

First Aider in H&S Guidance

Ensuring that their building has adequate fire wardens and first aiders at all times

First Aiders

All first aiders must have the necessary training and qualifications, as evidenced by a current first aid certificate issued under an approved training course.

It is the responsibility of all first aiders to maintain a valid certificate of competence and to advise their manager when it is due to expire. The first aider will also keep a record of training and qualifications. The list of first aiders and their locations are displayed on notice boards.

All information of a personal nature obtained in the course of first aid duties will be treated as confidential.

First aiders will:

- ensure that the first aid box for which they are responsible, at the first aid point at which their name is affixed, is appropriately stocked and maintained in a clean, tidy condition, obtaining replacement items as necessary.

COSHH - What should you consider if any hazardous products are being used?

- Can you discontinue use of the product? (First priority)
- Can you substitute the product with a less hazardous one?
- Has the person been trained to understand the hazards of the products?
- Are Material Safety Data Sheets (MSDS/COSHH sheets) available and nearby?
- Have your first aiders received a copy of the Material Safety Data Sheets for products used in their areas?

Electrical Equipment

- Are the personnel working on the equipment qualified to do so?
- What safety measures must be taken in order to work on this equipment?
- Are the first aiders aware that electrical work is taking place?
- Is there an on-going procedure in place for portable appliance testing of all electrical equipment?
- Is the testing still in date?
- Is there a procedure in place to ensure that any employee bringing personal electrical equipment into the building (radios, phone chargers, etc.) has it PAT tested before use?

First Aid

- Is there a fully equipped first aid box available at all times?
- Are there adequate numbers of first aiders available at all times when the building is in use?
- Is an eyewash station required?

Visitor

On the day of the visit ensure that:

1. Either you or a nominated deputy is informed by reception on the arrival of your visitor.
2. You attend reception without delay and escort your visitor to the relevant meeting room pointing out the amenities and health and safety procedures.
3. Your visitor is accompanied at all times during their visit.
4. In the event of a fire or other emergency your visitor is escorted to the assembly point and is accounted for until reoccupation. Except where the visitor is in a wheelchair when they must be escorted to the safe refuge (usually the nearest stairwell) to await rescue.
5. If in the event that your visitor has an accident you contact a first aider and that an accident form is completed.

Injury Reporting

- If a child has an accident, one member of staff should deal with this whilst the others continue to supervise the children. A first aider can be called upon if necessary. In the event of an accident to an employee or other adult, the person should seek the assistance of the first aider.
- Once first aid treatment has been provided, the medical officer must enter the relevant details into the accident book (if applicable) and onto the online system. The following information must be recorded in the accident book:
 - full name and occupation/status e.g. student of injured person;
 - date, time and place of accident;
 - cause and nature of injury;

Once the entry has been made, the paper record must be kept as instructed under the law of the resident country and kept in a secure and confidential place for data protection purposes. The records must be kept for a period defined by the law of the resident country.

Where necessary, the relevant parent will be notified.

- an investigation of the accident will be instigated by the Senior Site Manager/Principal to a level commensurate with the seriousness or potential seriousness of the accident.
- Subject to local legislation, in certain situations it may be necessary to report an incident or accident to the local Enforcing Authority.

Control of Contractors on Site Checklist

This form must be completed by the Business Manager prior to commencement of work. It is the School's Business Manager's responsibility to ensure the following has been complied with:

Question	Tick ✓		Comment
	Yes	No	
Accidents			
Have they been advised of the nearest first aider ?			
Have they been advised of the nearest first aid box?			