

# First aid

---

---

New policy number: **401**  
Old instruction number:  
Issue date: **30 June 2005**  
Reviewed as current: **3 January 2019**  
Owner: **Assistant Director, Health and Safety**  
Responsible work team: **Health and Safety Services**

---

## Contents

1 Scope ..... 2  
2 References ..... 2  
3 Definitions ..... 2  
4 Procedure ..... 3  
5 Risk assessment for allocation of first aiders ..... 4  
Appendix 1 – Checklist for assessment of first aid needs ..... 6  
Appendix 2 – First aid guidance ..... 10  
**Document history ..... 14**

# 1 Scope

- 1.1 This policy has been developed within the LFB HS&E Management System and is designed to fulfil the requirements of the Health and Safety (First- Aid) Regulations 1981 and Approved Code of Practice L74.
- 1.2 The Brigade will provide sufficient first aid equipment, facilities and personnel that are adequate and appropriate, to administer first aid to its employees in the event of an accident or ill health at work.
- 1.3 Such provision is extended to members of the public at operational incidents, to visitors on brigade premises, and when arrangements are made for contractors working for the Brigade.
- 1.4 Where specialist medical attention is judged to be immediately necessary arrangements will be made to transport the casualty to hospital by ambulance or brigade vehicle.

**Note:** There is no requirement for brigade personnel to be transported to hospital only by ambulance.

- 1.5 First aid will be available to all employees through direct access to first aid equipment and through either a trained first aider or an appointed person.
- 1.6 Sufficient numbers of operational personnel qualified in first aid will be available from the fire appliances attending operational incidents, training exercises or similar.
- 1.7 Information where first aid can be obtained will be permanently displayed in each workplace.
- 1.8 First aid equipment must be stored in a suitable container and conspicuously marked with a white cross on a green background.
- 1.9 Stocking of first aid boxes shall be in accordance with Appendix 3. No other items than those listed should be stocked.
- 1.10 All Brigade vehicles will carry first aid equipment in accordance with Policy number 543 - Immediate emergency care (IEC)/ medical first aid.

# 2 References

- 2.1 The Health and Safety (First-Aid) Regulations 1981.
- 2.2 Approved Code of Practice and Guidance L74 First Aid at Work.
- 2.3 Basic advice on first aid at work IND (G)215L 1997.
- 2.4 Policy number 543 - Immediate emergency care (IEC)/ medical first aid.

# 3 Definitions

## First aid

- 3.1 In cases where a person will need help from a medical practitioner or nurse, treatment for the purposes of preserving life and minimising the consequences of injury and illness until such help is obtained.
- 3.2 Treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

## 4 Procedure

- 4.1 **Borough commanders and heads of department** are to ensure that adequate and continuing cover for first aid is provided in premises under their control.
- 4.2 **Heads of department** are to nominate persons to be trained as first aiders in premises that require first aiders, and to nominate appropriate person in control of premises (PIC) as appointed persons in workplaces where no first aid is required and notify Health & Safety Services (see Risk Assessment - Appendix 1).
- 4.3 Where accommodation is shared between more than one Department Head, interdepartmental arrangements must be made.
- 4.4 **Assistant Director, Training and Professional Development** is responsible for the delivery of first aid training, and for organising courses for both operational and non – uniform personnel requiring initial and refresher training in first aid.
- 4.5 **Health and Safety Services** are responsible for developing a risk assessment process by which the level of first aid provision for the Brigade's various workplaces can be determined and reviewed.
- 4.6 **Station commanders** must ensure that first aid equipment at fire stations and on fire appliances is maintained.
- 4.7 **Departmental line managers** are to ensure that adequate first aid in terms of first aid equipment and personnel is maintained to cover the personnel under their control. This can be achieved by referring to Appendix 1 of this policy and in liaison with other local managers.
- 4.8 **Departmental line managers** must make the necessary arrangements to replace any non-uniform staff designated as first aiders who change their place of work, or cease employment with the Brigade prior to such change taking place, also that adequate cover can be maintained.
- 4.9 **First aiders and appointed persons** are expected to respond promptly to any person in need of first aid and to assess whether the situation can be readily dealt with locally; or whether specialist medical help is needed.
- 4.10 **First aiders and appointed persons** responsible for first aid within their workplace are to ensure the availability of a fully stocked first aid box and take control of situations that require the provision of first aid.
- 4.11 **First aiders** are to ensure that heavily soiled used wipes and dressings are disposed of as clinical waste in yellow bags which are obtainable through POMS. These should be disposed of in accordance with Policy number 707 - 'The control of infection and infectious diseases policy.
- 4.12 **Drivers** of vehicles other than fire appliances, designated to carry first aid equipment are responsible for the maintenance of that equipment.
- 4.13 The **Head of Procurement** is to ensure that first aid supplies through POMS are maintained in accordance with the guidance provided, and that first aid equipment is of a suitable quality and standard.
- 4.14 **Persons in control of premises** are to ensure that notices are prominently displayed giving information on where first aid can be obtained. They are to ensure that nominated persons are properly briefed on their responsibilities and the location of first aid facilities.

