

<i>Reference</i>	POL 39
<i>Version</i>	1.0
<i>Issue Date</i>	20/04/2025
<i>Approved</i>	Executive Director

BLACKBURN GOULD AND ASSOCIATES LTD First Aid Policy

Contents

1.	HEALTH AND SAFETY POLICY.....	2
2.	DEFINITION OF FIRST AID	2
3.	CONTACTING A FIRST AIDER	2
4.	ASSESSMENT OF NEED.....	2
5.	SELECTING SUITABLE FIRST AID CANDIDATES.....	3
6.	FIRST AID TRAINING	3
7.	FIRST AID ALLOWANCE.....	4
8.	DETERMINING THE LOCATION OF FIRST AID BOXES	4
9.	FIRST AID SUPPLIES.....	4
10.	BLACKBURN GOULD AND ASSOCIATES LTD FIRST AID ROTA.....	4
11.	FIRST AID ROOMS	4
12.	HOLIDAYS	5
13.	PRECAUTIONS FOR FIRST AIDERS	5
14.	REPORTING ACCIDENTS	5
15.	ESCORT DUTIES TO THE HOSPITAL.....	5
16.	CLOSING REMARKS	6

1. **Health and Safety Policy**

BLACKBURN GOULD AND ASSOCIATES LTD is committed to providing a safe and healthy workplace for students, staff and visitors. In pursuing a safe and healthy environment, BLACKBURN GOULD AND ASSOCIATES LTD is committed to preventing and controlling hazards that could result in personal injury or ill health and minimising the effects of accidents and incidents that may occur, by providing first aid resources and supporting a network of First Aiders. BLACKBURN GOULD AND ASSOCIATES LTD aims to provide first aid resources based on the requirements of The Health and Safety (First Aid) Regulations 1981. In practice this means that BLACKBURN GOULD AND ASSOCIATES LTD is required to provide a system of First Aid that includes the nomination and training of First Aiders and the provision and maintenance of First Aid Kits.

2. **Definition of First Aid**

People at work **or at training** can suffer injuries or fall ill. It does not matter whether the injury or illness is caused by the work they do. It is important that they receive immediate attention and that an ambulance is called in serious cases. First aid can save lives and prevent minor injuries becoming major ones. First aid at work covers the arrangements that need to be made to ensure this happens, that is, the initial management of any injury or illness suffered at work. It does not include giving tablets or medicines or to treat illness.

3. **Contacting a First Aider**

3.1 To call a first aider in an emergency, telephone 07930619471 or speak to your course tutor.

3.2 The First Aiders will take the details of location and nature of the emergency. The First Aider(s) will make their way to the casualty and administer first aid treatment.

To summon an ambulance or other transport for transfer to Hospital, the First Aider should ring 999.

If, in the opinion of the first-aid attendant, it is determined, as a precautionary measure, that an individual requires attention at a hospital accident and emergency department, but the illness or injury is judged not severe enough to require an ambulance, the attendant should arrange suitable transport.

If it is deemed necessary to send an individual to hospital, a member of staff should, where possible, accompany that individual to hospital. It is recognised that circumstances may dictate that this may not always be possible. On reporting to the accident emergency reception, it is not necessary for the member of staff to remain at the hospital. The Head of Centre or suitable deputy should be informed of all such instances.

If a First Aider is not present and an ambulance is necessary in an emergency situation, then 999 should be dialled at once. The Head of Centre or suitable deputy should be informed of all such instances.

4. **Assessment of Need**

4.1 The Management of Health and Safety at Work Regulations 1999 require an employer to assess significant risk to all those affected by its undertaking. The risks of injury and ill health identified in the risk assessment will determine the level of first aid provision needed. In some areas of BLACKBURN GOULD AND ASSOCIATES LTD, for example training facilities, the Head of Centre may need to consider greater provision of first aid equipment and facilities. More first aid personnel will be needed in the buildings with higher risk activities than those with lower risk activities.

4.2 In assessing need, Heads of Centre need to consider:

- Workplace hazards and risk



- The size of the Centre
- The Centre's history of accidents
- The nature and distribution of the workforce and students
- The proximity of medical and emergency services
- The needs of travelling, remote and lone workers
- Employees and students working on shared or multi-occupied sites
- Annual leave and other absences of first aiders and appointed persons.
- When appointing a department specific First Aider due consideration should be given to method of contact by members of staff and students of that department.

5. **Selecting Suitable First Aid Candidates**

5.1 Employees of BLACKBURN GOULD AND ASSOCIATES LTD can nominate themselves for a first aid training course to enable them to be a BLACKBURN GOULD AND ASSOCIATES LTD first aider. However a number of factors should be included in the selection of an individual. The individual must:

- Be readily available and reliable to respond immediately to an emergency
- Have a good disposition and good communication skills
- Be willing to be on the BLACKBURN GOULD AND ASSOCIATES LTD First Aid Rota for at least one year
- Alternatively be willing to serve as an active departmental First Aider
- Have the aptitude and ability to learn new skills
- Can cope in an emergency situation calmly
- Be aware of their limitations and be able to make appropriate judgements about the need to seek medical advice or call an ambulance.

5.2 An employee wishing to become a first aider for BLACKBURN GOULD AND ASSOCIATES LTD and willing to be on BLACKBURN GOULD AND ASSOCIATES LTD First Aid Rota for one year should Contact their Head of Centre. The Head of Centre then notifies the First Aid Co-ordinator/Occupational Health secretary by e-mail or letter confirming that they are authorising time off for their member of staff to attend a First Aid Training Course and to go on BLACKBURN GOULD AND ASSOCIATES LTD First Aid Rota.

