



BBC Studioworks

# First Aid Policy

Health and Safety Policy

**TABLE OF CONTENTS**

<b>1. SCOPE</b>	<b>2</b>
<b>2. INTRODUCTION</b>	<b>2</b>
<b>3. GENERAL</b>	<b>2</b>
<b>4. RESPONSIBILITIES</b>	<b>2</b>
<b>5. FIRST AID</b>	<b>3</b>
FIRST AID NEEDS ASSESSMENT	3
FIRST AID TRAINING	4
FIRST AID RISK ASSESSMENT	4
<b>APPENDIX 1 FIRST AID RISK ASSESSMENT</b>	<b>5</b>

## 1. Scope

This procedure applies to the employer who is required to provide adequate first aid provision to employees and other persons who may be injured or become ill at work.

## 2. Introduction

The purpose of this procedure is to identify the measures to be taken to meet BBC Studioworks statutory obligations in relation to First Aid requirements.

## 3. General

### **First Aid-**

First aid in the workforce is the provision of emergency treatment and life support for people suffering injury or illness at work.

### **First Aider-**

Is an individual who has undertaken a certificate in first aid training, to provide initial first aid care to the ill or injured.

The provision of any training, either in-house or externally, is subject to need, relevance to the individual's job, and where a level of competency is required.

## 4. Responsibilities

The Facilities Manager shall ensure that an assessment is conducted of the first aid needs within each area of the business, being appropriate to both the circumstances within their department and the risk of accidents or injuries that could arise from departmental activities

Facilities Management (with other senior managers) shall ensure there are adequate numbers of first aiders for their areas of responsibility.

Studioworks will arrange the first aid training as required, via the department responsible for first aid training - FM

Facilities Management where appropriate, is responsible for:

- Maintaining the lists of trained first aiders
- Ensuring the security staff are trained first aiders
- Maintenance of first aid facilities e.g. first aid boxes and rooms
- Ensuring contractors have adequate first aid cover
- displaying information on First aid arrangements and names of first aiders and other first aid signage

**First Aiders** provide emergency treatment, for injury or illness within their competencies. They also provide:

- Prompt and appropriate referral for injured persons who require further treatment.
- the maintenance of first aid facilities, including first aid equipment and checking and restocking first aid kits.
- recognition and reporting of deficiencies in the first aid service to the facilities team and H&S coordinators

## **5. First Aid**

The Health and Safety (First-Aid) Regulations require employers to provide suitable first-aid equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. Employers are required to carry out a risk assessment to decide on the numbers of First Aiders required and the level of training needed.

### **First Aid Needs Assessment**

A First Aid Needs Assessment should consider the following topics:

- the nature of the work, the hazards and the risks
- the nature of the workforce
- the organisation's history of accidents and illness
- the needs of travelling, remote and lone workers
- work patterns such as shift work
- the distribution of the workforce
- annual leave and other absences of first aiders
- first-aid provision for non-employees
- the size of the organisation.

## First Aid Training

There are two levels of workplace first aider:

- Emergency First Aider at Work (EFAW) – 6 hour course
- First Aider at Work (FAW) – 18 hour course.

Both qualifications are valid for three years, but the HSE guidelines strongly recommend that FAW and EFAW students attend an annual three-hour refresher course.

EFAW training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work. Topics covered in the EFAW course are – Acting safely, promptly and effectively in an emergency; Cardio Pulmonary Resuscitation (CPR); Treating an unconscious casualty (including seizure); Choking; Wounds and bleeding; Shock; Minor injuries; Preventing cross infection, recording incidents and actions and the use of available equipment.

FAW training includes EFAW and also equips the first-aider to apply first aid to a range of specific injuries and illness such as Fractures; Sprains and strains; Spinal injuries; Chest injuries; Severe burns and scalds; Eye injuries; Poisoning; Anaphylaxis; Heart attack; Stroke; Epilepsy; Asthma; Diabetes.

## First Aid Risk Assessment

Employers are required to carry out a risk assessment to decide on the numbers of First Aiders required and the level of training needed. The findings of the first aid needs assessment will help to decide whether first-aiders should be trained in FAW or EFAW. BBC Studioworks have carried out such an assessment for their business however, production companies using the premises or studios are required to complete their own.

## **Appendix 1 First Aid Risk Assessment**

Please see First Aid Needs Assessment (separate document)