

FIRST AID POLICY

Version 1.0

Important: This document can only be considered valid when viewed on the CCG's intranet/Y:Drive. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.

Name and Title of Author:	Helen Johnson, Health & Safety Advisor
Name of Responsible Committee/Individual:	Hull CCG Health & Safety Group
Equality and Diversity Impact Assessment:	Attached as Appendix 1
Trade Union Representative Approval:	Yes
Implementation Date:	17 th March 2015
Review Date:	16 th March 2017 or sooner if required
Target Audience:	All Staff

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1. Introduction

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 should 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 his employees, and anyone else who may be affected by his work activities, can be given immediate help if they are injured or taken ill whilst at work.

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.

2. Policy Statement

- 2.1 Hull Clinical Commissioning Group (Hull CCG) will take all reasonably practicable steps to ensure that staff, patients, visitors and contractors will receive immediate first aid attention in the event of injury or illness whilst carrying out their work based activities.
- 2.2 This Procedure provides an overview of the First Aid at Work arrangements within all premises in which Hull CCG carry out their business.
- 2.3 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.

3. Statutory Requirements

The following legislation is addressed by the introduction of this procedure:

- The Health And Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety (First Aid) Regulations 1981.

4. Scope of the Policy

This policy applies to all employees and office holders of Hull CCG and any other persons occupying or working at CCG premises, such as employees of other organisations, private contractors, agency staff and volunteers. Agency staff contracts will reflect the need for staff to adhere to this policy.

5. Organisation & Responsibilities

5.1 Hull CCG Director of Quality and Clinical Governance/Executive Nurse has overall responsibility for the Health & Safety and First Aid arrangements within the organisation. Trained First Aiders are appointed by Line Management in relevant areas to administer immediate care and attention.

5.2 For communication purposes, procedures for the application of First Aid arrangements are detailed within this document. This policy will be published on the Hull CCG Y:drive/intranet and a hard copy placed on the Staff Noticeboard. Specific changes to this policy will be communicated to Line Managers and appointed First Aiders directly.

5.3 Training and skill requirements of the individuals operating within the Company's First Aid arrangements are detailed in Section 8.0 of this document.

5.4 Everyone operating within the Hull CCG 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 Health and Safety Advisor.

5.5 The CCG Director with responsibility for Health and Safety

The CCG Director with responsibility for health and safety has the overall responsibility to ensure that Hull CCG complies with all relevant health and safety legislation. Specific duties include:

- Provide reports/feedback, where appropriate, to the Health & Safety Group and the Quality and Performance Committee on all matters relating to First Aid at Work.

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- Ensure that the Health and Safety Advisor manages the arrangements for the provision of First Aid in the workplace on a day to day basis.
- Receive reports on audits of the First Aid arrangements by the Health and Safety Advisor and ensure that, if appropriate, recommendations are acted upon and corrective actions are taken.

5.6 The CCG Health and Safety Advisor

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

- Ensure that there are sufficient numbers of trained First Aiders in each workplace, nominated by Line Management. Consideration should be given to first aid cover arrangements during holiday leave, sickness absence, maternity leave, etc.
- Provide information, instruction and training, through a competent training provider, for the nominated First Aiders and maintain a list of said assessors.
- 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 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 Hull CCG Health and Safety Policy.

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- The Health and Safety Advisor must ensure that all First Aiders are informed if there are any significant changes to legislation or procedures.

5.7 CCG First Aiders

by Sufficient numbers of staff within each work area should be nominated their Line Manager 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) are 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.
- Ensure that first aid kits are re-stocked after use or where appropriate.
- Where automatic external defibrillators (AEDs) are available, ensure that they are checked and maintained on a regular basis, as determined by the manufacturer.

5.8 All Staff

- It is the duty of all staff and any others who may be affected by the work activities of Hull CCG to report all injuries, accidents or instances of ill-health to Line Management via the DATIX reporting system
- Staff should make themselves aware of the names and locations of the nominated First Aiders within their workplace.
- 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.

6. Equality

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All policies require an assessment for their impact on people with protected characteristics. An Equality Impact Assessment has been undertaken for this policy and as a result of performing the analysis, it is evident that no risk of discrimination exists. This screening can be found in Appendix 1.