6. **First Aid Training**

6.1 Training is an important requirement for the First Aider. Individuals must therefore attend and pass a training course in accordance with the Health and Safety (First Aid) Regulations 1981. BLACKBURN GOULD AND ASSOCIATES LTD currently trains all it staff to this level of training. The First Aid Certificate remains valid for three years. At the end of this period, retraining is required to renew this certificate and retain an appointment as a First Aider.

6.2 Arranging Training

6.2.1 Training is organised through head of Centre. Suitable training dates are arranged in consultation with each nominated First Aider and Head of Centre/Manager.

6.3 Cost of training

6.3.1 BLACKBURN GOULD AND ASSOCIATES LTD will meet the cost of First Aid Training providing the following conditions are adhered to:

The individual meets the personal requirements as previously stated



The First Aider is available to go on the First Aid Rota for at least one year.

6.4 Retraining requirements

6.4.1 The First Aid Co-ordinator will notify and organise further first aid training courses two months before First Aid Certificate expires. If the First Aider does not wish for their certificate to be renewed the first aid allowance will cease.

7. **First Aid Allowance**

All designated First Aiders who are on the First Aid Rota are paid an allowance, as determined by BLACKBURN GOULD AND ASSOCIATES LTD. The allowance is paid into the First Aiders' salary in November of every year. Those who **must** discontinue first aid duties for BLACKBURN GOULD AND ASSOCIATES LTD will be given a proportion of the allowance depending on when they terminate their first aid duties.

Terminating duties is held to mean no longer actively on rota/on call. Payment will be made to those First Aiders who are actively acting as First Aiders within their own centre,

8. **Determining the Location of First Aid Boxes**

8.1 Head of Centre should ensure that first aid boxes are located in a readily accessible place, close to running water if possible.

9. **First Aid Supplies**

9.1 All First Aiders on rota are issued with individual bags containing first aid supplies.

9.2 First Aiders will have access to water and a telephone.

9.3 **Head of Centre** will stock the First Aid rooms and supply cupboard.

9.4 Departments requiring additional resources are responsible for assessing, resourcing and ordering their own supplies. A First Aider or Appointed Person should be responsible for maintaining this.

9.5 Advice on First Aid Supplies can be obtained from **the Head of Centre** by contacting the First Aid Co-ordinator.

10. **BLACKBURN GOULD AND ASSOCIATES LTD First Aid Rota**

10.1 BLACKBURN GOULD AND ASSOCIATES LTD operates a First Aid Rota system for the First Aiders. The aim of this rota is:

- To provide BLACKBURN GOULD AND ASSOCIATES LTD with adequate first aid cover.
- To ensure that all First Aiders are given the opportunity to practice their first aid skills.
- To notify Heads of Centre when their staff are on First Aid duties.
- First Aiders will during normal staffing levels, not be expected to undertake a rota frequency of more than one in every four weeks.
- In the case of pregnant First Aiders or those developing a health condition which results in removal from rota duties, payment will continue for one year and reviewed by the Head of Centre and First Aid Co-ordinator.

11. **First Aid Rooms**

11.1 Location and equipment:



- Trafalgar House – Ground Floor-Training Room
- Trafalgar House – First Floor-Administration Offices
- Trafalgar House- Second Floor-Executive Director's Office

11.2 First Aid equipment are to be kept locked as a security measure.

11.3 First Aiders on rota will have keys, as will on call services such as security.

11.5 First Aid room is the Executive Directors Office on the second floor. are to be used for the purposes of administering First Aid only.

12. Holidays

12.1 All First Aiders should notify Head of Centre of holiday arrangements to enable the First Aid co-ordinator to exclude the First Aider from the rota at the time of their holiday.

12.2 If however the rota is already completed for the time that the First Aider is on holiday then they should notify the Head of Centre not the First Aid co-ordinator.

13. Precautions for First Aiders

13.1 Care must be taken before and during the administration of first aid, to ensure the Health and Safety of the First Aider.

13.2 Administering First Aid

13.2.1 First Aiders are not trained to administer medicines; they must never store or dispense any medication of any kind including painkillers. When administering first aid the First Aider should take the following precautions:

- Practice good hygiene, particularly washing and drying hands before and after providing first aid treatment.
- Avoid contact with blood by using disposable gloves.
- Always cover cuts and unhealed wounds, especially on hands
- Follow the advice given in the Management of contamination of blood/body fluids document.
- Contact the domestic supervisor for cleaning of blood that may have spilled onto floor and or furnishings.
- If in doubt regarding management of any incident, the attending First Aider should contact switchboard and summon another First Aider for support and guidance.

14. Reporting Accidents

14.1 After giving treatment to any injured person, First Aiders must complete Sections 1-3 of an Incident Report Form (Form S1) and forward the form to the **Executive Director** (even in the case of a minor injury). If the injured person is an employee, the First Aider must also make an entry in the Accident Book. In the case of a major injury or fatality the First Aider must telephone BLACKBURN GOULD AND ASSOCIATES LTD **Executive Director** with the details.

15. Escort Duties to the Hospital

15.1 Any First Aider or member of staff escorting a casualty to hospital must leave the casualty in the care of the hospital staff. After the casualty has been registered in the hospital the escort must phone BLACKBURN GOULD AND ASSOCIATES LTD Head of Centre. The switchboard staff will arrange for the escort to return to BLACKBURN GOULD AND ASSOCIATES LTD.



16. Closing Remarks

16.1 Providing and supporting a network of trained First Aiders requires commitment from all sectors of BLACKBURN GOULD AND ASSOCIATES LTD particularly First Aiders themselves. Working together with Occupational Health, First Aiders can perform an important role in creating a safe and healthy environment at BLACKBURN GOULD AND ASSOCIATES LTD.

