

TRANSPORTATION YOU CAN RELY ON

P102 – First Aid Procedure

01.08.2024



P102-First-Aid Arrangements and Procedures

DEALING WITH INJURIES AND ILL-HEALTH AT WORK

INTRODUCTION

The Health and Safety (First Aid) Regulations 1981, place a general duty on employers to make adequate first-aid provision for their employees if they are injured or become ill at work. Employers must also inform their employees of the first-aid provision made for them.

The requirements for first-aid provision at work depend largely on the type of work being carried out and the degree of hazard involved. However, the basic level of provision should be a minimum of two trained first aiders in each building (preferably full-time employees), so that cover can be maintained during absences and planned leave by one of the first aiders. As first-aid skills need to be maintained and practised frequently, and significant time and financial costs are associated with approved workplace training, the appropriate number of first aiders for each building (and external activities) will be determined on the basis of accident records and work-related risks.

Definitions and Explanations.

'First-aid' means -

- In cases where a person will need help from a trained person, treatment for the purpose of preserving life and minimising the consequences of injury and illness until professional help is obtained, and
- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

The treatment of minor illnesses such as the administration of tablets and/or medicines falls outside the definition of first aid in the Regulations. For this reason, the treatment of minor illness does not form part of the training of a first aider.

Trained First-Aiders should be in each site building where applicable. Notices giving their names and telephone numbers will be displayed in prominent places and held by the Compliance Manager.

First-Aid Boxes are kept stocked by first-aiders, and under the control of these staff in any areas of the relevant building(s).



Emergency Eyewash will be provided in, or close to, hazardous areas where chemicals are being used. In areas where a supply of fresh running water is available, hoses or rubber tubing may possibly be attached to the cold-water supply, where this is not practicable containers of sterile saline will be displayed and labelled in the eyewash station(s) at the appropriate locations.

The Organisations Occupational Health Service is provided by qualified external Consultants under the guidance of the Legal Services provided by the RHA and Backhouse Jones LLP.

Emergencies

If serious injury, or ill-health, occurs at work DO NOT DELAY - CALL AN AMBULANCE IMMEDIATELY. This can be done direct by dialling 999. Give your name, location address and as much detail as possible about the injury or ill person.

The onsite staff should be contacted to get first aid help or to direct ambulance personnel to the injured/ ill person when they arrive at site or the building entrance.

Basic first-aid treatment guidance from the HSE is available in leaflet form on their web site <http://www.hse.gov.uk/pubns/indg347.pdf>

Non-Emergencies

If you need a first aider look for the notices displaying their names and telephone numbers.

If a first aider is not available non-emergencies should be accompanied to the nearest accident and emergency department or directed to their GP, depending on the need for treatment. For non-work-related health problems, staff should contact their own GP or NHS 24 on **08454 242424**.

Accident and Emergency Departments

Casualties needing treatment but not requiring an ambulance can be taken to the nearest accident and emergency department.

University Hospital Monklands, Monks court Avenue, Airdrie, ML6 0JS – 01236 748748

Accident/ Ill-health/ Sickness Reporting

Reports should be made by the injured/ sick person or any authorised person acting on their behalf, e.g. first aider. Accident/ Incident reports must be completed by the supervisor or person responsible for the casualty and recorded on the annual accident/ Incident/ RIDDOR register.



In the event of an incident at work resulting in injury or occupational ill-health, an investigation of the causes must be undertaken by the Supervisor, any hazards made safe temporarily, and a report made to the Health and Safety officer as soon as possible in writing.

Approved by:

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