

MyOTAS
First Aid Policy
July 2022

1. Introduction

First Aid is defined as:

(a) [occasions] where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and

(b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse. (HSE L74)

Staff administering First Aid should assess the situation, protect themselves and the casualty from further danger, deal with any life-threatening condition and, where necessary, obtain medical assistance or refer the casualty to hospital as quickly as possible.

2. Policy

2.1 MyOTAS (“the Charity”) recognises and accepts its responsibilities under the Health and Safety at Work etc. Act 1974, the Health & Safety (First Aid) Regulations 1981 (as amended) and other associated Regulations.

2.2 This Policy should be read in conjunction with the main Health and Safety Policy.

2.3 The Charity is committed to providing adequate first aid personnel, equipment and facilities to deal with ill health and injuries to employees while they are at work.

2.4 The Charity will assess the workplace(s) for the number of First Aid trained personnel needed using the checklist in INDG214

From your risk assessment, what degree of hazard is associated with your activities?	How many employees do you have>?	What first aid personnel do you need?
Low-hazard	Fewer than 25	At least one appointed person

3. Information and Training

- 3.1 The Charity will ensure that an adequate number of trained personnel are available at all times.
- 3.2 The locations of the first aid kits/boxes will be made known to all staff.
- 3.3 One First Aider (per location) will be in charge of the first aid boxes. It will be his/her duty to ensure they are kept properly stocked.
- 3.4 The Charity will ensure all First Aiders have regular updates/refreshers as required to keep their knowledge current. Training records and copies of certificates will be retained by the Business Manager.
- 3.5 The Charity will ensure that First Aiders are given sufficient time for training and for carrying out their responsibilities.
- 3.6 The procedures for dealing with any accident or incident within the workplace will be made clear to all staff to ensure trained personnel are summoned to deal with any accident.
- 3.7 The First Aider at each work location will be responsible for ensuring the accident book is completed and that serious incidents are reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

4. Personal safety

- 4.1 No staff member, whether trained in first aid or not, will be expected to put themselves in danger at any time.
- 4.2 All first aid trained staff will assess the risks to their own safety or wellbeing before entering a hazardous environment and will only enter if they feel it is safe to do so.
- 4.3 The Charity will ensure there is an adequate supply of nitrile gloves and single use face masks for CPR.

5. Guests or visitors

- 5.1 If a visitor to the Charity workplace is taken ill or requires first aid, the First Aid staff will be summoned immediately.
- 5.2 The First Aider will assess the situation and will decide if an ambulance is required.
- 5.3 No Charity First Aiders or staff will be permitted to administer any medication except for an 'EpiPen'.

6. Data Protection

- 6.1 Personal data collected during the provision of first aid (including information about the health of individuals) will be handled in accordance with the Charity's data protection policy.

7. First Aid Personnel

- 7.1 In the event of an injury/ill health situation, the First Aider will provide first aid assistance or advice within their training.
- 7.2 First Aiders will seek support from the emergency services where necessary.

This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

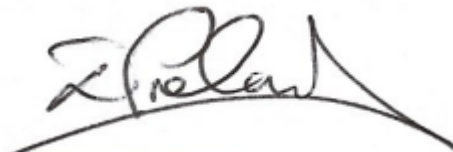
This Policy has been approved and authorised by:

Name: Danny Ireland

Position: Chair of Trustees

Date: 5/8/2022

Signature:



Review Date: August 2023