

# DURHAM CONSTABULARY



*Altogether Better Policing*

## First Aid at Work Policy

Application	Police Officers and Staff
Policy Owner	Human Resources
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Durham Constabulary Freedom of Information Act Publication Scheme	



## **1.0 FIRST AID AT WORK POLICY**

### **2.0 PURPOSE AND SCOPE**

- 2.1 The purpose of this policy is to ensure that there are adequate and appropriately first aid trained personnel, first aid equipment and facilities available in order for Durham Constabulary to respond to any first aid emergency situation.

### **3.0 THE LEGAL BASIS AND LEGITIMATE AIMS**

- 3.1 Durham Constabulary is required to comply with the requirements of the:-

- Health and Safety at Work Act 1974,
- Health and Safety First Aid Regulations 1981
- HSE Guidance Document (ACOP L74).

- 3.2 Throughout the operation of this policy Durham Constabulary will seek to take the least intrusive action which fits within the working policy criteria and will act fairly and proportionally to achieve the proposed purpose

- 3.3 Durham Constabulary will operate within the policing principles as defined by the College of Policing Code of Ethics and in support of this our policies will seek to promote Accountability, Fairness, Honesty, Integrity, Leadership, Objectivity, Openness, Respect and Selflessness.

- 3.4 The Force recognises the contribution of its entire staff and is committed to creating a fully inclusive working environment. This will be achieved by making reasonable adjustments where appropriate, valuing the differences that a diverse workforce can bring and challenging unlawful and unfair discrimination, bullying, harassment, victimisation and other unfair treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, ethnicity, religion or belief, gender and sexual orientation.

### **4.0 POLICY STATEMENT**

- 4.1 This policy applies to all Durham Constabulary staff, permanent and temporary, including Police Officers, Police Staff and Special Constables and outlines the Constabulary's approach for the provision of first aid for its own staff, members of the public and visitors on police premises.

- 4.2 The Constabulary will ensure that nominated police officers and sufficient numbers of police staff are trained to render first aid assistance, to a level commensurate with their role, in compliance with the First Aid at Work Regulations 1981.

## **5.0 BACKGROUND**

- 5.1 The First Aid Policy was introduced as a result of
- i. legislative changes
  - ii. revised HSE and the College of Policing Guidance concerning first aid training requirements.

## **6.0 FIRST AID DEFINITIONS**

### **6.1 First Aider**

A First Aider is someone who has undertaken first aid training and holds a valid First Aid at Work Certificate of Competence. This training will enable a First Aider to give emergency first aid to someone who is injured or becomes ill whilst at work and to call emergency services when required. In addition the first aider will look after first aid equipment and facilities.

## **7.0 GUIDANCE**

### **7.1 Procedure for the Provision of First Aid at Work**

#### **7.1.1 First Aid Risk Assessment**

To ensure that sufficient numbers of staff are trained in first-aid at work requirements, Head of Command/Department will undertake and document an assessment of their first aid needs by completing a workplace risk assessment (form H&S1) and provide a copy of this to the Health and Safety Advisor.

#### **7.1.2 Assessment details to consider include:**

- i. Workplace hazards, risks and countermeasures
- ii. Remoteness from medical services/lone workers
- iii. Working in shared buildings
- iv. The required number of first aiders and/or appointed persons
- v. The level of training required
- vi. The provision of and appropriate levels of first aid equipment and facilities
- vii. Information regarding the provision of first aid, location of equipment, facilities and location of first aiders.

- 7.1.3 The risk assessment requirement will be co-ordinated by Support Managers.

## 7.2 Requests for First Aid Training

- 7.2.1 Any request for first aid training should be submitted on an Identification of Learning Needs form to the appropriate Support Manager for consideration in line with the Command/Department risk assessment.
- 7.2.2. Managers and Supervisors will ensure that staff under their control are advised of the opportunities of becoming a voluntary qualified first aider.

