

WILTSHIRE POLICE

FORCE PROCEDURE



FIRST AID AT WORK

Author	Sarah Somers
Department	Health and Safety
Date of Initial Publication	11.08.06
Review Dates	01.06.07 / 27.10.11 / 16.01.18
Next Review Date	One year or when significant changes in work activity, process or procedure occur.

CONTENTS

CONTENTS	2
Introduction	3
First Aid Procedure	5
Responsibilities	6
First Aid Provision	8
First Aid Arrangements	10
First Aid Training	11
First Aid Containers	12
First Aid Containers	14
Monitor and Review	15
INDEX	16
EMERGENCY FIRST AID PROVISION FORM	17

PROCEDURE – FIRST AID AT WORK

Introduction

Overview

The purpose of this procedure document is to establish guidance on first aid arrangements and provision within Wiltshire Police and to ensure compliance with relevant health and safety legislation. This document also defines Wiltshire Police's clinical governance arrangements, The document seeks to provide all managers and staff with appropriate guidance regarding the first aid arrangements and provisions provided for all police staff, police officers and special constables.

Glossary of Terms

Term	Meaning
HSE	Health and Safety Executive

Strategic Aims

The strategic aim/s linked to this document are set out below.

Force Priorities Linked to this Procedure
Deliver a quality service which is accessible, visible and reassures.

European Convention on Human Rights (ECHR) Compliance

The table below lists the ECHR Compliance Guide paragraphs that specifically relate to this Procedure.

Reference: The Compliance Guide can be found on Firstpoint in Policy and Procedures / Corporate Development / ECHR Compliance Guide.

ECHR Compliance Guide paragraphs relating to this document
1. Statement of Compatibility 2. Public Access 20. Duty of Staff
Disability Discrimination Act 1995

In writing this procedure the main implications of the above Act, together with the Disability Discrimination Act (Amendment) Regulations 2000 have been taken into account.

Race Equality and Diversity Impact

This procedure has been assessed for relevance to the general duty to provide race equality under the Race Relations (Amendment) Act 2000.

This assessment has shown that the procedure and its aims are likely to have the relevance level indicated below

Relevance Level
<i>(Please see Wiltshire Police Race Equality Scheme for details of how to assess the Relevance levels of policies and procedures)</i>
low relevance

Relevant duties under the RRA Act 2000

Elimination of unlawful racial discrimination Promotion of equality of opportunity Promotion of good race relations.
--

In this regard a full race equality impact assessment will not be undertaken in accordance with the Race Equality Scheme Action Plan.

Freedom of Information Act

Data Protection Act

Any information relating to an identified or identifiable living individual recorded as a consequence of this procedure will be processed in accordance with the Data Protection Act 2018, General Data Protection Regulations and the [Force Data Protection Policy](#).

First Aid Procedure

Legal Requirements

The Health and Safety at Work Act 1974 imposes a duty of care on the employer to ensure, so far as reasonably practicable, the health, safety and welfare of all staff and others affected by our undertakings. In addition, sections 7 and 8 of the Act state that staff must take appropriate steps to safeguard their own health and safety as well as that of others.

The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work and to prevent or control these risks. This assessment can assist the employer in carrying out the first aid needs assessment if control measures fail.

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. The Regulations set out the essential aspects of first aid that employers have to address including the requirement to:

- Regulation 3(1) : Provide or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to their employees if they are injured or become injured at work.
- Regulation 3(2) : Provide or ensure that there is provided, such numbers of suitable persons as is adequate and appropriate in the circumstances for rendering first aid to their employees if they become injured or ill at work. This person shall not be suitable unless they have undergone Health and Safety Executive approved training.
- Regulation 4 : An employer shall inform his employees of the arrangements that have been made in connection with the provision of first aid including location of equipment, facilities and personnel.

The Regulations do not oblige employers to provide first aid for anyone other than their own employees.

Authorised Professional Practice (APP)

APP is the national body of consolidated professional practice and guidance for policing and is authorised as such by Chief Constables' Council. It significantly reduces the amount of national guidance in circulation, encourages the use of professional discretion and brings consistency to all authorised police practice.

