


<b>First Aid Procedure</b>	<b>Document location/reference:</b> <b>PROC019</b>		
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	Reviewed: January 2024	Issue: 1	

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### Amendment Record

Issue	Date	Comments
1	June 2020	New Document

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### 1. Purpose

The purpose of this procedure is to ensure that the our Managers and staff in charge of offices or work sites meet the requirements of the Health and Safety at Work (First Aid) Regulations 1981, subsequent revisions and Approved Codes of Practice to provide suitable and sufficient First Aid equipment and trained personnel proportionate with the risks their duties expose to them to.

### 2. Scope


This procedure covers all locations where Rail Power & Construction Ltd staff and subcontractors are employed.

### 3. Responsibilities

The overall responsibility of compliance with this procedure lies with the Managing Director.

It is the responsibility of the Contract Manager/Supervisor to ensure:

- That risk assessments have been carried out which identify the requirement to provide first aid equipment and trained personnel
- That sufficient first aid equipment and qualified staff, as identified within the Risk Assessment, is provided and made available for use prior to any duty being undertaken

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- These arrangements are included within the method statement/safety plan.

Each employee issued with First Aid equipment including travelling kits is responsible for ensuring the contents are not misused, and any item used is replaced.

The nominated persons within the office locations are responsible for carrying out monthly checks to ensure the facilities provided are suitable and sufficient, and that adequate supplies are available for replenishment.

#### 4. Procedure

At each location where staff are employed they will be provided with suitable and sufficient first aid equipment and trained/qualified staff.

The suitability and extent of equipment and qualified staff provided is based upon assessment which examines, the risks involved, likelihood, consequences, location and number of staff involved, as indicated within the Health & Safety at Work (First Aid) Regulations 1981 as amended.

Where a risk assessment has indicated, members of staff are encouraged to attend recognised First Aid training courses to achieve certification to a standard approved by the HSE.

All members of staff are encouraged to attend training courses to act as responsible persons and deal with emergency situations including undertaking resuscitation and emergency First Aid techniques.

Staff whose duties involve travelling and working away from a base location will be provided with a travelling First Aid kit to be located within the vehicle.

When information regarding the First Aid facilities at sites is not available, or when working at transient worksites, the Task Specific First Aid Risk Assessment will be utilised other times the F19.1 First Aid Risk Assessment will be completed by the Contract Manager or Supervisor.

Each Employee and the Contract Manager or Supervisor is responsible for ensuring that all first aid equipment provided, including first aid notices and travelling first aid kits, are maintained and replaced upon use. This is supported by Site Safety Inspection Procedure.


The Office Administrator is responsible for ordering any required equipment, notices or items.

In joint site locations, negotiations will take place with our clients and other contractors regarding the possibility of sharing facilities

#### *Review*

The Managing Director will review this procedure and arrangements annually to confirm compliance.

Site inspections will include a check carried out on operative and subcontractor vehicles to ensure travelling First Aid kits are available and maintained in correct order.

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### *Training*

The company will comply with this procedure and with legislation by ensuring that the requisite numbers of employees have received emergency first aid training and there are sufficient HSE Approved first aiders to comply as a minimum with the Health and Safety (First Aid) Regulations 1981 (as amended).

### *Types of First Aid Training*

An **Appointed Person** is someone responsible for ensuring the first aid kit remains stocked up and in date, and calls an ambulance in the event that one is required. They cannot give first aid for which they have not been trained. Putting them through the 1 day course may give them confidence in performing their role.

**Emergency First Aid at Work (EFAW)** is a 1 day First Aid course accredited by the HSE. The HSE stipulate the content and length of training (minimum 6 hours) and it deals with the emergency life-saving First Aid whilst awaiting an ambulance.

**HSE Approved First Aid at Work (FAW)** is a 3 day training course. This course deals with all the other first aid emergencies not covered in the shorter course including burns, eye injuries, soft tissue/bone injuries and common medical problems such as asthma and diabetes.

Only HSE Approved Training Organisations using suitable trained and certificated trainers will conduct all training.

## **5. References**

Health & Safety at Work Act 1974  
 Health and Safety (First Aid) Regulations 1981 (As amended)  
 F19.1 First Aid Risk Assessment  
 Site Safety Inspection Procedure

**Appendix A - HSE Guidance to the Category & number of First Aid Personnel to be Available at all times when People are at Work.**

