



# First Aid Procedures

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## 1 Introduction

MLP Traffic Ltd cares about the health and safety of its people and accepts its responsibility to do all that is reasonably practicable to ensure that all work tasks and activities are both safe and operate within current legislative requirements.

Assessing the first aid needs of MLP Traffic Ltd employees whilst they are working on and travelling between client sites provides an adequate review and, if necessary provision and training, as per the requirements of the First Aid at Work Regulations 1981.

## 2 Scope

First aid at work covers the arrangements that must be made to ensure employees who suffer injuries or fall ill whilst at work receive immediate attention and where necessary, emergency services are called.

First Aid aims are to:

- Preserve life
- Limit the effects of the condition
- Promote recovery

First aid treatment does not include giving tablets or medicine to treat illness.

This procedure describes the risk assessment process for identifying and providing first aid requirements where necessary for MLP Traffic Ltd employees.

Risk Assessment is an examination of what, in work could cause harm to people so that the Risk Assessor can weigh up whether enough precautions ("control measures") have been put in place or whether more should be done to prevent harm to anyone. Refer to MLP Traffic Ltd Risk Assessment Procedure for further information.

## 3 Safety Policy

MLP Traffic Ltd will ensure that all first aid requirements are assessed, taking into account different work activities, responsibilities and locations.

Control measures will be identified and put into place as identified.

## 4 Management Responsibilities

It is the responsibility of the Departmental Manager to ensure that this Procedure is appropriately communicated, understood and implemented. This will be monitored by regular audits and inspections.

Managers or their delegates will be responsible for:-

- the completion and documentation of suitable first aid requirements checklists for their teams
- requesting training that may arise as a result of the checklist
- ensure any changes in circumstances that may affect the checklist are escalated.
- Operatives must be informed of the first aid arrangements and their input taken

## 5 Procedure Objectives

MLP Traffic Ltd must assess and ensure that adequate numbers of suitable people are provided to administer first aid in the work place. Suitable people are those who have received training and hold current qualifications approved by the HSE and any additional training that may be appropriate depending on additional workplace hazards and other situations (e.g. lone working).

## 6 Risk Assessment

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The First Aid at Work Regulations 1981 provide guidance on the numbers of First Aiders required in workplaces, as below.

Lower Risk, offices	50 -100	At least one First Aider
	More than 100	One additional, for every 100
Medium risk, light engineering, food processing, warehousing	20 -100	At least one, for every 50
	More than 100	One additional, every 100
High risk, chemical, construction, etc	More than 50	One additional, for every 50
		Training in specific emergencies

It is necessary to assess teams' first aid requirements according to the type of work they carry out and include provisions for out of hours and lone working. The Manager is to review the existing level of first aid facilities provided and assess whether it meets the needs of the MLP Traffic Ltd staff and their working practices/patterns.

**Appendix A** is a First Aid Requirements Risk Assessment for MLP Traffic Ltd teams. Completed risk assessments must be forwarded to the Health and Safety Manager.

**Appendix B** is a First Aid room checklist.

**Appendix C** is a Large First Aid kit checklist, for First aid rooms, large workshops and depots, this should be completed weekly by a current first aider, and returned at the end of every month to the H&S Manager

**Appendix D** is a Small Workshop First Aid kit checklist, this should be completed weekly by the workshop first aider or vehicle owner, forwarded to the relevant manager and returned at the end of every month to the H&S Manager

**Appendix E** is a Vehicle First Aid kit checklist, this should be completed weekly by the vehicle owner, forwarded to the relevant manager and returned at the end of every month to the H&S Manager

## 7 Arrangements

Compliance with the following arrangements will ensure the achievement of the MLP Traffic Ltd procedure objectives above.

### 7.1 First Aid Requirements Assessment

It is the responsibility of Managers to determine adequate numbers of First Aiders in their area, considering different types of work activity, numbers of MLP Traffic Ltd people and distance from professional medical help.

Different work activities and work situations that must be considered include:

- Long distances from First Aid or emergency facilities
- Employees regularly working away from employers premises
- Maintaining mechanical equipment
- Shift workers
- Nature and distribution of the workforce (people at particular risk)
- Lone workers.
- Employees who work on third parties premises
- Absence of First Aid people due to ill health or annual leave
- High-risk areas (close contact with machinery, dangerous loads)

Consideration must be made to ensure cover is available during annual leave, sickness and shift work. Sufficient numbers of "Appointed Persons" may cover this especially in the case of mobile employees.