It has the same legal status as previous guidance; it is not the law and so, while police officers and police staff can be expected to have regard to APP in discharging their responsibilities, the status of APP is advisory. There may be circumstances when it is perfectly legitimate to deviate from APP, provided that there is clear rationale for doing so.

This policy has been checked against APP. Wiltshire Police has adopted the APP provisions, with supplementary information contained herein, which reflects local practice and the needs of the communities served by Wiltshire Police.

Clinical Governance Arrangements

APP is the national body of consolidated professional practice and guidance for policing and is authorised as such by.....

Responsibilities

Introduction

In recognition of our 'duty of care' to all staff and the public with whom we come into contact, Wiltshire Police seek to promote safety in Wiltshire. This procedural guidance is provided to support the health and safety of staff throughout the organisation, and our commitment to protect and reassure. This procedure links into the Health and Safety policy of Wiltshire Police. Forces must be able to demonstrate that individuals are able to deal not only with incidents professionally but must also be given the training, policy guidance and standards to equip them in meeting the resulting requirements placed upon them by their moral duty of care and associated legislation.

Whilst it is not the primary duty of Wiltshire Police to provide first aid, this being secondary to the prevention and detection of crime, police officers have the same commitment to duty of care as any member of the public. Also there is an expectation that police officers will be able to carry out first aid, and that they are more likely to be in situations where violence/ accidents have occurred.

The role of the police officer incorporates the lawful use of force and as such they must be accompanied with the subsequent skills and authority to use initiative and exercise discretion in their care of any injured party. They must establish a 'reasonable practicable' standard of care to prevent contravening the laws of negligence from careless conduct.

The unique position and responsibilities of the police, and high public expectations dictate that the 'treatment' of the 'public' will, in the absence of advanced medical care, always be the duty of any police representative present.

Line Managers

Local Line Managers are responsible for the implementation of this procedure in areas under their control. Line Managers are responsible for ensuring:

- sufficient numbers of first aid trained staff are in place for areas under their control
 - time is allocated for first aiders to be trained and carry out their duties
 - police officers and staff within their control are in date with their required first aid / officer safety training
 - suitable arrangements are in place for the monitoring and maintenance of all vehicle and office based first aid kits including ancillary equipment eg defibrillators.
-

First Aid at Work (FAW) Certificated (paid) Police Staff

Police staff who have been specifically recruited and trained, on a HSE approved First Aid at Work course, are responsible for:

- providing emergency first aid at their work location
 - completing an Emergency First Aid Provision Form (*available on Health and Safety portal site / attached at end of procedure*)
 - ensuring an Immediate Report of Injury Form 230 is completed in response to an injury at work where first aid treatment has been given
 - the care and replenishment of the first aid kits / equipment on site
 - ensuring they are in date with first aid training and attend refresher courses every three years as required
-

Emergency First Aid at Work (EFAW) Certificated (paid) Police Staff

Police staff who have been specifically recruited and trained, on a HSE approved Emergency First Aid at Work course, to take responsibility for the provision of first aid to no more than 50 staff working at that location. Their responsibilities are:

- providing emergency first aid at their work location
- completing an Emergency First Aid Provision Form

- ensuring an Immediate Report of Injury Form 230 is completed in response to an injury at work where first aid treatment has been given
 - the care and replenishment of the first aid kits / equipment on site
 - ensuring they are in date with first aid training and attend refresher courses every three years as required
-

Appointed Person

Where the local first aid risk assessment identifies that a formal first aider is not required an Appointed Person must be in place.

An Appointed Person, someone who is not first aid trained, can be appointed to be responsible for first aid provision at locations where:

- less than 25 employees are engaged in low hazard activities at their work location
- less than 5 employees are engaged in higher hazard activities at their work location

Their responsibilities are:

- the care and replenishment of the first aid kits / equipment on site.
- contacting the emergency services when required.
- advising the Health and Safety Department when:
 - moving to another work location
 - changing role
 - changing/reducing hours worked
 - wish to vacate the role

A police officer or PCSO must be appointed to undertake responsibility for the care and replenishment of first aid kits / equipment at stations which do not have office based police staff.

