

FIRST AID PROCEDURES

ACCIDENT BOOKS

Accident books are kept at all the Receptions: Greencoat Place, Francis House and Horseferry Road.

ACCIDENT REPORTING

All injuries and illnesses that you deal with must be recorded in the relevant Accident Books, please ensure that this is completed each time and as soon as possible. When completing the book, please ensure that all details are completed fully, record details of the accident and injury i.e. right or left leg, treatment etc. Please read it carefully as they are often filled in incorrectly. ALL ACCIDENTS/ILLNESSES MUST ALSO BE REPORTED TO THE HEALTH & SAFETY ADVISOR.

ASPIRIN

When dealing with a patient whom you suspect is having a heart attack you are advised during your training that you may help the casualty take a pure aspirin, to chew. St John's advise that this is an aspirin that the casualty has, you should not administer one yourself as some people are allergic to them.

CALLING AN AMBULANCE

If you require an ambulance:

- 1) Dial '9' for an outside line then 999.
- 2) Then inform Security on extension 3333. Security will liase with you and will meet the ambulance.

DISCRETION AND CONFIDENTIALITY

Please keep all details of first aid incidents confidential and act in a discrete manner when dealing with first aid situations.

BUILDING EVACUATIONS

During a building evacuation your role is to assist any staff with limited mobility out of the building. This may involve using an evacuation chair, see details below.

EVACUATION CHAIRS

You will be trained in the use of the evacuation chairs. These chairs enable a casualty or person with limited mobility to be helped out of the building in a special chair.

FIRST AID ROOM

A First Aid Room is situated in Horseferry Road, ground floor, Core 1. You can access it via the Core 1 lift or across the loading bay. Your keyfob has been programmed to give you access across the loading bay.

The key to the First Aid Room in HFR, is kept in the Security Control Room. If you are coming down the Core 1 lift, please do not hesitate to call Security who can meet you at the room.

A First Aid Room is situated in FH, ground floor. There are 2 keys to the FH First Aid Room, one is with Reception/Security at FH and one at the FM Helpdesk.

If you take anyone to the First Aid Room and it is necessary to leave them unattended ie to rest, to sleep, please ensure that you:

- a) check them regularly
- b) display 'in-use' sign
- c) tell the Security Supervisor in the HFR Security Control Room or at FH Reception that someone is in there, how regularly you will be checking on them and when the room is vacated.

When the room has been used, please remove the pillowcases and blanket and put out clean linen, which can be found in the cupboard. If any specific cleaning is required, please contact the FM Helpdesk, ext 8000.

FIRST AID BOXES

All first aid boxes are kept at coffee points. Security Officers regularly check the boxes; however, if you require any stock please contact H&S Advisor or take stock from the First Aid Room. You will be given a box of plasters to keep in your desk drawer.

INSURANCE

Public Liability cover insurance can be paid for you by the Channel annually. Channel 4's insurance covers you for attending to Channel 4 Staff, the public liability covers you for attending to someone outside of your workplace responsibilities, ie public. When you receive a renewal notice please forward it to the Health & Safety Advisor.

QUALIFICATION

All First Aiders need to gain the 4-day at Work First Aid Certificate, we use St John's Ambulance. You can attend any St John's Centre to do the course and we will ask where your most convenient centre is located and organise the course for you.

Your 4-day First Aid certificate is valid for 3 years. If you requalify between 2½ - 3 years you only have to do a 2-day requalification. If this deadline is missed you must attend a 4-day course again. We are contacted by St John's Ambulance and reminded when you must requalify. Please however contact the H&S Advisor when you are aware that your requalification is due if we have not contacted you.

MEDICATION

As a trained First Aider you will be aware that First Aiders must not give any medication to casualties.

MEETINGS

Meetings are held when necessary, and are general forums at which you may discuss any ideas or problems you may have and to be advised of any changes to First Aid Procedures.

MOUTH TO MOUTH RESUSCITATION – MOUTH GUARDS

All First Aid boxes contain mouth-to-mouth resuscitation mouth guards for your use. You will also be issued with 2 to keep with you, ie at your desk, bag, wallet etc.

PAYMENT

On receipt of your 4-day First Aid at work certificate the First Aider payment of £104.00 per year can be authorised. This payment is made in 12 equal payments into your salary.

