


Combe Mill Society Health & Safety			Ref: CMS-ohs-02
Procedure Title:		First Aiders & Appointed Persons	Version No: 3 Copy No:
Approved by:	Amendments:	Date: 27-09-12 Page 1 of 2	

1 INTRODUCTION

- 1.1 CMS's management of health and safety requires the Society to ensure that *First Aiders* are available on "Steaming" days and that some members are trained as *Appointed Persons*. The relevant legislation is *The Health & Safety (First Aid) Regulations 1981* and an *Approved Code of Practice* that was published by the HSE in 2009.
- 1.2 The Approved Code of Practice recommends that organisations appoint both *First Aiders* and *Appointed Persons*.

2 DEFINITIONS

2.1 What is an *Appointed Person*? (see Appendix)

- (a) An Appointed Person is someone chosen to take charge when someone is injured or falls ill, including calling an ambulance if required.
- (b) An Appointed Person shall inform the Chairman when items from the First Aid Box are used.
- (c) Appointed persons should not attempt to give first aid for which they have not been trained. An Appointed Person should be available at all times when people are at work or are visiting the Mill.

2.2 What is a *First Aider*?

A First Aider is someone who has undergone a training course in administering first aid at work and holds a current first aid certificate. A First Aider must be available during all "Steaming Days" at the Mill and St John's Ambulance has been appointed to undertake this role. On non-steaming days and when volunteers are working at the Mill a trained first-aider is available at the adjacent timber windows company office.

3 RESPONSIBILITIES

The Board Chairman will ensure that sufficient members are trained as Appointed Persons, will look after the First Aid Box and replace items as they are used or become time-expired.

COMBE MILL

Appendix 1

First Aid - Duties of "Appointed Persons"

1 Extract from the HSE *Approved Code of Practice and Guidance*

{**Remember** - An Approved Code of Practice has a special legal status. If you are prosecuted for breach of health and safety law, and it is proved that you did not follow the relevant provisions of the Code, you will need to show that you have complied with the law in some other way or a Court will find you at fault.}

2 Extract:-

"Where an employer's assessment of first-aid needs identifies that a first-aider is not necessary, the minimum requirement on an employer is to appoint a person to take charge of the first-aid arrangements, including looking after the equipment and facilities, and calling the emergency services when required. Arrangements should be made for an appointed person to be available to undertake these duties at all times when people are at work."

3 Even in small, low-hazard organizations where first-aiders are considered unnecessary, there is always the possibility of an accident or sudden illness. Therefore, it is important that someone is always available to take charge of the first-aid arrangements, including looking after the equipment and facilities and calling the emergency services when required. In the absence of first-aiders, the Society should appoint a person for this purpose.

4 To fulfill their role, appointed persons do not need first-aid training. Therefore, it is important to remember that appointed persons are not first-aiders and should not attempt to give first aid for which they have not been trained.

5 What must an *Appointed Person* be able to do?

They must be able to:

- 1 Take charge of the situation should an emergency occur.
- 2 Call the emergency services.

6 The CMS has to interpret this Regulation to suit its ways of operating since the Appointed Person may be different for each open day and on each day when volunteers are working at the Mill. Normally, when the public are present, one of the Stewards on duty can take on the above role but, if no Steward is present and volunteers are working at the Mill, then a suitably trained volunteer shall take on the task of being the "Appointed Person."

7 The Chairman will look after the First Aid box, ensure that it has the required stock of items, and replace any items that are used or become out-of-date.