

# Catena

Inspection & Engineering Services Ltd  
**Lifting Solutions & Supplies**

[www.catenais.co.uk](http://www.catenais.co.uk)

# CHS007

## FIRST AID POLICY



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### Links

The following documents are closely associated with this policy:

- Health and Safety Policy
- Investigations Policy

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Version	Date Approved	Publication Date	Approved by	Summary of Changes
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## INTRODUCTION

Catena Inspection & Lifting Engineering Services Ltd (here after known as CATENA) acknowledges their responsibilities under the **Health and Safety at Work Act 1974** to ensure, so far as reasonably practicable, the health, safety and welfare of their employees. This also extends to non-employees such as outside contractors and members of the public. More specifically, as required by the **Health and Safety (First Aid) Regulations 1981 (1982 in Northern Ireland)** Catena will provide adequate personnel, training, equipment and facilities to render FIRST AID to their employees should they become injured or taken ill at work.

## OBJECTIVES

The purpose of this policy is to ensure that Catena has adequate, safe, and effective First Aid provision for every employee and visitor to be well looked after in the event of any illness, accident or injury.

To ensure that all employees are aware of the procedures in the event of any illness, accident, or injury.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, employees should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy whilst making clear arrangements for liaison with ambulance services on the Catena site.

## SCOPE

Injuries that may occur in the workplace (including off site); and acute personal sickness that may impact on staff members, visitors or others while at Catena's premises.

## DEFINITIONS

**First Aid** means the treatment of minor injuries which do not need treatment by a medical practitioner as well as treatment of more serious injuries prior to assistance from a medical practitioner for the purpose of preserving life and minimising the consequences of injury or illness.

For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exception being giving aspirin in accordance with accepted first aid practice to treat a suspected heart attack.

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**First Aiders** are employees who have completed a Health and Safety Executive (**HSE**) approved First Aid course and hold a valid certificate of competence in First Aid at Work (**FAW**) or Emergency First Aid at Work (**EFAW**).

**First Aid Guidance** is the *First aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance* (Health and Safety Executive, 2nd edition, 2009).

**Appointed Persons** are members of staff who are not qualified First Aiders who are responsible for looking after the first aid equipment and facilities and calling the emergency services if required. Appointed persons should not administer first aid.

**Premises** include offices and vehicles.

## RESPONSIBILITIES

### Managing Director/First Aid Officer

The Managing Director of Catena, as the employer, has overall responsibility for ensuring that Catena has adequate and appropriate First Aid equipment, facilities and First-Aid personnel and for ensuring that the correct First Aid procedures are followed.

The Director may delegate some or all these duties to a nominated First Aid Officer

The Managing Director/First Aid Officer is responsible for ensuring that all employees are aware of, and have access to, this policy.

The Managing Director/First Aid officer is responsible for ensuring that staff have the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.

The Managing Director/First Aid Officer is responsible for ensuring that Catena has the minimum number of required First Aid personnel as identified from the risk assessment (First Aiders and/or Appointed Persons).

### First Aiders

The main duties of First Aiders are to give immediate First Aid to employees or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the Director/First Aid Officer.

The First Aiders will undergo update training at least every three years.

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All employees should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of First Aid.

## IMPLIMENTATION

### Procedure in the Event of an Accident or Injury

If an accident occurs, an assessment will need to be made in order to determine the appropriate course of action. This may involve calling immediately for an ambulance, and/or a first aider or appointed person if necessary.

If the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they should arrange for the injured person to access appropriate medical treatment without delay.

If an ambulance is called, then the First Aider in charge should make arrangements for the ambulance to have access to the accident site.

In the event of contact with blood or other bodily fluids the First Aider should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing.
- wear suitable disposable gloves when dealing with blood or other bodily fluids.
- use suitable eye protection and a disposable apron where splashing may occur.
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation.
- wash hands after every procedure.

If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water.
- wash splashes out of eyes with tap water or an eye wash bottle.
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water.
- record details of the contamination.
- report the incident to the First Aid Officer and take medical advice if appropriate.

All soiled dressings will be disposed of either by attending Health Care Professionals or by taking them to a medical facility (Hospital or Drs etc) to dispose of.

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**Procedure for Reporting**

The First Aider should complete a record of first aid provision into the Accident book. All injuries, accidents and illnesses, however minor, must be reported to the Director/First Aid Officer and they are responsible for ensuring that the accident report book is filled in correctly and that the HSE are kept informed as necessary.

All injuries, accidents, illnesses and dangerous occurrences on or off the Catena site if in connection with Catena must be recorded in the accident report book; this will be kept in the main office. The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness. Records should be stored for at least 3 years or if the person injured is a minor (under 18), until they are 21.

Catena is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 1995/3163) (**RIDDOR**) to report the following to the HSE

**Accidents involving Employees**

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs);
- work related accidents which prevent the injured person from continuing with his/her normal work for more than seven days must be reported within 10 days;
- cases of work-related diseases that a doctor notifies Catena of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer);
- certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

**Accidents involving visitors**

- accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:
  - Any Catena activity (on or off the premises);
  - The way a Catena activity has been organised or managed (e.g. off-site work);
  - Equipment, machinery or substances;
  - The design or condition of the premises.

For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

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## Monitoring

There will be an annual review of reported incidents, which is organised by the Director/First Aid officer in order to take note of trends and areas of improvement in accidents and illnesses. This will form part of the annual First Aid risk assessment. The information may help identify training or other needs and be useful for investigative or insurance purposes. In addition, the Director/First Aid officer will undertake a review of all procedures following any major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.

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