

Health Safety & Wellbeing

First Aid Needs Assessment

Date of report: 11 January 2024

Approved by: Corporate Health and Safety Leadership Board

Reference: CEX-FA-001

Review Due: January 2027



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1.0 Introduction

Carmarthenshire County Council is required by the Health and Safety at Work etc. Act 1974 and the Health and Safety (First Aid) Regulations 1981 to provide adequate and appropriate equipment, facilities, and personnel to ensure employees receive immediate attention if they are injured or taken ill at work.

In addition, the authority has a moral duty to take into consideration the first aid requirements for those who are not employed, e.g., members of public, service users, pupils etc.

The previous first aid needs assessment was undertaken several years ago. This required a review, and this is the purpose of providing this report.

Therefore, it is essential that the previous first aid needs assessment is reviewed and clarifies if the current position of recommended training levels remains current to meet the required duties place on the authority.

2.0 Scope

This report covers the first aid needs assessment of the authority, schools, and services to ensure that suitable first aid training levels and training are made available.

This report does not outline specific arrangements (such as numbers of first aiders or equipment) for services, workplaces, or buildings. Each Manager / Head Teacher should identify the suitable number of appointed persons, first aiders and first aid equipment and this should be in line with the needs of the service, workplace, or building. Guidance is available on the intranet / Porth to assist in this process.

3.0 Types of First Aid Provision

Appointed Person

The role of this appointed person includes looking after first-aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover where a first aider is absent due to unforeseen circumstances (annual leave does not count). An appointed person does not need first-aid training. An appointed person is not necessary where there are an adequate number of appropriately trained first aiders.

Emergency First Aid at Work (1 day trained first aider)

The role of an Emergency First Aid at Work (EFAW) trained first aider – at this level the first aider is qualified to give emergency first aid to someone who is injured or becomes ill while at work. They are also responsible for looking after first aid equipment in their areas of work to ensure supplies are maintained and are within the recommended expiry dates.

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In addition to the standard training, this type of first aider is trained in the use of a defibrillator.

For specific types of premises and roles the training provided focuses on specific areas of first aid, for example, there is a paediatric adaptation that is provided for all Primary Schools and where services are provided to children 4 years old and under etc.

Additionally, the one-day course can be adapted to include additional bolt on areas such as catastrophic bleeding for those who use higher risk equipment such as chainsaws.

Where required additional standalone workshops for specific medical condition management such as epilepsy can be provided to ensure all relevant staff, including first aiders, receive appropriate training to manage these conditions and administration of medication.

First Aid at Work (3 day trained first aider)

The role of a First Aid at Work (FAW) trained first aider – qualified to EFAW level but can also apply first aid to a range of specific injuries and illnesses. They are also responsible for looking after first aid equipment in their areas of work to ensure supplies are maintained and are within the recommended expiry dates.

This level of training covers a wider range of specific first aid treatments, usually required where a specific first aid needs assessment identifies that there is an increased risk of first aiders being required to deal with issues such as poisoning, anaphylaxis, burns or fractures.

Mental Health First Aider

The main aim of the Mental Health First Aider is to spot the signs of possible mental ill-health and to provide initial support to staff who need assistance, in much the same way as a physical First Aider responds to physical injury or illness. The Mental Health First Aider will be supported to promote a workplace culture where staff are free to discuss mental health issues openly and feel supported by their colleagues when they do so.

4.0 First Aid Needs Assessment

In order to identify the levels of training that Carmarthenshire County Council should provide, an overarching first aid needs assessment has been undertaken. The needs assessment has considered the following:

- The type of work undertaken across the authority.
- Hazards and the likely risk of them causing harm.
- The size of the workforce, split across departments, divisions, and services.
- Work patterns, holidays and absences.
- The history of accidents within the authority.
- Access to emergency medical services.

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- Provision of first aid for non-employees such as members of public, pupils and service users.

A copy of the overarching needs assessment is at appendix 1.

To identify the number of first aiders and the equipment required for each workplace, service or building, Managers / Head Teachers should undertake a specific first aid needs assessment following the First Aid Guidance on the intranet / Porth. If a department, division, or service believes that they require alternative first aid arrangements for a specific reason, it is recommended that the Manager / Head Teacher includes this in their first aid needs assessment and discuss this with the health and safety team.

5.0 Conclusions and Recommendations

Taking into consideration the first aid needs assessment, it has confirmed that the authority position previously identified has been upheld. Therefore, the standard level of training recommended is:

- Emergency First Aid at Work (EFAW) 1 day trained first aid cover with additional elements to be identified by the service for inclusion on the course.

