



Supporting Our Community

## **FIRST AID POLICY**

### **ORGANISATION AND ARRANGEMENTS**

The Health and Safety (First Aid) Regulations 1981 impose a duty on employers to provide first aid support and facilities for their employees. Godalming Town Council considers a high standard of first aid service to be a vital component in maintaining high standards of health and safety at work and has, therefore, adopted the following First Aid Policy.

### **DEFINITIONS**

First Aid is defined in the Health and Safety (First Aid) Regulations 1981 as a case where a person will need help from a medical practitioner or nurse in the event of serious injury or illness; where such help is not available, a First Aider will provide treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained. It also covers treatment of minor injuries and minor illness, which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

These regulations apply only to employees although some First Aid provision is made for users of the Council's community buildings.

By agreement with Waverley Borough Council the First Aid procedure for the Town Council offices, at the Municipal Buildings, Godalming, is that of Waverley Borough Council, whose building the Town Council shares. The procedures for the Wilfrid Noyce Centre, Broadwater Park Community Centre and the Old Town Hall (the Pepperpot) are attached as an annexe to this document.

The Health and Safety (First Aid) Regulations 1981 place a general responsibility on employers to provide appropriate first aid facilities. First Aid Boxes are provided at all of the Council's premises. In the case of lone workers - if they sustain a minor injury, they might be able to use a first aid box or telephone for help.

### **FIRST AID ORGANISATION**

1. Overall responsibility for fulfilling the first aid policy of the Council rests with the Town Clerk.
2. The person dealing with a first aid incident must inform the Town Clerk or Facilities Supervisor as soon as possible.
3. If an accident involves a member of staff, the Town Clerk or Facilities Supervisor, will inform the next of kin.
4. The Town Clerk will enter into an agreement with Waverley Borough Council for the provision of first aid services within the Town Council offices during office hours.
5. The Support Services Officer will make appropriate arrangements to ensure at least three members of staff have undertaken work place first aid training, including at least one member of the museum staff.
6. The Town Clerk will delegate the procurement of first aid equipment and medical supplies for the Town Council offices and all Town Council premises to the Facilities Supervisor.

7. The Facilities Supervisor shall be responsible for ensuring that the First Aid Boxes at the Town Council offices and the Community Buildings are regularly restocked as necessary.
8. The most senior member of staff present at the time of any accident is to ensure that the Accident Book is completed

### **MUNICIPAL BUILDINGS, GODALMING**

In addition to providing its own first aid trained staff, Godalming Town Council also has access by agreement with Waverley Borough Council, to the Waverley's procedures to enable first aid treatment to be administered to staff who are injured or feel unwell during office hours. To summon first aid, dial 01483 523000 (Waverley's internal emergency number) and tell the receptionist what is wrong and where you are. The receptionist will arrange for a First Aider to attend to you very quickly.

A First Aid room is provided in The Burys and is located on the first floor in the Civic Suite corridor, adjacent to the vending machines.

Please note that the first aid room has a combination lock and can therefore only be accessed with a First Aider.

### **GODALMING MUSEUM**

Godalming Town Council will ensure that at least one member of the museum's employed staff have attended a work place first aid training course.

**N.B. An ambulance is required to be summoned in all cases where a casualty loses consciousness for any period.**