In applying this policy, the CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

7. Monitoring

- 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 Health and Safety Advisor in the first instance.
- More formally, First Aid arrangements will be reviewed by the Health and Safety Advisor 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 Director with responsibility for Health and Safety.
- The Health and Safety Advisor will keep up to date with any changes in statutory requirements and implement them where appropriate.

8. Referenced Documents:

- The Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety (First Aid) Regulations 1981
- Selecting a First Aid Training Provider – HSE Guide for Employers
- Hull CCG Health and Safety Policy

9. Review

This policy will be routinely reviewed every 2 years or as required by legislative changes or following incidents.

Equality Impact Assessment:

Equality Impact Analysis:	
Policy / Project / Function:	First Aid Policy
Date of Analysis:	17-Mar-15
This Equality Impact Analysis was completed by: (Name and Department)	Helen Johnson, Health & Safety Advisor
What are the aims and intended effects of this policy, project or function ?	This policy aims to ensure that Hull CCG has appropriate arrangements in place to meet legal requirements in relation to the provision of first aid in the workplace.
Please list any other policies that are related to or referred to as part of this analysis	<ul style="list-style-type: none"> • Risk Management Strategy • Health & Safety Policy
Who does the policy, project or function affect ? Please Tick ✓	<p>Employees ✓</p> <p>Service Users</p> <p>Members of the Public</p> <p>Other (List Below)</p>

Equality Impact Analysis:

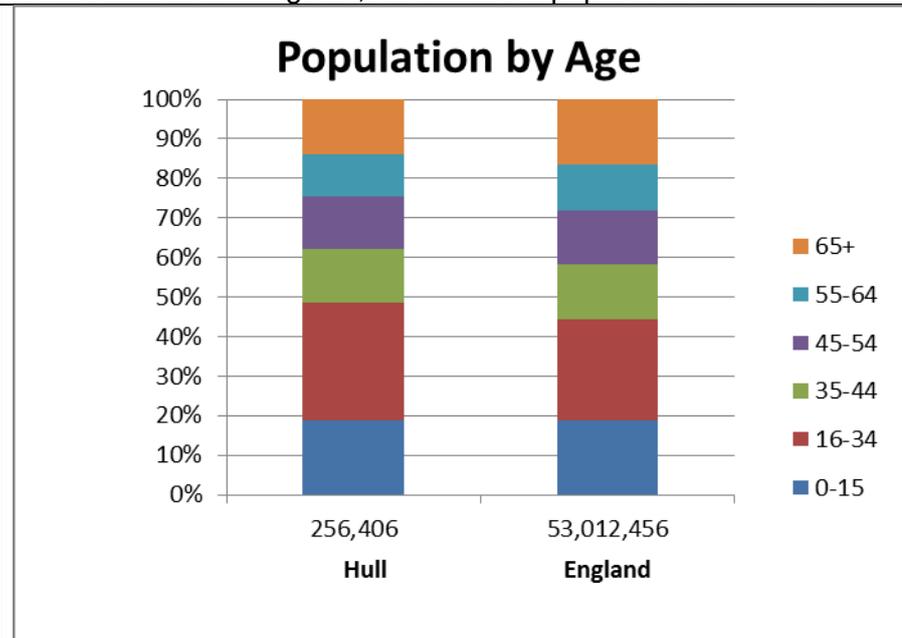
Local Profile/Demography of the Groups affected (population figures) Relevant data can be found in the attached Knowledge Management Toolkit

General

There are 57 GP practices in the Hull area which spans 7,154 hectares and, as a city, has relatively tight geographical boundaries with most of the 'leafy suburb' areas outside Hull's boundaries in East Riding of Yorkshire. As a result, Hull has a relatively high deprivation score, as measured by the Index of Multiple Deprivation 2010, with Hull ranked as the 10th most deprived local authority out of 326 (bottom 4%).

The resident population of Hull is 256,406 based on the 2011 Census data and 265,369 residents based on estimates from the local GP registration file as at October 2011. This equates to approximately 37 residents per hectare. The Joint Strategic Needs Assessment (JSNA) identifies considerable inequalities in health between Hull and England, and between populations within Hull.

