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**First Aid at work Policy**

**November 2023**

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 **The on-line version is the only version that is maintained. Any printed copies should, therefore, be viewed as ‘uncontrolled’ and as such may not necessarily contain the latest updates and amendments.**

**AMENDMENTS**

Amendments to the policy may be issued from time to time. A new amendment history will be issued with each change.

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# Introduction

For the purposes of this policy Humber and North Yorkshire Integrated Care Board (ICB) will be referred to as 'the ICB'.

People at work can suffer injuries or be taken ill. Whether the injury or illness is caused by the work they do or not, it is important to give them immediate attention and know when to summon professional help. First Aid at Work legislation covers the arrangements an employer must make to ensure this happens.

Under the Health and Safety (First Aid) Regulations 1981 it is the statutory duty of the employer to provide adequate and appropriate first aid equipment, facilities, and people to ensure its employees, and anyone else who may be affected by its work activities, can be given immediate help if they are injured or taken ill whilst at work.

What is 'adequate and appropriate' will depend on the circumstances in the workplace. This includes whether trained first aiders are needed, what should be included in a first aid box. and if a first-aid room is required. Employers should conduct an assessment of first aid needs to determine what to provide.

It is the statutory duty of employees to comply with health and safety legislation and any other procedures and policies that are designed to protect them from the risks associated with workplace activities.

# Purpose

The purpose of this document is to provide guidance to staff on First Aid arrangements within the ICB. The ICB is committed to providing a safe environment for all Staff, visitors and everyone based at its premises.

The ICB will take all reasonably practicable steps to ensure that staff, visitors, and contractors will receive immediate first aid attention in the event of injury or illness whilst conducting their work-based activities.

This Procedure provides an overview of the First Aid at Work arrangements within all premises in which the ICB conduct their business.

The objective of the first aid arrangements is to ensure that immediate care and attention can be administered in compliance with the Health and Safety (First Aid) Regulations 1981 and associated Approved Codes of Practice.

# Scope

This policy applies to all employees of the ICB, any staff who are seconded to the ICB, contracted and agency staff and any other individual working on ICB premises.

This policy applies to all ICB premises whether owned or leased, and forms part of the overall Health and Safety strategy.

To this end, this policy will be available and or circulated to representatives of tenant and contractor organisations as necessary.

# Implementation

This policy will be available to all staff for use via the ICB Internet.

All managers are responsible for ensuring that relevant staff within the ICB have read and understood this document and are competent to perform their duties in accordance with the procedures described.

# Risk Assessment

The Regulations do not prescribe the level of First Aid facilities an employer must provide,

because every workplace has different hazards. Each of the buildings occupied by the ICB have different arrangements with the Landlords as to who is responsible for which element in each building. The ICB competent person(s) for each building will ensure that the level of service provided via regular Audits and communication with Landlords will be, appropriate to the risks identified in the individual building assessment, separate assessments may be required for various parts of the premises, and off-site activities dependent on the operations undertaken. All staff that has agreement to work at home as part of an Agile working pattern, should also complete a home working risk Assessment form (which also covers recommendations for First Aid cover in the home) via a self-assessed risk assessment which is part of the Agile working Policy).

There is no obligation for an employer to record the results of such an assessment, but a record may be useful to justify later, the reasons behind the level of first aid provision.

 The ICB carries out a First Aid needs risk assessment on its Buildings yearly in determining the nature and extent of first aid provision within the various localities, wards and departments, the factors considered, and which are therefore recorded, include:

* The nature of the work undertaken, the situation and environment and the hazards and risks they present.
* The size and location of the workforce
* The location in relation to the nearest “expert” medical services (e.g., A&E and Minor Injuries Units)
* The sharing of First Aiders and facilities in multi-occupancy buildings.
* The provision during normal working hours and any out of hours
* Occupation of premises
* First Aid at Work Policy
* Working patterns e.g., “fixed base” working, shift work, peripatetic working (i.e., staff who have a work base but spend significant amounts of time within the community)
* Services requiring 24 hours cover etc.
* Cover for leave/absence of first aiders
* What to do if no First Aider available due to Agile working organisation
* The number of non-employees (visitors, contractors, members of the public etc.)
* The first aid provision already in place, i.e., trained staff and first aid boxes
* The location of first aid materials and equipment that are readily available when needed.

