have an additional travelling first aid kit, depending on the hazards of the work undertaken.

### **Numbers of Certified First Aiders**

Regulation 3(2) of the aforementioned regulations places a duty on the employer to provide an adequate number of “suitable” persons for first aid purposes. “Suitable” persons being certificated following attendance to a suitable first aid course.

It is impossible to lay down any precise ratio of first aiders to employees which can be adopted in all cases, all relevant factors need to be taken into account. These include the distribution of employees within the establishment, the nature of the work, the size and location of the establishment and also the distance from outside medical services.

In any undertaking, the more employees there are, the greater is the probability of injury or illness, although the number of employees should not be regarded as the only factor in deciding whether first aiders are needed and if they are, how many would be appropriate. Certain standards are laid down in the approved code of practice as follows:

### **Guidance on Numbers**

As a minimum, the employer has to provide an appointed person at all times when employees are at work. The appointed person is someone nominated by the employer to take charge of an emergency situation (eg, call an ambulance) where, due to the nature of the activity (low risk) and size of organisation (less than 50 employees), there is no requirement to have a first aider.

In low risk situations (eg, offices, libraries) there is a requirement to have one first aider for every 50 employees, therefore for 100 employees there is a requirement to have two first aiders, for 150 employees – three first aiders and so forth.

In higher risk situations (eg, maintenance depots, work shops, harbour facilities etc), a ratio of at least one first aider per 50 employees is required, the number deemed necessary would depend on the degree of risk.

In the absence of a first aider, an appointed person may be nominated to deal with a first aid emergency. If the appointed person has received some basic training, first aid treatment may be offered, however, if the person is not trained the situation should be dealt with as appropriate, eg, by calling an ambulance if necessary.

NB – appointed persons should only be responsible for first aid in the absence of first aiders in exceptional circumstances, such as illness. Forseeable absences, such as annual leave are not considered to be “exceptional circumstances” in this respect.

### **First Aid Provision for Persons Other Than Employees**

The regulations place requirements of employers only in respect of their own employees while they are at work, when making provision there is no obligation on the employer to take account of persons who are not their employees (eg, visitors, residents in homes, pupils in schools, customers in leisure centres, etc).

However, taking into account the number of establishments visited by the public and the view that the Ynys Mon County Council is a caring and prudent employer, it is recommended that when deciding on the number of first aiders required for employees, consideration be given to adequate cover for members of the public.

First aid provision for persons not at work in some cases is governed by other legislation of approved guidance (eg, the Welsh Office have produced guidance on first aid provision for pupils in schools). Ynys Mon County Council's Education Department has produced additional guidance and it forms part of the department's arrangements with regard to health and safety.

It is recommended that other departments set out clearly their arrangements with regard to provision of first aid within their individual health and safety policies.

### **Further Information**

**For further information contact the Corporate Health and Safety Team on 01248 752820**