Age



Compared to England, Hull has lower percentages of residents aged 10-19 years and 55+ years, but slightly higher percentages aged under 5, 20-34 years and 45-54 years. There is a relatively large difference between Hull and England for the age group 20-34 years, due to Hull's colleges and Universities.

There were 2,869 live births occurring to Hull residents in 2001, but this has increased steadily to 3,771 for 2010. The number of deaths occurring to Hull residents has decreased

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	<p>from 2,571 to 2,310 between 2001 and 2010. ONS estimated the resident population to be 243,596 in 2001 compared to 260,424 residents based on the GP registration file, with the difference between these estimates narrowing over time. So, whilst it is difficult to quantify the exact increase in Hull's population, it has increased over recent years. Between 2010 and 2030, ONS estimate that Hull's population will increase from 266,100 to 311,900 residents, an increase of 17%.</p> <p>The figure above shows the population of Hull (2011 Census Data).</p>				
Race	<p>The percentage of the population from Black and Minority Ethnic (BME) groups has increased substantially since 2001. For the 2001 Census, it was estimated that 3.3% of Hull's population was not White British or White Irish, whereas Census data shows that this figure increased to 10.2% for 2011. There is no single BME group in Hull with much higher percentages compared to other groups. The 2011 census data shows:</p> <p>White British - 89.7% White Other - 4.4% Mixed - 1.3% Asian - 2.5% Black - 1.2% Other - 0.8%</p>				
Sex	<p>The gender split in Hull is approximately 50.1% men and 49.9% women. For 2008-2010, life expectancy in Hull was 75.7 years for men and 80.2 years for women compared to 78.6 years and 82.6 years for men and women respectively in England.</p>				
Gender reassignment	<p>No local information provided.</p>				
Disability	<p>According to the 2011 Census, it is estimated that approximately 19.7% of the Hull population lives with a long term health problem or disability compared with 17.6% for England. This information can be broken down further (Source: Projecting Older People Population Information System and Projecting Adult Needs and Service Information) to include learning disabilities, physical disabilities, hearing impairments and visual impairments, as follows:</p> <table border="1" data-bbox="507 1787 1401 1908"> <thead> <tr> <th>2012 Estimates</th> <th>Hull</th> </tr> </thead> <tbody> <tr> <td>Learning Disability (Age 18 – 64)</td> <td>4,078</td> </tr> </tbody> </table>	2012 Estimates	Hull	Learning Disability (Age 18 – 64)	4,078
2012 Estimates	Hull				
Learning Disability (Age 18 – 64)	4,078				

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	Learning Disability (Age 65 and over)	762																				
	Physical Disability – Moderate (Age 18 – 64)	12,222																				
	Physical Disability – Serious (Age 18 – 64)	3,491																				
	Visual Impairment (Age 18 – 64)	108																				
	Visual Impairment (Age 65 and over)	3,263																				
	Hearing Impairment – Moderate or Severe (Age 18 – 64)	5,765																				
	Hearing Impairment – Moderate or Severe (Age 65 and over)	15,707																				
	Hearing Impairment – Profound (Age 18 – 64)	49																				
	Hearing Impairment – Profound (Age 65 and over)	402																				
Sexual Orientation	There are no local statistics for how many Lesbian, Gay or Bisexual (LGB) people live within Hull however, nationally, the Government estimates that 5% of the population are lesbian, gay, bi and transgender communities.																					
Religion, faith and belief	<p>According to the 2011 Census, 54.9% of the population have identified themselves as Christian and 3.1% of the population is made up of other religions. The remainder of the population did not state anything (7.2%) or stated 'no religion' (34.8%).</p> <table border="1"> <thead> <tr> <th>Religion</th> <th>2011</th> </tr> </thead> <tbody> <tr> <td>Christian</td> <td>54.9%</td> </tr> <tr> <td>Buddhist</td> <td>0.3%</td> </tr> <tr> <td>Hindu</td> <td>0.2%</td> </tr> <tr> <td>Jewish</td> <td>0.1%</td> </tr> <tr> <td>Muslim</td> <td>2.1%</td> </tr> <tr> <td>Sikh</td> <td>0.1%</td> </tr> <tr> <td>Other Religion</td> <td>0.3%</td> </tr> <tr> <td>No Religion</td> <td>34.8%</td> </tr> <tr> <td>Religion Not Stated</td> <td>7.2%</td> </tr> </tbody> </table>		Religion	2011	Christian	54.9%	Buddhist	0.3%	Hindu	0.2%	Jewish	0.1%	Muslim	2.1%	Sikh	0.1%	Other Religion	0.3%	No Religion	34.8%	Religion Not Stated	7.2%
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Marriage and civil partnership	This protected characteristic generally only applies in the workplace. Data from the Office of National Statistics covering the period 2008-2010 indicates that there were 18,049 Civil Partnerships in England and Wales during this three-year period – 52% men and 48% women.
Pregnancy and maternity	There were 2,869 live births occurring to Hull residents in 2001, but this has increased steadily to 3,771 for 2010.

