






# First Aid Policy

## Version control

The version history must reflect the current status of a document, i.e., whether it is in its draft or approval status. The table shall reflect the date issued / approved, who by, the current version, and a brief statement outlining the amendments made.

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## Document creation / approval

	Signature	Title	Date
Prepared by: Christopher Warden (Amalgamate – Safety Risk Management Ltd)		Health & Safety Consultant	16.06.2023
Approved By: Jo Dixon on behalf of the H&S Committee	DocuSigned by:  889E63E8056342B...	Head of Human Resources	16.08.2023
Approved By: Scott Baxter on behalf of PCS Union	DocuSigned by:  1455ED4FC7E1447...	Trade Union Representative	16.08.2023

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## **Introduction**

First aid is the emergency care or treatment given to an ill or injured person before regular medical aid can be obtained. It does not include giving tablets or medicines to treat illness. However, the regulations do not prevent persons that are specially trained to act beyond the initial management stage from doing so.

Whilst the ultimate responsibility is vested in the Chief Executive Officer, the success of this policy will require the involvement and commitment of everybody within the organisation. **sportscotland** will ensure that adequate resources are made available to fulfil this policy and employees will, where appropriate, be consulted with and involved at every relevant stage.

## Scope

The following arrangement have been prepared for all **sportscotland** premises as detailed in the Health and Safety Policy.

This policy applies to all managers, employees, visitors, and contractors who may be affected by the activities and temporary works at **sportscotland**.

## Definitions

**First aid** – The provision of treatment for the preservation of life and minimising the consequences of injury and illness until medical help is obtained, and the treatment of minor injuries which would otherwise receive no treatment or which does not require professional medical treatment.

**A first aider** – Someone who has undertaken suitable training and has an appropriate first aid qualification and remains competent to perform their role. This means that they must hold a valid certificate of competence in either:

- First aid at work (FAW), issued by an accredited training organisation or recognised awarding body;
- Emergency first aid at work (EFAW), issued by an accredited training organisation or recognised awarding body; or
- Sports First Aid, issued by an accredited training organisation or a recognised awarding body.

**Appointed person** – A person to take charge of the first-aid arrangements, including looking after the equipment and facilities (e.g., checks and, as appropriate, replenishing the first aid boxes), and calling the emergency services when required. Typically an appointed person would be used in low-level hazards areas such as those that might be found in offices and shops. An appointed person is not required to have any formal training.

## Policy statement

**sportscotland** will ensure, so far as is reasonably practicable, that adequate and appropriate equipment, facilities and personnel are in place across all of our facilities.

What is 'adequate and appropriate' will depend on the individual variables relating to each facility within **sportscotland**. These variables include how many trained first aiders are needed, what should be included in a first aid box and if a first aid room is required.

We shall follow HSE guidance for calculating the number of first aid trained employees available and the level to which they are trained.

We will provide or ensure provision of such equipment and facilities that are adequate and appropriate in the circumstances for enabling first aid to be rendered to our employees, if they are injured or become ill at work.

We will ensure that there is provision of a number of suitable persons as is adequate and appropriate in the circumstances for rendering first aid to our employees if they are injured or become ill at work. Such persons shall be deemed able to deliver first aid if they have undergone training, including any additional training were deemed appropriate.

We will ensure there is access to an automated external defibrillator (AEDs), either in the near vicinity of the premises, or within our own premises. Emergency action procedures should clearly state where a first aid kit and an AED can be located.

Provision will also be made for appointing a person to take charge of any situation should the trained person be absent for any period.

To provide a suitable level of first aid, we will:

- Nominate a staff member to manage our first aid arrangements;
- Nominate and train appointed persons;
- Nominate and train sufficient persons to ensure employees receive immediate first aid attention: and/or liaise with others to ensure first aid cover is available and provided by suitably qualified persons;
- Identify suitable facilities to administer first aid;
- Provide adequate and appropriate first aid equipment; and
- Display notices providing information regarding first aid including where and how to obtain help.