The only deviation from this, may be possible in lower risk environments, such as offices with limited numbers and no access by members of public, pupils, or service users. In these locations and as a temporary measure and where hybrid working is developing, Managers / Head Teachers can identify an appointed person as a minimum to provide a consistent level of cover.

The recommendation for refresher or repeat training is to ensure that all EFAW first aiders receive refresher training at a minimum of 3-year intervals, however, if the first aider requests refresher training due to inactivity during this period, this should be supported.

It is recommended that all Managers / Head Teachers undertake a review of their first aid needs assessment to clarify they currently have in place the required numbers of first aiders and provide an appropriate amount of equipment.

First Aid Guidance is available on the intranet / Porth to support Managers / Head Teachers in meeting their duty to provide first aid cover and equipment.

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Appendix 1

Department / Division / Service	Type of work undertaken	Highest risk for hazards / injuries	Access to medical services	Accident history	Access by members of public, pupils, service users	Appointed Person / EFAW / FAW	Additional Elements
Place & Infrastructure Environmental Infrastructure	Construction & Maintenance Vehicle maintenance Grounds maintenance Site visits / inspections Electrical Engineering Design Work on public highway	Vehicle contact Chainsaw injuries Use of tools	Standard but some areas of work are remote and rural	Mostly minor injuries, occasional major	Some contact	EFAW	Catastrophic Bleeding for chainsaw use Some bespoke areas for medication (e.g., passenger transport)
Place & Infrastructure Environmental Infrastructure	Waste collection Grounds maintenance Site visits and inspections Work on public highway	Vehicle contact Chainsaw injuries	Standard but some areas of work are remote and rural	Mostly minor injuries, occasional major	Some contact	EFAW	Catastrophic Bleeding for chainsaw use

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Place & Infrastructure Place & Infrastructure	Site visits and inspections Work on public highway	Vehicle contact Slips, trips, falls	Standard but some areas of work are remote and rural	Minor injuries	Regular contact	Appointed person minimum cover but recommend EFAW	N/A
Place & Infrastructure Property	Tool use Maintenance Site visits	Vehicle contact Slips, trips, falls Use of tools	Standard but some areas of work are remote and rural	Mostly minor injuries, occasional major	Regular contact	EFAW	N/A
Place & Infrastructure Business Support & Improvements	Office based activities Cleaning services	Use of cleaning materials Manual handling	Standard but some areas of work are remote and rural	Minor injuries	Some contact	Appointed person minimum cover but recommend EFAW	N/A
Communities Homes & Safer Communities	Social care work Visits to domestic properties Housing – office & community support Site visits	Manual handling Medication Slips, trips, falls Violence & Aggression	Standard but some areas of work are remote and rural	Mostly minor injuries, occasional major	High level of contact	EFAW	Some bespoke areas for medication

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<p>Communities</p> <p>Adult Social Care</p>	<p>Social care work Social work activities Visits to domestic properties Site visits Office based activities</p>	<p>Manual handling Medication Slips, trips, falls Violence & Aggression</p>	<p>Standard but some areas of work are remote and rural</p>	<p>Mostly minor injuries, occasional major</p>	<p>High level of contact</p>	<p>EFAW</p>	<p>Some bespoke areas for medication</p>
<p>Communities</p> <p>Integrated Services</p>	<p>Social care work Social work activities Visits to domestic properties Site visits Office based activities</p>	<p>Manual handling Medication Slips, trips, falls Violence & Aggression</p>	<p>Standard but some areas of work are remote and rural</p>	<p>Mostly minor injuries, occasional major</p>	<p>High level of contact</p>	<p>EFAW</p>	<p>Some bespoke areas for medication</p>
<p>Communities</p> <p>Leisure & Sport</p>	<p>Leisure centre provision Community leisure activities Country Parks including grounds maintenance activities Cultural premises Events Catering</p>	<p>Manual handling Slips, trips, falls Violence and Aggression Vehicle contact Chainsaw injuries</p>	<p>Standard but some areas of work are remote and rural</p>	<p>Mostly minor injuries, occasional major</p>	<p>High level of contact</p>	<p>EFAW</p>	<p>Catastrophic Bleeding for chainsaw use</p>

