

FIRST AID POLICY

Version 3.0

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Name of Policy:	First Aid Policy
Date Issued:	May 2019
Date to be reviewed:	May 2022

Policy Title:	First Aid	
Supersedes: (Please List)	First Aid Policy V2.0	
Description of Amendment(s):	General Review, addition of bribery paragraph, updated job titles	
This policy will impact on:	All staff, visitors	
Policy Area:	HR/Corporate	
Version No:	3.0	
Author:	Helen Johnson, Health & Safety Advisor	
Effective Date:	14 th May 2019	
Review Date:	May 2022 or before if required	
Equality Impact Assessment Date:	05Mar19	
APPROVAL RECORD		Date:
	IAGC	14-May-19
Consultation:	T Yel (Staff Side Representative)	27-Mar-19



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1. Introduction

People at work can suffer injuries or be taken ill. Whether the injury or illness is caused by the work they do or not, it is important to give them immediate attention and know when to summon professional help. First Aid at Work legislation covers the arrangements an employer must make to ensure this happens.

Under the Health and Safety (First Aid) Regulations 1981 it is the statutory duty of the employer to provide adequate and appropriate first aid equipment, facilities and people to ensure his employees, and anyone else who may be affected by his work activities, can be given immediate help if they are injured or taken ill whilst at work.

It is the statutory duty of employees to comply with health and safety legislation and any other procedures and policies that are designed to protect them from the risks associated with workplace activities.

2. Purpose

- 2.1 Hull Clinical Commissioning Group (Hull CCG) will take all reasonably practicable steps to ensure that staff, patients, visitors and contractors will receive immediate first aid attention in the event of injury or illness whilst carrying out their work based activities.
- 2.2 This Procedure provides an overview of the First Aid at Work arrangements within all premises in which Hull CCG carry out their business.
- 2.3 The objective of the first aid arrangements is to ensure that immediate care and attention can be administered in compliance with the Health and Safety (First Aid) Regulations 1981 and associated Approved Codes of Practice.

3. Scope of the Policy

This policy applies to all employees and office holders of Hull CCG and any other persons occupying or working at CCG premises, such as employees of other organisations, private contractors, agency staff and volunteers. Agency staff contracts will reflect the need for staff to adhere to this policy.

4. Impact Analyses

4.1 Equality

The CCG is committed to:

- Eliminating discrimination and promoting equality and diversity in its Policies, Procedures and Guidelines, and
- Designing and implementing services, policies and measures that meet the diverse needs of its population and workforce, ensuring that no individual or group is disadvantaged.



In applying this policy, the CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.

In developing this policy, an Equality Impact Analysis has been undertaken and is attached at Appendix 2. As a result of the initial screening, the policy does not appear to have any adverse effects on people who share protected characteristics and no further actions are required at this stage.

The application of this policy will be monitored alongside recruitment monitoring data to ensure fair application.

4.2 Bribery Act 2010

NHS Hull Clinical Commissioning Group has a responsibility to ensure that all staff are made aware of their duties and responsibilities arising from The Bribery Act 2010.

The Bribery Act 2010 makes it a criminal offence to bribe or be bribed by another person by offering or requesting a financial or other advantage as a reward or incentive to perform a relevant function or activity improperly performed. The penalties for any breaches of the Act are potentially severe. There is no upper limit on the level of fines that can be imposed and an individual convicted of an offence can face a prison sentence of up to 10 years.

For further information see <http://www.justice.gov.uk/guidance/docs/bribery-act-2010-quick-start-guide.pdf>.

If you require assistance in determining the implications of the Bribery Act please contact the Local Counter Fraud Specialist on telephone number 01482 866800 or email at nikki.cooper1@nhs.net. Due consideration has been given to the Bribery Act 2010 in the review of this policy document and no specific risks were identified.

5. NHS CONSTITUTION

5.1 The CCG is committed to:

- Designing and implementing services, policies and measures that meet the diverse needs of its population and workforce, ensuring that no individual or group is disadvantaged.

5.2 This Policy supports the NHS Constitution as follows:

The NHS aspires to the highest standards of excellence and professionalism in the provision of high-quality care that is safe, effective and focused on patient experience; in the planning and delivery of the clinical and other services it provides;



in the people it employs and the education, training and development they receive; in the leadership and management of its organisations; and through its commitment to innovation and to the promotion and conduct of research to improve the current and future health and care of the population.

