



# Policy Governance Group

Date

Item Ref

<b>TITLE OF PAPER</b>	<b>Extension To Review Date – First Aid at Work Policy</b>
<b>TO BE PRESENTED BY</b>	Charlie Stephenson. Health, Safety and Risk Adviser
<b>AUTHOR</b>	Charlie Stephenson. Health, Safety and Risk Adviser

## 1. Purpose

For approval	For assurance	For collective decision	To seek input	To report progress	For information	Other (Please state)
				✓		

## 2. Summary

<u>Policy</u> First Aid at Work Policy	<u>Author</u> Charlie Stephenson	<u>Old review date</u> 31 <sup>st</sup> July 2023	<u>New review date</u> 28 <sup>th</sup> February 2024
-------------------------------------------	-------------------------------------	------------------------------------------------------	----------------------------------------------------------

## Rationale

The current policy expires on 31<sup>st</sup> July 2023. The current policy is 'fit for purpose' and the author confirms that extending the review date to 28<sup>th</sup> February 2024 is low risk.

The Joint Policy Group has been sent a finalised version of the draft report with a request that they consider it before the 28<sup>th</sup> February 2024. This revised draft clarifies the types of staff legally considered able to administer First Aid and the degrees of training/familiarisation needed by these staff.

An extension to this policy would enhance the desirable outcome of agreement between Staff Side and the Trust on matters of Health and Safety, therefore the grounds for an extension to this policy are reasonable.

The policy author confirms they will be able to satisfy the five tests for policy approval by the new proposed review date. The five-way tests for policy approval are:

- Test 1. That the policy has been developed using current best practice/evidence practice
- Test 2. Evidence that it has been through appropriate consultation
- Test 3. That there is an agreed plan for dissemination and training
- Test 4. That audit arrangements have been clearly identified and agreed

- Test 5. That staff wellbeing has not been negatively impacted, or that the policy update has positively impacted staff wellbeing, and how

PGG are asked to approve this request to extend the review date, as per the full rationale above, and are asked to note that the new review date requested, also takes into account the requirement to submit such requests to the Health and Safety Committee.

- Test 1. That the current policy is fit for purpose
- Test 2. That extension of the review date is 'low risk'
- Test 3. That the grounds for extension are reasonable
- Test 4. The policy author confirms they will be able to satisfy the five tests for policy approval (detailed above) by the new proposed review date

### **3. Next Steps**

Once the new review date is approved by PGG, a recommendation for ratification will be submitted to the Quality Assurance Committee.

Once ratified –

- Policy Governance to work with the author to ensure that the front sheet of the current policy is amended to reflect the new review date.
- Policy Governance to arrange for the amended policy to be replaced on the intranet and internet. A message will not need adding to Connect in this instance.

### **4. Required Actions**

PGG are asked to agree to the above extension to review date, taking into account all rationale.

### **5. Monitoring Arrangements**

As currently applied

### **6. Contact Details**

For further information, please contact:

[Charlie.Stephenson@shsc.nhs.uk](mailto:Charlie.Stephenson@shsc.nhs.uk)

Health Safety and Risk Adviser

0114 271 6208

[Bethan.devonald@shsc.nhs.uk](mailto:Bethan.devonald@shsc.nhs.uk)

Executive Assistant

0114 27 11358



# Policy: DCE 002 – First Aid at Work

<b>Executive Director Lead</b>	Deputy Chief Executive
<b>Policy Owner</b>	Deputy Chief Executive
<b>Policy Author</b>	Health, Safety and Risk Adviser

<b>Document Type</b>	Policy
<b>Document Version Number</b>	Version 3
<b>Date of Raitification</b>	14/07/2020
<b>Approved By</b>	Policy Governance Group
<b>Ratified By</b>	People Committee
<b>Date of Issue</b>	20/07/2020
<b>Date for Review</b>	30/09/2023 extended from 31/07/2023

**Summary of policy**  
 This policy provides an unambiguous statement of first aid policy applicable to Sheffield Health and Social Care NHS Foundation Trust (SHSC) in accordance with national legislation. The main aim of which is to minimise the consequences of injury or illness experienced in the workplace and to treat minor injuries.

The changes made to this version of the policy are summarised on page 3 (amendment log).

