

First Aid Standard

(SHEMS-STD-GR-028)

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1 Introduction

This standard sets out the minimum resources required to enable first aid to be provided to all employees and individuals working on any of our contracts or at any of our locations if they are injured or become ill at work.

This standard supports the assessment of all work locations, premises and activities to ensure that suitable levels of first aid provision are provided in compliance with the requirements of the Health and Safety (First Aid) Regulations 1981.

2 Scope

The scope of the SHEMS covers all persons, workplaces and operations in our business

Exceptions will be documented through a SHEMS Appendix B process ([SHEMS-FOR-GR-999](#)), authorised by the Unitas SHE Director Responsible for coordinating SHE.

Unitas SHEMS ([SHEMS-STD-GR-003](#)) provides guidance and signposting for the compliance, implementation, monitoring, audit and review of our systems, demonstrating continual improvement and achievement of the business objectives.

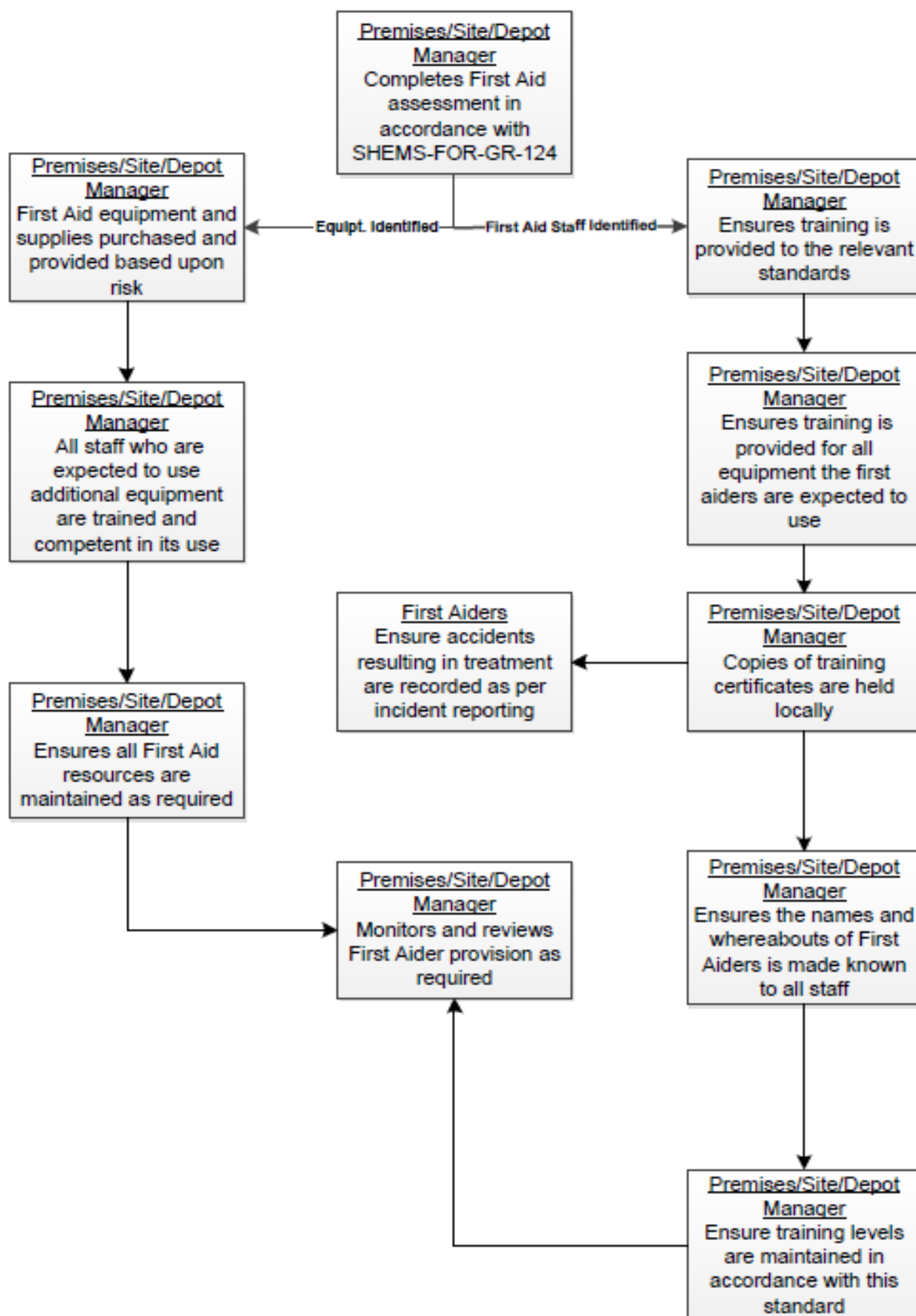
2.1 External References

- The Health and Safety (First Aid) Regulations 1981 ACOP L74
- First Aid at Work – Your questions answered INDG241 Rev1
- Basic advice on first aid at work INDG347 Rev2

2.2 Definitions and Acronyms

First Aid	- In cases 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 -Treatment of minor injury's which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.
First Aider	- A person who holds either the First Aid at Work certificate, or the Emergency First Aid at Work certificate.
First Aid at Work (FAW)	-A person who has undergone an approved (3 day) training course in administering first aid at work and holds a current First Aid at Work certificate.
Emergency First Aid at Work (EFAW)	-A person who has undergone a basic approved (1 day) course and holds a certificate in first aid. Those trained will be recognised as workplace first aiders.
Appointed Person	-A person, not first aid trained, whose role includes looking after first-aid equipment and facilities and responsible for calling the emergency services when required.

