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First aid and emergency procedures



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FIRST AID AND EMERGENCY PROCEDURES

04

What your site and employer should do for you

1. Tell you the first aid and emergency procedures during the site induction.
2. Maintain emergency escape routes and equipment.
3. Provide first aiders and develop first-aid procedures.
4. Display emergency information, contacts and telephone numbers.
5. Provide emergency and rescue equipment.
6. Make accident books available and make sure records are confidential once completed.

What you should do for your site and employer

1. Be aware of the emergency procedures relating to your own workplace and safe system of work.
2. Know how to raise the alarm.
3. Know where and how to get first aid.
4. Know what to do in an emergency or site evacuation.
5. Know where to gather if there is an emergency.
6. Make sure the details of any accident you have are entered into the accident book.

Introduction

Every site should have procedures in place in case of an emergency such as fire, serious injury, collapse, people trapped or needing rescue, or chemical spill.

You must know the following information.

- How to raise the alarm.
- Where to go and what to do.
- What the alarm sounds or looks like.
- The escape or evacuation route.

Information should be given during site induction and displayed on noticeboards or signs.

Remember – sites are constantly changing and so can emergency escape routes.

! **Make sure you always know your escape route and where any equipment you may need is kept.**

You should also be familiar with any emergency procedures that form part of your safe system of work (such as confined space rescue and rescue from height).

First aid

During your site induction the following information should be explained.

- Where to find the first-aid kit.
- Who the first aider and/or appointed first-aid person is.
- How to contact or recognise the first aider and/or appointed person (for example, green hat or sticker on hard hat).
- Where to get first-aid treatment.



First-aid post

The primary aims of first aid are to preserve life (by carrying out emergency first-aid procedures), prevent the casualty's condition from worsening (for example, by making the area safe or keeping the casualty from moving) and promote recovery (by calling an ambulance and arranging fast emergency medical help).

Discovering a casualty

If you are first on the scene of an accident your actions could be crucial.

You should do the following.

- Assess the situation.
- **Make sure you do not put yourself in danger.**
- If it is safe to do so, remove or isolate the hazard.
- Go to the casualty and find out what is wrong.
- **Call for help** – if no-one comes explain to the casualty that you are going to go and find help and call the emergency services.
- Return and stay with the casualty until help arrives.

! **It is crucial that time is not wasted. The priority is getting help (first aid) and the emergency services to the injured person as soon as possible.**

FIRST AID AND EMERGENCY PROCEDURES

What employers must provide

Accidents and injuries do happen on site and employers must provide the following.

- Adequate first-aid cover at all times when the site is in operation, including shift work, which may mean appointing trained and competent people to act as first aiders or emergency first aiders, and making sure they are available at all times the site is occupied.
- Sufficient and suitable first-aid equipment for the hazards and the risks identified (for example, eyewash and burns kits).
- Arrangements for lone workers or, when the first aider is not there, a means to call for an ambulance or other professional help.

Employers should also take into account how far the site is from a hospital or the emergency services.

Firs-aid roles

Based on the findings of their assessment of first-aid needs, an employer could provide first-aid cover by appointing one or more of the following roles.

Appointed person first aid – is appointed when a first aider is not needed in the workplace. Appointed persons are not allowed to give first aid. Their job is to look after the first-aid equipment and facilities and call the emergency services if needed.

Emergency first aider – trained to give emergency first aid at work (EFAW) to someone who is injured or becomes ill.

First aider – trained in first aid at work (FAW) and able to provide first aid for a greater range of injuries and illnesses to someone who is injured or becomes unwell at work. Sometimes there may be other hazards on site (for example, working in confined spaces), therefore extra training may be needed.



If you use any first-aid equipment you must inform the person responsible for managing it: the first aider, the appointed person or your supervisor.

Mental ill health and first aid

Following the first-aid needs assessment, your employer might decide that it will be beneficial to train personnel so that they can identify and understand symptoms and are able to support someone who may be experiencing a mental health issue.

First-aid training courses covering mental health teach delegates how to recognise warning signs of mental ill health and help them to develop the skills and confidence to approach and support someone, while keeping themselves safe.

A mental health first aider is someone who has undertaken training and attained a recognised qualification as a mental health first aider (MHFA).