## **Training**

- 4.15 All operational personnel and those non-uniformed staff nominated to be first aiders will attend a course of training that qualifies them to administer first aid to standards as defined in the HSE First Aid at Work Approved Code of Practice (ACOP), together with any additional training appropriate to the risk. A certificate will be issued to each individual on successful completion of the course.
- 4.16 Refresher training will be given as a minimum every three years to all designated first aiders so as to maintain the validity of their certificates.

## **Purchasing**

- 4.17 First aid equipment should only be obtained from the approved list on POMS.

## **5 Risk assessment for allocation of first aiders**

- 5.1 A risk assessment has been made to determine the level of the provision of fully trained first aiders and appointed persons throughout the Brigade (Appendix 1).
- 5.2 The risk assessment is based on the approach recommended in the ACOP and on current Brigade information on staff numbers, work location and level of risk associated with type of work.
- 5.3 Where the assessment reveals a low risk of injury, close proximity to emergency services and staff number below 25 persons then control of first aid will be through an appointed person.
- 5.4 As all assessments were determined as low or medium risk, the provision of first aid rooms is not necessary. Any first aid room that is established on a local basis must conform to the strict requirements specified in HSE Approved Code of Practice L74.
- 5.5 The assessment covers all workplaces and will be kept under review to reflect any future changes.
- 5.6 Should any manager consider the provision of first aid established through the assessment, to be inadequate they must raise their concerns through their line management.

## **Selection of first aiders and appointed persons**

### **First aiders**

- 5.7 When selecting a member of staff to become a first aider the following criteria should be used as a guide:
  - The person expresses a wish to be a first aider.
  - The person is reliable and likely to remain calm in an emergency.
  - The person has the aptitude and ability to undertake an intensive course of study during training, as well as being able to demonstrate the knowledge and skills learnt.
  - The person has a good attendance record.
  - The person's work is generally confined to a particular building and of a nature that would allow the person to leave the workplace at a moment's notice if their services as a first aider are required.

### **Requirement for one first aiders per location**

- 5.8 In cases where a first aider is required in a location it will be accepted that two first aiders will be trained in the same location as to have one first aider on duty at all times when people are working. In other words there will not be situation that the workplace is without a trained first aider due to persons taking leave.

**Appointed persons - Person in control of premises**

- 5.9 Appointed persons should be nominated on the basis of their line management function and residency within the workplace; for this reason the appointed person on LFB premises will be the person in charge of the premises. A deputy should also be nominated to take on the role in the absence of the appointed person.
- 5.10 The person in charge of the premises will take charge of first aid arrangements which includes:
  - (a) Looking after the equipment and facilities.
  - (b) Calling the emergency services when required.
- 5.11 An appointed person should be made available to undertake these duties at all times when people are at work. Appointed persons are not required when there is adequate numbers of first aiders. The appointed person does not require training in first aid.

## Appendix 1 – Checklist for assessment of first aid needs

Extract from HSG L74 First Aid at Work Guidance

Factor to consider – Hazards	Comment	Impact on first-aid provision
Does your workplace have low-level hazards such as those that might be found in offices and shops?	Fire safety staff are office based low risk. Fire stations have are medium risk as have equipment and machinery Protective Equipment Group (PEG) have hazardous equipment but also have controls in place to manage the risk so this is also medium risk.	The minimum provision is: – an appointed person to take charge of first-aid arrangements; – a suitably stocked first-aid box.
Does your workplace have higher-level hazards such as chemicals or dangerous machinery?	Croydon PEG has specific hazards and has suitable First Aid provisions for these hazards	You should consider: – providing first-aiders; – providing additional training for first-aiders to deal with injuries resulting from special hazards; – providing a suitably stocked first-aid box; – providing additional firstaid equipment; – precise location of first-aid equipment; – providing a first-aid room; – informing the emergency services of specific hazards etc in advance.
Do your work activities involve special hazards such as hydrofluoric acid or confined spaces?	Croydon PEG has specific hazards and has suitable First Aid provisions for these hazards	You should consider: – providing first-aiders; – additional training for firstaiders to deal with injuries resulting from special hazards; – additional first-aid equipment; – precise location of first-aid equipment; – providing a first-aid room; – informing the emergency services of specific hazards etc in advance.

