



**SKILLS
TRAINING
CENTRE**

First Aid at Work

WHAT IS FIRST AID?

People at work can suffer injuries or fall ill. It doesn't matter whether the injury or the illness is caused by the work they do or not. What is important is that they receive immediate attention and that an ambulance is called in serious cases. First Aid at Work covers the arrangements you must make to ensure this happens. It can save lives and prevent minor injuries becoming major ones.

WHAT IS A FIRST AIDER?

A first aider is someone who has undergone a **four day** training course in administering first aid at work and holds a current First Aid at Work certificate. **The training has to have been approved by the HSE.** At present first aid certificates are valid for three years. A first aider can also undertake the duties of an appointed person.

WHAT IS AN APPOINTED PERSON?

An appointed person is someone you choose to:

- ▶ take charge when someone is injured or falls ill, including calling an ambulance if required
- ▶ look after the first aid equipment, eg. restocking the first aid box

An appointed person should **not** render any first aid treatment, other than emergency first aid and then **only** where they have been specifically trained in these procedures. Remember that an appointed person should be available **at all times** people are at work on site - this may mean appointing more than one.

1 DAY: APPOINTED PERSONS £75 + VAT

This one day programme covers the basic skills required to cope in an emergency situation. Attendees may then be designated Appointed Person under the First Aid Regulations 1981 and the Approved Code of Practice.

WHO SHOULD ATTEND

All staff who require the basic skills to cope in an emergency situation and who may then be designated as an appointed person.

CONTENT

Reporting and recording procedures	Heart conditions
Precautions (gloves, tetanus, HIV/Hep. B awareness)	Internal bleeding
Recovery position	Head injuries
Mouth-to-mouth resuscitation	Crush injuries
CPR (explanation, demonstration and practice)	Severe bleeding
Asphyxia (definition, symptoms, signs, causes)	Embedded objects
Shock (causes symptoms, signs, treatment)	Sucking chest wound
Strokes	Serious fractures



APPOINTED PERSONS

The provision of an appointed person should **not** be considered as a full-time alternative for a trained and qualified first aider. The only exception is where the assessment for determining first aid provision justifies an appointed person as opposed to a fully trained first aider. In all other situations, fully qualified first aiders **must** be provided as appropriate.

4 DAY: FIRST AID AT WORK £185 + VAT

This four day programme has been designed to comply with the requirements of the Health and Safety (First Aid) Regulations 1981 and the 1997 HSE First Aid at Work Approved Code of Practice and Guidance. Tuition is classroom based and requires 100% attendance. There is time built into each day for practical exercises. A first aid manual is included in the price.

CONTENT

Introduction to first aid	Control of bleeding
Resuscitation - demonstration and practice	Burns/scalds/poisons
Airway & breathing difficulties	Eye injuries and conditions
Circulation	Injuries to muscles joints and bones
Introduction to dressings and bandages	Practical treatment of fractures
Duties of a first aider	Transportation of casualties
Unconsciousness (causes, recognition, treatment)	Written and practical assessment

WHO SHOULD ATTEND All staff who are designated to be an appointed first aider.

2 DAY: FIRST AID AT WORK REQUALIFICATION £115 + VAT

- ▶ Having qualified as a first aider, your certificate will be valid for three years. It can **ONLY** be renewed by attending a two day re-qualification programme **BEFORE** the certificate expires, otherwise you will need to re-take the four day programme.
- ▶ This two day programme has been designed to comply with the requirements of the Health and Safety (First Aid) Regulations 1981 and the 1997 HSE First Aid at Work Approved Code of Practice and Guidance. Tuition is classroom based and requires 100% attendance. There is time built into each day for practical exercises.
- ▶ When you attend the re-qualification programme, you need to be able to produce your current First Aid at Work certificate. A current First Aid Manual is available for purchase on the course.

WHO SHOULD ATTEND Qualified first aiders seeking to renew their qualification before the end of three years.

REGULATIONS

WHAT DO THE REGULATIONS SAY?

You are required by law to make an assessment of significant risks in your workplace. Your first aid provision will depend on your risk assessment.

The Health and Safety (First Aid) Regulations 1981 state that employers must provide:

- ▶ adequate and appropriate equipment and facilities
- ▶ adequate numbers of suitable persons to administer first aid
- ▶ a responsible person to take charge when the designated first aider is absent
- ▶ information to all employees concerning the arrangements for first aid.

Self-employed people must provide:

- ▶ adequate and appropriate equipment and facilities to provide first aid to themselves.

SO WHAT DO I NEED TO DO?

What is adequate and appropriate will depend on the circumstances in your workplace and you need to assess what your first aid needs are.

The minimum first aid provision on any work site is:

- ▶ a suitably stocked first aid box
- ▶ an appointed person to take charge of first aid arrangement

It is also important to remember that accidents can happen at any time.

First aid provision needs to be available at all times people are at work.

HOW MANY FIRST AIDERS OR APPOINTED PERSONS DO I NEED?

It is impossible to give hard and fast rules on when or how many first aiders or appointed persons might be needed. This will depend on the circumstances of each particular organisation or work site. The following offers suggestions on how many first aiders or appointed persons might be needed in relation to categories of risk and number of employees. The details in the table are only HSE suggestions, they are not definitive and are not a legal requirement. It is for you to assess your first aid needs in the light of your particular circumstances.

CATEGORY OF RISK	NUMBERS EMPLOYED AT ANY LOCATION	SUGGESTED NUMBER OF FIRST AID PERSONNEL
LOWER RISK Eg. shops, offices and libraries	<ul style="list-style-type: none">▶ fewer than 50▶ 50 - 100▶ more than 100	<ul style="list-style-type: none">▶ at least one appointed person▶ at least one first aider▶ one additional first aider for every 100 employed
MEDIUM RISK Eg. light engineering and assembly work, food processing, warehousing	<ul style="list-style-type: none">▶ fewer than 20▶ 20 -100▶ more than 100	<ul style="list-style-type: none">▶ at least one appointed person▶ at least one first aider for every 50 employed (or part thereof)▶ one additional first aider for every 100 employed
HIGHER RISK Eg. most construction, slaughter houses, chemical manufacture, extensive work with dangerous machinery or sharp instruments	<ul style="list-style-type: none">▶ fewer than 5▶ 5 - 50▶ more than 50	<ul style="list-style-type: none">▶ at least one appointed person▶ at least one first aider▶ one additional first aider for every 100 employed

Note: Increased provision will be necessary to cover for absences and to ensure that at least an appointed person is available at all times.

