



PRIMARY AUTHORITY ASSURED ADVICE

Selecting Staff for First Aid Training

If you require further information and the full version of this advice and guidance, please contact the Primary Authority via the Primary Authority Register or email bfffprimaryauthority@wakefield.gov.uk

THE PRIMARY AUTHORITY WOULD NOT BE PREPARED TO SUPPORT ENFORCEMENT ACTIONS WHICH CHALLENGE THE ADEQUACY OF THIS POLICY.

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Primary Authority Advice is issued by Wakefield Council to The British Frozen Food Federation that the guidance document regarding Selecting Staff for First Aid Training complies with the Health and Safety at Work etc. Act 1974 and the requirements of the Health and Safety (First Aid) Regulations 1981

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Introduction

Training staff for first aid purposes involves more than merely sending personnel on a recognised course by a competent training provider. It is important that due thought and consideration are given by both employer and employee(s) as to what the role and responsibilities will be, based on the risk assessment and the requirements of the organisation. The employer should have made an assessment of the first-aid needs appropriate to the hazards and risks of the business. The individual needs to be competent to deal with situations that may arise due to the specific hazards of the business.

The individual should be able to:

- assess a situation quickly and safely and summon appropriate help;
- identify, as far as possible, the injury or the nature of the illness affecting a casualty;
- give early, appropriate, and adequate treatment in a sensible order of priority;
- arrange for the removal of the casualty to hospital, to the care of a doctor;
- remain with the casualty until handing them over to the care of an appropriate person;
- cope with distressing and harrowing situations.



To achieve this, a number of factors should be considered. Guidance in L74 (Third Edition, published in 2013 reissued with minor amendments in 2018) First aid at work: The Health and Safety (First-Aid) Regulations 1981 <http://www.hse.gov.uk/pubns/priced/l74.pdf> states these will include the individual's:

- reliability, disposition and communication skills;
- aptitude and ability to absorb new knowledge and learn new skills;
- ability to cope with stressful and physically demanding emergency procedures;
- normal duties, which should be such that they may be able to respond immediately and rapidly to an emergency.

Other factors to consider include the location of any would-be first-aid staff on the premises and their times of attendance on the premises. Annual leave and other absences of first-aiders should be covered. It should also be borne in mind that first-aid personnel may have to carry out other duties, including the preparation of a report on any incident and any treatment administered, and assisting in any subsequent investigation.

They may also have to regularly check first-aid equipment to ensure that the contents of boxes and facilities in first-aid rooms comply with the requirements of the regulations. Such responsibilities will require a time commitment and a person selected for training and given these additional responsibilities must have the approval of their line manager to ensure that there is no conflict of interest.

BFFF also provides assured guidance on the provision of defibrillators.



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