



Tactical Security Options Ltd, Room 704 Cameron House, White Cross Industrial Estate,
South Road, Lancaster, Lancashire, LA1 4XF. Registered Company (10391759)

Tel: 07787788811 Email: dgap@hotmail.co.uk

FIRST AID ARRANGEMENTS

First Aid at Work

Introduction

Anyone of us, while at work, can suffer an injury or become unwell, regardless of a person's fitness levels or whether that injury or illness is work related. It is very important to remember that should such an event occur, you need to receive immediate attention from an appointed person i.e. first aiders, and in more serious cases Paramedics are summoned to your assistance.

Arrangements must be in place to ensure that first aid treatment is available for the initial management of any illness or injury suffered whilst at work.

Why – should employers provide first aid in the workplace?

1. First aid can and does save people's lives.
2. First aid treatment and assistance can prevent minor injuries becoming major injuries.
3. There is a Legal duty to do so:

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. These Regulations apply to all workplaces including those with five or fewer employees and to the self-employed.

How much - first aid cover should be provided?

- Should there be a First Aider?
- Should there be an Appointed Person?
- How many should there be?
- Should there be first aid cabinets, bags or even containers?
- How many should there be?
- Where should they be positioned?
- What should be in the first aid stations/locations?

All these questions can be logically answered by carrying out a first aid risk assessment.

Keeping a documented record of the assessment will help to keep a track of any information used to reach a decision and will assist when it comes to reviewing first aid provision (see appendix 1).



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When carrying out an assessment to determine first aid needs the following points need to be considered:

1. How many staff/employees are there?

The number of employees employed and in some cases the number of clients, visitors or sub-contractors that are interacted with, i.e. our staff working on our contractual contracts will contribute to the decision of what level of first aid provision is required, as per our risk assessment.

(There is no legal responsibility on employers to provide first aid for non-employees. However, the Health and Safety Executive (HSE) strongly recommends that they are included in the first aid provision). Therefore, Tactical Security Options Ltd will ensure these individuals are all included in the first aid provisions.

Fully trained Tactical Security Options Ltd or associate sub contracted staff, will be made available to administer first aid to members of public, if that member of public has been injured or become ill whilst on Tactical Security Options Ltd premises or in connection with Tactical Security Options Ltd activities.

Tactical Security Options Ltd or associate sub-contractors, and staff First Aiders are not insured to administer first aid to a member of public, or in cases not directly linked with a Tactical Security Options Ltd activity i.e. working, using our services, visiting or training courses, or when out and about and administering first aid to someone in need or acting as a good citizen. It is suggested that First Aiders take out personal insurance for incidents related to administering first aid.

The same rules apply to Appointed Persons, however they are only insured if they take out a personal insurance and when administering first aid treatments that they have been trained to administer.

2. Where are staff/employees located?

If staff or employees are located in different work places or on, different floors of a building there will need to be first aid cover for each work place and possibly each floor. For staff/employees, lone working there should be facilities that they can easily access should they need them.

A solution may be to give staff/employees lone working a personal first aid kit and training in its use. For example, when staff undertake tasks related to their duties, there should be on site first aid facilities. Alternatively, they should be issued with a personal first aid box. Tactical Security



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Options Ltd or sub contracted staff, should all be issued with a first aid facilities, kits and mobile first aid kits if transient or mobile i.e. in a vehicle.

3. Can the emergency services readily gain access to the places of work?

If they cannot they will need to be contacted to make them aware and to make special arrangements, if appropriate to gain access.

4. Do any staff work shifts or out of 'normal' hours, or weekends?

There should be first aid provision at all times that people are at work. Tactical Security Options Ltd or sub-contractors, and staff are all issued with a first aid kit.

5. Are there any staff/employees that may be at greater risk of injury or ill health?

Young employees, work experience trainees, employees with disabilities or health problems etc. must be taken into account.

6. What type of injury or ill health could occur in connection with work activities?

If there are significant risks associated with the work activities, then adequate numbers of First Aiders will be required to cover these risks.

