1. **INTRODUCTION**

1.1 The Health and Safety (First Aid) Regulations (Northern Ireland) 1982 require that all workplaces have suitable and sufficient cover for providing first aid to staff who are injured or who become ill at work. The level of first aid cover needed should be determined by carrying out an assessment of the risks present within individual workplaces.

2. **PURPOSE OF THIS BULLETIN**

2.1 The purpose of this bulletin is to set out the requirements for providing adequate First Aid arrangements to cover all staff at NIGALA. Determining the level of First Aid provision needed requires a risk assessment to be completed. Assessment should take into account both staff and employer responsibilities, the nature of the workplace environment and work activities undertaken, first aid training, first aid boxes, signs and notices.

3. **DEFINITION OF FIRST AID**

3.1 First aid is the care provided to those who are injured or have become ill at work.

3.2 The function of first aid is to ensure that the injured or ill person has the best chance of recuperation until medical assistance is available. The first aider will attempt to limit the deterioration of the condition of the injured or ill person and, where possible, promote their recovery.

3.3 In addition to serious injuries, the first aider will also be available to treat injuries that would not normally require outside medical assistance, such as minor cuts.

4. **ASSESSMENT OF FIRST AID NEED**

4.1 An assessment of first aid need will determine the level of first aid cover required in the workplace. When determining the level of first aid cover required in an area it is necessary to consider the workplace hazards as well as risks of injury and ill health.

4.2 The NIGALA has provided first aid officers and first aid equipment in line with recommendations for a low hazard workplace (as per the First Aid at Work Approved Code of Practice (ACOP) and guidance).

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4.3 First Aid Officers receive refresher training every three years. In line with this timescale, an assessment of first aid needs within NIGALA will take place every three years (or sooner if it is deemed necessary). This assessment will be conducted by Sinéad Casey, NIGALA Risk Assessor using the First Aid at Work ACOP Checklist for Assessment of First Aid Needs (page 29, First Aid at Work ACOP).

4.4 The Risk Management Committee monitors and reviews all risk within NIGALA which includes accidents and ill health. This information will be taken into account when assessing first aid need within NIGALA.

5. **First Aid Officers**

5.1 A First Aid Officer is someone who has successfully completed a course in First Aid at Work by a Health & Safety Executive NI (HSENI) approved first aid training provider. The First Aid Officer will have demonstrated competence in accordance with the Health & Safety (First Aid) Regulations (NI) 1982.

5.2 On successful completion of a First Aid at Work course the First Aid Officer will hold a valid certificate of competence. This training must be refreshed every three years.

5.3 The NIGALA has six certified first aid officers. Signs are displayed in various locations throughout each NIGALA office detailing the names and contact numbers of respective first aid officers.

<table>
<thead>
<tr>
<th>Office</th>
<th>First Aid Officer</th>
<th>Ext No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre House:</td>
<td>John Sheldon</td>
<td>250</td>
</tr>
<tr>
<td></td>
<td>Leah Hughes</td>
<td>232</td>
</tr>
<tr>
<td></td>
<td>Louise Tweedie</td>
<td>245</td>
</tr>
<tr>
<td>Spencer House:</td>
<td>Sinéad Casey</td>
<td>309</td>
</tr>
<tr>
<td></td>
<td>Sarah McKee</td>
<td>306</td>
</tr>
<tr>
<td>Dobbin Centre:</td>
<td>Angela Marshall</td>
<td>331</td>
</tr>
</tbody>
</table>

5.4 The Health & Safety Officer (Sinéad Casey) will ensure first aid refresher training is arranged and provided for first aid officers every three years from initial completion of the first aid at work course.

5.5 Although not mandatory, the Health & Safety Executive NI strongly recommend that first aid officers undertake annual skills update training during any three year certification period. This will assist qualified first aid officers maintain their basic skills and keep up-to-date with any changes to first aid procedures and protocols. The Health & Safety Officer will arrange skills update training for first aid officers on an annual basis.

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6. **First Aid Kits**

6.1 First Aid Kits are to be provided by employers for their directly employed employees within each NIGALA office location.

6.2 The location of the Agency’s first aid boxes are:

- Centre House: Kitchen – cupboard by the window.
- Spencer House: Shredder Area – cupboard above sink.
- Dobbin Centre: Kitchen – above the sink area.

6.3 The First Aid Box should be clearly marked (white cross on a green background). Signs are displayed in each office detailing the location of first aid kits.

6.4 Only specified contents should be kept in the box and nothing else (as per current First Aid guidelines and First Aid Officers current training). No medication, such as painkillers, may be kept in the first aid box. Contents depend on the assessed needs for the type of workplace and risks presented by work activities.

6.5 It is the responsibility of First Aid Officers to ensure first aid kits are replenished as required i.e. once an item has been used or past expiry date.

6.6 The NIGALA has in place first aid kits relative to the size and number of employees in each office as per the First Aid at Work ACOP. This will be reviewed every three years (or sooner if deemed necessary) when the assessment of first aid needs takes place.

