

**SSOW WD10 - Safe System Of Work: First Aid Arrangements**

<b>DATE ISSUED:</b>	July 2012
<b>PREVIOUS REVIEWS:</b>	September 2013 December 2014, July 2016
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<b>REVIEW DUE:</b>	July 2017

**1. Activity**

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

**2. Persons at Risk**

Management, technical and administrative staff  
Site Staff  
Site Managers

**3. Hazards**

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

**4. Procedures**

**a) First Aid boxes**

- First Aid boxes are situated at the Site Offices and in vehicles. The First Aid boxes are labelled with a white cross on a green background
- The Manager/Site Supervisor's at the sites are responsible for ensuring that the First Aid boxes in the Site Offices are replenished and that substances have not passed their "use by" date. The minimum stock list is as follows:

20 Assorted Plasters

4 Triangular Bandages  
2 Large Sterile Dressings  
6 Medium Sterile Dressings  
2 Eye Pad Dressings  
10 Alcohol Free Wipes  
Safety pins  
Latex Gloves  
2 Sterile eyewashes

**b) Notices**

- Notices are displayed at the Site Offices communicating first aid arrangements to employees. This notice will include the location of the nearest First Aid box and the names of appointed 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. Personal Protective Equipment**

- All First Aid boxes contain disposable gloves

**7. Medical Requirements**

- Not applicable

**8. 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 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 Disposal Staff Guidance and Information Pocketbook which contains a section summarising First Aid arrangements

	<b>Reference:</b>
<b>Safe Systems Of Work</b>	
Transfer Station Operations	SSOW WD02
HW&RC Operations	SSOW WD03
Drivers	SSOW WD04
<b>Handbooks</b>	
Waste Disposal Staff Guidance and Information Pocketbook	June 2015