



Broseley Town Council

FIRST AID AT WORK POLICY

It is our policy to ensure that appropriate first aid arrangements are in place for employees and any visitors to our premises. This includes providing sufficiently trained employees suitable to meet our requirements and maintaining an adequate supply of first aid equipment. It also involves providing enough information to employees to enable first aid assistance to be sought during working hours.

Our Legal Position

The duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981 as amended 2013.

Responsibilities of First Aid Personnel

First aid personnel have the following duties and responsibilities:

- To respond promptly to all requests for assistance
- To summons further help if necessary
- To provide treatment within the limitations of their competence
- To look after the casualty until recovery has taken place or further medical assistance has arrived
- To not put themselves in danger
- To report details of any treatment provided
- To undertake regular checks and complete checklist of first aid kits, replenishing them as necessary.
- To call an ambulance where necessary

Procedures

The following general first aid-related procedures will be followed by all employees:

- If an employee has been taken ill, or has had an accident the First Aider must be asked for assistance
- First aid treatment should not be attempted by anyone who has not completed the appropriate training.
- Access to a first aid kit for personal use should only be done in consultation with a nominated First Aider
- First aid equipment must not be removed from its designated place unless in the course of an evacuation
- First aid boxes will be checked every three months with missing or out of date items replaced
- If a first aid kit is poorly stocked, this should be reported to the Town Clerk.

Dealing with Visitors

First aid assistance will be offered to visitors on all council premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a First Aider. If the visitor has had an accident the First Aider will be responsible for ensuring that an entry is made in the accident book.

Employee Training

Employee's will undertake First Aid training every three years and will be nominated as the 'Appointed Persons'. They will be responsible for administering basic first aid.

Information for Employees

Information on the current Emergency First Aiders will be displayed within the Council Buildings.

First aid boxes are located:

- In the Library
- In the Town Council Office
- In the Cemetery Cabin
- In the Works Van

Review of this Policy

This policy will be reviewed as required but not less than once every three years.

<i>Date approved:</i>	<i>14 December 2021</i>
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