

First Aid

Introduction

The Foundation is committed to providing a safe and healthy environment with first aid provision being an important element. It is our policy to be able to provide high quality first aid support to someone who is injured or becomes unwell while involved in any of our activities or on our premises.

This policy sets out the Foundation's First Aid Policy and Procedure to assist staff in understanding what to expect in the event of an incident and to ensure someone trained in basic first aid skills should be able to attend an incident quickly and provide appropriate first aid or take appropriate action.

Purpose

This policy expands on our general health and safety policy and ensures we comply with health and safety requirements. Its purpose is to guide the Foundation's provision of first aid to people suffering injury or illness and ensure we have staff with sufficient skills and resources to provide first aid when it is required.

Scope

This policy applies to all staff, participants and supporters on our programmes and events and any visitors to our premises.

Where members of staff are delivering at schools or community groups, we will follow their first aid procedures.

Legal framework and guidance

This policy has been drawn up on the basis of legislation specific to first aid. Summaries of key legislation and guidance is available on:

- [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: the risks to the health and safety of his employees to

which they are exposed whilst at work 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.

Related policies and procedures

- General Health and Safety
- Employee Safety Handbook
- Safety Arrangements Manual

Contact details

Head of Foundation/Appointed Person

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First Aiders

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Policy review

We are committed to regularly reviewing our policy and good practice annually. The responsibility of reviewing and maintaining this policy is the Head of Foundation.

Policy definitions

1. **First aid** – basic emergency medical care for the treatment of minor injuries or basic emergency care administered to minimise the consequences of more serious injury and illness until qualified medical assistance is available

2. **Emergency First Aid at Work (EFAW)** – a qualification which enables a first aider to give basic lifesaving first aid to someone who is injured or becomes ill
3. **First Aid at Work** - a qualification which enables a first aider to
4. **First aider** – a person who has completed an EFAW training course whose qualification is up-to-date (i.e. they have attended re-qualification training where required)
5. **Appointed person** – the individual responsible for looking after the first aid equipment and facilities and calling the emergency services when required and supporting any first aider. They can also provide emergency cover, within their role and competence, where a first aider is absent due to unforeseen circumstances.
6. **First aid box** – a container holding a supply of recommended first aid items
7. **Premises** – this includes offices, vehicles and outdoor venues

1. Responsibilities

First aiders are responsible for:

- taking control of incidents and summoning appropriate help
- maintaining up to date first aid skills and attending first aid refresher sessions should they feel the need to update their skills between mandatory training
- carrying out first aid when requested in accordance to what they have been taught, and seeking medical advice and/or contacting emergency services where required and providing emergency services or medical staff with any relevant information should they deem this necessary
- only acting within their training and competence
- maintaining an up-to-date stock of first aid supplies, ensuring the first aid box for their area is correctly stocked with supplies which are all in date
- ensuring the reporting of any incident which they respond to and assist with.

While treating a casualty the first aider must:

- respond to callouts immediately so the injured person can be attended and treated as early as possible
- protect themselves, the injured person and others at the scene from any possible dangers

- as far as is reasonably practicable, prevent cross-infection between the first aider and the injured person by wearing gloves and washing hands thoroughly before (if possible) and after treatment
- dispose of all first aid waste as per the section below 'Disposal of waste arising from first aid'.

Employees are responsible for:

- ensuring they are familiar with the Foundation's first aid procedures
- knowing who their nominated first aid member of staff is and when they are on duty
- understanding the severity of any accident
- summoning appropriate assistance when first on the scene of an accident requiring first aid or the involvement of emergency services
- reporting any concerns regarding first aid provision to the Head of Foundation
- making themselves available for first aid training if their role has been identified as one where first aid training would be a requirement.

Senior managers are responsible for:

- undertaking a risk assessment of their activities to highlight potential risks and accident 'hot spots'
- ensuring staff who have been invited to attend first aid training are given time away from their usual roles.

Contractors working at the Foundation premises are responsible for:

- arranging and maintaining their own first aid provision in line with the risks associated with the work in which they are engaged.

The Head of Foundation is responsible for:

- providing suitable first aid equipment and signage, primarily in locations identified through the risk assessment
- ensuring there are suitable numbers of trained first aid staff on duty at all times with this displayed for all staff to see
- ensuring all staff are aware of who are the qualified first aid staff on duty at any particular time
- being the nominated 'appointed person'
- providing details of first aid courses and booking employees on the course

- ensuring training is provided for employees prior to the expiry dates of first aid qualifications
- providing first aid supplies when requested and maintaining a central stock
- reviewing accidents requiring first aid or emergency services involvement to identify any themes behind why, when or where accidents occur, and develop a process to reduce the reoccurrence of accidents
- provide opportunities for employees to be 'debriefed' after any first aid/emergency services involvement to learn from the experience and have the opportunity to share their views in a safe and supportive environment
- maintaining awareness of first aid legislation.

2. First aid provision

First aiders are available at every session organised by the Foundation.

Where there are certain circumstances, such as remoteness from emergency services (e.g. working out of hours, working in public spaces) or special events (e.g. festivals, fundraising challenges and events), there may be a need to put in place special arrangements to meet the requirements of the First Aid Regulations. These arrangements should be made in conjunction with the Head of Foundation. Organisers of these events are required to contact the Head of Foundation to ensure adequate first aid arrangements are made.

First aiders are not able to provide professional medical treatment, provide diagnoses, dispense medicines or give medical oxygen.

First aid staffing requirements

The number and type of first aiders required will be determined by a first aid needs assessment, taking into account the risk associated with the activities undertaken. This analysis will be carried out by the Lead Coach or the relevant lead member of staff organising the activity or event with the Head of Foundation informed of the findings. This document will be reviewed annually, or as a result of a change in the type of activity; numbers of staff or an increase in the numbers of accidents reported.