6. Responsibilities

Hull CCG Director of Quality and Clinical Governance/Executive Nurse has overall responsibility for the Health & Safety and First Aid arrangements within the organisation. Trained First Aiders are appointed by Line Management in relevant areas to administer immediate care and attention.

For communication purposes, procedures for the application of First Aid arrangements are detailed within this document. This policy will be published on the Hull CCG internet. Specific changes to this policy will be communicated to Line Managers and appointed First Aiders directly.

Training and skill requirements of the individuals operating within the Company's First Aid arrangements are detailed in Section 8.0 of this document.

Everyone operating within the Hull CCG First Aid arrangements does so on the understanding that it represents a system of control demanded by the Health and Safety (First Aid) Regulations 1981. Any failings of the First Aid arrangements should be reported in the first instance to Line Management, and then to the Health and Safety Advisor.

6.1 The CCG Director with responsibility for Health and Safety

The CCG Director with responsibility for health and safety (The Director of Quality and Clinical Governance/Executive Nurse) has the overall responsibility to ensure that Hull CCG complies with all relevant health and safety legislation. Specific duties include:

- Provide reports/feedback, where appropriate, to the Health & Safety Group and the Quality and Performance Committee on all matters relating to First Aid at Work.
- Ensure that the Health and Safety Advisor manages the arrangements for the provision of First Aid in the workplace on a day to day basis.
- Receive reports on audits of the First Aid arrangements by the Health and Safety Advisor and ensure that, if appropriate, recommendations are acted upon and corrective actions are taken.

6.2 The CCG Health and Safety Advisor

The CCG Health and Safety Advisor has responsibility for the ongoing management of the First Aid arrangements within the organisation. Specific duties include:



- Ensure that there are sufficient numbers of trained First Aiders in each workplace, nominated by Line Management. Consideration should be given to first aid cover arrangements during holiday leave, sickness absence, maternity leave, etc.
- Provide information, instruction and training, through a competent training provider, for the nominated First Aiders and maintain a list of said providers.
- Ensure that training records for First Aiders are maintained and kept up to date and that refresher training is given at the designated intervals as determined by the Health and Safety (First Aid) regulations 1981.
- Audit the First Aid arrangements on a regular basis and provide a report to the Director with responsibility for Health and Safety on such audits.
- Ensure that sufficient resources are available to provide suitable first aid equipment and facilities.
- Where there are specific work activities/hazards which may require different levels of first aid provision, ensure that further risk assessment takes place to control the risk.
- Review and update this procedure on a regular basis to ensure it meets regulatory requirements, and the requirements of Hull CCG Health and Safety Policy.
- The Health and Safety Advisor must ensure that all First Aiders are informed if there are any significant changes to legislation or procedures.

6.3 CCG First Aiders

Sufficient numbers of staff within each work area should be nominated by their Line Manager to attend a suitable First Aid training course. Once qualified, specific duties include:

- Ensure that the names of nominated First Aiders are displayed in prominent positions within the workplace.
- Ensure that first aid equipment (first aid kits) are checked and maintained on a regular basis and that expiry dates of contents are observed. Records should be kept and all staff should be aware of the location of first aid kits.
- Ensure that first aid kits are re-stocked after use or where appropriate.
- Where automatic external defibrillators (AEDs) are available, ensure that they are checked and maintained on a regular basis, as determined by the manufacturer.



6.4 All Staff

- It is the duty of all staff and any others who may be affected by the work activities of Hull CCG to report all injuries, accidents or instances of ill-health to Line Management via the DATIX reporting system
- Staff should make themselves aware of the names and locations of the nominated First Aiders within their workplace.
- It is also the duty of all staff to report any deficiencies within the first aid arrangements, and to cooperate (where appropriate) in developing a safe outcome to identified deficiencies.

6. Statutory Requirements

The following legislation is addressed by the introduction of this procedure:

- The Health And Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety (First Aid) Regulations 1981.

7. Monitoring the Effectiveness of and Compliance with This Policy

- All those operating within the First Aid arrangements should assess them continuously on an informal basis. Any faults, failings and potential areas for improvement should be communicated to the Health and Safety Advisor in the first instance.
- More formally, First Aid arrangements will be reviewed by the Health and Safety Advisor to ensure continued compliance with regulatory requirements and changes in first aid procedures. Reviews of the arrangements will take account of various sources of informaton, from individual feedback to analysis of incident statistics. Reports will be made available to the Health and Safety Group and to the Director with responsibility for Health and Safety.
- The Health and Safety Advisor will keep up to date with any changes in statutory requirements and implement them where appropriate.