It may be appropriate to issue first aid kits and mobile phones to MLP Traffic Ltd employees who travel regularly as part of their duties or who may be visiting unmanned or rural locations frequently or who work alone.

Copies of First Aid Requirements Risk Assessments must be forwarded to the Health and Safety Manager.

### 7.2 First Aid Requirements –First Aid Rooms

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Any shortfalls in first aid numbers must be raised to the Health and Safety Manager. Consideration should be given to the numbers of people based at or visiting site, type of work activities carried out on site, location and any inherent hazards identified.

Restocking of consumables is the departmental Managers responsibility. Routine checks on the facilities in the first aid room will be made by the Health and Safety Manager. See **Appendix B** for items that will be checked and maintained.

### 7.3. Risk Assessment review

First Aid Requirements Risk Assessments must be reviewed in light of MLP Traffic Ltd operational changes, or significant changes in first aiders at sites. They should be reviewed annually regardless of changes.

### 7.4. First Aid Provisions

The table below shows recommended First Aid provisions for MLP Traffic Ltd employees.

	Supplies Listing	Usage	Comments
1.	Emergency aid pouch	For agents who regularly work alone without access to first aid facilities	Small kit with plasters, and dressing suitable to fit in jacket pocket or bag.
2.	Vehicle/travel kit	For use in all MLP Traffic Ltd service vehicles	For emergency aid only. Kit should be secured in vehicle
3	Basic first aid kit	For use only by fully trained First Aiders	Kit supplied to HSE standards.

## 8 Personal Protective Equipment (PPE)

Qualified MLP Traffic Ltd First Aiders and Appointed Persons should always use gloves when dealing with a First Aid incident.

## 9 Training

All requests for training must be made via the HR Training Manager.

Training to enable people to become qualified First Aiders or Emergency Aid/Appointed Persons must be carried out by an approved training provider such as the British Red Cross or St John's Ambulance.

This includes: -

- First Aid at Work Training (3 day certificated course, valid for three years, refresher required)
- Appointed person (1 day course, basics of first aid to enable a response in the absence of a qualified First Aider)
- Emergency First Aid (provides basic instruction on artificial respiration, etc)

Competent preferred suppliers will deliver approved training in a timely and cost effective way. On completion of training central records must be updated and training details will be added to personnel files. The Manager will also update locally held training records where applicable.

## 10 References

- The First Aid at Work Regulations 1981
- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- MLP Traffic Ltd Risk Assessment Procedure

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## 11 Enquiries

For additional information regarding this document contact the Health and Safety Manager.

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**Appendix A – First Aid Requirements Risk Assessment for MLP Traffic Ltd Teams**

Aspect	First Aid Provision for:			Comments / other information	Action to reduce risk if necessary
	Y	N	N/A		
<b>Nature of work</b> 1. Are the risks of injury and ill health arising from the nature of work significant?  2. Are there specific risks working with - Hazardous substances? - Dangerous tools? - Dangerous machinery? - Dangerous loads?  3. Do employees have to work alone for long periods of time?  4. Are there areas where different levels of risk can be identified?					
<b>Accident / incident history</b> 5. Within the group, what are the most common types of accident / ill health / incidents that have been recorded?					
<b>Nature and distribution of workforce</b> 6. Within the group, are there inexperienced workers (young / work-experience trainees)?  7. Within the group, are there workers with disabilities or special health problems?  8. Do any of the group do shift work or out of hours working?					
<b>Distance from Professional Medical Assistance?</b> 9. Do the sites tend to be remote from medical assistance (hospital, A&E)?					

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<b>First Aiders and Appointed Persons</b> 10. Is there a published list of First Aiders available on the sites the group visit? 11. How is this list monitored? 12. How are absences covered?					
<b>Other Factors</b> 13. Are there people within the group with reading or language difficulties? 14. Miscellaneous					

#### Guidance Notes:

##### **Nature of Work**

If the risks are significant First Aiders are required.  
Consider specific training for First Aiders; extra First Aid equipment; informing emergency services; First Aid room.  
Consider different levels of parts of the organisation.

