
First Aid at Work Policy

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Please visit the intranet for the latest version.***

Purpose of Agreement	Health and Safety legislation requires all employers to provide a safe and secure environment for their staff. This document details the Solent NHS Trust policy and arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work. This document has been produced to comply with the Health and First Aid at Work Regulations 1981 amended (2013 Third Edition)
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Review Log

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2	September 2015	DK		
3				

Amendments Summary

Amend No.	Issued	Page (s)	Subject	Action Date
1	Sep 15	Various	Review due to policy time frame and operational changes inclusive of Job titles/ responsibilities	Sep 15
2	Sept 2018	Various	Review due to policy time frame, First aid training section reviewed, Success and monitoring criteria changed to capture monitoring tool, additional first aid posters added	Sept 2018

Executive Summary

Solent NHS Trust recognises that it has a statutory requirements for first aid, in the workplace, these are detailed in the Health and Safety (First Aid) Regulations 1981 as amended Third edition 2013, further interpreted by the 1997 Approved Code of Practice (DOC L74) requires employers to ensure there are adequate and appropriate first aid facilities for their employees in the event of an injury or illness at work. This includes suitably trained personnel to respond in first aid emergency and suitable equipment provided by the employer.

The policy gives comprehensive guidance on how to manage first aid cover and details roles and responsibilities for all staff, describing the arrangements to be followed so immediate assistance can be given to employees suffering from potential injuries or illness associated with their specific undertaking so rapid summoning of an ambulance or medical assistance can be achieved.

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1. INTRODUCTION & PURPOSE

1.1 The statutory requirements for first aid, in the workplace, are detailed in the Health and Safety (First Aid) Regulations 1981 as amended Third edition 2013, further interpreted by the 1997 Approved Code of Practice (DOC L74) require employers to ensure there are adequate and appropriate first aid facilities for their employees in the event of an injury or illness at work. This includes suitably trained personnel to respond in first aid emergency and suitable equipment provided by the employer.

1.2 The Regulations place the following duties on employers. They must:

- undertake an assessment of first aid needs to determine the required numbers of first aiders or appointed persons, level of training, facilities and equipment. This will depend on the nature of the work, the number of employees, and the location of the premises. The assessment may be documented although there is no requirement to do so
- provide adequate and appropriate levels of First Aid equipment and facilities
- make sure there are adequate numbers of suitable staff available for administering First Aid to employees. These 'First Aiders' must be trained and be qualified as deemed appropriate by the HSE, and must have any additional training, as appropriate, for example, in workplaces where cyanide or electricity, etc may be notable hazards
- appoint an alternative person, to take charge when the First Aider is away from the premises in temporary and exceptional circumstances
- provide an 'appointed person', where the assessment of first aid needs indicates that due to the low risk nature of the work and location, a 'first aider' is not required
- provide employees with information regarding the provision of First Aid, location of equipment, facilities and relevant personnel.

1.3 The HSE conducted a consultation in 2013, to evaluate existing provision for First Aid training. The changes are reflected below.

1.3.1 The 4 day First Aid at work has been replaced with a 3 day First Aid at Work course. On an annual basis, a three hour refresher course is recommended. At the end of 3 years, a 2 day "re-qualification" course is required.

1.3.2 The First Aid for Appointed Persons has been replaced with a one day Emergency First Aid at work course. You should attend an annual refresher and at the 3 year point, you will need to repeat the full Emergency First Aid at work course.

1.3.3 For further information refer to Appendix 4.

2. SCOPE & DEFINITIONS

2.1 This policy is specifically aimed at Solent staff but also applies to bank, locum, permanent and fixed term contract employees (including apprentices) who hold a contract of employment or engagement with the Trust, and secondees (including students), volunteers (including Associate Hospital Managers), Non-Executive Directors and those undertaking research working within Solent NHS Trust, in line with Solent NHS Trust's Equality, Diversity and Human Rights Policy. It

also applies to external contractors, Agency workers, and other workers who are assigned to Solent NHS Trust who work on or alongside Solent NHS Trust members of staff

- 2.2 There are no specific legal requirements to provide first aid for non-employees though arguably this is required in some circumstances to fulfill Solent NHS Trusts general duty of care. In practice most employers involved in organizing public services tend to make first aid provision for the public.