Note: Appointed persons who are not first aid trained should not be confused with the appointed level of first aid training provided to police officers, special constables, pcsos and specialist police staff.

First Aid Provision

Risk Assessment

The health and safety department carry out an annual full first aid provision risk assessment for all Wiltshire Police workplaces. This is to ensure first aid provision in respect of numbers of first aiders, equipment and facilities is appropriate to the circumstances of each workplace and meets legal requirements. The majority of Wiltshire Police's first aid needs will be satisfied by the COP Module 2 First Aid Police Skills which is equivalent to the National EFAW Course. Module 2 is delivered to all police officers and identified police staff. However some buildings because of their higher occupancy levels will require additional staff to be trained to FAW (First Aid at Work) level at Appendix 1.

Where the first aid risk assessment identifies a need, suitable numbers of first aiders will be provided to enable first aid to be administered without delay should the occasion arise. Increased provision may be required to cover annual leave, sickness, shifts etc. Where the assessment identifies that a first aider is not required, an appointed person will be nominated to take charge of the first aid arrangements including looking after the first aid container and facilities. Refer to Table 1 below for details of the Health and Safety Executive suggested numbers of first aid personnel required to be available at all times people are at work. This guidance will be followed when carrying out the annual first aid risk assessments.

Table 1 - Health and Safety Executive suggested numbers of first aid personnel to be available at all times people are at work

From your risk assessment what degree of Hazard is associated with your Work Activities?	How many Employees do you have	What First Aid Personnel do you Need?	What Injuries and Illness have previously occurred in your Workplace?	Have you taken account of the Factors below that may affect your First Aid Provision?
Low Hazard eg offices, shops, libraries	Less than 25	At least one appointed person.	<ul style="list-style-type: none"> ▪ Ensure any injuries and illness that might occur can be dealt with by the first aid personnel you provide ▪ Where first aiders are shown to be unnecessary, there is still a possibility of an accident or sudden illness so you may wish to consider providing qualified first aiders 	<ul style="list-style-type: none"> ▪ Inexperienced workers or employees with disabilities or particular health problems ▪ Employees who travel a lot, work remotely or work alone ▪ Employees who work shifts or out of hours ▪ Premises spread out across buildings/floors ▪ Workplace remote from emergency medical services ▪ Employees working at sites occupied by other employees ▪ Planned and unplanned absences of first aiders / appointed persons ▪ Members of the public who visit the workplace
	25 – 50	At least one first aider trained in Emergency First Aid at Work (EFAW).		
	More than 50	At least one first aider trained in First Aid at Work (FAW) for every 100 employed (or part thereof).		
Higher Hazard eg light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction,	Less than 5	At least one appointed person.		
	5 – 50	At least one first aider trained in Emergency First Aid at Work (EFAW) or First Aid at Work (FAW) depending on the type of injuries that might occur.		

chemical manufacturer, vehicle workshop	More than 50	At least one first aider trained in First Aid at Work (FAW) for every 50 employed (or part thereof).		
---	---------------------	--	--	--

First Aid Arrangements

Approved First Aid Certificated Police Staff

The annual first aid provision risk assessment carried out by the health and safety department will identify the number (if any) of first aiders required for each building / workplace. Workplace first aiders should be predominantly based at their work location and working the same hours as the majority of staff based at that location. Requests from part time staff will be assessed on an individual basis, pending the requirements of the local first aid risk assessment and organisation need. Other factors which should be taken into account when selecting a person include an individual's:

- reliability, disposition and communication skills;
- aptitude and ability to absorb new knowledge and learn new skills;
- ability to cope with stressful and physically demanding emergency procedures;
- normal duties - these should be such that they may be left to go immediately and rapidly to an emergency

The training of police staff to take up paid first aider roles must be agreed with the Head of Health and Safety and endorsed by their Line Manager in order to ensure the appointment meets the needs of the Force. **Once agreed the person, in conjunction with their Line Manager, should complete a Training Request Form and submit it to the Learning and Development Department in order training can be arranged. The Health and Safety Manager will advise Finance to instigate first aid payments for the role as soon as Learning and Development confirm training has been successfully completed.** It should be noted that due to Police Regulations the allowance is only payable to police staff members who do not have first aid training included in their job descriptions.

