



Horley Town Council

First Aid Policy

Introduction

The Health and Safety (First Aid) Regulations 1981 impose a duty on employers to provide first aid support and facilities for their employees.

1. Definition

First Aid is defined in the Health and safety (First Aid) Regulations 1981 as a case where a person will need help from a medical practitioner or nurse in the event of serious injury or illness; where such help is not available, a First Aider will provide treatment for the purpose of preserving life and minimising the consequences of injury or illness until such help is obtained. It also covers treatment of minor injuries and minor illness, which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

These regulations apply only to employees. However, First Aiders may use their discretion to render First Aid to visitors to the Council premises and land. Horley Town Council will arrange indemnity insurance for all Horley Town Council First Aiders.

The Health and safety (First Aid) regulations 1981 place a general responsibility on employers to provide appropriate first aid facilities. In the case of lone workers – if they sustain a minor injury, they might be able to use a first aid box or telephone. All Horley Town Council lone workers have access to a first aid box and a mobile telephone.

2. Procedure for obtaining first aid assistance

First aid should be available between 9am and 4pm, however this cover could be curtailed due to holidays etc.

When first aid is required call the office on 01293 784765 and the person telephoning should state where the casualty is and the nature of the injury/problem.

Any treatment given should be recorded in the Accident Book and reported to the Clerk.

Should the casualty need hospital treatment, call an ambulance and ensure that responsibility for personal possessions is taken.

An ambulance must be summoned in all cases where the casualty loses consciousness for any period.

Should an employee need hospital treatment a next of kin will be contacted.

3. Responsibility

Overall responsibility for fulfilling the First Aid Policy of the Council lies with the Clerk, through delegation of duties to two First Aiders.

The Clerk will:

- Ensure that the first aid boxes are fully equipped and maintained for first aid requirements.
- Ensure suitable employees are recruited, trained and retained as First Aiders.

First Aiders will attend an approved First Aid course. They are responsible for:

- Administering First Aid and for recording any treatment given in the Accident Book.
- Ensuring an ambulance attends in all cases of unconsciousness, and in other circumstances where the situation requires it.
- Informing the relevant people if the casualty is taken into hospital or sent home.
- Using personal protective clothing (surgical gloves, protective aprons and resuscitate mouthpiece) wherever reasonable to do so when administering first aid.

4. Duty of Care

Horley Town Council has a duty of care to protect others from harm; this includes a range of processes including risk assessments and health and safety practices.

We require regular hirers of our premises to be responsible for managing risks, so far as reasonably practicable, arising from their own activities when they have control of premises or control of equipment on the premises as directed by the [Health and Safety Executive](#).

We require hall hirers to take all reasonable precautions to safeguard the health and safety of those on the premises during the period of hire and will allow no activities which affect the rights or comfort of the occupants of the neighbouring properties or cause damage to Council Property (as stipulated in Clause 24 of the [Council's the Terms and Conditions for hall hire](#)).

Approved by Full Council: 2 April 2019

Next review date: April 2022