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<p>Education & Children</p> <p>Schools</p>	<p>Educational based activities</p> <p>Sporting activities</p> <p>Special Educational Needs</p> <p>Supporting children with medical needs</p> <p>Grounds maintenance</p> <p>General maintenance</p>	<p>Manual handling</p> <p>Slips, trips, falls</p> <p>Violence and Aggression</p> <p>Vehicle contact</p> <p>Use of tools</p> <p>Medical</p>	<p>Standard but some areas of work are remote and rural</p>	<p>Mostly minor injuries, occasional major</p>	<p>High level of contact</p>	<p>EFAW (Paediatric)</p>	<p>Some bespoke areas for medication</p>
<p>Education & Children</p> <p>Children's Services</p>	<p>Social work activities</p> <p>Fostering</p> <p>Youth work</p> <p>Care services</p>	<p>Manual handling</p> <p>Medication</p> <p>Slips, trips, falls</p> <p>Violence & Aggression</p>	<p>Standard but some areas of work are remote and rural</p>	<p>Mostly minor injuries, occasional major</p>	<p>High level of contact</p>	<p>EFAW (Paediatric)</p>	<p>Some bespoke areas for medication</p>
<p>Education & Children</p> <p>Access to Education</p>	<p>Office based activities</p> <p>Catering activities</p> <p>Site visits</p> <p>Meeting with parents / public</p>	<p>Manual handling</p> <p>Slips, trips, falls</p> <p>Violence and Aggression</p> <p>Use of catering tools & equipment</p>	<p>Standard but some areas of work are remote and rural</p>	<p>Mostly minor injuries, occasional major</p>	<p>High level of contact</p>	<p>EFAW</p>	<p>N/A</p>

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Education & Children Curriculum & Wellbeing	Office based activities Site visits Meeting with parents / public	Manual handling Slips, trips, falls Violence and Aggression Medical	Standard but some areas of work are remote and rural	Minor injuries	Regular contact	EFAW	N/A
Education & Children Education & Inclusion	Office based activities Site visits Meeting with parents / public	Manual handling Slips, trips, falls Violence and Aggression Medical	Standard but some areas of work are remote and rural	Minor injuries	Regular contact	EFAW	N/A
Education & Children Primary Schools	Office based activities Catering activities Provision of Education to children aged 3-11 years. Meeting with parents / public	Manual handling Slips, trips, falls Violence and Aggression Use of catering tools & equipment Medical	Standard but some schools are remote and rural	Mostly minor injuries, occasional major	High level of contact	EFAW (Paediatric)	Some bespoke areas for medication
Education & Children Secondary Schools	Office based activities Catering activities Provision of Education to children and young adults from 11-18 years old. Meeting with parents / public	Manual handling Slips, trips, falls Violence and Aggression Use of catering tools & equipment	Standard but some schools are remote and rural	Mostly minor injuries, occasional major	High level of contact	EFAW	Some bespoke areas for medication

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		Medical					
<p>Education & Children</p> <p>Special Educational Needs Schools / Behavioural Units</p>	<p>Office based activities</p> <p>Catering activities</p> <p>Provision of Education to children and young adults with special educational needs or behavioural related needs.</p> <p>Meeting with parents / public</p>	<p>Manual handling</p> <p>Slips, trips, falls</p> <p>Violence and Aggression</p> <p>Use of catering tools & equipment</p> <p>Medical</p>	<p>Standard but some schools are remote and rural</p>	<p>Mostly minor injuries, occasional major</p>	<p>High level of contact</p>	<p>EFAW</p> <p>EFAW (Paediatric)</p>	<p>Some bespoke areas for medication</p>
<p>Chief Executives</p> <p>All Divisions</p>	<p>Town / Markets</p> <p>Marketing & Media</p> <p>ICT</p> <p>Electoral Services</p> <p>Regeneration</p> <p>Office based activities</p>	<p>Manual handling</p> <p>Slips, trips, falls</p> <p>Violence and Aggression</p>	<p>Standard but some areas of work are remote and rural</p>	<p>Minor injuries</p>	<p>Regular contact</p>	<p>EFAW</p>	<p>N/A</p>
<p>Corporate Services</p> <p>All Divisions</p>	<p>Office based activities</p> <p>Financial services</p> <p>Cash desks</p> <p>Audit & Risk</p> <p>Management services</p>	<p>Manual handling</p> <p>Slips, trips, falls</p> <p>Violence and Aggression</p>	<p>Standard but some areas of work are remote and rural</p>	<p>Minor injuries</p>	<p>Regular contact</p>	<p>EFAW</p>	<p>N/A</p>