1. **OBJECTIVE AND SCOPE**

First Aid at Work is one of a number of procedures forming East Ayrshire Leisure’s Health, Safety and Wellbeing Policy arrangements in compliance with the general duties under Section 2 (3) of the [Health and Safety at Work Act Etc. 1974](http://www.legislation.gov.uk/ukpga/1974/37).

This Standard outlines the arrangements for the provision of first aid treatment in the workplace, relating specifically to the [Health and Safety (First](http://www.legislation.gov.uk/uksi/1981/917/contents/made) [Aid) Regulations 1981](http://www.legislation.gov.uk/uksi/1981/917/contents/made) and the [L 74 Guidance on Regulations: First Aid at Work](http://www.hse.gov.uk/pubns/priced/l74.pdf) [2013 edition (L74](http://www.hse.gov.uk/pubns/priced/l74.pdf))

1. **RESPONSIBILITY**

Overall responsibility of this Standard belongs to the Chief Officer, Executive Management and Development Managers. Premise Managers are responsible for ensuring arrangements are fully implemented within their areas of control.

Executive Management and Development Managers should supplement this Standard with written details of the local arrangements in place, including an assessment of first aid needs where required, the names of nominated first aiders and records of first aid training.

The Health & Safety Strategy Group in conjunction with the Council’s Corporate Health & Safety Team are available to provide further advice and guidance where required

**AUTHORISED BY:** Chief Officer

**DATE:** August 2022

**Contents**

[1. INTRODUCTION 2](#_Toc111063968)

[2. FIRST AID AT WORK 2](#_Toc111063969)

[**2.1 First Aid at Work training** 2](#_Toc111063970)

[**2.2** **Insurance of First Aiders** 3](#_Toc111063971)

[**2.3** **Payment of First Aiders** 3](#_Toc111063972)

[3. FIRST AID REQUIREMENTS 3](#_Toc111063973)

[**3.1 First Aid Assessments** 3](#_Toc111063974)

[**3.2** **History of Accidents** 5](#_Toc111063975)

[**3.3** **Employees working remotely, lone workers and shift workers** 5](#_Toc111063976)

[**3.4** **Remoteness of the site from emergency medical services** 5](#_Toc111063977)

[**3.5** **Employees working on shared or multi-occupied sites** 5](#_Toc111063978)

[**3.6** **Annual Leave and other absence** 6](#_Toc111063979)

[**3.7** **First aid provision for non-employees** 6](#_Toc111063980)

[**3.8** **Review of first aid provision** 6](#_Toc111063981)

[**3.9** **Record Keeping** 6](#_Toc111063982)

[**3.10 First Aid Resources** 6](#_Toc111063983)

[**3.11 Automated External Defibrillators (AEDs)** 8](#_Toc111063984)

[**3.12 Provision of first aid during a Pandemic (Covid-19)** 8](#_Toc111063985)

[4. CONTACT INFORMATION 9](#_Toc111063986)

[Appendix 1 – First Aid Risk Assessment 0](#_Toc111063987)

[Appendix 2 - Checklist for assessment of first aid needs 1](#_Toc111063988)

1. **INTRODUCTION**

The [Health and Safety (First Aid) Regulations 1981](http://www.legislation.gov.uk/uksi/1981/917/contents/made) and the [L 74 Guidance on](http://www.hse.gov.uk/pubns/priced/l74.pdf) [Regulations: First Aid at Work 2013 edition (L74](http://www.hse.gov.uk/pubns/priced/l74.pdf)) defines first aid as:

* Cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury or illness until such help is obtained.
* Treatment of minor injuries which would otherwise receive no treatment or do not need treatment by a medical practitioner or nurse.

The Trust will ensure adequate and appropriate equipment, facilities and personnel are available to provide first aid to employees should they become injured or be taken ill at work and will also ensure that sufficient arrangements are in place to provide first aid to service users, members of the public and visitors to our premises.

First aid equipment and facilities suitable to the requirements of the work location must be provided and maintained at all times.