It is the responsibility of all first aiders to ensure a Training Request Form is submitted to the Learning and Development Department six months prior to expiry of their certificate of competence. This is to ensure refresher training can be undertaken prior to expiry of their first aid certificate of competence.

Police staff whose certificates are out of date will not be paid until they have re-certificated and may be requested to vacate the role dependent on their individual reasons / circumstances for being out of date. Staff should refrain from providing first aid when their certificates are out of date unless essential for life preservation to do so.

Approved First Aiders who relocate to another station or whose role/circumstances change, as a result of organisational change or personal choice, cannot be guaranteed to continue as an approved first aider as these changes may not fit with the first aid needs of their work location. Approved First Aiders who find themselves in this situation should immediately contact the Health and Safety Department in order that a review of first aid provision at the locations involved can be carried out. Each situation will be looked at on an individual basis in line with First Aid Regulations and Force requirements and the outcome discussed with the person concerned. Individuals will be notified by email by the People Services Business centre if there is no longer a requirement for them to continue in their first aider role and their first aid allowance will cease. First Aiders who find themselves in this situation will be asked if they wish to be placed on the waiting list for First Aider placements at their work location.

Police Staff wishing to become first aiders at a location where no vacancy exists, and who fit the necessary criteria, will be placed on a waiting list until a place becomes available. Likewise employees joining the organisation with a current first aid at work certificate cannot be guaranteed a first aider role where no vacancy exists and will be placed on a waiting list pending a vacancy. Every effort will be made to allocate staff to vacancies on a 'first come' basis however where a vacancy urgently needs to be filled those with a current first aid at work certificate may be given priority.

First Aid Training

Police Officers, Police Community Support Officers and Special Constables

All police officers, special constables and police community support officers are trained to NPIA First aid module 2 (equivalent to the HSE Emergency First Aid at Work) as part of their initial Officer Safety Training (OST). Ongoing first aid refresher training is provided as part of the Officer Safety Training refresher courses.

Force Tactical Medics (TFU and PSU)

All Tactical Medics receive the enhanced first aid training (NPIA Module 4) in addition to the standard NPIA First Aid Learning Programme module 2 first aid training and refresher training provided to all police officers. They also attend a one day Immediate Life Support Course as a refresher every year.

Firearms Officers

All Firearms Officers receive the enhanced first aid training (NPIA Module 5) in addition to the standard NPIA Module 2 first aid training and refresher training provided to all police officers. They also attend one day refresher training every year.

Custody Sergeants / Detention Officers

All custody staff receive a specific custody first aid module (NPIA module 3) in addition to the standard NPIA Module 2 first aid training and refresher training provided to all police officers.

Officer Safety Trainers and Physical Training Instructors

All Officer Safety Trainers and Physical Training Instructors are trained to HSE First aid at Work standard as a requirement of their role.

Recording and Monitoring of Trained First Aid Staff

The Learning and Development Department will ensure that details of:

- staff who are first aid trained
- first aid trained provided
- dates of training
- expiry dates of certification

are recorded and kept up to date on the appropriate Force computer system.

First Aid Containers

Workplace First Aid Containers

A standard first aid container, supplied with a sufficient quantity of suitable first aid materials will be provided for every workplace. Large or multi floor sites may require more than one container. The container should be immediately identifiable, readily accessible and appropriately sited. A suitable first aid notice will be displayed in every workplace explaining where the first aid container is located and who the first aiders are.

Workplace First Aid Container Contents– Green plastic box or bag with first aid markings

- 1 guidance card
- 20 individual sterile adhesive plasters
- 2 sterile eye pads with attachment
- 4 triangular bandages (individually wrapped and preferably sterile)
- 6 safety pins
- 6 sterile medium sized wound dressings
- 2 sterile large wound dressings
- 2 pairs of disposable hypoallergenic gloves
- 1 pair of dressing scissors
- 10 First aid wipes

In addition all Force first aiders will be provided with a personal issue resuscitation pocket mask.

No additional items should be stored within standard first aid containers this includes medication and tablets.