We will assess each facilities needs within a first aid needs assessment (see Appendix 1). The assessments will consider the following factors:

- The hazards and risks associated with the work. This is available from the general and specific assessments required under other health and safety regulations. Different work areas within any undertaking that may require separate assessments if the work activities vary significantly between the areas;
- The size and nature of the workforce, i.e., the number of employees, employment of young persons, disabled employees, etc.;
- Accident statistics and trends. This information will be obtained from records, such as the accident book, accident/incident report forms and records of accidents reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations;
- The distribution of the workforce, i.e., the size of the premises, accessibility to external emergency facilities and services;
- Contingency arrangements for covering planned and unplanned absences of trained and/or designated first-aid personnel; and
- Any trainees counted as employees under the Health and Safety (Training for Employment) Regulations.

Current regulations do not place a legal duty on us to make first aid provision for non-employees such as members of the public or visitors, however we recognise the risks involved in the activities we provide and therefore any non-employees are included in the first aid needs assessment.

Where it has been identified through their needs assessment that an automated external defibrillator (AED) is recommended in the workplace, then the Provision and Use of Workplace Equipment Regulations 1998 (PUWER) will apply. We will ensure that first aiders feel confident in its use, and therefore, training on using such equipment is now an integral part of the syllabus for FAW and EFAW courses.

We will ensure that adequate provision is made to cover both planned and unplanned absences of first aiders.

We will maintain all records and information relating to first aid provisions in line with current data protection laws and these records will be made available upon formal request to any authorised persons, organisation and/or regulatory body for the lawful purposes of their work activities.

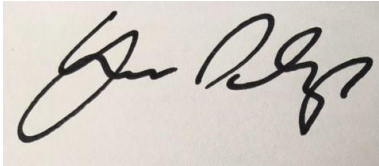
**sportscotland's** policies and procedures will adhere fully with all current UK legislation in relation to health, safety and welfare including (but not limited to) the Health & Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, Health & Safety (First Aid) Regulations 1981, Equality Act 2010, Data Protection Act 2018 and all subsequent regulations.



## Policy review

This policy and the arrangements contained within, will be reviewed at least annually by the Health and Safety Committee and will be updated as necessary. The Senior Management Team endorses this policy and is fully committed to its implementation.

Signed on behalf of **sportscotland**

A handwritten signature in black ink, appearing to read 'Forbes Dunlop', is shown on a light-colored background.

Name: Forbes Dunlop

Position: Chief Executive Officer

Dated: 16 August 2023

## **Roles and responsibilities**

### **Chief Executive Officer**

**sportscotland's** Chief Executive Officer is ultimately responsible for the health and safety of employees and others affected by our activities.

The Chief Executive Officer has delegated executive responsibility for health and safety to the Director of Operations. The delegated role is supported by the Head of Human Resources.

### **Director of Operations and the Head of Human Resources**

Together, they will:

- Be responsible for implementing the First Aid Policy;
- Ensure adequate resources and management systems are in place to implement first aid provisions and facilities;
- Ensure first aid training is adequate for their associated role within the facility;
- Ensure record keeping systems are in place to record use of first aid provisions and restocking of supplies; and
- Regularly review the First Aid Policy and its arrangements.

### **Health and Safety Operational Group**

They will:

- Undertake the first aid needs assessment to ensure that adequate first aid can be provided during all work hours including assessing the first aid requirements for off-site activities where there may be an increased risk of injury;
- Regularly review the first aid needs assessment – make adjustments if required;
- Ensuring provision of relevant and adequate first aid supplies stored in the kits;
- Ensure there is an AED either in the premises, or in the near area, if required by the first aid needs assessment;
- Ensuring the provision of adequate number of employees trained in first aid (FAW/EFaw/Appointed persons) throughout the times that the premises are in use;
- Sufficient notices are displayed at appropriate places indicating the location of first aid equipment and trained first aiders so that assistance can be quickly summoned. These should be reviewed and amended regularly;
- Adequate access to a telephone is always available to call emergency services when required;

- Ensuring that all employees are aware of first aid arrangements in the event of an accident or illness;
- A suitable first aid room is available when the need is identified;
- Visitors and contractors are provided with information regarding first aid procedures and how to access first aid provision prior to commencing work, if this will be available to them whilst working on-site;
- Ensure that records of first aid kit stock, and first aid administered is being recorded by the nominated person; and
- Maintaining details of certified first aiders, appointed persons, their training records and training renewal dates.

