

**SSOW 12 - Safe System of Work: First Aid Arrangements**

<b>DATE ISSUED:</b>	November 2002
<b>PREVIOUS REVIEWS:</b>	April 2010, June 2011, June 2013, December 2015, July 2017
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<b>REVIEW DUE:</b>	July 2018

**1. Activity**

This Safe System of Work covers the First Aid arrangements for the Waste Collection Service.

**2. Persons at Risk**

Management, technical and administrative staff  
Drivers  
Loaders

**3. Hazards**

All hazards relating to the work carried out by the Waste Collection service (identified in other Safe Systems of Work)

**4. Procedures**

**a) First Aid boxes**

- First Aid boxes are situated at the Depot Offices and in vehicles. The First Aid boxes are labelled with a white cross on a green background
- The designated Supervisors at the Midland Road Depot and the Radstock Road Depot are responsible for ensuring that the First Aid boxes at the Depot Offices are replenished and that substances have not passed their “use by” date. The stock list is as follows:

20 Individually wrapped sterile plasters (assorted sizes)

4 Individually wrapped triangular bandages  
2 Large, individually wrapped, sterile, un-medicated wound  
6 Medium-sized, individually wrapped, sterile, un-medicated wound  
dressings  
2 Sterile eye pads  
10 Alcohol Free Wipes  
6 Safety pins  
Disposable gloves  
2 Sterile eyewash

- The driver is responsible for ensuring that the First Aid boxes on the vehicle is replenished and that substances have not passed their “use by” date. The Supervisors are responsible for maintaining the stock from which First Aid boxes are replenished. The stock list is as follows:

Individually wrapped sterile plasters (assorted sizes)  
Individually wrapped triangular bandages  
Large, individually wrapped, sterile, un-medicated wound  
Medium-sized, individually wrapped, sterile, un-medicated wound  
dressings  
Sterile eye pads  
Alcohol Free Wipes  
Safety pins  
Disposable gloves  
Sterile eyewash

**b) Notices**

- Notices are displayed at the Depots communicating first aid arrangements to employees. This notice will include the location of the nearest First Aid box and the names of trained First Aiders.

**5. General Guidance**

- The Accident & emergency hospitals are:
  - Royal United Hospital, Combe Park, Bath BA1 3NG
  - Paulton Memorial Hospital, Salisbury Road, Paulton BS39 7SB

**6. Training**

- Trained First Aiders should be in possession of a first aid certificate. The appointed First Aiders receive 3 day training on First Aid at Work (HSE Approved) followed by a 2 day refresher every 3 years.
- First Aid training is organised corporately across the Council by the Health & Safety service

- Every employee (and agency staff) are issued with a Waste Collections Staff Guidance and Information Pocketbook which contains a section summarising First Aid arrangements

<b>Related Documents</b>	
	<b>Reference:</b>
<b>Safe Systems Of Work</b>	
General Requirements	SSOW 01
Driving of Waste Collection Vehicles	SSOW 02
Waste Collection	SSOW 03
Washing of Vehicles	SSOW 05
Green Waste Bay	SSOW 07
Refueling Vehicles	SSOW 08
Manual Handling	SSOW 10
Dealing with Confrontational Situations	SSOW 11
COSHH	SSOW 13
Electrical Equipment	SSOW 14
Avoidance of Needle Stick Injury	SSOW 15
Air Compressor	SSOW 16
Lifting Operations & Lifting Equipment	SSOW 17
Management of Contractors	SSOW 18
Cardboard & Paper Baler	SSOW 19
Collection of Evidence from Domestic Waste	SSOW 20
<b>Handbooks</b>	
Waste Collections Staff Guidance and Information Pocketbook	Reviewed for reprinting August 2017