7. Are there any specific risks? Do staff /employees work with; hazardous chemicals, moving machinery, at heights, with electricity, with sharp or dangerous tools, etc.

If there are specific risks, then extra training for First Aiders should be provided in how to deal with the resulting injuries or ill health effects. Extra more specific first aid equipment may be needed, such as a defibrillator.

- All staff may need to know how to summon emergency assistance.
- All first aid equipment must be readily available and easily accessible.
- A first aid room/area may be required.

8. What types of accidents or ill health have occurred before?

Examining historical accident / ill health data for the work area, such as the types of accident, where it happened, when it happened may help to determine the level of first aid provision that is required.



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Once the first aid assessment is complete it will enable an informed decision to be reached on the type and the amount of first aid provision required.

Further Guidance

- **Appointed Persons**

If the assessment identifies that the risk of injury or ill health is low, a First Aider may not be necessary. However, as a minimum, by law, a person must be appointed to take charge of the first-aid arrangements. These arrangements include looking after the first aid equipment and facilities, ensuring that supplies are available and calling the emergency services when required to do so. A Person must be 'appointed' and available to undertake these duties at all times when people are at work.

Tactical Security Options Ltd or sub-contractors, should facilitate and promote Appointed Person training which goes beyond the legal requirement and consists of:

First aid and the law	informing the emergency services	First aid box contents
Unconscious casualties	Rescue breathing	Recovery position
Chest compression	Treatment of shock	Bleeding
Bandaging		

This training equips the Appointed Person to deliver the emergency aid covered in this training. It should be remembered that Appointed Persons are not First Aiders and should not attempt to administer first aid for which they have not been trained.

Appointed Person training consists of 1 day and should be refreshed every 3 years.

Appointed Persons do not receive any fixed fee payment for the duties they perform.

- **Trained First Aiders**

There are no fixed legal requirements on the number of First Aiders that must be provided. The risk assessment will help to determine the number needed. (For further guidance see appendix 1)

Those wishing to be considered for first aid training should have ability, be reliable, have aptitude, be capable in stressful or physically demanding emergency situations and their job role should be suitable (able to leave their tasks quickly). The minimum age for a First Aider is 16 years old.



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Before taking up first-aid duties all First Aider's must hold a valid certificate of competence in first aid at work. This certificate must be issued by an organisation whose training and qualifications are approved by the Health and Safety Executive (HSE).

First Aider training normally consists of:

First aid and the law	Contacting emergency services	First aid box contents
Unconscious casualties	Rescue breathing	Recovery position
Chest compression	Treatment of shock	Bleeding
Eye injuries	Burns & scalds	Bandaging
Fractures and muscle injury	Respiration	Asphyxia
Circulation	CPR	Recording
Chocking	Heart conditions	Strokes

Normally First Aider training consists of 3 days training and the training must be refreshed every 3 years (2 days training) or to the national guidelines were appropriate as per the risk rating.

When an employee takes on extra duties as a nominated and trained First Aider Tactical Security Options Ltd will not pay the individual any fixed fees, unless agreed prior to the appointment by Tactical Security Options Ltd.

The agreed amount will be paid per contract or pro-rata for the hours the First Aider is contracted to work. Tactical Security Options Ltd must approve all payments. In order for payments to be approved:

- The need for a First Aider must have been identified through the assessment process.
- The individual must hold a current recognised first aid certificate.
- The individual must be on the Tactical Security Options Ltd database of First Aiders and their role must be made known to all other relevant staff/employees.

When all of these criteria are met Tactical Security Options Ltd will authorise payment for first aid duties as required.

If first aid certificates expire, staff no longer wishes to be First Aiders or they move to work areas where their first aid skills are no longer required, payments will cease. Once a first aid certificate expires the First Aider is no longer insured to administer treatments.



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- **First aid cabinets / bags / containers**

The assessment will help Tactical Security Options Ltd to determine the number and the type of first aid stations required. The risk assessment will also help to determine the most appropriate location to site the first aid stations, including acid attack grab bags and trained staff.