3. PROCESS/REQUIREMENTS DEFINITIONS are found in Section 12 Glossary and Definition

FIRST AID RISK ASSESSMENTS

General

- 3.1 The Health and Safety (First Aid) Regulations 1981 require employers to assess the needs for first aid with regard to the workplace, the location, the numbers and needs of employees and the activities taking place. In the event of first aid being required, employers need to consider the equipment available to provide first aid assistance or whether rapid emergency medical assistance is required.
- 3.2 Typically, first-aiders will hold a valid certificate of competence in either first aid at work (FAW) or emergency first aid at work (EFAW). EFAW training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work.

Risk Assessment

- 3.3 The Regulations do not prescribe the level of First Aid facilities an employer must provide, because every work place has different hazards. The level of service provided must be appropriate to the risks identified in the workplace assessment, and separate assessments may be required for various parts of the premises, and off site activities dependent on the operations undertaken.
- 3.4 There is no obligation for an employer to record the results of such an assessment, but a record may be useful to justify at a later date, the reasons behind the particular level of first aid provision. In determining the nature and extent of first aid provision within the various localities, wards and departments, the factors to be considered and which should therefore be recorded if a record is desired, include:
- The nature of the work undertaken, the situation and environment and the hazards and risks they present.
 - The size and location of the workforce.
 - The location in relation to the nearest “expert” medical services (e.g. A&E and Minor Injuries Units)
 - The sharing of First Aiders and facilities in multi-occupancy buildings.
 - The provision during normal working hours and also any out of hour’s occupation of premises.
 - Working patterns e.g. “fixed base” working, shift work, peripatetic working (i.e. staff who have a work base but spend significant amounts of time within the community). Services requiring 24 hours cover etc.

- The needs of travelling, remote or lone workers, particularly where their job is considered high risk. Such staff may need to be trained to become Appointed Persons and be provided with a personal first aid kit.
- Cover for leave/absence of first aiders
- The number of non-employees (service users, visitors, contractors, members of the public etc.).
- The first aid provision already in place, i.e. trained staff and first aid boxes.
- The location of first aid materials and equipment that are readily available when needed.

3.5 To complete a first aid assessment

- Refer and follow the guidance in Appendix 1 Checklist for assessment of first-aid needs and Appendix 3 Suggested number of first-aid personnel to be available at all times at work
- Record result by completing Appendix 2 Record of First- aid provision

Appendix 1 Checklist for assessment of first-aid needs

Appendix 2 Record of first-aid provision

Appendix 3 Suggested number of first-aid personnel to be available at all times at work

4. FIRST AID PERSONNEL SELECTION

4.1 Those responsible for selecting First Aiders should consider the personal qualities required of a good First Aider, whether or not they have a physical deficiency which would impair their capabilities, and whether their normal duties would enable them to rapidly attend an incident, when required.

Employees selected must be:

- capable of working in a calm manner in an emergency
- normally be on-site during working hours
- aware of the urgency of attending an incident immediately when alerted.

4.2 First Aiders should be reliable and have good communication skills, and should be capable of learning new skills and absorbing information.

4.3 When determining the numbers of first aiders required, employers may take into account the availability of qualified medical professionals provided they can demonstrate current knowledge and skills in first aid the training and experience of the following qualify them to administer first aid in the workplace without the need to hold a FAW or EFAW or equivalent qualification.

- doctors registered with the General Medical Council
- nurses registered under part 1, 2, 10 or 11 of the Single Professional Register of the Central Council for Nursing Midwifery and Health Visiting.
- paramedics registered with the Health and Care Professions Council

4.4 In other words, such individuals may be regarded as a substitute for first aiders. However, in practice it is worthwhile to check with the individuals that they have received suitable recent

training to administer first aid and to ensure that they are able to provide such a service taking into account the constraints of their job role.

