

## HARWELL PARISH COUNCIL FIRST AID POLICY

First aid is the first and immediate assistance given to any person suffering from either a minor or serious illness or injury, with care provided to preserve life, prevent the condition from worsening, or to promote recovery. It includes initial intervention in a serious condition prior to professional medical help being available.

People at work can become injured or taken ill. It does not matter if the injury or illness is caused by the work they do or not, it is important to give them immediate attention and call an ambulance in serious cases. The Health & Safety (First Aid) Regulations require the employers to provide adequate and appropriate first aid equipment, facilities and people so employees can be given immediate help if they are injured or taken ill at work. The minimum first aid provision on any site / location in the Parish will be implemented and will include;

- A suitably stocked first aid box
- An appointed person to take charge of first aid arrangements
- Information for employees about first aid arrangements

The appointed person will take charge of looking after the first aid equipment and facilities and calling the emergency services when required. Appointed persons do not need first aid training. All employees will be made aware of these first aid arrangements. All first-aid measures will be reviewed by the Council at regular intervals.

Appointed person:.....G Still.....

APPROVED October 2020, reviewed Jun 2021 (minor changes)

How to make sure you meet the new BS8599-1 Standard...

1. Undertake a First Aid needs assessment:

LOW RISK (e.g. shops, offices, libraries etc.)

HIGH RISK (e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture etc).

Based on above guidelines, council risk is LOW for office, HIGH for grounds staff.

2. Based on risk, choose the appropriate British Standard First Aid Kit:

SMALL KIT USAGE GUIDELINES LOW RISK Less than 25 employees HIGH RISK Less than 5 employees

MEDIUM KIT USAGE GUIDELINES LOW RISK 25-100 employees HIGH RISK 5-25 employees

LARGE KIT USAGE GUIDELINES LOW RISK 1 Large Kit per 100 employees HIGH RISK 1 Large Kit per 25 employees.

What does the HSE say?

“Employers may wish to refer to British Standard BS8599 which provides further information on the contents of workplace first aid kits. Whether using a first aid kit complying to BS8599 or an alternative kit, the contents should reflect the outcome of a first aid needs assessment”

BS8599 type of first aid kit kept in

Office – small kit

Staff building – medium kit

Van – medium kit for lone working

Each grounds staff member – medium kit for lone working