Factor to consider - Employees	Comment	Impact on first-aid provision
<p>How many people are employed on site?</p> <p>Are there inexperienced workers on site, or employees with disabilities or particular health problems?</p>	<p>Ref the request for numbers of FSR staff at specific locations I have had a look through the lists we hold and have summarised the information albeit with an important caveat, notably that we have a very peripatetic workforce who often work out of locations other than their base postings. It is virtually impossible to provide a list of all of these locations and the numbers of FSR Delivery staff there on a regular basis however I can provide you with the main locations with 4 or more staff likely to be there on any particular day:</p> <p>Fire safety inspection officers numbers</p> <ol style="list-style-type: none"> <li>1. Paddington – 28</li> <li>2. Kensington – 5</li> <li>3. Clapham – 16</li> <li>4. Surbiton – 4</li> <li>5. Croydon – 16</li> <li>6. Lewisham – 15</li> <li>7. Bromley – 4</li> <li>8. East Ham – 29</li> <li>9. Shoreditch – 15</li> <li>10. Finchley – 11</li> <li>11. Wembley – 12</li> </ol> <p>In addition to these numbers some sites have other FRS staff such as</p> <ol style="list-style-type: none"> <li>1. Hammersmith</li> <li>2. Lewisham</li> <li>3. East Ham</li> <li>4. Wembley</li> <li>5. Stratford</li> </ol> <p>So for these sites due to dynamic nature of the number of persons working there we will take the</p>	<p>Where there are small numbers of employees, the minimum provision is:</p> <ul style="list-style-type: none"> <li>– an appointed person to take charge of first-aid arrangements;</li> <li>– a suitably stocked first-aid box.</li> </ul> <p>Where there are large numbers of employees, ie more than 25, even in low hazard environments, you should consider providing:</p> <ul style="list-style-type: none"> <li>– first-aiders;</li> <li>– additional first-aid equipment;</li> <li>– a first-aid room.</li> </ul> <p>You should consider:</p> <ul style="list-style-type: none"> <li>– additional training for firstaiders;</li> <li>– additional first-aid equipment;</li> <li>– local siting of first-aid equipment. Your first-aid provision should cover any work experience trainees</li> </ul>

Factor to consider - Employees	Comment	Impact on first-aid provision
	<p>overall number of persons to be greater than 25.</p> <p>No we do not have inexperienced work in hazardous environments Persons with disabilities would be in low risk environments.</p>	

Accidents and ill-health record	Comment	Impact on first-aid provision
<p>What is your record of accidents and ill health? What injuries and illness have occurred and where did they happen?</p>	<p>We have no sites that have particularly high accident rates</p>	<p>Ensure your first-aid provision will cater for the types of injuries and illnesses that have occurred in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate.</p>

Factor to consider- Working Arrangements	Comment	Impact on first-aid provision
<p>Do you have employees who travel a lot, work remotely or work alone?</p>	<p>Yes- Brigade vehicles have first aid kits.</p>	<p>You should consider:</p> <ul style="list-style-type: none"> <li>– issuing personal first-aid kits;</li> <li>– issuing personal communicators/mobile phones to employees.</li> </ul>
<p>Do any of your employees work shifts or out-of-hours?</p>	<p>Uniformed staff do and have trained first aiders on the Watch</p>	<p>You should ensure there is adequate first-aid provision at all times people are at work.</p>
<p>Are the premises spread out, eg are there several buildings on the site or multi-floor buildings?</p>	<p>The Croydon site is spread out and this has been considered.</p>	<p>You should consider the need for provision in each building or on each floor.</p>
<p>Is your workplace remote from emergency medical services?</p>	<p>No</p>	<p>You should:</p> <ul style="list-style-type: none"> <li>– inform the emergency services of your location;</li> <li>– consider special arrangements with the emergency services;</li> <li>– consider emergency transport requirements.</li> </ul>



Do any of your employees work at sites occupied by other employers?	Yes in Union Street and this has been considered by the Person in charge of the site.	You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.
Do you have sufficient provision to cover absences of first-aiders or appointed persons?	Yes we have provision to cover absences	You should consider: <ul style="list-style-type: none"> <li>– what cover is needed for annual leave and other planned absences;</li> <li>– what cover is needed for unplanned and exceptional absences.</li> </ul>

<b>Non-employees</b>		
Do members of the public or non-employees visit your premises?	Yes in open days at stations, uniformed officer are trained for first aid in these circumstances.	Under the Health and Safety (First-Aid) Regulations 1981, you have no legal duty to provide first aid for non-employees but HSE strongly recommends that you include them in your first-aid provision.