Each building occupied by the ICB has had a First aid needs assessment completed during 2023 and sufficient staff, equipment and signage have been identified and put in place where necessary under an Agile working footprint across necessary buildings.

# 6 ICB Responsibilities

 The ICB Executive Director of Corporate Affairs has overall responsibility for the Health & Safety and First Aid arrangements within the organisation. Trained First Aiders have been appointed through Volunteers and Line Management arrangements in respective areas depending on the requirements of the building the ICB occupy to administer immediate care and attention where necessary in the most reasonably practicable way with an Agile workforce.

 For communication purposes, procedures for the application of First Aid arrangements are detailed within this document. This policy will be published on the ICB internet. Specific changes to this policy will be communicated to Responsible and competent Corporate Affairs staff and appointed First Aiders directly.

It is an individual’s responsibility to make themselves aware of the First Aid provisions and arrangements in any building they work in.

 Everyone operating within the ICB First Aid arrangements does so on the understanding that it represents a system of control demanded by the Health and Safety (First Aid) Regulations 1981. Any failings of the First Aid arrangements should be reported in the first instance to Line Management, and then to the responsible and or Competent person for the building who in turn will contact the ICB Health and Safety Lead if required for advice.

## 6.1 Management Responsibilities

The ICB Executive Director with responsibility for health and safety has the overall responsibility to ensure that the ICB complies with all relevant health and safety legislation.

Specific duties include:

Provide reports/feedback, where appropriate, to the ICB Health & Safety Group on all matters relating to First Aid at Work.

Ensure that the ICB Health and Safety Lead manages the arrangements for the provision of First Aid in the workplace(s) on a day-to-day basis.

Receive reports on audits of the First Aid arrangements by the ICB Health and Safety Lead and ensure that, if appropriate, recommendations are acted upon, and corrective actions are taken.

## 6.2 ICB Health and Safety Lead

The ICB Health and Safety Lead has responsibility for the ongoing management of the First Aid arrangements within the organisation. Specific duties include:

• Ensure that there are enough trained First Aiders in each workplace where necessary, nominated by Line Management or volunteers. Consideration has been given to first aid cover arrangements across an Agile Workforce and individual building requirements that the ICB Occupy

• Provide information, instruction, and training, through a competent training provider, for the nominated First Aiders and maintain a list of said providers

• Ensure that training records for First Aiders are maintained and kept up to date and that refresher training is given at the designated intervals as determined by the Health and Safety (First Aid) regulations 1981

• Audit the First Aid arrangements on a regular basis and provide a report to the Executive Director with responsibility for Health and Safety on such audits

• Ensure that sufficient resources are available to provide suitable first aid equipment and facilities

• Where there are specific work activities/hazards which may require different levels of first aid provision, ensure that further risk assessment takes place to control the risk

• Review and update this procedure on a regular basis to ensure it meets regulatory requirements, and the requirements of the ICB Health and Safety Policy

• The ICB Health and Safety Lead must ensure that all First Aiders are informed if there are any significant changes to legislation or procedures

# 7 Building Responsible & Competent persons and First Aiders

. Enough staff within each work area or building should be nominated to attend a suitable First Aid training course. Once qualified, specific duties include:

• Ensure that the names of nominated First Aiders are displayed in prominent positions within the workplace

• Ensure that first aid equipment (first aid kits) is checked and maintained on a regular basis and that expiry dates of contents are observed. Records should be kept, and all staff should be aware of the location of first aid kits in each building.