In high risk areas such as the Special Enhancement Unit and Vehicle Workshops additional first aid items appropriate to the risk may be included as per the local first aid risk assessment. No medication or tablets to be stored in the first aid kit.

Vehicle First Aid Containers

All new vehicles are supplied with a vehicle first aid container from the Vehicle Fleet Department. If a replacement vehicle is provided the container must be removed and transferred to the new vehicle. Replenishment items for the first aid containers will be ordered and managed locally using the normal requisitioning procedure.

Vehicle first Aid Containers Contents – Green plastic box with first aid markings

- 1 guidance card
- 20 individual sterile adhesive plasters
- 4 triangular bandages
- 4 safety pins
- 6 medium sized wound dressings
- 6 large wound dressings
- 2 pairs of disposable hypoallergenic gloves
- 2 one way valve resuscitators
- 2 disposable foil blankets
- 2 crepe bandages (7.5 x 4.5cm)
- 1 pair of tuffcut scissors
- 6 germicide first aid wipes
- 6 paper towels
- 1 roll of adhesive tape
- 1 yellow clinical waste bag
- 1 rondo pad (10cm x 10cm)

- 1 ambulance dressing (28cm x 17cm)

No additional items should be stored within the above first aid containers this includes medication and tablets.

Force Tactical Medics First Aid Containers

These specialist containers are provided to all Force Tactical Medics and contain first aid specialist equipment. Full details of the contents of these containers are available from the Officer Safety Training Department.

Custody First Aid Provision

First Aid Kit

- 1 x Large Green First Aid Bag
- 1 x Heart Start Card with BLS Protocols
- 1 x Resuscitation Mask with One Way Valve
- 3 x Extra Large Sterile Wound Dressings
- 2 x Large Sterile Wound Dressings
- 6 x Medium Sterile Wound Dressings
- 2 x Eye Pad Sterile Wound Dressings
- 3 x Triangular Bandages
- 1 x Tuff Cut Dressing Scissors
- 3 x Pairs of Non Latex Gloves
- 20 x Individual Sterile Adhesive Plasters
- 10 x Germicidal First Aid Wipes
- 2 x Rolls of Hypo allergic Tape
- 1 x 500 ml Bottle of Sterile Eye Wash

Resuscitation Equipment in Green First Aid Bag

- 1 x Bag Valve Mask – Adult (*only trained medical practitioners to use*)
- 1 x Bag Valve Mask – Infant (*only trained medical practitioners to use*)
- 1 x Set Oropharyngeal Airways (range of sizes)

Resuscitation Equipment in Medical Room

- 1 x Defibrillator

Suicide Kit

- 1 x Red Suicide Kit Bag
 - 1 x Suction Equipment
 - 1 x Ligature Knife (*all Custody Staff also have personal issue ligature knives*)
 - 1 x Resuscitation Mask with One Way Valve
 - 2 x Extra Large Sterile Wound Dressings
 - 3 x Pairs of Non Latex Gloves
-

Travelling First Aid Kits

Employees who regularly travel, remote or lone work away from their workplace should be supplied with a travel first aid kit. The HSE guidance on the contents of a minimum first aid kit are:

- first aid guidance leaflet
 - 6 individually wrapped sterile plasters
 - 2 triangular bandages
 - 2 safety pins
 - 1 large sterile dressing
 - Individually wrapped moist cleaning wipes
 - 1 pair of disposable hypoallergenic gloves
-

First Aid Containers

Purchase and Replenishment of First Aid Containers

All purchases of first aid equipment and containers must be made from approved Force suppliers. Purchases, replacement or replenishment items of first aid equipment must be ordered and managed using the normal requisitioning procedure through the Force Buying Co-ordinators.

First Aid Rooms

A suitable first aid room will be available where the assessment of first aid needs identifies this as necessary. It is also good practice to ensure a first aid room is identified for all new build projects within the Force. The first aid room should contain essential first aid facilities and equipment and be readily accessible to stretchers. The room should be exclusively used for first aid, occupational health provisions or breast feeding mothers. Refer to the Health and Safety (First Aid) Regulations for guidance on examples of facilities and equipment which should be provided.