## 7.3 Provision of First Aid at Work for Police Staff and Police Officers Working on Constabulary Premises

- 7.3.1 The following risk assessment guidance is based on The Health and Safety (First Aid) Regulations 1981, (Approved Code of Practice and Guidance, rev 2008). The tables should be used as a guide when determining the number of first aid staff required in relation to the overall numbers of staff at work.
- 7.3.2 The guidance outlines that organisations should have the following ratio of first-aid personnel to the numbers of staff at work; the actual numbers should be based on the organisation's detailed risk assessment.

<u>Category of Hazard</u>	<u>Numbers employed at any location</u>	<u>Suggested numbers of first aid personnel</u>
<b>Low Hazard</b> e.g. for Office and Front Counter Staff	Less than 25	At least one appointed person
	25 - 50	At least one first aider trained in Emergency First Aid at Work.
	More than 50	At least one first aider trained in First Aid at Work for every 50 employed (or part thereof).
<b>Higher Hazard</b> e.g. Fleet Workshops, Printing & Design, Firearms and PSU	Less than 5	At least one appointed person
	5 - 50	At least one first aider trained in Emergency First Aid at Work depending on the type of injuries that might occur.
	More than 50	At least one first aider trained in First Aid at Work for every 50 employed (or part thereof).

- 7.3.4 The Heads of Command/Department will need to build into the risk assessment the requirement to provide resilience for the nominated First Aiders during their periods of annual leave etc.

**7.4 First Aid Skills and Qualifications**

- 7.4.1 Identified Officers and Police Staff will receive First Aid Training in line with their role requirements which will be monitored via Learning and Development.

**7.5 Recording and Monitoring of First Aid Trained Staff – Police Staff Only**

- 7.5.1 Learning & Development's First Aid Training Instructors will respond to changing first aid training needs in line with the organisation and legislative requirements.
- 7.5.2 Learning & Development will update the Origin database with details of those staff who have received first aid at work training, their skills and details of certificates expiry dates.

**7.6. First Aid Equipment and Facilities**

- 7.6.1. All first aid kits will be provided as part of the Total Healthcare Contract
- 7.6.2 The Heads of Command/Department will ensure that they have sufficient first aid equipment and facilities as outlined in their risk assessments, namely,
- i. Are there enough first aid kits and are the agreed stock items available?
  - ii. Are staff aware of the location of equipment facilities and personnel?
  - iii. Are travelling first aid kits provided to field staff?
  - iv. Do shared or multi-occupied premises have adequate first aid provision?
- 7.6.3 Support Services Command will ensure that first aid kits are supplied to Constabulary vehicles and the contents are checked and replenished as part of the vehicle check process.
- 7.6.4 A limited number of first aid kits are available for use by trained police officers who work in high risk environment. The Head of the Tactical Training Centre will be responsible for these kits, their content and replenishment (via Command administration).
- 7.6.5 All first aid kits and supplies will be issued by HQ Support Services Command, Stores Branch in accordance with the agreed contents list detailed in appendix 1.

## **7.7 Monitoring of First Aid Equipment**

- 7.7.1 Nominated First Aiders will check the contents of the first aid kits on a monthly basis and ensure that any equipment that has been used (or out of date) is reordered via Support Services Command – Business Services. They must ensure that first aid kits are refilled with the appropriate items and record the details. Any out of date supplies should be forwarded to Learning and Development for first aid training purposes.
- 7.7.2 Any police officer or police staff member who is issued with a personal first aid kit (as detailed in appendix 1) will be personally responsible for checking and replenishing the content. Replacement supplies should be ordered via Support Services Command – Business Services

## **7.8 Communication of First Aid Provision**

- 7.8.1 Heads of Command/Department will ensure that they inform their staff, contractors and visitors to their premises of the first aid arrangements, namely,
- i. The location and names of first aiders and first aid kits.
  - ii. The first aid provision available outside of normal office hours for staff at late meetings or night workers
  - iii. New starters are provided with information about the first aid arrangements, including the names of first aiders (as part of their induction).
  - iv. Notices should be displayed, indicating the names and contact details of first aiders and the location of the first aid kits.

