



Tom George Surfacing Ltd

Directors: Thomas Penfold & George Das-Friend

Date: 24th May 2024

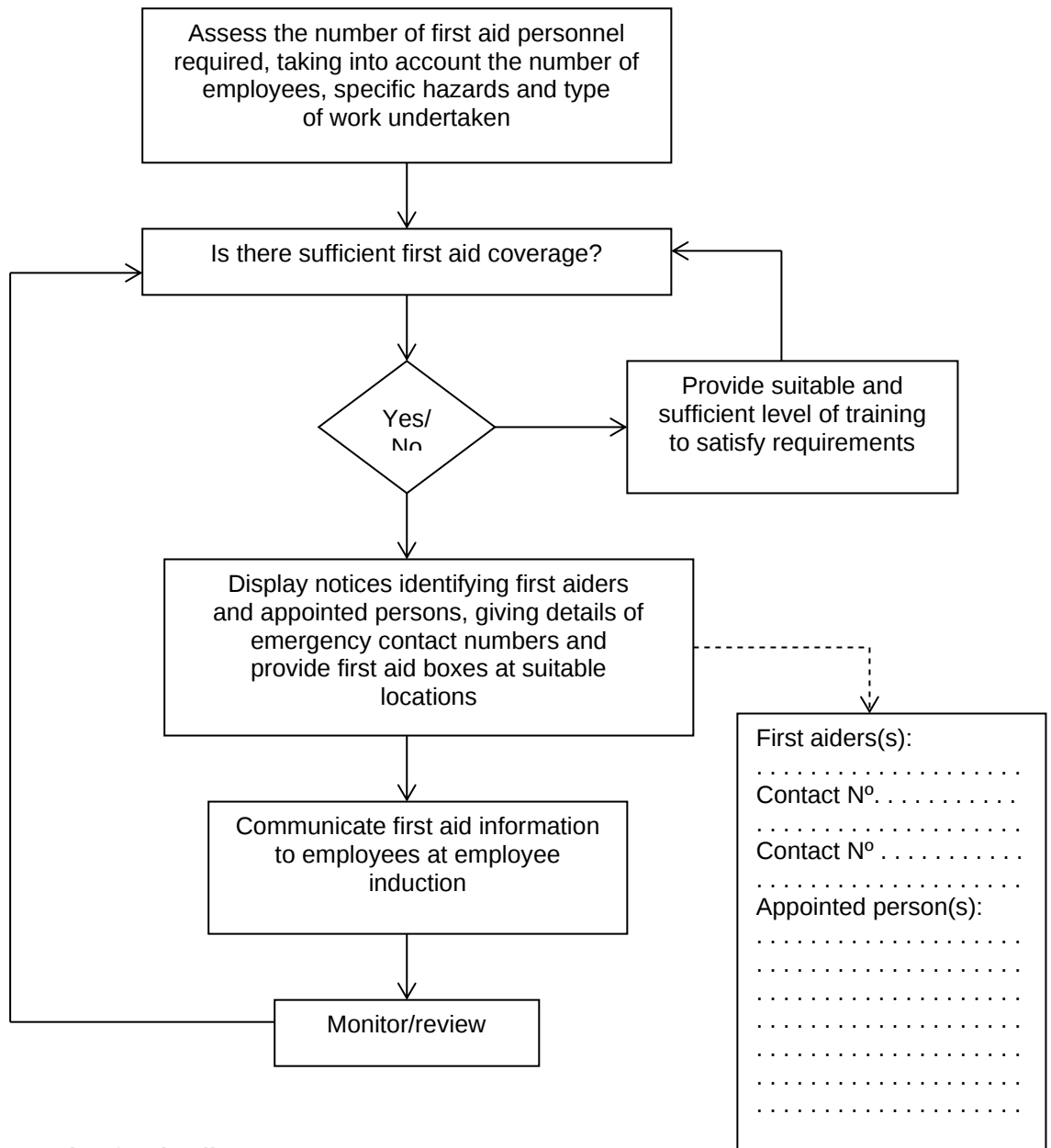
Next Review Date: 23rd May 2025

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This Policy has been drafted with reference to National Highways Sector Scheme 16 (NHSS 16) and our processes and activities are aligned and reviewed against this Scheme.