Equality Impact Analysis:

<p>Is any Equality Data available relating to the use or implementation of this policy, project or function ?</p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <p>1: Application success rates <i>Equality Groups</i></p> <p>2: Complaints by <i>Equality Groups</i></p> <p>3: Service usage and withdrawal of services by <i>Equality Groups</i></p> <p>4: Grievances or decisions upheld and dismissed by <i>Equality Groups</i></p>	<p>Yes employee data has been used to support the monitoring of the impact of this policy in the future. The employee data is not included due to the low number of CCG employees and concern around anonymity.</p> <p>No <input type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document).</p>
<p>List any Consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function</p>	<p>Consultation has taken place both locally and nationally with Trade Unions and staff</p> <ul style="list-style-type: none"> • SLT • CCG Employees • JTUPF Sub group • JTUPF • Governing Body (approval)
<p>Promoting Inclusivity</p>	<p>This Policy does not directly promote inclusivity, but</p>

How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation

ensures all employees are treated in the same way.

Equality Impact Assessment Test:

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists
Gender (Men and Women)	✓			Considered – neutral impact
Race (All Racial Groups)	✓			As the policy is written in English there is a potential impact on employees whose first language is not English and therefore may struggle reading the policy. However this potential impact is minimised due to the development of the ‘portal’ facilities detailed in the action plan and an expectation that employees should be able to comprehend all policy documents.
Disability (Mental and Physical)	✓			Considered – neutral impact
Religion or Belief	✓			Considered – neutral impact

Sexual Orientation (Heterosexual, Homosexual and Bisexual)	✓			Considered – neutral impact
Pregnancy and Maternity	✓			Considered – neutral impact
Transgender	✓			Considered – neutral impact
Marital Status	✓			Considered – neutral impact
Age	✓			Considered – neutral impact

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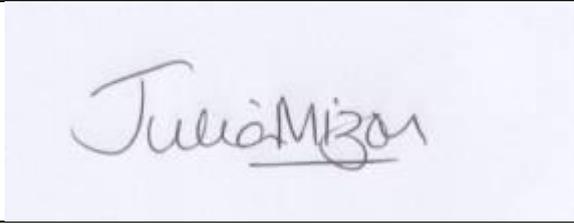
Action Planning:

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:
As the policy is written in English there is a potential impact on employees whose first language is not English and therefore may struggle reading the policy.	The CCGs Communication Team has developed the 'portal' to signpost individuals to alternative formats. As of January 15 there have been no requests for information in alternative formats, however this will be monitored.	CCG Communications	April 2016	Next policy review

Equality Impact Findings:	
Analysis Rating:	GREEN - As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.
Red – Stop and remove the policy	Red: As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended that the use of the policy be suspended until further work or analysis is performed.
Red Amber – Continue the policy	As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . However, a genuine determining reason may exist that could legitimise or justify the use of this policy and further professional advice should be taken.
Amber – Adjust the Policy	As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.
Green – No major change	As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.

<p>Brief Summary/Further comments</p>	<p>As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>
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Signatures	
Other Comments	
Confirmed by (manager): (Name and Title)	
Date:	17.03.15