- 4.5 If an employee has a current first-aid qualification other than FAW/EFAW, the employer may consider whether it would be suitable in relation to the role of workplace first-aider and their needs assessment.

5. ROLES & RESPONSIBILITIES

- 5.1 **The Chief Executive Officer** has overall responsibility for all matters of risk management; this includes first Aid at Work activities within the Trust. The Chief Executive Officer will also have overall responsibility for ensuring that sufficient resources are provided to enable the policy to be implemented and to remain effective.

- 5.2 **Line Managers, Premise managers, Associate Directors, Operational Directors and Clinical Directors** are responsible for ensuring that day-to-day work activities under their control are carried out with full regard to good Health and Safety management. In particular they are responsible for ensuring that those responsible persons/managers accountable to them appoint sufficient First Aiders to cover periods of annual leave, sickness and other planned absences so that the service is maintained.

- 5.2.1 They are responsible for

- Conducting a workplace risk assessment (see Section 3 above) to determine the number of first aiders/Appointed Persons required, in order to ensure compliance with the Health and Safety Regulations. See also Checklist at Appendix 1.
- Liaising with other management colleagues in circumstances where more than one manager has responsibility for a particular work area and, to ensure, that a joint approach is taken in the determination of first aid provision.
- Identifying employees who are willing to undertake first aid training
- Ensuring the provision of first aid equipment as detailed in section 7 below. In work areas where one or more Certified First Aider has been appointed, it would only be necessary to provide a sufficient number of boxes to meet local requirements.
- Communicating the location and names of Certified First Aiders (and Appointed Persons) to all staff within each respective work area. Such information should also be prominently displayed on strategically placed notices within the work area. Free Poster examples are shown in Appendix 6 Your Nearest First Aid Box Location Is and Appendix 7 Your First Aiders Are

- 5.4 **Employees-** All staff should ensure that they are aware of all first aid arrangements within their immediate work area and, in particular, should acquaint themselves with the names and location of their nearest Certified First Aider. Following any incident, the person in charge of the particular work area should ensure the incident is reported, following Solent's reporting of adverse events policy, incident reporting procedures (Safeguard) by completing and submitting an Incident Report (via paper form **or** the web-based system).

- 5.5 **Role of the Certified First Aiders (FAW, EFAW)**

- To administer first aid to employees in accordance with their training, when required to do so, and to refer staff for specialist help, when required.
- To record all treatment provided, including the nature of first aid given, together with the date and time it was given.
- To present themselves for training at the appropriate time.

5.6 **Role of the Appointed Person**

- To take charge of the first-aid arrangements, including looking after the equipment and facilities
- calling the emergency services when required

6. TRAINING

- 6.1 The Trust provides First Aid training for its staff. All First Aiders must be competent and hold a valid certificate of training. Though no longer necessary for providers to be registered with the HSE the Trust is and continues to ensure that HSE guidelines and criteria are followed to maintain quality assurance. First Aid certificates are only valid for three years, and prior to the certificate expiring (up to three months before the expiry date), refresher training with re-testing must be undertaken. The new certificate runs from the date of expiry. Following expiry of a certificate the whole training course must be taken again to re-establish competency.
- 6.2 Where training has been sourced from an outside provider those trained must notify L & D learning&development@solent.nhs.uk that they have completed a course and provide a copy of their certificate.
- 6.3 All existing staff will cover first aid arrangements with the communication of the location and names of Certified First Aiders (and Appointed Persons) within each respective work area. Such information should also be prominently displayed on strategically placed notices within the work area. Free Poster examples are shown in Appendix 6 Your Nearest First Aid Box Location Is and Appendix 7 Your First Aiders Are
- 6.3.1 All new staff (Permanent and Temporary) will cover first aid arrangements through the appropriate Local Induction procedures.
- 6.4 First aiders will be informed three months prior to their certificate expiring by Learning and Development. First Aiders will be responsible for ensuring they enrol onto a course before expiry.
- 6.5 The changes in legislation now allow the Trust offer bespoke First Aid training to compliment the HSE criteria, departments can request this training via Learning and Development