Procedure for Assessing First Aid Requirements



See guidance section for details

Guidance for Assessing First Aid Requirements

In accordance with the Approved Code of Practice (ACoP) relating to first aid provision, this company recognises that numbers of first aiders and their skills level will only be adequately addressed if a suitable assessment is carried out on the first aid requirements of the company. The ACoP states that if the assessment identifies a need for first aiders than employers should ensure that they are provided in “sufficient numbers at appropriate locations”.

It is recognised by this company that the assessments carried out need not to be recorded but, as employers may have to justify their decisions, it should look at the following:

ASPECTS TO CONSIDER	IMPACT OF FIRST AID PROVISION
1. What are the risks of injury and ill-health arising from the work identified in the risk assessment?	If the risks are significant the company may need to employ, train and appoint first aiders.
2. Are there any specific risks, e.g. working with: • Hazardous substances? • Dangerous tools? • Dangerous machinery? • Dangerous loads or animals?	The following need to be considered: • Specific training for first aiders; • Extra first aid equipment; • Precise location of first aid equipment; • Informing emergency services; • First aid room.
3. Are there parts of the establishment where different levels of risk can be identified?	Different levels of provision will probably need to be made in different parts of the premises.
4. Are large numbers of people employed on site?	First aiders may need to be employed for the higher probability of an accident.
5. Record of accidents and cases of ill-health. What type are they and where did they happen?	It may be necessary to: • Locate first aid provision in certain areas. • Review the contents of first aid boxes.
6. Are there inexperienced workers on site, or employees with disabilities or special health problems?	The following will need to be considered: • Special equipment. • Local positioning of equipment.
7. Are the premises spread out, e.g. there are several buildings on the site or multi-floor buildings?	Provision in each building or on several floors will need to be considered.
8. Is there shift work or out-of-hours working?	There needs to be first aid provision at <u>all</u> times people are at work.
9. Is the workplace remote from emergency services?	Local medical services will need to be informed of the location of the premises. Special arrangements with the emergency services may need to be considered.

TABLE OF SUGGESTED NUMBERS OF FIRST AID TRAINED PERSONS

Where there are special circumstances, such as remoteness from emergency medical services, shift working on sites with several separate buildings, there may be a need for more trained first aid personnel than set out below. Increased provision will be necessary to cover for absences.

CATEGORY OF RISK	NUMBERS EMPLOYED AT ANY LOCATION	SUGGESTED NUMBER OF FIRST AID PERSONNEL
Lower risk e.g. shops, offices, libraries	Fewer than 50	At least one appointed person
	50-100	At least one full first aider
	More than 100	One additional first aider for every 100 employed
Medium risk e.g. light engineering and assembly work, food processing, warehousing	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. most construction work, slaughterhouse, chemical manufacture, extensive work with dangerous machinery or sharp instruments	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

It must be noted that most construction work is in the high-risk category and that specific hazard training is no longer approved by the Health and Safety Executive (HSE).

FIRST AID ASSESSMENT CHECKLIST

The minimum first aid provision for each work site is:

- A suitably stocked first aid container.
- A person to take charge of first aid arrangements.
- Information for employees on first aid arrangements.

FIRST AID MATERIALS, EQUIPMENT AND FACILITIES

When the assessment of first aid requirements has been completed, this company will provide the materials, equipment and facilities needed to ensure that the level of first aid cover identified as necessary will be provided for all staff at all relevant times. This will include ensuring that first aid equipment, suitably marked and easily accessible, is available in all places where working conditions require it.

FIRST AID CONTAINERS

The minimum level of first aid equipment is a suitably stocked and properly identified first aid container. There will be at least one first aid container supplied with a sufficient quantity of first aid materials at each work site, suitable for the particular circumstances.

It will be ensured that first aid containers are easily accessible and placed, of possible, near to hand washing facilities. 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 and medication should not be kept.