6.7 NIGALA would encourage employees and self-employed panel members to hold a travel first aid kit in their car for personal and business use which can be purchased at a small cost from leading pharmaceutical outlets.

**Defibrillator**

6.8 A defibrillator is now available in Centre House. All First Aid Officers have been trained in the use of the defibrillator. The defibrillator is located in the admin office.

7. **Responsibilities**

7.1 **First Aid Officers**

First aid officers are responsible for ensuring that:

- Their First Aid at Work Certificate is kept up-to-date by undertaking HSENI approved training at the required intervals.
- They attend situations where first aid may be required, make the area safe and take action without putting themselves or others in danger. First aid officers should call for assistance without delay and administer first aid in accordance
with their training and capabilities, until medical assistance arrives where this is required.

- Relevant information about situations requiring first aid is recorded as an incident using the Datix on-line Incident Reporting e-form. Please refer to Appendix 2 Procedure for First Aid Officers Completing Accident Report.
- First Aid box Items are replenished once an item has been used or past expiry date.

7.2 **EMPLOYEES**

Employees should make themselves familiar with the First Aid arrangements provided by NIGALAL, and in particular with the name and location of their nearest first aid officer and first aid box (detailed in sections 5 and 6 above).

8. **VISITORS/MEMBERS OF THE PUBLIC**

8.1 The Health & Safety (First Aid) Regulations (NI) 1982 places no legal obligation on a workplace to provide first aid for non-employees. However the NIGALAL will offer the provision of first aid for non-employees such as regular visitors, members of the public and self-employed panel members if first aid is required to be administered.

8.2 The administration of first aid to a non-employee will be provided with the consent of the non-employee.

8.3 In the event of a non-employee being unable to provide consent, for example if they are unconscious, the first aid officer should call for assistance without delay and administer first aid in accordance with their training and capabilities, until medical assistance arrives.

8.4 Liability for the administration of first aid to a visitor could arise if the administration of that first aid was deemed to have caused or exacerbated an injury. Therefore if a situation arises within NIGALAL where first aid provision is required, this is to be administered by first aid officers only.

9. **INCIDENT REPORTING PROCEDURE**

9.1 All incidents requiring first aid treatment are reportable. Incidents should be reported by completing the on-line, Datix Incident Report e-form. This may be completed by the injured person or by someone acting on their behalf. Any information recorded should be agreed by the injured person. Within NIGALAL the First Aid Officer will complete incident report form and provide casualty with a copy.

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9.2 When the form has been completed, a link to the incident is received via email by the line manager/case coordinator for their review and action. The link to the incident is also received by Declan McAllister, as NIGALA Risk Manager. Line managers/case coordinator receiving incident reports for investigation must ensure that the incident is discussed in collaboration with that colleague.

9.3 Where the incident is identified as ‘RIDDOR’ reportable (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), the manager is responsible for ensuring that a RIDDOR report is notified to the Health and Safety Executive NI.

9.4 The HSENI RIDDOR booklet provides information and guidance on how to report these incidents. The booklet is available on the NIGALA intranet and via the footnote link below.

9.5 Please refer to the end of this bulletin, for a definition of what constitutes a major injury (as detailed in the HSENI RIDDOR Booklet).

9.6 **HEALTH & SAFETY COMMITTEE**

The Health & Safety Committee will monitor and review first aid provision, incidents and training at committee meetings which take place twice a year.

9.7 **RISK MANAGEMENT COMMITTEE**

The Risk Management Committee review risks on a quarterly basis at risk management meetings. Health and safety risks are included as part of all risk within NIGALA.

10. **APPENDICES**

Appendix 1: Procedure for First Aid Officers Completing Accident Report

11. **DOCUMENTATION/FURTHER INFORMATION**

- First Aid at Work – HSE Leaflet
- First Aid at Work – Approved Code of Practice
- HSENI Website – First Aid at Work
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997
- HSENI RIDDOR Booklet.


6 [First Aid at Work – HSE Leaflet](http://www.hse.gov.uk/pubns/indg347.pdf)

7 [http://www.hseni.gov.uk/guidance/topics/first-aid-at-work.htm](http://www.hseni.gov.uk/guidance/topics/first-aid-at-work.htm)
The British Red Cross provide useful elearning on their website which covers basic first aid (see link below). Please note this is for information purposes only and does not qualify a person to be a first aid officer.

http://www.redcross.org.uk/What-we-do/First-aid/Everyday-First-Aid

The link below provides a transcript and a video in the use of a defibrillator. Please note this for information purposes only. Newer models of defibrillators can be used by anyone, however the defibrillator located on the 3rd floor of Centre House must be operated by a trained user.

http://www.londonambulance.nhs.uk/calling_999/emergency_heart_care/cardiac_ arrest/how_to_use_a_defibrillator/defib_transcript.aspx

DEFINITION OF MAJOR INJURIES:

Reportable major injuries are (as detailed in the HSENI Riddor Booklet):

- Fracture other than to fingers, thumbs or toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material;
- Any other injury leading to hypothermia, heat induced illness or to unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.