##### **Accident / Incident History**

Consider locating provision in certain areas - reviewing the contents of the First Aid box, supplying certain mobile teams with vehicle First Aid kits.

##### **Nature and distribution of workforce**

Consider special equipment; local siting of equipment.  
Consider provision in each building; provision on each floor.  
First Aid provision should be available at all times people are at work.

##### **Distance from Professional Medical Assistance**

Consider informing local medical assistance of the location; special arrangements with the emergency services.

##### **First Aiders and Appointed Persons**

First Aid provision should be available at all times people are at work.

##### **Other Factors**

Special arrangements must be made to give everyone First-Aid information e.g. bulletins and emails on MLP Traffic Ltd Notice boards, how to report a work place accident.

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## Appendix B – First Aid Room Contents – MLP-HSG-003

Where a first aid room is identified as necessary, the following guidance is given for the room to be effective:

- It should be readily available for rendering first aid at all times when employees are at work.
- Display a notice on the door advising of the names, and contact details of the nearest first aider or nearest suitable person.
- Be a non-smoking room
- Be clearly signed and identified as a first aid room. Identification must be by means of a sign complying with the Health and Safety (Safety Signs and Signals) Regulations 1996.
- The first aid room position, layout, doorway and its access-routes will be easily accessible to stretchers and patient-carrying equipment, near to toilets and to a suitable point of access for transport to hospital .
- Be large enough to hold the furniture and facilities, and with enough space for people to administer first aid.
- Have washable surfaces and adequate heating, ventilation, and lighting
- Be cleaned and kept tidy as necessary

Where a first aid room is provided, at least the following furniture and facilities will be provided:

- A sink with hot and cold running water
- Drinking water and disposable cups
- Soap and paper towels
- A suitable store for first aid materials
- First aid equipment at least equivalent in range, standard and quantities to those provided in permanent first aid boxes
- A suitable chair
- A telephone with incoming number clearly marked
- A record book for recording incidents where first aid has been given.
- Where a bed or couch is provided (where required by the first aid needs assessment), it shall be provided with a clean pillow and blankets. Disposable bedding is a practical solution.

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**Appendix C – Large First Aid Kit Checklist (First aid room, Workshop & Depots)**

**LOCATION:**.....

CONTENTS	MINIMUM QUANTITY	WEEK 1	WEEK 2	WEEK 3	WEEK 4
Box - empty	1				
Guidance Card	1				
Sterile Adhesive Dressings (individually wrapped plasters)	40				
Sterile Eye Pad	4				
Triangular Bandages (non-woven disposable)	6				
Unmedicated Sterile Dressing (medium)	9				
Unmedicated Sterile Dressing (large)	3				
Finger Dressing	5				
Disposable Gloves (pair)	2				
Cleansing Wipes	10				
Safety Pins	6				
Eye Wash	1				
	Name				
	Date				
	Signature				

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**This sheet to be signed by a current first aider and returned to the H&S Manager monthly**

**Appendix D – Small Workshop First Aid Kit Checklist**

**LOCATION:**.....

CONTENTS	MINIMUM QUANTITY	WEEK 1	WEEK 2	WEEK 3	WEEK 4
Box - empty	1				
Guidance Card	1				
Sterile Adhesive Dressings (individually wrapped plasters)	20				
Sterile Eye Pad	2				
Triangular Bandages (non-woven disposable)	4				
Unmedicated Sterile Dressing (medium)	6				
Unmedicated Sterile Dressing (large)	2				
Finger Dressing	5				
Disposable Gloves (pair)	1				
Cleansing Wipes	10				
Safety Pins	6				
Eye Wash (Individual)	3				
	Name				

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Date				
Signature				

**This sheet to be signed and returned to the H&S Manager monthly**

**Appendix E – Vehicle First Aid Kit Checklist**

**Registration No:.....**

CONTENTS	QUANTITY	WEEK 1	WEEK 2	WEEK 3	WEEK 4
Bag & Guidance Card	1				
Plasters	20				
Bandage (Large)	1				
Triangular Bandage	2				
Disposable Gloves (pair)	1				
Cleansing Wipes	2				
Eye Wash (Individual)	3				
Pins (Pack)	1				
	Name				
	Date				
	Signature				

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