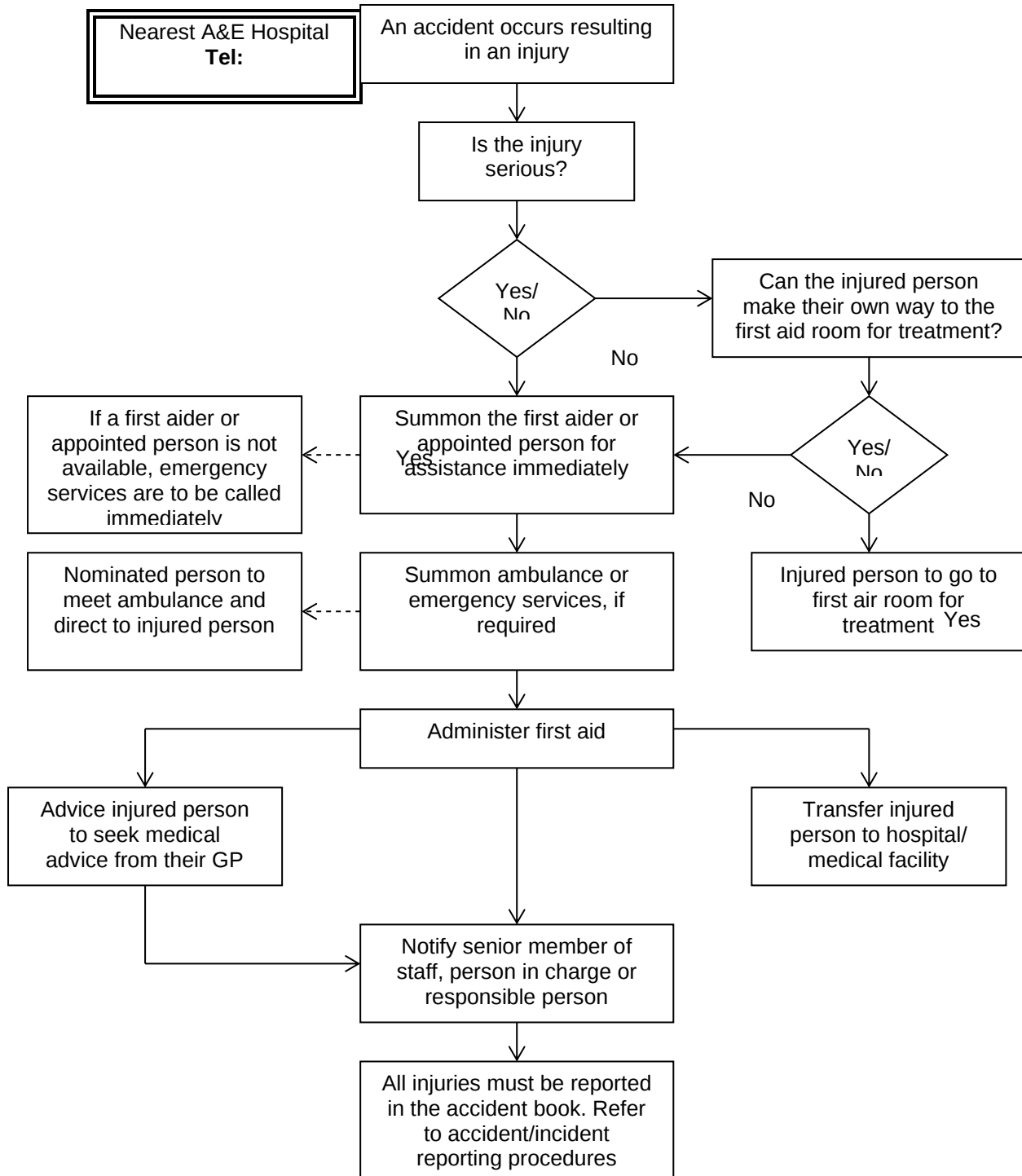
As there is no mandatory list of items that should be included in a first aid container this company will decide what to include from information gathered during our assessment of first aid needs. As a guide, where no special risk arises in the workplace a minimum stock of first aid items would normally include:

- A leaflet giving general guidance on first aid, e.g. the HSE leaflet "Basic Advice on First Aid at Work".
- Individually wrapped sterile adhesive dressings in assorted sizes, appropriate to the type of work (dressings may be of a 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 12cm x 12cm.
- Two large sterile individually wrapped unmedicated wound dressings – approximately 13cm x 13cm.
- One pair of disposable gloves.