• Ensure that first aid kits are re-stocked after use or where appropriate

• Where automatic external defibrillators (AEDs) are available, and within the ICBs remit as a tenant (not Landlord) ensure that they are checked and maintained on a regular basis, as determined by the manufacturer as required

# All Staff

# It is the duty of all staff and any others who may be affected by the work activities of the ICB to report all injuries, accidents, or instances of ill health via the ICB Incident reporting system (available on all staff desktops)

# Staff should make themselves aware of the names and locations of the nominated First Aiders within their workplace. Also make yourself aware of what arrangements are in place in each specific building should a trained first Aider not be available.

# It is also the duty of all staff to report any deficiencies within the first aid arrangements, and to cooperate (where appropriate) in developing a safe outcome to identified deficiencies.

# Arrangements for Review

No policy or procedure will remain operational for a period exceeding three years without a review taking place or as required legislative changes or following incidents.

# Dissemination

The Chief Executive will ensure through the ICB’s line management arrangements, that First Aid Policy considerations are included in any future business planning.

Directors will ensure appropriate cascading of First Aid procedures throughout their area of responsibility to ensure that the needs of the organisation are identified, prioritised and that any appropriate resources are allocated.

# Monitoring the Effectiveness of and Compliance with This Policy

All those operating within the First Aid arrangements should assess them continuously on an informal basis. Any faults, failings and potential areas for improvement should be communicated to the ICB Health and Safety Lead in the first instance.

More formally, First Aid arrangements will be reviewed by the ICB Health and Safety Lead to ensure continued compliance with regulatory requirements and changes in first aid procedures. Reviews of the arrangements will take account of various sources of information, from individual feedback to analysis of incident statistics. Reports will be made available to the Health and Safety Group and to the Executive Director with responsibility for Health and Safety.

The ICB Health and Safety Lead will keep up to date with any changes in statutory requirements and implement them where appropriate.

# 12 Associated Documentation

Health and Safety Policy

Incident Reporting Guidance

# References

* Health and Safety at Work etc: Act 1974
* The Management of Health and Safety Regulations 1999 (MOHASR)
* The Health and Safety (First Aid) Regulations 1981
* HNY ICB Health and Safety Policy
* Selecting a First Aid Training Provider – HSE Guide for Employers

# Impact Assessments

## Equality

NHS Humber and North Yorkshire ICB is committed to creating an environment where everyone is treated equitably and the potential for discrimination is identified and mitigated. It aims to design and implement services, policies and measures that meet the diverse needs of our service, population, and workforce, ensuring that none are placed at a disadvantage over others.

This impact assessment should be completed for all human resources (HR) and corporate policies, projects or functions that apply to colleagues at NHS Humber and North Yorkshire Integrated Care Board (ICB).

The EqIA for this policy can be found attached to the bottom of this policy and be found on the HNY ICB Internet.

Potential adverse impact on any protected group identified through the EqIA will be monitored as part of the routine work to monitor compliance with the policy.

## Bribery Act 2010

Due consideration has been given to the Bribery Act 2010 in the development (or review, as appropriate) of this policy document, further details can be found below.

The ICB follows good NHS business practice as outlined in the Business Conduct Policy and the Conflicts of Interest Policy and has robust controls in place to prevent fraud, bribery, and corruption. Under the Bribery Act 2010 there are four criminal offences:

• Bribing or offering to bribe another person (Section 1)

• Requesting, agreeing to receive, or accepting a bribe (Section 2).

• Bribing, or offering to bribe, a foreign public official (Section 6).

• Failing to prevent bribery (Section 7).

## General Data Protection Regulations (GDPR)

The UK General Data Protection Regulation (GDPR)/ Data Protection Act 2018 includes the requirement to complete a Data Protection Impact Assessment for any processing that is likely to result in a high risk to individuals. Consideration should be given to any impact the policy may have on individual privacy; please consult NHS Humber and North Yorkshire ICB Data Protection Impact Assessment Policy. If you are commissioning a project or undertaking work that requires the processing of personal data, you must complete a Data Protection Impact Assessment.

The ICB is committed to ensuring that all personal information is managed in accordance with current data protection legislation, professional codes of practice and records management and confidentiality guidance. More detailed information can be found in the Data Protection & Confidentiality Policy and related policies and procedures.