## **7.9 Provision and Use of Defibrillators**

- 7.9.1 Heads of Command/Department are responsible for ensuring that defibrillators are
- i. appropriately located
  - ii. staff are competent to use them
  - iii. they are maintained as per manufacturer's instructions and in line with clinical governance.

## **7.10 Monitoring of First Aid Provision**

- 7.10.1 The Heads of Command/Department will monitor the assessment of first aid provision to ensure that sufficient first aid assistance continues to be available throughout the various shift working patterns and during periods of annual leave.

## **7.11 Maintaining Records of First Aid Provided**

- 7.11.1 Where a member of staff provides first aid to a colleague or member of the public, details of the incident and first aid provided should be e-mailed to Health and Safety Advisor, who will arrange for the details to be recorded on Origin HSR database.

## **8.0 APPEALS PROCEDURE**

If an individual wishes to appeal against any decision made in connection with this policy, they should write to or email, the Deputy Chief Constable at the below address within 14 days of receiving a decision. The appeal will be considered and consultation will take place with appropriate individuals to establish all facts before a decision with regard to the appeal is made. A response to the appeal will be provided in writing within 10 working days of receipt of the appeal. Should this period not be achievable the individual will be notified in writing when a decision will be communicated.

The Deputy Chief Constable  
c/o Human Resources  
Police Headquarters  
Aykley Heads  
Durham  
DH1 5TT  
Email [human.resources@durham.pnn.police.uk](mailto:human.resources@durham.pnn.police.uk)

## Appendix 1

## First Aid Kits

## 1. Office First Aid Kits

All the First Aid Kits provided must comply with the British Standards 8599. Tablets and medicine should not be stored in First Aid Kits. The kits will contain the following items

ITEM	PRODUCT CODE	OFFICE (1-10 staff employed at location)	OFFICE (1-20 staff employed at location)	OFFICE (1-50 staff employed at location)
FIRST AID BOX (empty)	BC23	1	1	1
First Aid guideline leaflet		1	1	1
How to re-order/replenish instructions		1	1	1
Content list of first aid kit components		1	1	1
Medium Sterile Dressing	BC18	4	6	6
Large Sterile Dressing	BC19	1	2	3
Triangular Bandage	BC15	2	3	4
Pack of Safety Pins	BC30	1	1	2
Eye Pad Sterile Dressing	BC17	2	3	4
Pack of Waterproof Plasters	BC13	1	1	1
Antiseptic alcohol free wipes	BC01	3	5	5
Micropores Tape	BC05	1	1	1
Nitrile Disposable gloves (to be obtained from local admin stores, product is stocked in Stores in boxes of 100)	BB07- BB09	6	9	12
Finger Sterile Dressing	BC29	2	3	4
Resuscitation Face Shield	BC31	1	1	2
Emergency Blanket	BC32	1	2	3
Burn Dressing	BC33	1	2	3
TUF Cut Shears/Scissors	BC28	1	1	1
Conforming Bandage	BC11	1	2	2

## 2. Additional First Aid Materials

Depending on the outcome of the first aid needs assessment it may be appropriate to include other first aid materials/equipment in the first aid kits. Where mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been



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broken, the containers should not be kept for re-use. The container should not be used after the expiry date.