### **Nominated / appointed first aid person**

They will:

- Be responsible for maintaining stocks of first aid kits;
- Ensure records are maintained of:
  - Checking of first aid boxes;
  - All first aid administered must be recorded as part of the accident/incident reporting system;
- Ensure appropriate signage is in place as directed by the Health and Safety Operational Group.

### **First aiders**

They will:

- Administer first aid in accordance with their training when required to do so;
- Refer injured person for specialist help, when required;
- Record all treatment provided, including the nature of first aid given, together with the date and time it was given; and
- Present themselves for training at the appropriate time.

### **All employees**

They will:

- Familiarise themselves with the policy and the procedures it contains, and co-operate in implementing its contents;
- Be open to volunteering to fulfil first aid needs in the organisation; and

- If using supplies from the first aid box, ensure an incident report has been completed and given to the nominated appointed person so that they kit can be restocked.

## Appendix 1 – First aid needs assessment guidance

Points to consider	Impact on first aid provision
Hazards (use the findings of your general risk assessment and take account of any parts of your workplace with different work activities/hazards that may require different levels of first aid provision)	
Does your workplace have low-level hazards, e.g., the ones you might find in offices and shops?	<p>The minimum provision is:</p> <ul style="list-style-type: none"> <li>• an appointed person to take charge of first aid arrangements; and</li> <li>• a suitably stocked first aid kit.</li> </ul>
Does your workplace have higher-level hazards?	<p>You should consider:</p> <ul style="list-style-type: none"> <li>• providing first aiders;</li> <li>• additional training for first aiders to deal with injuries caused by special hazards;</li> <li>• additional first aid equipment;</li> <li>• precise location of first aid equipment;</li> <li>• providing a first aid room; and</li> <li>• informing the emergency services in advance.</li> </ul>
<b>Staff members</b>	
How many people are employed in this facility?	<p>The minimum provision is:</p> <ul style="list-style-type: none"> <li>• an appointed person to take charge of first aid arrangements; and</li> <li>• a suitably stocked first aid box.</li> </ul> <p>Depending on your circumstances, you should consider providing:</p> <ul style="list-style-type: none"> <li>• first aiders;</li> <li>• additional first aid equipment; and</li> <li>• a first aid room.</li> </ul>
Are there inexperienced employees at this facilities (including those on 'work experience'), or with disabilities or particular health problems?	<p>You should consider:</p> <ul style="list-style-type: none"> <li>• additional training for first aiders;</li> <li>• additional first aid equipment; and</li> <li>• location of first aid equipment.</li> </ul>
<b>Accidents &amp; ill-health records</b>	
What injuries and illnesses have occurred in this facility and where did they happen?	<p>Make sure your first aid provision caters for the type of injuries and illness that might occur in your facility. The sharing of information with other facilities will enable a more holistic approach. Monitor accidents and ill health, and review your first aid provision as appropriate.</p>

Working arrangements	
Do you have employees, irrespective of role who travel a lot for the purposes of work, work remotely or work alone?	You should consider: <ul style="list-style-type: none"> <li>• issuing personal first aid kits; and</li> <li>• issuing mobile phones to relevant employees.</li> </ul>
Do any of your employee's work shifts or work out of hours?	You should ensure there is adequate first aid provision at all times people are at work.
Are the premises spread out, e.g., are there several buildings on the site or multi-floor facilities?	You should consider provision in each building or on each floor.
Is your workplace remote from emergency medical services?	You should: <ul style="list-style-type: none"> <li>• inform the emergency services of your location;</li> <li>• consider special arrangements with the emergency services; and</li> <li>• consider emergency transport requirements.</li> </ul>
Do any of your employees work at facilities occupied by other organisations?	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 enough provision to cover for your first aiders or appointed persons when they are absent? For example, when they are on holiday or sick leave	You should consider: <ul style="list-style-type: none"> <li>• what cover is needed for annual leave and other planned absences; and</li> <li>• what cover is needed for unplanned and exceptional absences.</li> </ul>
Non-employees	
Do members of the public visit your premises?	<p>Under the Regulations, 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.</p> <p>You should consider the demographics of your visitors base for each particular facility, along with the typical injuries and illnesses that have been historically reported at this facility.</p> <p>The sharing of best practice across <b>sportscotland</b> facilities will provide you with a more holistic view and approach.</p>