7. FIRST AID CONTAINER

- 7.1 Every workplace should have at least one First Aid container ('First Aid box') which should contain suitable First Aid materials. The container should be made of a suitable robust material, and built to protect the contents from contamination and damage. It is usually necessary for the container to be portable. In accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996 as amended, the container should be marked with a white cross on a green

background. The 'Approved Code of Practice and Guidance' recommends the following for businesses where there are no special risks:

Item	Number First Aid Container	Number Travelling First Aid Container
Guidance on First Aid e.g. HSE leaflet 'Basic Advice on First Aid at Work'	1	1
Individually-wrapped sterile adhesive dressings (assorted sizes)	20	6
Sterile eye pads	2	
Individually wrapped triangular bandages	4	2
Safety pins	6	2
Medium sized individually wrapped sterile dressings (approximately 120x120mm)	6	
Large sterile individually wrapped unmedicated wound dressings (approximately 180x180mm)	2	1
Disposable gloves	1 pair	1 pair
Individually-wrapped moist cleansing wipes	Number not specified	Number not specified

- 7.2 Medication, for example, pain-relievers such as paracetamol, must not be administered or kept in the First Aid container. The only items of medication which are allowed to be kept in the container are antidotes for specific hazards, such as cyanide poisoning, for which First Aiders have received specific and appropriate training.
- 7.3 First Aiders and appointed persons may be asked to supply headache tablets, indigestion powders, etc. - this shall not be done.
- 7.4 The above table gives a suggested contents list only and, depending on the assessment, different materials may be required, such as scissors, tape, protective garments, etc. If large items, such as blankets, protective equipment, or antidotes (cyanide poisoning etc) are required this should be securely stored near to the container. If mains tap water is not available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be supplied. Such vessels should not be kept after their expiry date, or after they have been opened.
- 7.5 Emergency showers and automatic eye washes will be required where there are specific chemical hazards. Where such equipment is installed it should be periodically inspected, maintained and tested in accordance with the manufacturers' instructions.

8. EQUALITY IMPACT ASSESSMENT AND MENTAL CAPACITY

- 8.1. A thorough and systematic assessment of this policy has been undertaken in accordance with the Trust's Policy on Equality and Human Rights.

- 8.2. The assessment found that the implementation of and compliance with this policy has no impact on any Trust employee on the grounds of age, disability, gender, race, faith, or sexual orientation. Refer to Appendix 5

9. SUCCESS CRITERIA / MONITORING EFFECTIVENESS

- 9.1 The effectiveness of this policy will be determined by the analysis of adverse incident reports raised in response to injuries sustained during incidents at work, staff complaints and management requests.
- 9.2 The Health and safety manager will review all first aid assessment's that are received by local services and teams
- 9.3 The health and safety manager will review first aid arrangements when undertaking the health and safety workplace inspection (first aid question on inspection sheet) and add to the health and safety inspection action tracker

10. REVIEW

- 10.1 This document may be reviewed at any time at the request of either staff side or management, but will automatically be reviewed 3 years from initial approval and thereafter on a triennial basis unless organisational changes, legislation, guidance or non-compliance prompt an earlier review.

11. REFERENCES AND LINKS TO OTHER DOCUMENTS

- 11.1 The Trust acknowledges the following sources of advice and reference:
- First Aid at Work: The Health and Safety (First Aid) Regulations 1981 Approved Code of Practice and Guidance (HSE Legal Series L74)
 - Health and Safety (First Aid) Regulations 1981 Statutory Instrument SI 1981/917
 - Basic Advice on First Aid at Work (HSE leaflet INDG347 revised)
 - How to Gain and Maintain Approval for First Aid at Work Training Under the Health and Safety (First Aid) Regulations 1981 (HSE leaflet)
 - Blood-borne Viruses in the Workplace (HSE leaflet INDG342)
 - First Aid at Work: Your Questions Answered (HSE leaflet INDG214)
 - Review and Evaluation of the Effectiveness of the 'Health and Safety (First Aid) Regulations 1981' HSE Discussion Document DD21
 - The Management of Resuscitation Policy
 - Reporting of Adverse Events Policy
 - Health Safety Policy
 - Risk Management Framework
 - Freedom to Speak up Policy

12. GLOSSARY AND DEFINITIONS

FAAW First Aid at Work

EFAW Emergency First Aid at Work

AP Appointed Person
HSE Health Safety Executive
A&E Accident and Emergency
L&D Learning and Development

DEFINITIONS

First Aid

First-aid is the treatment of minor injuries that happen on premises that would otherwise receive no treatment or do not require treatment by a medical practitioner or nurse. In cases where a person will require help from a medical practitioner or nurse, first aid aims to preserve life and minimise the consequences of injury or illness until such help is obtained.

