

## **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.

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 and in Council owned vehicles. 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 Support Services Officer will make appropriate arrangements to ensure at least two members of the administrative staff have undertaken work place first aid training, plus at least one member of the museum staff and both grounds and maintenance supervisors.
5. The Youth Services Officer will make appropriate arrangements to ensure at least one qualified first aider is in attendance during youth work sessions.
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.

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