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C2001 Procedure - First Aid

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1.0 Summary of Changes

This procedure has been updated on its two-yearly review as follows:

- Additional bullet point added within section 3.5 to include two clotting bandages;
- Owner and author details updated.

2.0 What this Procedure is about

The Health and Safety (First Aid) Regulations 1981 states “an employer shall 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”.

This requirement also includes the provision of a number of suitable persons as is adequate and appropriate in the circumstances for rendering first aid to their employees if they are injured or become

ill at work.

Essex Police will deliver all levels of first aid training in compliance with the College of Policing, COP training syllabus.

The document also gives details which relate to Clinical Governance and the role of the Clinical Advisory Panel, training, workplace requirements and equipment.

In terms of any operational response by the Ambulance Service this will be dictated by whether it's a spontaneous operation/incident or pre-planned operation/incident.

In the event of a spontaneous incident the Ambulance Service should be contacted in the usual way via the Force Control Room (FCR) to ensure an effective response.

In the event of pre-planned police operations, e.g., Firearms or Public Order etc., then contact should be made with the Ambulance Service and a request made to speak with one of their Tactical Advisors, who could advise on the level of response; both available and appropriate.

Compliance with this procedure and any governing policy is mandatory.

3.0 Detail the Procedure

3.1 Clinical Governance

Essex Police will maintain Clinical Governance in accordance with the National Police Chiefs' Council, NPCC guidance. The Force Health and Safety Committee will retain responsibility for Clinical Governance and will be updated at every meeting with regards any matters for consideration by the Learning and Development representative from the Essex Police College.

As part of the Clinical Governance compliance and informing on relevant First Aid matters, a Clinical Advisory Panel will be in existence.

3.2 Clinical Advisory Panel

The purpose of the Clinical Advisory Panel (CAP) is to:

- Provide clinical advice regarding the medical training of police personnel against national standards and guidelines;
- Review the operational use of medical skills by police personnel;
- Quality assure the Police Medical Curriculum (including delivery, practice, performance and assessment);
- Provide expert advice to the Force on First Aid and Medical Issues.

The panel should be chaired by the First Aid Training Manager or their deputy. Members of the panel will be as follows:

- First Aid Training Manager/Supervisor – Essex Police College;
- Expert in pre-hospital care;
- Representative from Weapons and Public Order Training
- Force Lead First Aid Trainer.

The panel will meet every six months and report any significant findings to the Force Health and Safety Committee.

3.3 Training

Essex Police will train Module 2 through to Module 5 of the five levels of First Aid training which have been identified within the College of Policing (COP) syllabus.

A summary of all levels is shown below.

3.3.1 First Aid Skills Police (Emergency First Aider at Work)

This training falls within Module 2 in the COP syllabus. This module is the minimum level of first aid required by police officers and operational police staff that have direct contact with the public. Consideration will always be given to specific operational police staff roles that are in uniform, as it is anticipated they may be called upon by the public in an incident requiring first aid. In addition, some staff members requested to provide statutory first aid cover will also complete this training. They will also perform the role of 'Appointed Person'.

An appointed person's responsibilities are to take charge of the first aid arrangements, including looking after the equipment and facilities, and calling the emergency services when required.

Module 2 is the equivalent to the HSE 'emergency first aider at work', standard. The recommended training time for the initial course is 9 hours.

Refresher training will take place annually, where there is a lapse of more than one year between the refresher training, the recommendation is that the full 9-hour Emergency First Aid at Work course should be completed.

The refresher training will include training with Automated External Defibrillator (AED's) and will be of 6 hours duration.

A list of roles that require this training will be maintained by the Personal Safety Training team at the Essex Police College and also retained by the Resource Management Unit, RMU, training and skills team.

3.3.2 Custody

This training falls within Module 3 in the COP syllabus. It is designed for Custody Staff (those whose normal or regular place of work is in a Custody Suite i.e. Custody Inspectors, Sergeants and Detention Officers). Custody Staff should complete this course in addition to 'Emergency First Aid'.

The duration of this course is initially 2 hours followed by 2 hours annual refresher training.

Custody Staff will therefore receive a total of 8 hours First Aid training a year.

3.3.3 First Aid at Work (FAW)

This training falls within Module 4 in the COP syllabus. It is designed for officers and staff who, because of their role, are required to receive an enhanced level of training. Some staff members required to provide statutory first aid cover will also complete this training. They will also perform the role of 'Appointed Person'. The duration of this course will initially be 18 hours over 3 days. This qualification is valid for 3 years.

The Health and Safety department will maintain a responsibility to ensure the right levels of staff are trained - see workplace requirements at 3.4.