A Mini Kit

A **mini kit** is a very basic first aid kit given to lone workers (e.g. kept in the car or in a bag) so that if they have an accident whilst out of the office, they can self-administer first aid.

Certified First Aider

A person who has undergone a training course in administering first aid at work and holds a current first aid at work certificate following attendance at a training course delivered by a provider who meets the Health & Safety Executive (HSE) criteria for first aid training.

First Aid at Work Certificate (FAW)

Currently, this is obtained, following a 3 day training which meets HSE criteria. Attendance on such a course is recommended for those Responsible Persons/Managers in parts of the county where there is not ready access to the A&E Departments or Minor Injuries Units or, where the risk of injury is considered to be high.

Participants will cover all the subject listed for EFAW listed below and also be able to:

- Administer first aid to a casualty with injuries to bones, muscles and joints including suspected spinal, chest and eye injuries, sudden poisoning or anaphylactic shock
- Recognise the presence of a major illness including (heart attack, stroke, epilepsy, asthma, diabetes) and provide appropriate first aid

Emergency First Aid at Work (EFAW)

This one day course, which now falls within the HSE Regulations, is an introduction to the basic medical and emergency skills that all First Aid contacts in the workplace should cover:

- Role of the first aider
- Importance of preventing cross infection
- The need for recording incidents and actions
- Use of available equipment
- Assess the situation and circumstances in order to act safely, promptly and effectively in

an emergency

- Administer first aid to a casualty who is unconscious (including seizure)
- Administer first aid to a casualty who is choking, wounded and bleeding or in shock
- Practical first aid for minor injuries such as cuts, burns, scalds, grazes.

Appointed Person (AP)

Appointed Person refers to a person who has been appointed by a Responsible Person/Manager to take charge in a medical emergency in the absence of a First Aider, check and as appropriate replenish the first aid equipment.

Checklist for assessment of first-aid

Factor to consider	Space for notes	Impact on first-aid provision
Hazards (use the findings of your risk assessment and take account of any parts of your workplace that have different work activities/hazards which may require different levels of first-aid provision)		
Does your workplace have low-level hazards only such as those that might be found in offices or similar environments?	If answer is yes then refer to comments in the last column	The minimum provision is: <ul style="list-style-type: none"> - an appointed person to take charge of the first-aid arrangements; - a suitably stocked first-aid box
Does your workplace have higher level hazards such as chemicals. Biological, infectious, or dangerous activities that is likely to cause significant body injuries? Do your work activities involve special hazards such as hydrofluoric acid or confined spaces?	If answer is yes then refer to comments in the last column If answer is yes then refer to comments in the last column	You should consider: <ul style="list-style-type: none"> - providing trained first-aiders FAW or EFAW; - additional training for first-aiders to deal with injuries resulting from special hazards; - additional first-aid equipment; - precise siting of first-aid equipment; - Informing the emergency services. - (Refer to section 7 of the policy).
Employees		
How many people are employed on site?	Record number of employees at any given time Number of employees Refer to Appendix 3 suggested numbers of first - aiders	Where there are small numbers of employees, the minimum provision is: <ul style="list-style-type: none"> - an appointed person to take charge of first-aid arrangements; - a suitably stocked first-aid box. Where there are large numbers of employees you should consider providing: <ul style="list-style-type: none"> - first-aiders; - additional first-aid equipment; - a first-aid room.
Are there inexperienced workers on site, or employees with disabilities or particular health problems?	If answer is yes then refer to comments in the last column	You should consider: <ul style="list-style-type: none"> - additional training for first-aiders; - additional first-aid equipment; - local siting of first-aid equipment Your first-aid provision should cover any work experience trainees.
Accidents and ill health record		