## Appendix 2 – First aid guidance

<b>Area/Premises</b>	<b>Level of risk identified</b>	<b>Specific risks - haz. subs, machinery etc.</b>	<b>Particular areas which may have specific risks</b>	<b>No. of employees</b>	<b>Out of hours working</b>	<b>Close to emergency medical services</b>	<b>Peripatetic employees</b>	<b>No. of first aiders required</b>	<b>No. of appointed persons – Person in Charge of Premises</b>
<b>CONTROL MERTON</b>	Low	None	None	31	Y	Y	N	6	0
<b>169 Union Street</b>	Low	None	None	522	Y	Y	Y	16	0
<b>LEWISHAM</b>	Low	None	None	>25	Y	Y	Y	1	0
<b>WEMBLEY</b>	Low	None	None	>25	Y	Y	Y	1	0
<b>CROYDON</b>	Medium	BA training Machinery	Peg & H&L workshops	34	N	Y	Y	4	0
<b>CROYDON OFFICE</b>	Low	None	None	16	N	Y	N	1	0
<b>STRATFORD AREA TEAM, EPT and RMC</b>	Low	None	None	>25	N	Y	N	1	0

<b>Area/Premises</b>	<b>Level of risk identified</b>	<b>Specific risks - haz. subs, machinery etc.</b>	<b>Particular areas which may have specific risks</b>	<b>No. of employees</b>	<b>Out of hours working</b>	<b>Close to emergency medical services</b>	<b>Peripatetic employees</b>	<b>No. of first aiders required</b>	<b>No. of appointed persons – Person in Charge of Premises</b>
<b>EAST HAM</b>	Low	None	None	>25	Y	Y	Y	1	0
<b>HAMMERSMITH</b>	Low	None	None	>25	N	Y	Y	1	0
<b>PADDINGTON</b>	Low	None	None	>25	N	Y	Y	1	0
<b>SHOREDITCH</b>	Low	None	None	15	N	Y	Y	0	1
<b>CLAPHAM</b>	Low	None	None	16	N	Y	Y	0	1
<b>BRIGADE DISTRIBUTION CENTRE</b>	Medium	Machinery, vehicles, manual handling	Machinery, vehicles, manual handling	5	N	Y	Y	2	0

<b>Area/Premises</b>	<b>Level of risk identified</b>	<b>Specific risks - haz. subs, machinery etc.</b>	<b>Particular areas which may have specific risks</b>	<b>No. of employees</b>	<b>Out of hours working</b>	<b>Close to emergency medical services</b>	<b>Peripatetic employees</b>	<b>No. of first aiders required</b>	<b>No. of appointed persons – Person in Charge of Premises</b>
SHOREDITCH	Low	None	None	15	N	Y	Y	0	1

## Fire station premises – first aid kit contents

The contents of first aid containers should be examined frequently and re-stocked as soon as possible after use. Care should be taken to discard items safely after the expiry date has passed.

Each first-aid container is to be clearly identified and located so as to afford reasonably rapid access to **all** personnel including cooks, cleaners and where appropriate close support workshop staff. It is to contain the following items:

- 8x Dressing No 8, medium.
- 8x Dressing, No 9, Large.
- 4x Dressing, No 3.
- 4x Dressing No16, Eye Pad with bandage.
- 2x Dressing No 7, Small Finger, sterile Lint with Bandage.
- 12x Safety Pins.
- 4x Bandage, Triangular, Calico, sterile, 90cm x 127cm.
- Dressing Adhesive, 100 assorted, waterproof.
- Dressing Adhesive, Blue, 100 assorted, waterproof.
- 1x Burns Sheet, Non-Woven, Covering, 80cm x 120cm.
- 2x Resuscitation Protection Pack/Pocket mask
- 4x Wipes Alcohol Free, Individual.
- 1x Pack of 5, Plaster for blister Treatment.

## Document history

### Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	28/08/2008	SDIA	27/01/2010	HSWIA	26/08/2016	RA	n/a
-----	------------	------	------------	-------	------------	----	-----

### Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Throughout	Policy reviewed as current, changes made throughout. Please read the policy to familiarise yourself with the content.	01/09/2016
Throughout	Policy altered inline with current staffing numbers and HSG L74	09/04/2018
Throughout	This policy has been reviewed as current with changes made. Please re-read to familiarise yourself with the content.	03/01/2019
Appendix 2	Removed reference to forms 4296 and 5742 in list of first aid kit items.	13/02/2019
Throughout	Changes made to titles to reflect the changes in organisational structure and governance due to the abolition of LFEPa.	28/09/2020

### Subject list

You can find this policy under the following subjects.

People	Health, Safety & Environment

### Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification