



### First Aid Procedure

Under the Health and Safety (First-Aid) Regulations 1981, we are required to provide adequate and appropriate first-aid equipment, facilities and people so all employees can be given immediate help if they are injured or taken ill at work.

3.3 Risk Assessment for First Aid Cover An assessment of first aid needs appropriate to the circumstances of each workplace will be carried out by Department Managers to ensure appropriate care and attention of anyone sustaining an injury or becoming ill at work.

The assessment should consider the following and be recorded on General Risk Assessment:

- The nature of the work activities and workplace hazards and risks;
- The nature of workforce (young people, older people, disabled people, peripatetic worker);
- The organisations history of accidents;
- The size of the organisation;
- The needs of travelling, remote and lone workers;
- Work patterns;
- The distribution of the work force;
- The remoteness of the site from emergency medical services;
- Employees working on shared or multi occupied sites;
- Annual leave and other absences of first aiders and appointed persons;
- First aid provision for non-employees (contractors).

A sufficient number of adequately trained persons who are available to carry out the duties of first aiders or appointed persons will be identified by the Department Managers. A sufficient number of adequately stocked first aid boxes will be maintained and checked regularly using the standardised check list available on Trust intranet pages. Notices compliant with the Safety Signs Regulations, advising of first aid arrangements must be displayed in prominent places within each ward or team location. Although training is given to staff, we also have and give cover to neighboring business such as Toolstation.



In the event of an employee of this organisation suffering any of the following:

- Fatal injury
- Specified injury (including fractures, amputations, loss of eyesight, hospitalisation for a period of 24 hours or more etc)
- An injury resulting in the employee being absent from work for more than 7 days.
- Occupational illness or disease (including dermatitis, occupational deafness, vibration white finger, etc) or
- Any other accident resulting in damage to property or injury to employees and/or members of the public.
- Any near miss and potential risk should also be reported where someone could have been injured or an activity wasn't safe to proceed with due to health and safety concerns, this should be highlighted immediately on the blank risk assessment provided with each job pack and fed back to your line manager for investigation (Or Call the Main Office on 0345 300 9923 to report and document if not working on a project).

Certain procedures must be followed as described below:

Initially, the accident **must** be reported to your supervisor as soon as possible and be reported in the accident book held on the premises. Those working on sites away from the organisation's premises are to ensure that the accident is reported to head office for entry into the accident book.

The details that must be recorded in the accident book are:

- Name of the person suffering the injury
- Date and time of the injury
- Name of person reporting the injury
- Cause of the injury
- Any action taken as a result of the injury
- Whether or not the injury is reportable to the enforcing authority (The Health & Safety Executive or local authority) and
- Nature of the injury (e.g. part of the body affected)

The supervisor is required to report the incident to the head office management who will decide if it is reportable to the enforcement authority. If it is, an appointed member of management will complete the online report within the time period specified by law. Details of the accident reporting telephone line are given overleaf. Over 7 day injuries must be reported within 15 days to the HSE office (or the Local Authority Environmental Health Department) that serves the location of the accident. Deaths and specified injuries, which are reportable immediately, should be reported by the quickest possible means, then must be followed up by the official reporting form within 10 days via the internet.

Management will take the appropriate steps to ensure that the incident is investigated as soon as possible, that the results of that investigation are recorded on the internal accident investigation form, and that remedial measures are put into place to prevent a recurrence. Details of accident/incident are to be reported



to Contracts Director and Operations & Logistics Manager so Toolbox Talk can be issued to all staff to prevent future recurrence.

If there is no supervisor in the area at the time of the incident then the employee suffering the injury **must** report the accident in the accident book and to management as soon as possible. A work colleague can undertake this responsibility if the injured person is unable to do this themselves.

If a member of the public (or other person who is not an employee) is injured as a result of a work activity by one of our employees and that member of the public is taken to hospital for treatment, the accident/injury **must** be reported to company management **without delay**.

Where an incident has occurred that is classified as a dangerous occurrence it **must** be reported to management **without delay**- even if no one was injured.

#### ACCIDENT REPORTING TELEPHONE LINE

Fatal and Specified injuries may be notified by telephone to the National Incident Contact Centre between the hours of 0830 am and 1700 pm on weekdays, a report must be received by the enforcing authority within 10 days.

Telephone the Incident Contact Centre on:

**0345 300 9923**

#### ONLINE REPORTING

Reporting of all other incidents under RIDDOR must be submitted via the relevant online interactive form, available on the HSE Website [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

- F25081E Report of an injury.
- F2508DOE Report of a Dangerous Occurrence.
- F2508AE Report of a Case of Disease.
- OIR9BIE Report of an injury Offshore.
- OIR9BDOE Report of a Dangerous Occurrence Offshore.
- F2508G1E Report of a Flammable Gas Incident.
- F2508G2E Report of a Dangerous Gas Fitting.

#### OVER THREE-DAY INJURIES

Reporting of all other incidents under RIDDOR must be submitted via the relevant online interactive form, available on the HSE Website - [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

Signed: 

Name: Ian Maclennan

Position: Managing Director

Date: 26<sup>th</sup> January 2024