



First aid at work

Forestry and land Scotland Policy for those that work on our land (v6, October 2015)

Introduction

1. Forestry and Land Scotland (FLS) has updated its First Aid at Work policy, as set out in this document. Contractors, hauliers and others wishing to work on its land will need to show that they comply by:
 - Assessing your first aid provision and requirements, with the help of this document.
 - Putting in place the appropriate trained individuals, equipment and emergency procedures.
 - Recording what you have provided.
2. People, wherever they work in our industry, can suffer injury or be taken ill. It is essential that we have first aid provision in place so that we can give them immediate attention and call an ambulance if needed. This guidance covers what you need to do to ensure that can happen. Proper first aid provision can save lives and prevent minor injuries becoming major ones.
3. The Health and Safety Executive's guidance and regulations relating to first aid were revised most recently in 2013 and the subject of first aid continues to be explored by our Forest Certification auditors. In response to that, this document sets out our updated approach to first aid provision. It shows the minimum standards for those working on FLS managed land.
4. This guidance should be read alongside FISA802 (Emergency Planning).

Legislation

5. The Health and Safety (First Aid) Regulations 1981 place a general duty on employers to "provide or ensure that there are provided such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to his employees if they are injured or become ill at work".
6. Self employed persons are also covered by the Regulations and are required to provide adequate and appropriate equipment so that they can render first aid to themselves if they are injured at work.

7. The Regulations do not require employers to provide first aid for visitors or non-employees. However HSE strongly recommend that employers include them in their assessment of first aid needs and make provision for them.

What must Managers/Contractors do?

8. Managers/Contractors must assess what their first aid needs are and ensure they have adequate and appropriate provision in place at all times when people are at work. Managers/Contractors should use the guidance contained in this document to assist with that. The assessment should be based on the realistic needs rather than trying to cover all possible eventualities.
9. Appendix 1 shows outline assessments of first aid needs for some forestry scenarios. Managers/Contractors should refer to the scenarios, but also pick out and properly consider any additional factors that are specific to the workplaces of those they are responsible for. Additional factors may include:
 - Hazards in the workplace; such as electricity, machinery, slips/trips.
 - Numbers of individuals on site; increase the first aid skill level and provide more trained people accordingly.
 - Individuals that are inexperienced or have known disabilities or health issues.
 - Previous accidents and ill-health records.
 - Working arrangements; particularly where travelling, remote or shift working, or in offices elsewhere.
 - Remoteness from emergency medical services and communication issues.
 - Individuals working on shared or multi-occupied sites.
 - Holidays and other temporary absences of first aiders or appointed persons.
10. You can use Appendix 2 to help you record your assessment of first aid provision and whether it fits with this guidance or not. Remember your individuals may need to be willing to treat others if they are to be counted in any assessment.
11. Managers/Contractors must ensure that all individuals are asked to declare any medical condition (e.g. diabetes, epilepsy), or any cultural or religious issues that may impact on the provision of first aid to them. Any individuals who declare conditions or issues must be encouraged to discuss their specific needs with first aiders, so they can be prepared to provide the appropriate assistance as necessary. Such individuals should also be encouraged to tell their close working colleagues, helping them to respond appropriately to any accident or ill-health situation. However, each individual has a right to confidentiality that must be respected and maintained at all times and if there is no declaration then the expectation will be that first aid treatment will be carried out with the best of intentions.

What are the basics of First Aid provision?

12. Provision can be broken down into 3 main areas:
 - First aid training and numbers of trained people.

- First aid kits and where you should keep them.
- Procedures to follow in an emergency.