<b>Target audience</b>	All SHSC staff
------------------------	----------------

<b>Keywords</b>	First Aid, First Aid at Work
-----------------	------------------------------

**Storage**  
 This is Version 3 and is stored and available through the SHSC Intranet/Internet. This version supersedes the previous Version 2 of October 2017. Any copies of the previous policy held separately should be destroyed and replaced with this version.

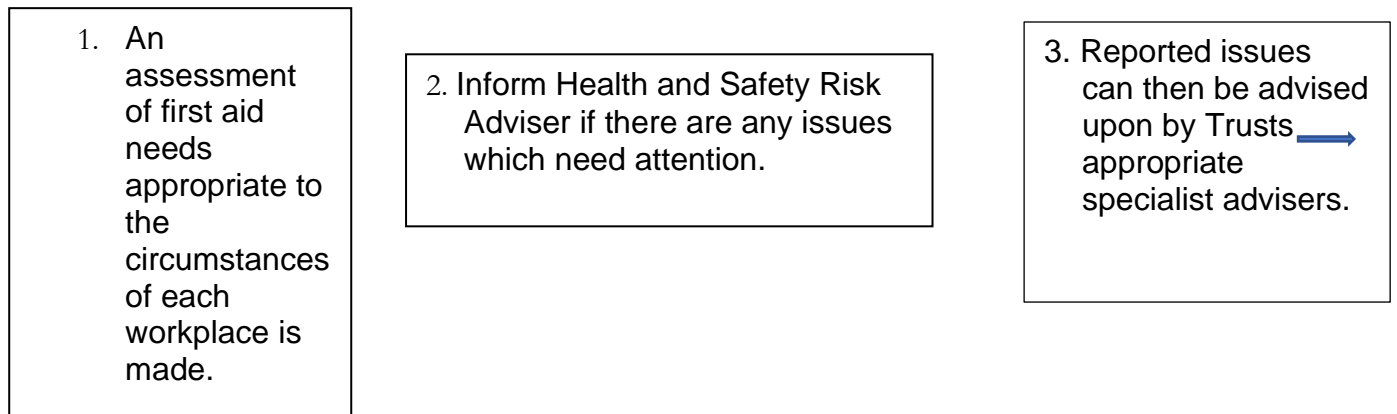
## Contents

<b>Section</b>		<b>Page</b>
	Version Control and Amendment Log	
	Flowchart	1
1	Introduction	2
2	Scope	2
3	Purpose	2
4	Definitions	2
5	Details of the policy	2
6	Duties	2
7	Procedure	3
8	Development, consultation and approval	4
9	Audit, monitoring and review	5
10	Implementation plan	6
11	Dissemination, storage and archiving (version control)	7
12	Training and other resource implications	8
13	Links to other policies, standards, references, legislation and national guidance	8
14	Contact details	8
	<b>APPENDICES</b>	
	Appendix A - Equality Impact Assessment	9

## Version Control and Amendment Log

<b>Version No.</b>	<b>Type of Change</b>	<b>Date</b>	<b>Description of change(s)</b>
V2 D0.1	Revised draft policy creation	August 2016	Previous Policy re-written to reflect changes in national Central Alerting System and to reflect changes in layout of SHSC Policy documents.
V2	Ratification and issued	November 2017	Policy includes updated detail from version 1.0 to keep in line with legislation and good practice requirements
V3	Revised policy	June 2020	New format has been used.  Revised headings have been used.  The amount of text has been reduced to reflect only Policy level instruction and not to include procedure level detail.

## Flowchart



**N.B.** First Aiders and others have undertaken suitable training e.g. BLS and ILS

## 1. Introduction

Sheffield Health and Social Care NHS Foundation Trust (SHSC) recognises its responsibilities under the Health and Safety at Work Act 1974 and regulations made under it to protect, so far as is reasonably practicable, the physical health, safety and mental welfare of its employees, service users and others affected by its work activities.

In accordance with the Health and Safety (First-Aid) Regulations 1981, the Trust has a legal duty to assess the need for first aid, train its staff in first aid as necessary and provide first aid equipment.

The Trust will follow the Health and Safety Executive's recommendation to include non-employees, (service users, public etc.), in the assessment of first aid needs and the provision made for them.

## 2. Scope

This is a Trust-wide policy and is relevant to all members of SHSC staff, service users and visitors.

## 3. Purpose

This policy provides an unambiguous statement of First Aid policy applicable to the Trust in accordance with national legislation.

The main aim of which is to minimise the consequences of injury or illness experienced in the workplace and to treat minor injuries.