What is your record of accidents and ill health? What injuries and illness have occurred and where did they happen?	Record number and type of incidents if known	Ensure your first-aid provision will cater for the type of injuries and illness that might occur in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate. (Refer to section 7 of the policy) .
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Working Arrangements

Do you have employees who travel a lot, work remotely or work alone?	If answer is yes then refer to comments in the last column	You should consider: <ul style="list-style-type: none"> - issuing personal first-aid kits; - issuing personal communicators/ mobile phones to employees.
Do any of your employees work shifts or work out of hours?	If answer is yes then refer to comments in the last column	You should ensure there is adequate first-aid provision at all times people are at work.
Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	If answer is yes then refer to comments in the last column	You should consider provision in each building or on each floor.
Is your workplace remote from emergency medical services?	If answer is yes then refer to comments in the last column	You should: <ul style="list-style-type: none"> - inform the emergency services of your location; - consider special arrangements with the emergency services.
Do any of your employees work at sites occupied by other employers?	If answer is yes then refer to comments in the last column	You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.
Do you have sufficient provision to cover absences of first-aiders or appointed persons?	If answer is yes then refer to comments in the last column	You should consider: <ul style="list-style-type: none"> - what cover is needed for annual leave and other planned absences; - what cover is needed for unplanned and exceptional absences.