First aid training and numbers of trained people

- 13. Training.** First-aiders on FLS managed land must hold a valid certificate of competence in either:
 - First Aid at Work (FAW), based on a minimum 3-day course.
 - Emergency First Aid at Work (EFAW), based on a minimum 1-day course.
14. Both qualifications have a 3-year certification period. Re-qualification for FAW must be done over a minimum of 2-days, and for EFAW a repeat of the 1-day course is required.
15. On FLS managed land the preference for many of those needing training will be the EFAW course although some will require FAW. The decision between the two should largely be based on matching the skills you think you may need for your possible accidents/illnesses, to the course that gives you those skills. Good courses often include scenario-based training. To help decide between course options Appendix 3 shows general course contents.
16. “+F” training. Working with the principle of matching skills to your possible accidents/illnesses, those working in core operations will require training that has been delivered with a forestry context (ie sites remote from medical aid and where limited help will be available). This training is referred to in this guidance as EFAW+F or FAW+F. The term “+F” may not be widely recognised. Core operations means; harvesting, civil engineering, mechanised ground preparation, planting, fencing, pesticides application, forest nursery activities, or similar. It includes any lone workers or site supervisors.
17. They may also need add-on elements for our special hazards (eg severe chainsaw cuts, crush injuries, hypothermia, Lyme disease).
18. “+F” will be recognised when “forestry context” or “remote sites” or “+F” is noted on certificate or supporting correspondence.
19. First aiders involved in non-core operations will need a valid EFAW or FAW certificate. The +F element can be seen as desirable for non-core.
20. Hauliers are also required to have first aid training. They have the option to take the FAW or EFAW courses (as described above) in addition to, or instead of, a day’s first aid training a part of their Driver CPC (Continuing Professional Competence).
21. Appointed Persons (AP) can contribute to first aid provision. AP responsibilities include looking after first aid equipment/facilities and calling the emergency services when required. APs do not need first aid training and individuals could receive most of the information they need to carry out the role as part of normal workplace induction.
22. Selecting Training Providers. As of 1st October 2013, HSE stopped offering accreditation of first aid training providers. Now, when looking for a training provider the strongly preferred route is for you to check they offer regulated qualifications through an Ofqual/SQA/Welsh Government accredited awarding body; List of Awarding Bodies.
23. Alternative routes are to look for one who;

- operates under a voluntary approval scheme for example, a trade or industry body,
 - operates independently,
 - is from one of the Voluntary Aid Societies (St John Ambulance, British Red Cross and St Andrew's First Aid).
24. These all require a level of due diligence to be carried out and guidance on that can be found here.
 25. Managers/Contractors can seek training from their known providers where appropriate. If they need support with selection they can contact their representative body or FLS Health Safety and Wellbeing.
 26. Refreshing training within the 3 years. FLS supports the HSE recommendation that first aiders undertake annual refresher training in addition to 3-yearly requalification training. This will help first aiders maintain their basic skills and keep up-to-date with any changes to first aid procedures.
 27. HSE have stated that refresher events should be of minimum half-day duration, led by someone with current experience of first aid skills and competence to train. Appendix 3 shows general course contents. On-line refresher training, on its own, should not be seen as effective.
 28. For forestry, refresher training can usefully be based around a field exercise and should include the importance of, and arrangements for, planned emergency procedures. Importantly, if Managers/Contractors don't have access to someone with current experience of first aid skills and a documented competence to train, they should use an outside provider.
 29. Numbers of trained people. In forestry we need to provide adequate cover across a wide range of worksites and locations. The table in Appendix 1 sets out FLS's guidance for various scenarios, but must be read with the following considerations in mind:
 - The Regulations suggest the numbers of first aiders that should be available for different situations but emphasise that Managers/Contractors should assess first aid needs. Given issues such as the size and remoteness of our sites, the FLS policy is to require more first aiders than the Regulations suggest.
 - The FLS guidance shows minimum numbers that should be available on a site at all times. It is expected that more individuals will have to be trained to maintain those levels, to allow for when individuals have to leave site temporarily or are not at work.

First Aid kits and where you should keep them

30. First Aid kits. Managers/contractors may wish to refer to British Standard BS8599 which provides information on the contents of workplace first-aid kits. However there is no mandatory list of items to put in a first aid kit as it depends on what you assess your needs to be based on possible accidents.
31. First aid containers should protect the contents and be clearly marked with a white cross on a green background.

32. A first aid kit should be available to all individuals at all times. A personal kit, if required, should be carried by the person while at work. Other kits should always be at a readily locatable and accessible place on the site.
33. Managers/Contractors must ensure that the necessary numbers and types of first aid kits are maintained, and that they remain complete and fit for purpose. All kit contents should be checked and replaced on a regular basis.

Planning for emergencies

34. Emergency procedures. When serious accidents/illnesses happen it is important to minimise the time taken for the emergency services to reach the scene. The means to achieve this must always be planned for in advance and explained to those on site. FISA802 (Emergency Planning) provides useful guidance and a format for the basic essential written record you will need to make.
35. A useful principle within this is that managers, as part of planning, should liaise with the local ambulance control to find out the best protocol for calling for help and getting ambulance support to sites.

Other issues

36. Records and reviews. Managers/Contractors should keep a written record of the dates on which first aiders obtain their certificates and have their refresher events. Records should also be kept of any incidents they attend. A management system should include tasks to review first aid provision and training needs, as well as kit content and equipment checking.
37. For specific sites or operations the first aid requirements should be included in planning. Checking for certificates, kits and emergency procedures should form part of normal monitoring and supervision.
38. Informing people. Managers/Contractors must tell individuals of the first aid arrangements including who and where the first aiders or appointed persons are, and where the first aid kit is. In built facilities, signs should also provide that information.