“The minimum level of first aid equipment is a suitably stocked and correctly identified first aid container. Every employer should provide for each work site at least one first aid container supplied with a sufficient quantity of first aid materials suitable for the particular circumstances.

First aid containers should be easily accessible, and placed, if possible, near to hand washing facilities. Employers assessing the need for first aid provision on large sites should consider providing more than one first aid container. First aid containers should protect first aid items from dust and damp and should only be stocked with items useful for giving first aid”.

Tablets, medications and creams must not be kept in first aid stations etc, or administered by first aid personnel. First aiders MUST check for any unauthorized items within the first aid kits, remove them and report them accordingly.

- **Contents of cabinets / bags / containers**

There is no mandatory list of items that should be included in a first aid station. Employers should decide what to include in the first aid station from information gathered during their assessment of first aid needs. (See appendix 2 for guidance on the minimum requirements).

The contents of first aid containers should be regularly inspected and always re-stocked as soon as possible after use. Sufficient supplies should be readily available. Contents must never be used after the expiry date has passed.

- **Signage**

All first-aid containers must be clearly identified by a white cross on a green background (Safe Condition).





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- **Training for all employees**

In order that first aid arrangements are fully effective ALL employees must be made aware of the arrangements that are in place. All employees must know that first aid treatment is available, how to access it, who the first aid personnel are and how to report work related injuries, incidents or ill health.

Information on the first aid arrangements should be provided to employees, initially, during the induction process.

Employees can be informed and kept up to date on first aid arrangements by the use of appropriately located notices.

Accident Reporting

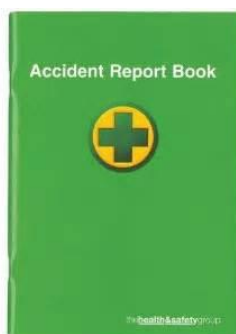
All work related injuries or ill health must be reported in accordance with 'Accident/Incident Reporting Arrangements'.

- **First Aid Treatment Record Book**

First Aid personnel should log all treatments given in a 'First Aid Book'.

The log should normally include:

- Date, time, place of treatment
- Name and job title of treated person
- Details of treatment given
- What happened after treatment – back to work, hospital, home, etc.
- Signature of first aider





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First Aid Books are available from Tactical Security Options Ltd

What you need to do – Line Managers

- Ensure an assessment is carried out to determine all your first aid requirements
- Nominate first aid personnel as determined by the risk assessment
- Arrange training of first aid personnel via Tactical Security Options Ltd
- Site and stock first aid cabinets / bags / containers
- Display relevant first aid signs and notices
- Inform all your staff of the first aid provision available
- Keep staff abreast of any changes
- Ensure all staff are fully aware of accident / incident / ill health reporting procedure
- Ensure accident / incident forms are available to all staff
- Ensure first aid personnel have access to a 'first aid treatment book' (available from Tactical Security Options Ltd)
- Monitor and review your arrangements to ensure they are effective

What you need to do – Employees

- Ensure you know who your trained first aid personnel are.
- Ensure you know where the nearest first aid facilities are located
- Ensure you are aware of the arrangements for reporting an accident / incident or ill health.
- Ensure you know where to obtain an 'accident/incident/ill health form' from
- Ensure you report all accidents/incidents/ill health according to procedures
- Cooperate in any subsequent investigations



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What you need to do - First Aiders

- Ensure your first aid certificate is valid
- Provide first aid treatment as agreed and in accordance with the training you have received
- Remind those you treat of the requirement to report all workplace accidents and work related ill health
- Record all the first aid treatment you provide in a 'First Aid Treatment Book' (available From Tactical Security Options Ltd)
- Monitor and re-stock first aid cabinets / bags / containers as required and agreed
- Give Tactical Security Options Ltd adequate notice to arrange refresher training
- Ensure you attend refresher training to maintain the validity of your certificate
- Inform line management of any shortfalls or discrepancies in the first aid provision