As this is a suggested contents list only, equivalent but different items will be considered acceptable.

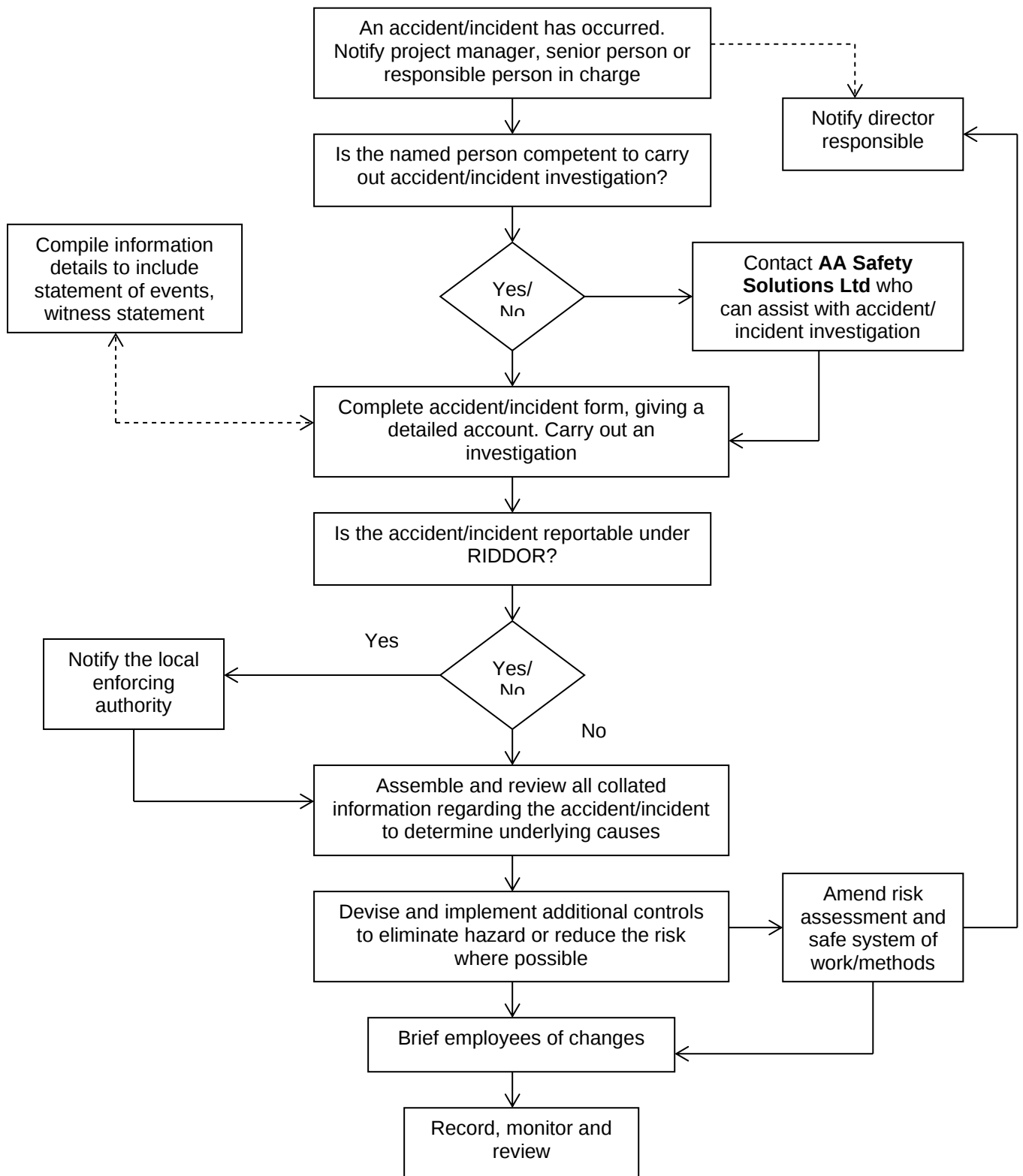
Where mains tap water is not readily available for eye irritation at least 1 litre of sterile normal saline in sealed, disposable containers will be provided.