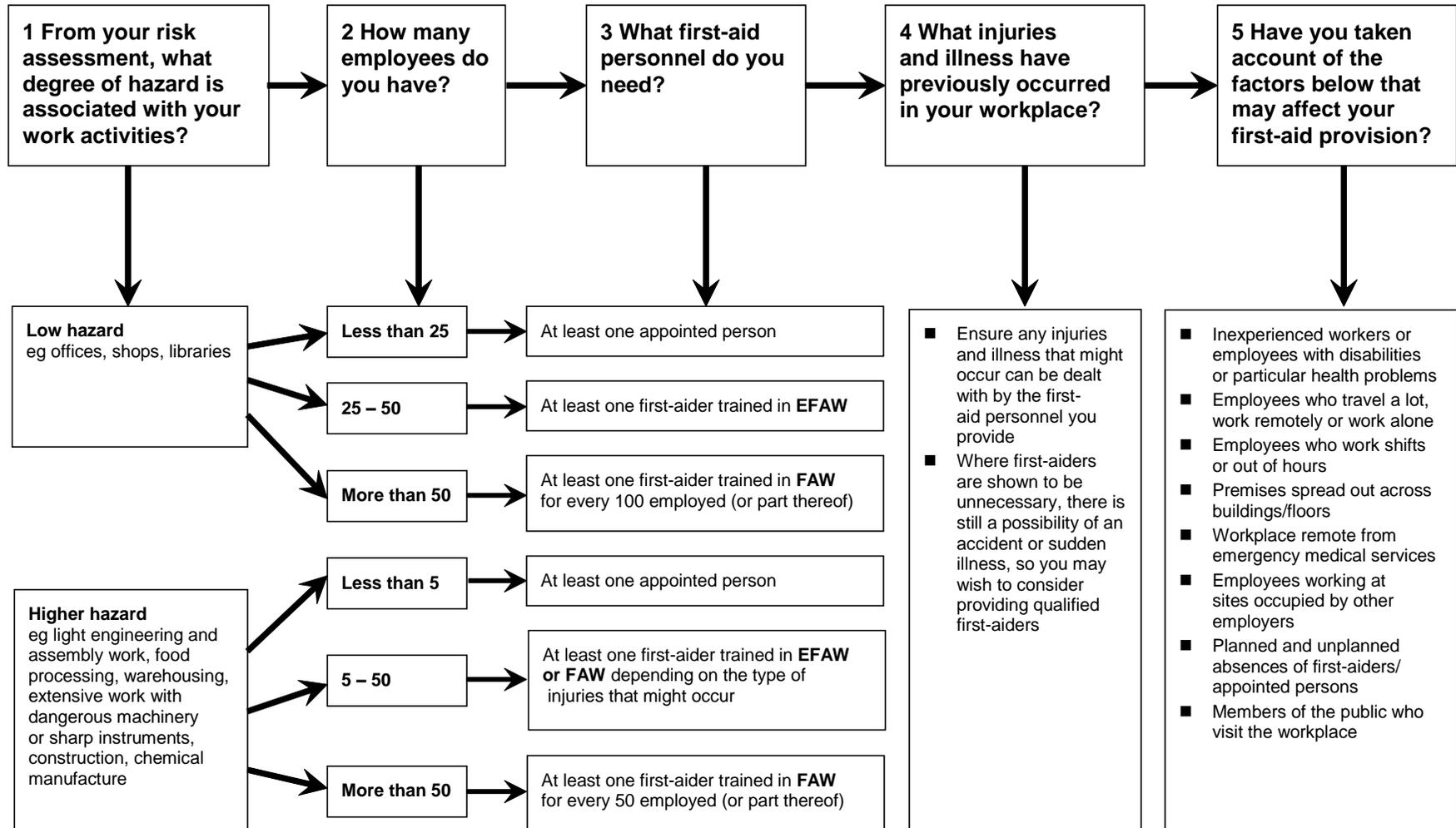
Non-employees

Do members of the public visit your premises?	If answer is yes then refer to comments in the last column	Under the Regulations, you have no legal duty to provide first aid to non-employees but HSE strongly recommends that you include them in your first-aid provision.
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Record of first-aid provision

<i>First-aid personnel</i>	<i>Required Yes/No</i>	<i>Number Needed</i>
First-aider with a first aid at work certificate		
First-aider with an emergency first aid at work certificate		
First aider with additional training (specify)		
Appointed person		
<i>First-aid equipment and facilities</i>	<i>Required Yes/No</i>	<i>Number Needed</i>
First-aid container		
Additional equipment (specify)		
Travelling first-aid kit		
First-aid room		