3. Process Flowchart



4 Unitas Requirements

4.1 Assessment of First Aid resource

An assessment is carried out to determine the extent of the first aid cover required for each place of work i.e. premises/site/depot. The First Aid assessment ([SHEMS-FOR-GR-124](#)) takes into account the following:

- Number of employees
- The hazards and risks of the work activities, including use of hazardous substances (see COSHH assessment), dangerous tools or machinery
- Size of premises/site/depot and distribution of workers
- Shift work
- History of personal injury incidents
- Emergency service response time (e.g. distance from the nearest ambulance station or hospital with an A&E department)
- The needs of travelling staff, lone workers and remote workers
- Resources shared with neighbours/JV/partners
- Requirements for individual employees with health conditions (e.g. diabetics, epileptics).

4.1.2 Recommended resource requirements.

HSE Category of Risk	Numbers employed at location	Suggested number of first-aid personnel
Low Risk e.g. offices/LGV vehicles	Fewer than 25 25 to 50 More than 50	At least one appointed person At least one first aider One additional first aider for every 100 employed
High risk e.g. construction, infrastructure and all services	Fewer than 5 5 to 50 More than 50	At least one appointed person At least one first aider One additional first aider for every 50 employed (or part thereof)
Note on Interpretation: Most offices would fall into the Lower Risk Category; most depots and sites will fall into the High Risk Category dependant on activities carried out. It would be difficult to justify how any worksite could not be deemed as a Higher Risk Area		

The figures quoted above are the minimum **continuous** first aid cover for each site type. In practice more first aiders will need to be trained to allow for planned cover during shifts, leave or absent employees.

For maintenance/ responsive work stream the first aid risk assessment will identify the required number of first aiders and emergency first aiders in line with the table above. Responsive maintenance technicians will be given the details of the first aiders who will not be at site but available for support and advice.

Specific first aid provisions must be highlighted in the risk assessment i.e. risk of drowning (working on or adjacent to water) contact with sewage (dousing shower) etc...

All works vehicles driven/used for or on behalf of Unitas must have suitable first aid provisions e.g. first aid box.

4.1.3 Appointment of First Aider/Emergency Aider

Managers / Directors ensure that all identified First Aiders / Emergency First Aiders are trained to the above requirements (Definitions 2.2).

All First aiders are appointed via SHEMS-FOR-GR-007.

The Premises/Site/Depot Manager/Director of the first aider shall ensure that any additional training required (for example to operate specialist first aid equipment etc.) is provided.

The Premises/Site/Depot Manager/Director shall ensure first aiders and emergency first aiders certificates of training are kept on record locally as a minimum.

Premises/Site/Depot Managers / Director ensure that the names of the fully qualified and appointed First Aider(s) or Emergency First Aider (s) are made known to all persons within the premises/site/office/depot – as a minimum this is achieved by either a posting on the Safety, Health and Environment notice board or personal introduction.

4.1.4 Providing First Aid Cover

An Appointed Person must be available at all times whilst people are at work, on site or at a Unitas location/premises (this may mean appointing more than one). Appointed Persons must not attempt to give first aid for which they have not been trained.

First Aid personnel will only be deemed as qualified if they have gained a recognised qualification in either FAW or EFAW (which remains current) with a copy of the first aid certification available on site.

All first aiders and appointed persons shall also be familiar with the Major Incident Response Plan Standard (SHEMS-STD-GR-013)

Where chemicals with hazardous properties are stored or used on site, first aiders must be trained how to assess relevant information provided in COSHH assessments

4.2 Information and Instruction

Employees/contractors must be made aware during induction of those who have been appointed as first aiders and the names of first aiders are posted on notice boards, site canteens and emergency plans, van packs etc.

Adequate signage must denote the type and location of the first aid equipment and facilities.

Accident forms and/or access to an electronic copy accident form must always be available to record details of accidents and incidents (see INM reporting Standard SHEMS-STD-GR-011)

4.3 First Aid facilities

The First Aider or Appointed Person shall ensure that the premises/site/depot first aid facilities are adequately maintained and in date i.e. restocking the first aid box. The premises/site/depot Manager shall confirm that the monthly checks have been completed on the Premises Inspection Form SHEMS-FOR-GR-117.

First Aid boxes should be suitably stocked in accordance with the guidance below. These may be split into smaller boxes located at different points around the location. Designated first aiders must check the contents of the first aid boxes at least monthly and order additional materials when necessary. Vehicle first aid kits shall be checked monthly by vehicle drivers and shortages reported and replaced.

Size of Kit	Travel	Up to 10 employees	Up to 20 employees	Up to 50 employees
Item	Quantity	Quantity	Quantity	Quantity
HSE leaflet	1	1	1	1
Individually wrapped sterile adhesive dressings (assorted sizes)	6	20	40	60
Sterile wipes	4	10	10	10
Sterile eye pads	-	2	4	6
Individually wrapped triangular bandages (preferably sterile)	2	4	6	8
Safety pins	6	12	12	12
Medium (approximately 12cm x 12cm) individually wrapped sterile non-medicated wound dressings	-	6	9	12
Large (approximately 18cm x 18cm) sterile individually wrapped non-medicated wound dressings	1	2	3	4
Disposable gloves.	1	2	4	6
Mouth-to-mouth resuscitation kit	1	1	2	3

Oral medication i.e. aspirin/paracetamol/ibuprofen must never be kept in the first aid box or provided under any circumstances.