In summary, to be effective the first aid room must:

- Be equipped with a couch, desk, chair and telephone.
 - Be suitably lit and ventilated.
 - Contain a sink and hot and cold running water.
 - Contain soap and paper towels.
 - Contain a foot operated waste container.
 - Contain a store for first aid materials etc.
-

Provision of information to Employees

First aid notices will be clearly displayed in appropriate locations in all Wiltshire Police workplaces. The notices will detail the local first aid arrangements and location of first aid personnel, facilities and equipment.

All police staff will be informed of the Force's first aid arrangements via the police staff induction course. Local arrangements will be discussed by line managers as part of the local induction at their designated place of work.

All police officers and special constables will be informed of the Force's first aid arrangements as part of their probationary training. Local arrangements will be discussed by line managers as part of the local induction at their designated station.

Police support volunteers and agency staff will be informed of the Force's first aid arrangements by their local Line Managers.

Monitor and Review

Workplace and Vehicle First Aid Containers

All workplace first aid containers must be monitored and reviewed regularly by the local nominated first aider or appointed person. Vehicle first aid containers should be reviewed as part of the routine weekly vehicles checks. Replenishments and replacement should be ordered as soon as possible as per the above procedure.

First Aid Procedure Document and Risk Assessments

The First Aid Procedure will be monitored and reviewed on a regular basis and in light of legislative change by the Health and Safety Section. The Force Occupational Health and Safety Committee and local Health and Safety Committees will also be responsible for monitoring the procedure document and its implementation on an annual basis.

The Health and Safety Section in conjunction with staff association representatives will also review local first aid procedures and risk assessment at individual stations / offices as part of the annual health and safety audit process.

INDEX

CONTENTS	2
Introduction	3
Overview	3
Glossary of Terms	3
Strategic Aims	3
European Convention on Human Rights (ECHR) Compliance	3
First Aid Procedure	5
Legal Requirements	5
Responsibilities	6
Senior Managers	Error! Bookmark not defined.
Line Managers	6
Police Officers, Special Constables and Specific Police Staff	Error! Bookmark not defined.
First Aid at Work (FAW) Certificated (paid) Police Staff	6
Emergency First Aid at Work (EFAW) Certificated (paid) Police Staff	6
Appointed Person	7
First Aid Provision	8
Risk Assessment	8
First Aid Arrangements	10
Approved First Aid Certificated Police Staff	10
First Aid Training	11
Police Officers, Police Community Support Officers and Special Constables	11
Force Tactical Medics (TFU and PSU)	11
Firearms Officers	11
Custody Sergeants / Detention Officers	11
Officer Safety Trainers and Physical Training Instructors	11
Recording and Monitoring of Trained First Aid Staff	11
First Aid Containers	12
Workplace First Aid Containers	12
Vehicle First Aid Containers	12
Force Tactical Medics First Aid Containers	13
Custody First Aid Provision	13
Travelling First Aid Kits	13
First Aid Containers	14
Purchase and Replenishment of First Aid Containers	14
First Aid Rooms	14
Provision of information to Employees	14
Monitor and Review	15
Workplace and Vehicle First Aid Containers	15
First Aid Procedure Document and Risk Assessments	15
INDEX	16
EMERGENCY FIRST AID PROVISION FORM	17

EMERGENCY FIRST AID PROVISION FORM

Injured Person <i>(please use capitals where appropriate)</i>			
Name		Date of Birth	
Job / Dept		Division	
Address			
Details of Incident			
Date / Time of Incident			
Location of Incident			
Details of Injury / Illness			
Details of Incident			
Details of First Aid Provided			
After Care / Outcome			
DISCLAIMER			
<p>I am the above named person and have been offered appropriate treatment/and transport to hospital. I accept that any consequences, medical or otherwise, resulting from my failure to accept the offer of treatment or transport is my responsibility alone.</p> <p>Signature</p> <p>Witness (First Aider)</p>			
Details of Person Treating <i>(please use capitals where appropriate)</i>			
Name		Date	
Signature		FAW / EFAW	
Please send all completed forms to your Divisional / HQ Health and Safety Administrators.			