Procedure for Dealing with Medical Emergencies



See guidance section for details

Procedure for Accident/Incident Investigation and Reporting



See guidance section for details

Guidance for Accident/Incident Investigation and Reporting

In the event of an employee of this company suffering any of the following:

- Fatal injury.
- Major injury (including fractures, amputations, loss of eyesight, hospitalisation for a period of 24 hours or more, etc).
- An injury resulting in the employee being absent from work for more than 7 days.
- Occupational illness or disease (including dermatitis, occupational deafness, vibration white finger, etc).

Certain procedures must be followed as described below.

Initially the accident **must** be reported to your supervisor as soon as possible and be reported in the company accident book held on the premises. Those working on sites away from the company premises are to ensure that the accident is reported to head office for entry in the company accident book.

The details that must be recorded in the accident book are:

- Name of the person suffering the injury.
- Date and time of the injury.
- Name of person reporting the injury.
- Cause of the injury.
- Any action taken as a result of the injury.
- Whether or not the injury is reportable to the enforcing authority (the Health and Safety Executive or local authority).
- Nature of the injury (e.g. part of the body affected).

The supervisor is required to report the incident to company management who will decide if it is reportable to the enforcing authority. If it is, an appointed member of management will fill in the details required on the official reporting form: F2508 or F2508A (F2508RA or F2508RB for Railwork) and send it to the enforcing authority within the time period specified by law. Details of the accident reporting telephone line are given overleaf. Over seven-day injuries must be reported within 10 days to the HSE office (or the local authority environmental health department) that serves the location of the accident. Serious incidents, which are reportable immediately, should be reported by the quickest possible means, then must be followed up by the official reporting form within 10 days unless reported to the Incident Contact Centre by phone or via the Internet.

Management will take the appropriate steps to ensure that the incident is investigated as soon as possible, that the results of that investigation are recorded on the company's internal accident investigation form and that remedial measures are put into place to prevent a recurrence.

If there is no supervisor in the area at the time of the incident then the employee suffering the injury **must** report the accident in the accident book and to management as soon as possible. A work colleague can undertake this responsibility if the injured person is unable to do this themselves.

If a member of the public (or other person who is not an employee of this company) is injured as a result of a work activity by one of our employees and that member of the public is taken to hospital for treatment the accident/injury must be reported to company management **without delay**.

Where an incident has occurred that is classified as a dangerous occurrence it must be reported to management **without delay** – even if no one was injured.

ACCIDENT REPORTING TELEPHONE LINE

On 1st April 2001 the Health and Safety Executive (HSE) launched a national accident reporting system that provides all employers in England, Scotland and Wales with a single telephone number and address for reporting workplace accidents and cases of ill-health under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR).

The Incident Contact Centre allows employers to report accidents, cases of ill-health and dangerous occurrences to the enforcing authorities by telephone without the need to follow up the report in writing. The centre also allows the employers to report accidents to the enforcing authorities by email or via the internet for the first time.

The move was designed to simplify the UK's existing accident reporting system by replacing the 500 different telephone numbers and addresses then used to report workplace accidents with a single Incident Contact Centre.

NATIONAL NUMBER

Under this system, a single national telephone number and address was introduced for reporting RIDDOR incidents in England, Scotland and Wales. In addition to the telephone hotline, employers are able to report incidents by sending a completed RIDDOR incident report form by email, internet, fax or post.

Telephone the Incident Contact Centre, Monday to Friday from 8.30 a.m. to 5.00 p.m. on:

0845 300 9923

Employers are also able to report RIDDOR incidents by email to: **riddor@natbrit.com**, by visiting the centre's website at: **www.riddor.gov.uk**, or by fax on: **0845 300 9924**

In addition, employers are able to send postal reports to: **Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG.**

Copies of the leaflet "RIDDOR Reporting: Information about the New Incident Centre" (MISC310) are available free from HSE books on: (Tel) 01787 881165.

ACCIDENT/INCIDENT REPORT FORM

To be completed immediately an employee is unable to continue, or commence work following an injury on the premises. (To include injuries such as sprains, strains, back pain, etc.)