What you need to do – Appointed Person

- Ensure you have attended 'Appointed Person' training in the last 3 years
- Monitor and re-stock first aid cabinets / bags / containers as required and agreed
- Summon emergency assistance when required
- Give Tactical Security Options Ltd adequate notice to arrange refresher training
- Ensure you attend 'Appointed Person' refresher training once every 3 years
- Inform line management of any shortfalls or discrepancies in the first aid provision

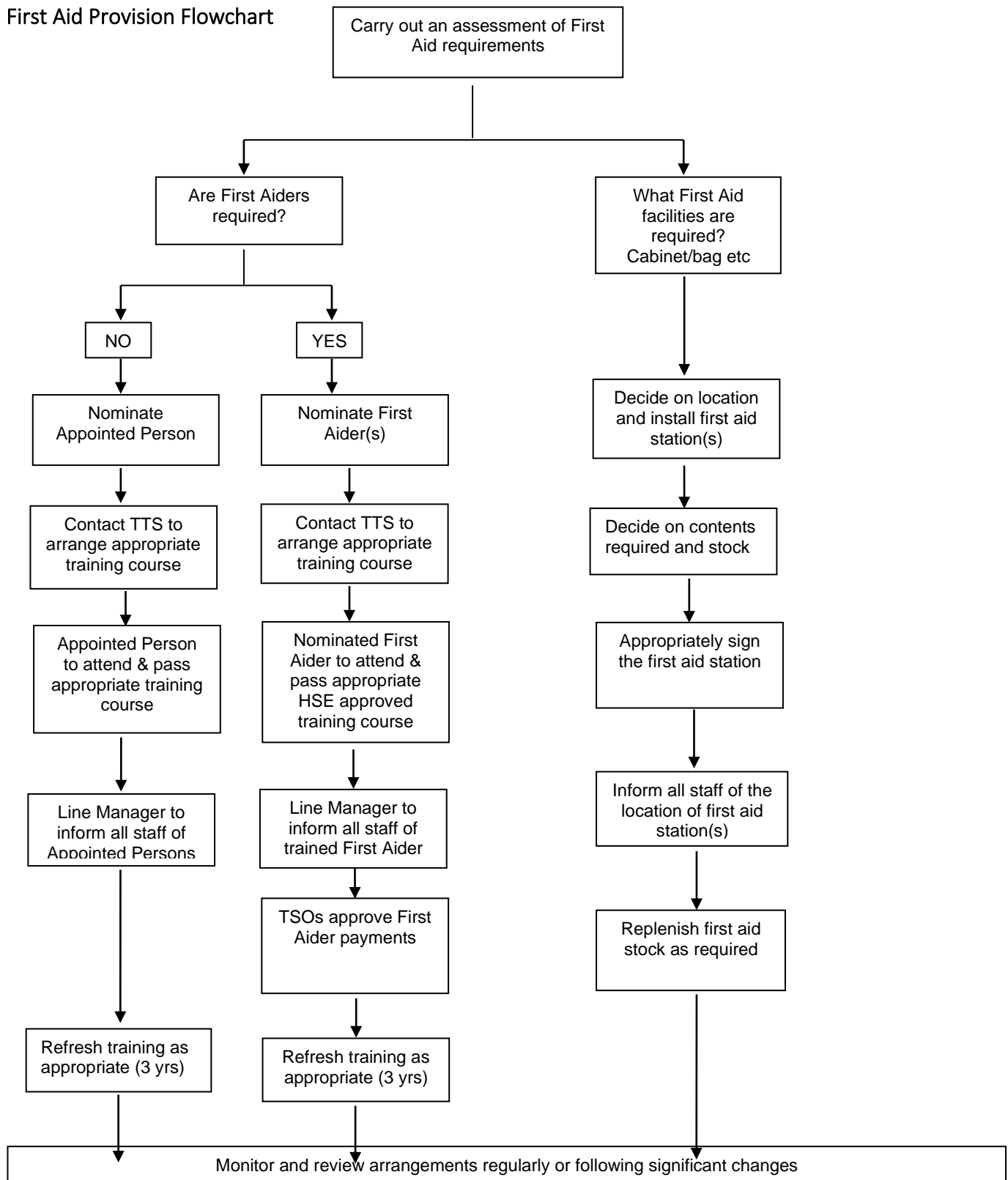


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First Aid Provision Flowchart





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Appendix 1

Guidance on appropriate numbers of first aid personnel

The numbers of first aid personnel required to be available at all times people are at work is based on assessments of risk and number of employees.