First aid training

All First Aiders must attend a course which meets the HSE standards required to comply with Health and Safety (First Aid) regulations and hold a current certificate from the training organisation. A first aid needs assessment will be undertaken to ascertain which type of first aid course should be attended. This will depend on the nature of the role and the activities

undertaken. The training organisation should be made aware of any special activities or hazards on site to ensure relevant first aid training is received.

The type of course undertaken will be either of the following:

First Aid at Work (FAW)

This is a more in-depth course and provides a comprehensive set of practical skills, giving both the ability and knowledge to deal with first aid emergencies. The course normally consists of 3 days training with assessment through continuous observation and written assessment.

Emergency First Aid at Work (EFAW)

This course provides basic lifesaving first aid skills and knowledge. The course normally consists of 1 day training with assessment by continuous observation and questioning.

Sports First Aid

Some staff members may benefit from additional training in sports specific first aid which covers common injuries found in sporting activities. The skills learnt can be used to supplement the first aid provision but does not cover the requirements to act as a first aider for the workplace for the purposes of the Health and Safety (First Aid) Regulations 1981.

All First Aiders should undertake annual refresher training over half a day during any 3-year period to keep skills up to date.

First Aid training records and lists of First Aiders will be kept in a readily accessible format for audit and inspection purposes.

First aid boxes

Containers for first aid equipment can be boxes, bags or cupboards and should be made of material able to protect the contents from damp and dust. Containers should be marked with a white cross on a green background. There should be at least one box on the Foundation premises.

The contents of the first aid containers are covered by the First Aid Regulations and the type of dressings etc. should be determined by the first aid needs assessment and agreed with the Operations Manager. The contents of the container should be regularly checked and replenished, usually by first aid personnel ([see Appendix 1 for a list of contents](#)).

A first aid kit should be kept in each work vehicle. Those who work off-site or travel on behalf of the Foundation should be given a personal first aid kit.

Minor injuries procedure

For **minor injuries** the following procedure should be followed:

- report the incident to a first aider and allow them to provide medical assistance
- if the first aider is unable to effectively treat the injury, inform your line manager and arrange to see an appropriate healthcare professional or emergency service
- ensure the accident is reported in the accident book
- the first aider should report accidents to the Head of Foundation and the Head of Stadium Operations at Worcester Warriors in order for them to conduct a risk assessment into the reasons for the accident occurring.

Urgent medical attention procedure

In the event of an accident occurring within the workplace and a requirement for **urgent medical attention** the following procedure should be followed:

- if the first person in attendance is in doubt as to the seriousness of a person's injury, and it is felt an ambulance is required then telephone the emergency services on 999
- if the person does not have a telephone with them they should leave the casualty in order to contact the emergency services
- the operator will ask the caller a number of questions which will help establish the treatment the individual needs but will not delay how long the accident takes to reach the incident. The operator may also provide additional first aid assistance to those giving aid
- following this, if possible, contact a first aider
- in the absence of a first aider and the person is unsure what to do, then they should stay with the casualty until the emergency services arrive
- when emergency services arrive the person should describe the circumstances of the accident and their involvement and any other relevant information to assist the emergency services.

All accidents requiring first aid involvement should be recorded and shared with the Head of Foundation and Head of Stadium Operations at Sixways Stadium for review and action.

Incidents should be referred on to appropriate healthcare professionals or emergency services if required, and staff should not perform tasks beyond their capability or training.

3. Disposal of waste arising from first aid

All waste arising from the provision of first aid should be placed in a yellow clinical waste bag (these should be available in first aid boxes).

- For small amounts of clinical waste, please dispose of it in the medical waste bins (bins with yellow waste bags inside) located in all buildings, generally in the disabled toilets.
- For large amounts of clinical waste, contact the Operations Manager to arrange disposal of the clinical waste bag.

For assistance with body fluid spills, please contact the Operations Manager.

Contents required for Foundation office (10-20 person box)	Contents for individuals/work vehicles
<ul style="list-style-type: none"> • a leaflet giving general guidance on first aid • 20 individually wrapped sterile adhesive plasters (assorted sizes) • 2 sterile eye pads • 6 triangular bandages (individually wrapped) • 6 safety pins • 10 individually wrapped alcohol-free cleansing wipes • 6 medium size individually wrapped wound dressings (12cm x 12cm) • 3 large size individually wrapped wound dressings (18cm x 18cm) • 2 burn dressings (10cm x 10cm) • 2 pairs of disposable gloves • 2 foil blankets • 1 face shield for mouth to mouth • scissors • tweezers • distilled water for cleaning wounds • eyewash pods (20ml) • microporous tape (2.5cm) • 3 x clinical waste bags 	<ul style="list-style-type: none"> • a leaflet giving general guidance on first aid • 6 individually wrapped sterile adhesive plasters • 1 sterile eye pad • 2 triangular bandages (individually wrapped) • 6 safety pins • 6 individually wrapped alcohol-free cleansing wipes • 1 medium size individually wrapped wound dressing (12cm x 12cm) • 1 large size individually wrapped wound dressings (18cm x 18cm) • 2 burn dressings (10cm x 10cm) • 1 pair of disposable gloves • 1 foil blanket • 1 face shield for mouth to mouth • scissors • tweezers • distilled water for cleaning wounds • eyewash pods (20ml) • microporous tape (2.5cm) • 1 x clinical waste bags

- hand sanitiser

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Contents required for off-site coaching first aid box

Contents to be the same for individuals/work vehicles with the following additional items:

- 2 x instant cold pack