## 4. Definitions

First Aid - treatment which preserves life and minimises the consequences of injury and illness until help is obtained, or the treatment of minor injuries which would otherwise receive no treatment.

First aider - a person who has undertaken suitable training, has an appropriate first aid qualification and remains competent to perform their role.

Appointed person - a person that will take charge of first aid arrangements and a suitable first aid kit in the absence of a first aider.

## 5. Detail of the Policy

The broad overview of this policy is as described in the introduction.

## 6. Duties

### The Trust Board

The Trust Board has ultimate responsibility for the implementation and effective management of good first aid practice within the Trust.

It will ensure that suitable and sufficient governance arrangements are in place to manage first aid related matters in a way which complies with applicable legislation and so prevents, as far as is reasonably practicable, injury, illness or financial loss.

## **Directors**

Directors will ensure that this policy and associated procedures, protocols, guidance and management systems are fully understood, applied and resourced within their respective areas of responsibility and that these arrangements are monitored for continued effectiveness.

## **First Aiders**

First aiders have a responsibility to provide first aid to any service users, colleagues, contractors, carers, relatives and visitors injured or falling ill on Trust premises. First aiders can also act as an Appointed Person.

The training and experience of the following staff qualify them to administer first aid in the workplace without the need to hold specific First Aid at Work qualifications.

- Doctors registered and licensed with the General Medical Council;
- Nurses registered with the Nursing and Midwifery Council;
- Paramedics registered with the Health and Care Professions Council.

## **Appointed Person**

If a First Aider is not required in the workplace, (as per assessment), a person should be appointed to take charge in the event of an emergency, call the emergency services when required and look after the first aid equipment and facilities. This will be the Appointed Person.

## **Health Safety and Risk Adviser**

The Trusts Health Safety and Risk Adviser will provide advice on compliance with the Health and Safety (First Aid) Regulations 1981.

## **Employees**

All staff should ensure they are aware of first aid arrangements within their immediate work area and should acquaint themselves with the name and location of their nearest First Aider(s).

## **7. Procedure**

The Trust will ensure that an assessment of first aid needs appropriate to the circumstances of each workplace is made, in line with the Health and Safety (First-Aid) Regulations 1981.

This will determine the need for sufficient first-aid equipment, facilities and trained personnel being available at all times, to give immediate assistance to casualties with injuries or illnesses and/or to summon an ambulance or other professional help.

Where the assessment requires First Aiders the employer should ensure they have undertaken suitable training, have an appropriate first-aid qualification and remain competent to perform their role.

In Administrative areas the assessment may only require the presence of an Appointed Person to take charge of first-aid arrangements, and a clearly identified and suitably stocked first-aid box, this can be ordered via procurement.



The Trust provides BLS for all staff on induction and it is renewed annually via either online training for non-clinical roles and face to face for patient facing roles. Inpatient nurses are expected to attend yearly ILS sessions which are competency based.

Senior Operational Managers will inform employees of the arrangements that have been made in connection with the provision of first-aid, including the location of equipment, facilities and personnel.

All incidents, whether first aid is applied or not, must be reported in-line with the Trust's Incident Reporting Policy and Procedure. If the injured person is unable to report the incident themselves then their supervisor, line manager or first aider can report the incident on their behalf.

## **8. Development, Consultation and Approval**

The Trust recognises its legal duty to consult with employees on matters that affect their health and safety and is aware of the benefits of doing so. This entails not only giving information to employees, but also listening to and taking account of what they say before making any health and safety decisions.

The Trust will provide its employees, and/or their representatives, with the information necessary to allow them to participate fully and effectively in consultation, and carry out other representative functions.

The primary mechanism for consultation on health and safety issues is via elected members of recognised Trade Unions, or nominated representatives - attending the Health and Safety Group. This Group, which includes Staff Side representatives and staff representatives from both clinical and non-clinical services, has considered this Policy at its June 2020 meeting.

Further consultation involved members of the Trusts 'Physical Health Team'.

## 9. Audit, Monitoring and Review

Monitoring Compliance Template						
Minimum Requirement	Process for Monitoring	Responsible Individual/group/committee	Frequency of Monitoring	Review of Results process (e.g. who does this?)	Responsible Individual/group/committee for action plan development	Responsible Individual/group/committee for action plan monitoring and implementation
Completion of Risk Assessments	Review	Health and Safety Group	Six Monthly	Health and Safety Group	Author; Health and Safety Group	Author; Health and Safety Group; People Committee
Completion of appropriate First Aid courses by staff	Review	Health and Safety Group	Quarterly	Health and Safety Group	Author; Health and Safety Group	Author; Health and Safety Group; People Committee

The policy review date is 31<sup>st</sup> July 2023.