Where there are special circumstances, such as remoteness from emergency medical services, shiftwork, or sites with several separate buildings, there may need to be more first-aid personnel than suggested below. Increased provision will be necessary to cover for absences and holidays.

The following chart gives some suggestion to the numbers of first aid personnel that may be appropriate:

Lower risk	Number employed	
e.g. offices, libraries, galleries etc.	Fewer than 50	At least one appointed person
	50-100	At least one first aider
	More than 100	One additional first aider for every 100 employed
Medium risk		
e.g. maintenance repairs, sport centre, street cleansing etc.	Fewer than 20	At least one appointed person
	20-100	At least one first aider for every 50 employed (or part thereof)
	More than 100	One additional first aider for every 100 employed
Higher risk		
e.g. some construction work, work with sharp equipment, extensive work with dangerous machinery.	Fewer than 5	At least one appointed person
	5-50	At least one first aider
	More than 50	One additional first aider for every 50 employed

Where there are hazards for which additional first-aid skills are necessary

In addition, at least one first aider trained in the specific emergency action

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Risk Assessment of First Aid needs

Work Place or Work Area Various work locations around the country.

Level of risk from activities High/medium/low	Numbers employed	Same location or various locations	Are shift patterns worked	Other conditions for consideration
Medium	0-20	Various	Yes / Weekends / Nights	n/a

Estimated Number of First Aiders Required..... (0)

Estimated Number of Appointed Persons Required (1) Dave Pattinson / Stacey Vivian

Signed.....

Date.....



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Appendix 2

Guide to minimum first aid equipment required

- 20 individually wrapped sterile dressings (assorted sizes), appropriate to the type of work e.g. dressings should be of the detectable type for food handlers
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins;
- Six medium sized individually wrapped sterile unmedicated wound dressings - approximately 12 cm x 12 cm
- Two large sterile individually wrapped unmedicated wound dressings –approximately 18 cm x 18 cm
- One pair of disposable gloves

This is a suggested contents list only; equivalently appropriate but different items will be considered acceptable.

Additional first-aid materials and equipment

Your assessment may conclude that there is a need for additional materials and equipment, for example scissors, adhesive tape, disposable aprons, individually wrapped moist wipes. These may be kept in the first-aid container if there is room. But they may be stored separately as long as they are available for use if required.

In particular circumstances the assessment might identify a need for items such as protective equipment, in case, for example, first aiders have to enter dangerous atmospheres; or blankets to protect casualties from the elements. These additional items should be securely stored near the first-aid container, in the first-aid room or in the hazard area, as appropriate. It is important that access to these items is restricted to people trained in their use.

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



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Traveling first-aid kits

First-aid kits for traveling workers would typically contain:

- a leaflet giving general guidance on first aid (for example HSE leaflet *Basic advice on first aid at work INDG37*)
- six individually wrapped sterile adhesive dressings
- one large sterile unmedicated dressing - approximately 18 cm x 18 cm
- two triangular bandages
- two safety pins;
- individually wrapped moist cleansing wipes
- one pair of disposable gloves

This is a suggested contents list only; equivalent but different items will be considered acceptable. As with first-aid containers, the contents of kits should be kept stocked from the back-up stock at the home site.

This policy has been approved & authorised by:

Name: Dave Pattinson / Stacey Vivian

Position: Managing Director / Operations Manager

Date: April 2020

Signature:

Signature:



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Currently TSO Appointed persons in First Aid are:

Dave Pattinson
Stacey Vivian
Stephen Nardone
Andrew Nardone
Julie Coward
Toni Rae