APPENDIX 3

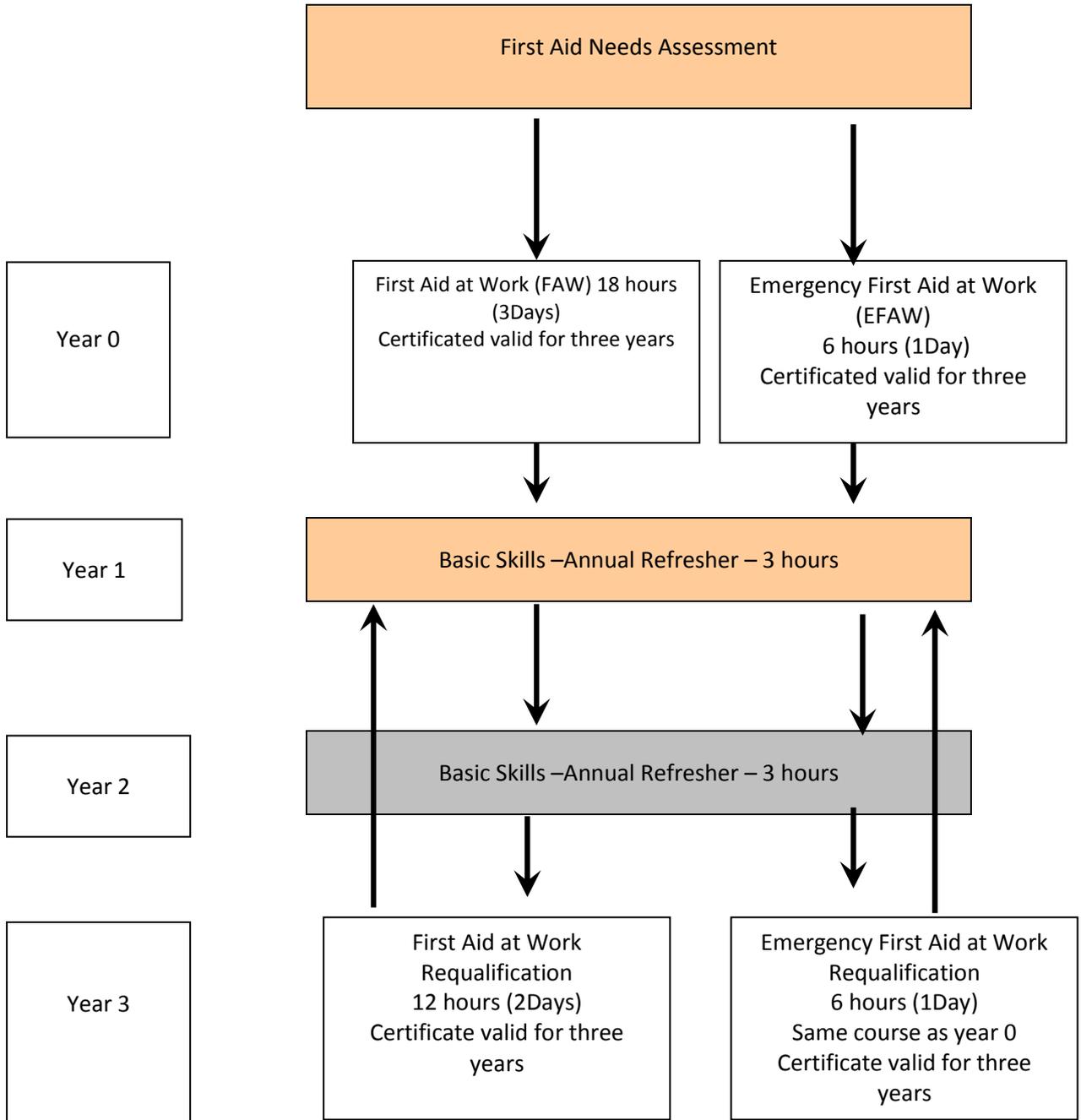


Appendix 3 Suggested numbers of first-aid personnel to be available at all times people are at work

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First Aid Training Requirement

Assess the Risk



Equality Impact Assessment

<u>Step 1 – Scoping; identify the policies aims</u>	Answer		
1. What are the main aims and objectives of the document?	This document has been produced in accordance with the general requirements of the First Aid at Work Regulations 1981 amended (2013 Third Edition). The policy has been compiled to provide guidance to Directors, Managers, Supervisors and Employees on the arrangements for managing first aid arrangements, facilities and training		
2. Who will be affected by it?	managers and staff who deal with I issues relating to First Aid provision		
3. What are the existing performance indicators/measures for this? What are the outcomes you want to achieve?	Improved provision of first aid to staff, reduction of severity of injury with suitable first aid support		
4. What information do you already have on the equality impact of this document?	- Existing incident report data and usage data		
5. Are there demographic changes or trends locally to be considered?	No		
6. What other information do you need?	Non identified		
<u>Step 2 - Assessing the Impact; consider the data and research</u>	Yes	No	Answer (Evidence)
1. Could the document unlawfully discriminate against any group?		✓	
2. Can any group benefit or be excluded?		✓	
3. Can any group be denied fair & equal access to or treatment as a result of this document?		✓	
4. Can this actively promote good relations with and between different groups?	✓		
5. Have you carried out any consultation internally/externally with relevant individual groups?	✓		Please see routes of consultation and ratification

			process.
6. Have you used a variety of different methods of consultation/involvement	✓		Consultation within organisation. Please see above.
<u>Mental Capacity Act implications</u>			
7. Will this document require a decision to be made by or about a service user? (Refer to the Mental Capacity Act document for further information)		✓	
<u>External considerations</u>			
8. What external factors have been considered in the development of this policy?			This policy has taken into consideration all Health and Safety Executive legislative management changes that have taken place
9. Are there any external implications in relation to this policy?			No
10. Which external groups may be affected positively or adversely as a consequence of this policy being implemented?			No

If there is no negative impact – end the Impact Assessment here.

Your Nearest First Aid Box Location Is



Your First Aiders Are