Retraining should be rearranged before the qualification expires. Where first aiders attend the relevant course within three months prior to expiry, the new qualification will take effect from that date of expiry.

Retraining can be undertaken earlier than this three-month period, in which case the new certificate will take effect from the date the course is completed.

Where retraining has not been undertaken before certificate expiry, it should be completed no more than 28 days beyond the expiry date. The new qualification will be dated from the expiry date of the previous certificate. This retraining will be conducted in 12 hours over 2 days.

If retraining is not completed by the end of this 28-day period, the individual will need to undertake a full FAW course to re-establish this qualification.

FAW trained officers and police staff will also be required to attend the 'Emergency First Aid refresher training on an annual basis in order to maintain their basic skills and keep up to date with any changes to first aid procedures.

3.3.4 Role Specific Enhanced Skills

This training falls within Module 5 in the COP syllabus. It is designed for officers within certain specialist roles. These are as follows:

- Authorised Firearms Officers (AFO's);
- Firearms Instructors;
- Dynamic Intervention Officers;
- Public Order Medics;
- Marine Officers.

Any other roles subsequently identified as requiring role specific enhanced skills will be subject of consideration by the Clinical Advisory Panel in the first instance.

Additional training will be bespoke to the role and follow the current COP syllabus for each role.

AFO's will complete initial training and this will be in accordance with the National Police Firearms Training Curriculum Module D13. This will also include all refresher training.

Public Order Medics will complete training in accordance with the National Public Order Training Curriculum.

Marine Officers will complete a FAW course and training annually which will be in addition to their normal refresher training. This is in accordance with the Maritime and Coastguard Agency guidelines.

3.3.5 Provision of Training and Records

The Personal Safety Training, PST, team at the Essex Police College (EPC) will provide all first aid training with the exception of role specific enhanced skills training which will be provided by the Weapons and Public Order Training Department.

Training must be delivered by a 'qualified trainer'. A person will be a 'qualified trainer' if they hold a current FAW certificate and have a police recognised training qualification.

The PST will be responsible for submitting training registers to the Central Resource Management Unit (CRMU) for the purpose of updating the training records for officers and police staff. The exception to this is role specific enhanced skills training; this will be carried out by Weapons and Public Order Training Department. AFO's training will be recorded on the 'Chronicle' system.

The RMU will be responsible for ensuring officers and police staff are scheduled to attend training prior to their qualification expiring.

In the event of an officer or police staff member's qualification expiring they will not be withdrawn from normal duties. If, however, they are a person who is nominated to provide statutory first aid cover in the workplace they will not be able to provide this cover until they have attended the relevant training.

CRMU will endeavour to arrange training at the earliest opportunity for any person whose qualification has expired.

3.4 Workplace Requirements

Health and Safety Regulations state that a number of suitable persons are available in order to render first aid to employees, if they are injured or become ill at work.

Essex Police premises are assessed as low hazard with the exception of the Transport Services Workshops at Boreham, Laindon and Harlow and the Marine Section Workshop at Burnham-on-Crouch. These are assessed as a higher hazard.

Staff available for rendering first aid as part of these Regulations will either be 'FAW' or 'Emergency First Aid trained, dependant on number of employees working at the specific site.

Essex Police will adopt a minimum ratio of first aiders to employees as follows:

3.4.1 Low Hazard Site

1 to 50 employees One first aider trained in EFA

More than 50 employees One first aider trained in FAW for every 100 employed (or part thereof)

3.4.2 Higher Hazard Site

1 to 50 employees One first aider trained in FAW

More than 50 employees One first aider trained in FAW for every 50 employed (or part thereof)

Other than those departments identified as High hazard, all other departments will be classified as Low hazard.

Transport Services Workshops will adopt the Higher Hazard ratios.

The Marine Section Technician will be FAW trained.

It will be the responsibility of Department Heads or their nominee to identify staff members who will receive training to provide this role, to ensure they have adequate cover and to review compliance. It should be noted that there must be adequate resilience in this provision of first aid in order to cover shifts, annual leave and other absences/absences. With this in mind it is recommended that Department Heads request all police staff supervisors to receive appropriate first aid training.

The Health and Safety department will ensure that the requirements for FAW and EFA trained Police Staff are compliant with the aforementioned guidance.

3.5 Equipment

At least one First Aid Kit in a suitably marked container will be provided at each work site. It should be easily accessible and preferably placed near to hand washing facilities.

It should only be stocked with items useful for giving first aid and should be protected from dust and damp. All first aid containers should be identified by a white cross on a green background.

