

First Aid at Work Policy

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1. Introduction

- 1.1 It is Snowdonia National Park Authority's (the Authority) policy to ensure that appropriate first aid arrangements are in place for our staff and any visitors to our premises. Our first aid trained staff may also assist others in the vicinity of our work in an emergency.
- 1.2 Our first aid arrangements include sufficient appropriately trained employees for our business needs and maintaining an adequate supply of first aid equipment and consumables. We provide information to staff to enable first aid assistance to be sought during normal working hours and where work is regularly undertaken outside these hours (Wardens, Plas Tan y Bwlch etc.) adequate first aid cover will be provided.

2. The legal position

- 2.1 Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out an assessment of first aid needs in order to determine what first aid facilities and staff are necessary to meet our needs. We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:
 - Type of work undertaken
 - Premises layout
 - Past history of accidents
 - Proximity to emergency medical services
 - Needs of lone workers

Risk assessments have been undertaken and can be found on the Staff Extranet. The Head of Personnel will co-ordinate these and arrange reviews.

3. Responsibilities of first aid trained staff

- 3.1 In order to carry out their duties effectively, first aid trained staff (First Aid at Work / REC) have the following duties and responsibilities.

First aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help as necessary
- Providing treatment within the limitations of their competence
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided
- Undertaking a monthly check of first aid kits and replenishing them as necessary
- Using the techniques shown to them during their training
- Keeping up-to-date with the latest techniques and developments in first aid
- Accurately recording the details of the accident / incident in the accident book and forwarding the information to the Head of Personnel in a timely manner.

3.2 Staff that have attended a basic first aid course are responsible for:

- Undertaking a monthly check of first aid kits and replenishing them as necessary
- In the absence of a first aider, taking charge when a person has been injured or falls ill
- Calling an ambulance where necessary.

4. Procedures

4.1 The following are general first aid related procedures to be followed by all staff:

- If you are aware that an employee has been taken ill, or has had an accident, call one of our first aid staff for assistance. In HQ these people are listed on posters that can be found by the first aid kits. In Plas, contact the duty officer at Reception. All Wardens and Estate Workers are first aiders as are the Education Officers, Lecturer and Community Officer.
- If you need to access a first aid kit for personal use, seek assistance from a first aider.
- Do not remove first aid equipment from its designated place.
- Any loss or damage to first aid equipment must be reported to your Head of Service.
- Individual members of staff holding first aid kits are responsible for replenishing the contents from stock held by the Central Administration team.

5. Dealing with visitors

5.1 If the need arises our first aiders are authorised to provide first aid assistance to visitors and those in the vicinity of our work places / premises.

5.2 Should a visitor feel unwell or have an accident, then the member of staff supervising their visit should call for a first aider. If the visitor has had an accident, the first aider is responsible for ensuring that an entry is made in the accident book.

6. Training

6.1 All first aiders will have a current certificate in first aid. This will either be the HSE First Aid at Work certificate or the REC certificate, whichever is the most appropriate.

6.2 Training is organised by the Personnel Service who also ensure that first aiders attend requalification courses as appropriate.

7. First Aid equipment

7.1 First aid boxes can be found in the following areas:

Headquarters, Penrhyndeudraeth

- Upstairs by the photocopier
- Management team kitchen
- Reception

Plas Tan y Bwlch

All Information Centres

All Warden Centres and Depots

All Authority Vehicles (including the Pool Car)

Wardens, Education Officer, Lecturer and Community Officer also have field kits that should be carried with them.

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