8. Referenced Documents:

- The Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety (First Aid) Regulations 1981
- Selecting a First Aid Training Provider – HSE Guide for Employers
- Hull CCG Health and Safety Policy

9. Review

This policy will be routinely reviewed every 3 years or as required by legislative changes or following incidents.



HR / Corporate Policy Equality Impact Analysis:

Policy / Project / Function:	First Aid Policy
Date of Analysis:	5 th March 2019
Completed by: (Name and Department)	Helen Johnson, Health & Safety Advisor
What are the aims and intended effects of this policy, project or function?	To ensure that the organisation has the appropriate First Aid arrangements in place as required by The Health and Safety (First Aid) Regulations 1981
Are there any significant changes to previous policy likely to have an impact on staff / other stakeholder groups?	No changes to previous policy
Please list any other policies that are related to or referred to as part of this analysis	Hull CCG Health & Safety Policy
Who will the policy, project or function affect?	All staff and visitors to Hull CCG Premises
What engagement / consultation has been done, or is planned for this policy and the equality impact assessment?	This policy has been agreed by the local staff side representative Toni Yel
Promoting Inclusivity and Hull CCG's Equality Objectives. How does the project, service or function contribute towards our aims of eliminating	Ensuring that the first aid arrangements required in law are implemented in a way ensure equality for all, regardless of any protected characteristics.

<p>discrimination and promoting equality and diversity within our organisation?</p> <p>How does the policy promote our equality objectives:</p> <ol style="list-style-type: none"> 1. Ensure patients and public have improved access to information and minimise communications barriers 2. To ensure and provide evidence that equality is consciously considered in all commissioning activities and ownership of this is part of everyone's day-to-day job 3. Recruit and maintain a well-supported, skilled workforce, which is representative of the population we serve 4. Ensure the that NHS Hull Clinical Commissioning Group is welcoming and inclusive to people from all backgrounds and with a range of access needs 	
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Equality Data	
<p>Is any Equality Data available relating to the use or implementation of this policy, project or function?</p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as '<i>Equality Groups</i>'.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> 1: Recruitment data, e.g. applications compared to the population profile, application success rates 2: Complaints by groups who share / 	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document). If you answered No, what information will you use to assess impact?</p> <p>Please note that due to the small number of staff employed by the CCG, data with returns small enough to identify individuals cannot be published. However, the data should still be analysed as part of the EIA process, and</p>

represent protected characteristics 4: Grievances or decisions upheld and dismissed by protected characteristic group 5: Insight gained through engagement	where it is possible to identify trends or issues, these should be recorded in the EIA.
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Assessing Impact				
Is this policy (or the implementation of this policy) likely to have a particular impact on any of the protected characteristic groups? (Based on analysis of the data / insights gathered through engagement, or your knowledge of the substance of this policy)				
Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and, if applicable, justification where a <i>Genuine Determining Reason</i> ¹ exists (see footnote below – seek further advice in this case)
Gender	X			This policy applies to all staff regardless of gender
Age	X			This policy applies to all staff regardless of age
Race / ethnicity / nationality	X			This policy applies to all staff regardless of race/ethnicity/nationality. Analysis of employee data indicates that the percentage of white employees is reflective of the local population. However, the proportion of BME staff is lower than that of the local population it serves

1. ¹ The action is proportionate to the legitimate aims of the organisation (please seek further advice)

				All staff require competencies which include the ability to read and understand English or to request the information in another format available to them
Disability	X			This policy applies to all staff regardless of disability
Religion or Belief	X			This policy applies to all staff regardless of religion or belief
Sexual Orientation	X			This policy applies to all staff regardless of sexual orientation
Pregnancy and Maternity	X			This policy applies to all staff regardless of pregnancy and maternity
Transgender / Gender reassignment	X			This policy applies to all staff regardless of transgender/gender reassignment
Marriage or civil partnership	X			This policy applies to all staff regardless of marriage or civil partnership

Action Planning:

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse impact or strengthen the promotion of equality?

Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:

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Sign-off

All policy EIAs must be signed off by Mike Napier, Associate Director of Corporate Affairs

I agree with this assessment / action plan

If *disagree*, state action/s required, reasons and details of who is to carry them out with timescales:



Signed:

Date: 03.05.19