Accident Book Reference Number:

Full name of person completing this report:

Date investigation requested: Date and time investigation commenced:

Location where the investigation is being carried out: *(Is it at the actual location of the incident or off site?)*

Name of Company this investigation is being carried out for:

Name and Job title of person supplying information:

TYPE OF INCIDENT (Please tick relevant boxes)

Fatality	☐	User seven day injury	☐	No time lost	☐
Major Injury	☐	In hospital more than 24 hours	☐	Member of public/other contractor injured	☐
Over seven day injury	☐	Dangerous occurrence	☐	Became unconscious	☐
Reportable disease	☐	Damage incident	☐	Needed resuscitation	☐

THE INJURED PERSON

Name of Injured Person:

Age: Sex: M/F

Status: Employee ☐ Self Employed ☐ Trainee ☐ Trade Contractor ☐ Other ☐

Injured Person's Home Address:

Telephone Number:

Occupation when injured:

Normal Occupation:

Years of Experience in Normal Occupation:

Nature of injury or condition, and the part of the body affected:

Company Name of Injured Person's Employer:

Accident/Incident Report Form

THE ACCIDENT/INCIDENT

What is the exact location of the accident/incident:

Date and time of accident/incident:

What is the normal activity carried out at the location at the time of the accident/incident:

What job was being done by the injured person when they were injured:

What step of the job was in progress:

Describe what happened and how. Include any facts necessary to clarify what happened, e.g. weights and lengths being carried or lifted, distances of falls, etc.

Name, employer's names and telephone numbers of witnesses:

What was the immediate cause of the accident/incident?

TRAINING AND RECOMMENDATIONS

What job instruction has injured person received relating to the incident, and when?

What action has been taken to prevent a reoccurrence?

What further recommendation do you make?

Was there a Risk Assessment performed for this task?

Had the recommendations been followed?

Does the risk Assessment need amending?

Date and time investigation completed:

SIGNATURE OF INVESTIGATOR _____

**IS IT IMPORTANT THAT THIS FORM BE SENT TO THE DIRECTOR IN CHARGE OF
HEALTH AND SAFETY AT HEAD OFFICE AS SOON AS COMPLETED.**

INJURED PERSON'S STATEMENT

Full Name of Person Making this Statement: *(Please print)*

Signed:

Date:

WITNESS STATEMENT

Full Name of Witness: *(Please print)*

Name of Employer:

Contact Telephone Number:

Signed:

Date:

Guidance Notes for Accident Reporting and Investigation

RIDDOR REPORTING

INTRODUCTION

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 require that some work-related accidents, diseases and dangerous occurrences are reported to the relevant enforcing authority. Employers, the self-employed and those in control of work premises all have duties under RIDDOR 2013.

DEATH OR MAJOR INJURY

If there is an accident connected with work and an employee, or a self-employed person working on company premises is killed or suffers a major injury (including as a result of physical violence), or a member of the public is killed or taken to hospital, the enforcing authority must be **notified immediately** by the quickest practicable means and, where required, a report sent within 10 days.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

Additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and relevant transport systems

Gas incidents

Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas. Such incidents should be reported using the [online form](#).

Registered gas engineers (under the Gas Safe Register,) must provide details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

- an accidental leakage of gas;

- incomplete combustion of gas or;
- inadequate removal of products of the combustion of gas.

NEAR MISS

A near miss is any other occurrence where injury has not occurred but which clearly could have done. The term “near miss” has no basis in law but is a term frequently used in safety management. Enforcing authorities do not need to be notified of near misses. However, it is strongly recommended that a full investigation is carried out in line with the company’s accident reporting and investigation procedures.

How to make a RIDDOR report

Who should report?

Only ‘responsible persons’ including employers, the self-employed and people in control of work premises should submit reports under RIDDOR. If you are an employee (or representative) or a member of the public wishing to report an incident about which you have concerns, please [refer to our advice](#).

Reporting online (Extract from HSE)

Responsible persons should complete the appropriate online report form listed below. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

If you have problems accessing a form, this may be due to the (Internet) security settings on the PC that you are using. A series of [frequently asked questions](#) is available to help you complete your online form.

Telephone

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Reporting out of hours

The HSE and local authority enforcement officers are not an emergency service.

More information on when, and how, to report very serious or dangerous incidents, can be found by visiting the HSE [ways to contact HSE webpage](#). If you want to report less serious incidents out of normal working hours, you can always complete an online form.