PLASTIC GLOVES

All First Aid boxes contain plastic gloves, you are advised to use them to protect yourself from infection. Please dispose of any used gloves carefully.

REFRESHER TRAINING

On the first and second anniversary of your qualification an annual First Aid Refresher course will be organised for you. This one day course gives you an opportunity to practice and update your skills.

RIDDOR

RIDDOR stands for the Reporting of Injuries Diseases and Dangerous Occurrence Regulations 1995. RIDDOR requires employers to report some work-related accidents, diseases and dangerous occurrences to an enforcing authority ie Health and Safety Executive. For most businesses, a reportable accident, dangerous occurrence or case of disease is a rare event but please read this information so you will know what to highlight to the H&S Advisor.

Death or major injury - If there is an accident connected with work and an employee or a self-employed person working on our premises is killed or suffers a major injury; or a member of the public is killed or taken to hospital we must notify the enforcing authority.

Over 3-day injury - If there is an accident connected with work and an employee, or a self-employed person working on our premises, suffers an over 3-day injury we must report this to the enforcing authority within 10 days.

PLEASE NOTE

An over-3 day injury is an injury which is not major, but results in the injured person being away from work or unable to do the full range of their normal duties for more than 3 days. This includes any days they would not normally be expected to work such as weekends, rest days or holidays, not counting the day of the injury itself.

In order to assist with this process any injury that someone sustains on our premises which results in the person having to have time off MUST be tracked. If you therefore treat anyone for an injury and they go to hospital or are sent home you must notify the H&S Advisor.

Disease - If a doctor notifies us that an employee suffers from a reportable work-related disease we must inform the enforcing authority.

Dangerous Occurrence - If something happens which does not result in a reportable injury, but which clearly could have done, it may be dangerous occurrence which must be reported immediately to the enforcing authority

For your information a summary of reportable major injuries, dangerous occurrences and diseases are:

Major Injuries

- fracture other than to fingers, thumbs or toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye or any penetrating injury to the eye
- injury resulting from an electric shock or electrical burn leading to unconsciousness; or requiring resuscitation or admittance to hospital for more than 24 hours
- unconsciousness caused by hypothermia, heat induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Dangerous occurrence

This is a summarised list of incidents you may be likely to witness at Channel 4 premises.

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- explosion, collapse or bursting of any closed vessel or associated pipework
- electrical short-circuit or overload causing fire or explosion
- collapse or partial collapse of a scaffold over five metres high
- unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work
- explosion or fire causing suspension of normal work for over 24 hours
- accidental release of any substance which may damage health

Reportable disease

- certain poisonings
- some skin diseases such as occupational dermatitis, skin cancer, chromome ulcer, oil folliculitis/acne
- lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma
- infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus
- other conditions such as: occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

STAFF – LEAVING THE OFFICE or GOING TO HOSPITAL

If a member of staff is unwell and needs to go home or to hospital, follow these procedures:

If the person is well enough to travel alone they can go home in a taxi.

1. Call the H&S Advisor or Facilities Management Helpdesk and a taxi will be organised for you. Before 9.30 am or after 6.00 pm call Security for taxi bookings. The taxi, if required, can be directed to the loading bay to collect someone straight from the First Aid Room.

If the casualty is not well enough to travel alone:

1. Ask if there is someone at home who can come and collect them, if not -
2. Ask if they have a work colleague who could accompany them home in a taxi.

NB: Use your discretion, if you think that the condition requires a First Aider to accompany them, go with them in the taxi and see them home.

If the casualty needs to go to hospital:

1. Call a taxi and, as detailed above use your discretion in deciding whether the casualty needs to be accompanied.

WALK-IN CENTRE

There is a NHS walk-in centre situated at Vincent Square, this provides useful advice and assistance in the case of minor injuries (ie walking wounded). See details attached.

USEFUL CONTACTS

HEALTH & SAFETY ADVISOR	EXTENSION 5123
SECURITY	EXTENSION 8775 (GENERAL ENQUIRIES)
SECURITY	EXTENSION 3333 (EMERGENCIES)
FACILITIES MANAGEMENT HELPDESK	EXTENSION 8000