The contents of this kit will be as follows:

- A leaflet giving general guidance on first aid;
- 20 individually wrapped sterile plasters (assorted sizes);
- Four individually wrapped triangular bandages;
- Six safety pins;
- Two large sterile individually wrapped wound dressings;
- Six medium sized individually wrapped wound dressings;
- Two Celox (clotting bandages) *AFO role specific;
- Two pair of disposable gloves;
- One pocket mask;
- Tuff cut shears;
- Two roles of micropore tape;
- Four 20ml bottles sterile saline (0.9%);
- Hazardous waste disposal bag.

If mains tap water is not readily available, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, containers should not be kept for reuse. Containers should not be used beyond their expiry date.

The responsibility for maintenance of these First Aid Kits will be with 'Appointed Person(s)' – identified First Aiders. Department Heads may decide to request one appropriate member of staff per location to carry out this responsibility.

All police vehicles will be equipped with a First Aid Kit as detailed above. In addition, vehicles will be equipped with liquid hand cleaner and paper towels.

All replacement or replenishment of first aid equipment will be the responsibility of the relevant head of department. An approved list of equipment to purchase is maintained by the Business Centre at

Dunmow. The Personal safety Training team will ensure the Business Centre have an up to date and approved list of equipment.

Officers with role specific enhanced first aid skills should, in addition to the above, have access to the following equipment:

- Automatic External Defibrillator (AED) and spare adult pads;
- Oxygen cylinder (CD size);
- Non rebreathe mask;
- Oxygen version pocket mask;
- Size 3 and Size 4 Oral airways;
- Chest seal;
- Four triangular bandages;
- Four field wound dressings;
- Two pairs of disposable gloves;
- Tough cut shears;
- Two rolls of micropore tape;
- Four 20ml bottles sterile saline (0.9%)

The procedure for replenishment of this equipment will be the same as detailed for vehicle First Aid Kits.

3.6 Automated External Defibrillator (AED)

Training in the use of AED's will be delivered during all levels of first aid training.

While it is highly desirable that those who may be called upon to use an AED should be trained in their use, and keep their skills up to date, circumstances can dictate that no trained operator (or a trained operator whose certificate of training has expired) is present at the site of an emergency. Under these circumstances no inhibitions should be placed on any person willing to use an AED.

It is the view of the Resuscitation Council (UK) that the use of AED's should NOT be restricted to trained personnel.

Furthermore, the Resuscitation Council (UK) considers that it is inappropriate to display notices to the effect that only trained personnel should use the devices, or to restrict their use in other ways.

3.7 Form LFL003

Where any injury takes place in the workplace, the form LFL003 will be submitted via the officers/staff line supervision.

3.8 Information for Employees

Regulations state that an employer shall inform his employees of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

At least one notice providing this information will be located in a prominent position at each site.

4.0 Equality Impact Assessment

- EIA - requested.

5.0 Risk Assessment

There is an organisational risk to the reputation of Essex Police brought about by a failure to implement the measures detailed within this procedure.

The following arrangements have been determined following an assessment of first aid needs within Essex Police, taking account of the Regulations, Codes of Practice and Guidance published by the Health and Safety Executive, together with Guidance published by the College of Policing (COP).

6.0 Consultation

The following have been consulted during the formulation of this document:

- Unison / Police Federation
- Head of Training Centre
- HR
- Health & Safety
- Custody Manager
- Firearms Manager
- Strategic Change Team

7.0 Monitoring and Review

This procedure will be reviewed by, or on behalf of, the Personal Safety Training Manager or Supervisor every 2 years to ensure that it remains accurate and fit for purpose.

8.0 Governing Force policy. Related Force policies or related procedures

There are no related procedures.

8.1 Data Security

Essex Police have measures in place to protect the security of your data in accordance with our Information Management Policy – W 1000 Policy – Information Management.

8.2 Retention & Disposal of Records

Essex Police will hold data in accordance with our Records Review, Retention & Disposal Policy – W 1012 Procedure/SOP - Records Review, Retention and Disposal.

We will only hold data for as long as necessary for the purposes for which we collected. Victims/public should be reminded that Essex Police take the protection of personal data seriously as described in the [privacy notice](#).

9.0 Other source documents, e.g., legislation, Authorised Professional Practice (APP), Force forms, partnership agreements (if applicable)

- Health and Safety Executive – First Aid at Work - The Health and Safety (First- Aid) Regulations 1981, Approved Code of Practice and guidance
- College of Policing First Aid Learning Programme Handbook (version 0.2 draft).
- National Police Chiefs' Council, NPCC Clinical Governance guidance
- Form LFL003 – Health & Safety Incident Report