



FIRST AID PROCEDURE

Policy

The West Highland College recognises that first aid treatment can save lives and prevent minor injuries becoming major ones. In accordance with the Health and Safety (First Aid) Regulations 1981 Approved Code of Practice and Guidance, the West Highland College will make arrangements that are adequate and appropriate for the circumstances at each location to ensure that staff and visitors receive immediate attention if they are injured or taken ill.

Assessment of need

To reduce the effects of injury or illness suffered whether caused by work or not, arrangements for adequate and appropriate first aid provision will be provided at each location of the West Highland College, following an assessment of need by a competent person. This will include the provision of sufficient first aid equipment, facilities and trained personnel and will take account of the type of hazards, the number of staff at each location, the nature of the workforce, non employee provision, previous history of accidents, travelling, remote and lone workers, work patterns, distribution of staff and students, remoteness from emergency services, multi-occupied sites and absence cover for first aiders.

First Aiders

Where identified as a requirement, the West Highland College will request volunteers from staff to provide sufficient first-aid provision at that location. Where appointed, first-aiders will have a valid certificate of competence approved by the HSE, in either first aid at work or emergency first aid at work. Suitable arrangements will be made at each location to ensure that certificates of competence are renewed appropriately before expiry dates. If a first aider is not required, a person shall be appointed to take charge of first aid arrangements, including looking after first aid equipment and facilities and for calling the emergency services if required.

Records

All personnel requiring First Aid treatment, or sustaining an injury not requiring First Aid treatment, should record the accident details in the Accident Book BI 510. The Accident Book BI 510 will be provided at each location of the West Highland College and they will be kept in accordance with the requirements of the Data Protection Act 1998.

First Aid materials, equipment and facilities

On completion of an assessment, the West Highland College will provide the materials, equipment and facilities needed to ensure that the level of cover identified as necessary will be available at each location. First-aid containers will be suitably stocked and properly identified and there will be a minimum of at least one suitably stocked container for the circumstances at each location.

Information

First aid information will be included during induction training and first aid notices will be displayed with at least one notice in a prominent position at each location.

<u>Issue No.</u>	<u>Date</u>	<u>Summary of Amendments</u>
1	01.01.2011	Updated Copy