## 10. Implementation Plan

Action / Task	Responsible Person	Deadline	Progress update
Accountability for Health and Safety Policies	Deputy Chief Executive	N/A	N/A
Upload new policy onto intranet and remove old version	Communications Teams via Corporate Governance	31-07-20	
Make staff aware of new policy and affected persons responsibilities. Introduce processes required to implement Policy.	Workplace managers	ASAP	
Continue to deliver 'First Aid at Work' and 'Emergency First Aid at Work' training as necessary, in line with Trust requirements	Training Department	Ongoing	Ongoing

## 11. Dissemination, Storage and Archiving (Version Control)

<b>Version</b>	<b>Date on website (intranet and internet)</b>	<b>Date of entry in Connect (all staff communication)</b>	<b>Any other promotion/ dissemination (include dates)</b>
2	October 2017	-	-
3	By 31 <sup>st</sup> July 2020	July 2020	-

This is Version 3 and is stored and available through the SHSC Intranet/Internet.

This version supersedes the previous Version 2 - October 2017.

Any copies of the previous policy held separately should be destroyed and replaced with this version.

Word copies of final versions of policies can be obtained from Corporate Governance .

## 12. Training and Other Resource Implications

To continue with appropriate levels of first aid related training as is built into current training provision.

The Trust currently provides Mental Health First Aid Training in a limited capacity and this is being further developed with a view to keeping the policy under review.

## 13. Links To Other Policies, Standards, References, Legislation (Associated Documents) And National Guidance

Health and Safety at Work Act 1974  
Health and Safety (First-Aid) Regulations 1981  
Incident Management Policy and Procedure  
Low Voltage Electrical Safety Policy  
Physical Health Policy  
Resuscitation Policy

## 14. Contact Details

<b>Job Title</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
Executive Lead	Clive Clarke	0114 27 16370	Clive.Clarke@shsc.nhs.uk
Health Safety and Risk Adviser	Charlie Stephenson	0114 27 16208	Charlie.Stephenson@shsc.nhs.uk
Resuscitation and Physical Health Lead Nurse	Kate Virgo	0114 27 16375	<a href="mailto:Physicalhealth@shsc.nhs.uk">Physicalhealth@shsc.nhs.uk</a> resuscitation@shsc.nhs.uk

### Equality Impact Assessment Process and Record for Written Policies

**Stage 1 – Relevance** - Is the policy potentially relevant to equality i.e. will this policy potentially impact on staff, patients or the public? This should be considered as part of the Case of Need for new policies.

**NO** – No further action is required – please sign and date the following statement.  
**I confirm that this policy does not impact on staff, patients or the public.**

***I confirm that this policy does not impact on staff, patients or the public.***  
 Name/Date:

**YES**, Go to Stage 2

**Stage 2 – Policy Screening and Drafting Policy** - Public authorities are legally required to have ‘due regard’ to eliminating discrimination, advancing equal opportunity and fostering good relations in relation to people who share certain ‘protected characteristics’ and those that do not. The following table should be used to consider this and inform changes to the policy (indicate yes/no/ don’t know and note reasons). Please see the SHSC Guidance and Flow Chart.

**Stage 3 – Policy Revision** - Make amendments to the policy or identify any remedial action required and record any action planned in the policy implementation plan section

SCREENING RECORD	Does any aspect of this policy or potentially discriminate against this group?	Can equality of opportunity for this group be improved through this policy or changes to this policy?	Can this policy be amended so that it works to enhance relations between people in this group and people not in this group?
Age	Health and safety risk assessments consider all staff, service users and members of the public, to whom SHSC owes a duty of care under health and safety law. Age related issues are an inclusive part of this process and require the implementation of suitable and sufficient arrangements to reduce the likelihood of any harm so far as is reasonably practicable.		
Disability			
Gender Reassignment			
Pregnancy and Maternity			
Race			
Religion or Belief			
Sex			
Sexual Orientation			
Marriage or Civil Partnership			

Impact Assessment Completed by: C Stephenson 23/06/20  
 Name /Date