Queries

39. Any queries related to this policy and guidance can be directed firstly to your representative body and then to the FLS Health, Safety and Wellbeing team.

References

40. The Health and Safety Executive publications:
 - First Aid at Work – Your questions answered (INDG214, rev2, published 05/14;
 - First Aid at Work – Approved Code of Practice and Guidance (L74, 3rd edition, published 2013); and
 - FISA802 – Emergency Planning.

Appendix 1

First Aid; Scenarios and Minimum Recommended Provision for those working on FLS land

Risk	Activity examples	Training level	Equipment	Other requirements
For anyone working on their own (even when colleagues leave site temporarily)				
High Risk	Lone workers Site supervisors	All individuals trained to a minimum of EFAW+F.	Individuals with personal first aid kit. First Aid kit in vehicle.	Effective lone working system including emergency procedures.
	Hauliers	All individuals trained to a minimum of 1-day First Aid as part of Driver CPC.	First Aid kit in vehicle.	Effective lone working system including emergency procedures.
For people working in pairs or larger groups				
High Risk	Harvesting Civil engineering /construction Planting/fencing	At least 2 individuals trained to a minimum of EFAW+F, at all times.	First Aid kit on site. Individuals with personal first aid kit when away from site/vehicle kit and at significant risk.	Effective, written and discussed emergency procedures. See AFAG802.
	Pesticide operations Forest Nursery operations	At least 2 individuals trained to a minimum of EFAW+F, at all times.	First Aid kit on site. Additional items (e.g. eyewash), consider via COSHH assessment. Individuals with personal first aid kit.	Effective emergency procedures (as above).
	Mechanical ground preparation	All individuals trained to a minimum of EFAW+F.	First Aid kit in vehicle. Individuals with personal first aid kit when away from site/vehicle kit and at significant risk.	Effective emergency procedures (as above).

Haulage	All individuals trained to a minimum of 1-day First Aid as part of Driver CPC.	First Aid kit in vehicle.	Effective emergency procedures (as above).
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- 41. Where it states “to a minimum of” above, you should consider whether FAW (or FAW+F) level training better offers the skills you need for your scenario.
- 42. Where the number of individuals on site rises to 25 in high risk, or 50 in low risk, you must have a first aider qualified to FAW level.

Appendix 2

First Aid; Record of provision

First aid personnel	Required? Yes / No	Number needed
First aider with FAW certificate		
First aider with EFAW certificate		
First aider with EFAW+F certificate		
First aider with FAW+F certificate		
Haulier with Driver CPC first aid training		
First aider with other additional training (e.g. defibrillator)		
Appointed person		
Notes		
First aid equipment	Required? Yes / No	Number needed
"Personal" first aid kit		
"Office" first aid kit		
"Outdoor" first aid kit		
"Car" first aid kit		
Additional equipment (specify)		
Notes		

Information to enter in this form, or record elsewhere, should include:

- where first aid personnel are required; who those people are and where they are based, along with their working hours
- where first aid equipment is provided; what equipment is included and where it is stored.

Appendix 3

Content of a first aid Course

Content of a first aid at work (FAW) course

On completion of training, whether a full FAW course or a FAW requalification course, successful candidates should have:

1. satisfactorily demonstrated competence in all of the subject areas listed below for the EFAW course, and also to be able to:
2. administer first aid to a casualty with:
 - i. injuries to bones, muscles and joints, including suspected spinal injuries
 - ii. chest injuries
 - iii. burns and scalds
 - iv. eye injuries
 - v. sudden poisoning
 - vi. anaphylactic shock
3. recognise the presence of major illness (including heart attack, stroke, epilepsy, asthma, diabetes) and provide appropriate first aid

Content of an emergency first aid at work (EFAW) course

On completion of training, successful candidates should be able to:

1. understand the role of the first-aider including reference to:
 - a. the importance of preventing cross-infection
 - b. the need for recording incidents and actions
 - c. use of available equipment
2. assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
3. administer first aid to a casualty who is unconscious (including seizure)
4. administer cardiopulmonary resuscitation
5. administer first aid to a casualty who is choking
6. administer first aid to a casualty who is wounded and bleeding
7. administer first aid to a casualty who is suffering from shock
8. provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters)

Suggested content of annual refresher course

1. assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
2. administer first aid to a casualty who is unconscious (including seizure)
3. administer cardiopulmonary resuscitation
4. administer first aid to a casualty who is wounded and bleeding

5. administer first aid to a casualty who is suffering from shock