**3. Personal First Aid Kits**

ACPO have identified the following common minimum standards for personal first aid kits-

ITEM	PRODUCT CODE	QUANTITY (less than 25 employed at location)
Triangular bandage	BC15	1
Large Sterile Dressing	BC19	1
Nitrile Disposable gloves (to be obtained from local admin stores, product is stocked in Stores in boxes of 100)	BB07-BB09	2
Resuscitation Face Shield	BC31	1
Antiseptic alcohol free wipes	BC01	1
Clinical waste bag (to be obtained from local admin stores, product is not stocked in Stores)		1

However as the constabulary has been unable to procure a Personal First Aid Kit to ACPO standards, the kits proved will contain:-

ITEM	PRODUCT CODE	QUANTITY (less than 25 employed at location)
Nitrile Disposable gloves (to be obtained from local admin stores, product is stocked in Stores in boxes of 100)	BB07-BB09	2
Resuscitation Face Shield	BC31	1
Antiseptic alcohol free wipes	BC01	1
Clinical waste bag (to be obtained from local admin stores, product is not stocked in Stores)	Yellow? See JH12	1
Plastic Apron (to be obtained from local admin stores, product is stocked in Stores in boxes of 100)	AE37	1

**4. Police Vehicles Kits**

ACPO have identified the following common minimum standards for police vehicle kits:-

ITEM	PRODUCT CODE	QUANTITY (less than 25 employed at location)
FIRST AID BOX (empty)	BC23	1
First Aid guideline leaflet		1

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How to re-order/replenish instructions		1
Content list of first aid kit components		1
Clinical Waste Bag	BC38	3
Sterile Calico Triangular Bandage	BC15	1
Pressure dressing	BC37	2
HSE Large Sterile Wound Dressing No 9	BC19	1
TUF Cut Shears/Scissors	BC28	1
Emergency Blanket	BC32	1
Nitrile Disposable gloves (to be obtained from local admin stores, product is stocked in Stores in boxes of 100)	BB07- BB09	2
Hand cleaning foam	AX48	2
Clinical waste bag (to be obtained from local admin stores, product is not stocked in Stores)		1
Antiseptic alcohol free wipes	BC01	1
Resuscitation Face Shield	BC31	1
Eye Wash 500ml (250ml actual requirement, but not stocked)	BC36	1
Pack Adhesive Waterproof Plasters	BC13	1
3M 9320 CSI Standard Respirator	EA41	2
3M 8320 CSI Respirator for those who wear glasses	EA42	1

### **5. High Risk Environments – Specialist Roles - First Aid Kits**

ACPO have identified the following common minimum standards for specialist roles.

The first aid kits for use by police personnel who are non-health care professionals working in high risk environments and have been provided with enhanced first aid skills training should contain.

- 'Mediwrap' Blanket
- 'Celow' Haemostatic Gauze
- 'Nightingale' Dressing
- 'Bolin' Dressing
- 'BOC' Oxygen Cylinder size 'CD'
- Pocket face mask with shield and Oxygen nipple
- Pen torch – (specifically for eye examination)
- 6" Emergency Bandage – 'Israeli Dressing' with pressure bar
- 'S-rolled' Gauze by "North American Rescue"
- Bag valve Mask(BVM)
- 'Fingertip' Pulse-oxymeter
- Alcohol wipes
- Adult oxygen mask
- Ambulance dressings (various sizes)

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- Clingfilm
- Cold Packs
- Gloves
- Lubricating gel
- Nasopharyngeal airways (sizes 6&7)
- Nightingale & Bolim dressings
- Oropharyngeal airways (adult sizes)
- Paediatric oxygen mask
- Sam splints (pelvic sling)
- Semi-rigid collar
- Suitable sized bag
- Tape
- Tough cut shears
- Tourniquet (CAT) (combat applied tourniquet)
- Trauma bandage
- Compressed wound packing gauze
- Hand held suction device (suction easy)
- Casualty carrying sheet (packable stretcher)
- ½ litre saline solution

### **6. Travelling first aid kits**

The contents of travelling first aid kits should be appropriate for the circumstances in which they are to be used and would typically contain;

- A leaflet giving general guidance on first aid
- Individually wrapped sterile adhesive dressings - 6
- Large sterile un-medicated dressing approx (18cm x 18cm) - 1
- Triangular bandages - 2
- Safety pins -2
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves

**EQUALITY IMPACT ASSESSMENT (EIA)**

POLICY TITLE		
<p>An equality impact assessment (EIA) form <b><u>must</u></b> be completed by when developing or reviewing policies or procedures which may impact on the way the Force conducts its business (both internally and externally) and must show that when making decisions we:-</p> <ul style="list-style-type: none"> <li>• Give due regard to the impact it will have on protected groups</li> <li>• Undertake an assessment <b><u>prior to</u></b> any decisions around policies/procedures being ratified to identify what potential impact has been found and subsequent action taken, and</li> <li>• Provide an audit trail of the assessment undertaken which identifies how the policy or procedure is likely to affect protected groups.</li> </ul> <p>The EIA must be completed <b><u>before</u></b> decisions are made, and remain a live document to be reviewed and continually updated during policy/procedure development or updating</p> <p><u>This form is a Tool to document the assessment and should be completed, attached to the relevant policy/procedure document and submitted to the HR User Group or other strategic group for ratification</u></p>		
	<b>1) Purpose of the policy. Why do we need it and what will it achieve</b>	
	To ensure that there are adequate and appropriately first aid trained personnel, first aid equipment and facilities available in order for Durham Constabulary to respond to any first aid emergency situations	
	<b>2) What research/resources have been used or considered in the initial stages of this assessment?</b>	
	Health & Safety First Aid Regulations and HSE guidance. Meeting to establish force requirements with H&S Advisor, Force First Aid Trainers and Business Support Manager	
	<b>3) Explain briefly why the Policy/Procedure is being developed or reviewed?</b>	
	Changes made regarding the supply and content of first aid kits.	
	<b>4) Who has been consulted around the potential impact during the development/amendment of the policy/procedure</b>	
	All support networks. Safety Advisor	Force Executive (AC0) Health &

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	HR Staff	Independent Advisory Groups (IAG's)	Health		
	Management Group				
	Staff associations	Legal Services			
	Heads of Command	Force First Aid Trainers			
	<b>5) Following assessment of available information, has a positive or adverse impact been identified OR is the initiative equality neutral?</b>				
	<p>A <b>Positive Impact</b> – will actively promote equality of opportunity or improve relations between one or more groups</p> <p>An <b>Adverse impact</b> – will cause some form of disadvantage or exclusion.</p> <p><b>Neutral impact</b> is when there are no notable consequences for any diversity group</p>				
	<p>Provide details on ALL decisions for ALL the protected characteristic groups below. Specify what actions, if any, will be taken as a result of the assessment, provide any findings and the reason any decisions were reached, and determine what changes may be necessary to either reduce any adverse impact or enhance any beneficial impact.</p> <p>If an adverse (negative) impact has been identified question 5 must be completed.</p>				
		<u>Positive</u>	<u>Negative</u>	<u>Neutral</u>	<u>Details</u>
	Age			X	
	Disability			X	
Transitioning from one sex to another (either thinking of, in the process of or have)			X		
Marriage and Civil Partnership			X		
Pregnancy and Maternity			X		
Race			X		
Religion or Faith			X		
Gender			X		

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	<b>Sexual Orientation</b>			<b>X</b>	
	<b>6) If a negative impact has been identified, please provide further details stating what actions need to be undertaken as a result of the section 4). How any negative impact can be justified for this initiative.</b>				

	<b>Confirm the above Actions have been incorporated and the EIA is now ready for submission to HR PUG or other Strategic Group.</b>	
	<b>Signature...</b> D Thomas	
	<b>Name</b> Denise Thomas	<b>Date</b> 18.5.16
	<b>7) – Ratify the Policy / Procedure at HR PUG or other Strategic Group</b>	
	<b>Meeting/Group:-</b>	<b>HR PUG</b>
	<b>Chair of Meeting/Group:-</b>	<b>Gary RIDLEY</b>