1. **FIRST AID AT WORK**

## **2.1 First Aid at Work training**

First-aiders must hold a valid first aid certificate, either First Aid at Work (FAW) or Emergency First Aid at Work (EFAW).

EFAW is a one day course enabling the first aider to give emergency first aid treatment to someone who is injured or becomes ill at work.

FAW is a 3 day course and includes the contents of EFAW but further equips the first aider to apply a range of first aid treatment for specific injuries and illness.

First aid certificates are valid for 3 years from the date of issue.

All managers should ensure that revalidation of training is undertaken before certification expires. Revalidation training should be arranged by Managers within 3 months of expiry of the certificate.

Where an employee’s certificate has expired, revalidation training can be carried out within 28 days of the expiry date. If retraining is not carried out within this period, the first aider will be required to undertake the full FAW or EFAW to re-establish their certification. The Council’s Organisational Development should be contacted to arrange first aid training with the appointed training provider.

In some work locations the selection of an **appointed person** may be sufficient. An appointed person does not require a first aid certificate provided they have responsibility for only maintaining the first aid equipment and calling the emergency services, should this be required.

It is important to remember that an appointed person should not administer first aid treatment unless trained to FAW or EFAW level.

* 1. **Insurance of First Aiders**

The Trust’s insurers provide cover for members of staff who are first aid trained where the certificate is valid and treatment is administered within the course of their employment. The insurance also covers those administering first aid to non-employees associated with the Trust’s working activities or within Trust premises; it does not cover first aid treatment outside the workplace.

* 1. **Payment of First Aiders**

The Trust have approved payment of an annual sum to employees holding a current First Aid at Work (FAW) certificate **and who have been appointed as designated first aiders** within their work location.

The payment does not apply to all employees holding a valid first aid certificate, only employees who have been designated by Executive Management/Development Managers as nominated persons that administer first aid in the event of an incident.

For some posts within the Trust, a current first aid certificate may be a requirement of the post or a condition of employment. In these circumstances a first aid allowance will not be paid.

It is the Managers responsibility to instruct Human Resources of any required payment of first aid allowance, so that salary adjustments can be made to the designated employee(s).

1. **FIRST AID REQUIREMENTS**

**3.1 First Aid Assessments**

Managers are required to make an assessment of the first aid needs appropriate to the circumstances. This should take into account the number of employees, service users, school pupils and members of the public who may be in the premises at any time and the hazards and risks within the workplace.

General risk assessments already carried out in compliance with the [Management of Health and Safety at Work Regulations 1999](http://www.legislation.gov.uk/uksi/1999/3242/regulation/3/made) can provide managers with information that helps in the completion of a first aid assessment for their work activities and/or premises.

An assessment of the first aid needs is required to identify the equipment, facilities and personnel based on the number of employees and the hazards and risk involved with the workplace. A first aid assessment has been developed to provide a template to assess the needs within each workplace. This is included as **Appendix 1.**

As a general guide it is recommended that there is a minimum of one first aider for every 100 employees. However, it should be remembered that this recommendation is based on an office environment and there are other important considerations when carrying out a first aid assessment. The table below offers a guide to managers on **suggested** numbers of first aiders for Trust premises.

|  |  |  |
| --- | --- | --- |
| **Category of Risk** | **Number employed/public**  **at location** | **Suggested number of first aiders** |
| Lower risk  *(e.g. offices, libraries)* | Few than 50  50 – 100  More then 100 | At least one appointed person  At least one EFAW  At least one FAW for every 100 employed |
| Medium risk  *(e.g. residential centre, school visits)* | Fewer than 20  20 – 100  More than 100 | At least one appointed person  At least one EFAW or FAW for every 50 employed  At least one FAW for every 100 |
| Higher risk and special hazards *(e.g. light engineering, construction, extensive work with dangerous machinery or*  *sharp instruments)* | Fewer than 5  5 – 100  More than 100 | At least one appointed person  At least one FAW for every 50 employed At least one FAW for every 50 employed |

Additional first aiders may be required where a higher level of risk exists due to the type of work activities carried out or the needs of service users. It should therefore be ensured that sufficient first aid cover is provided for all circumstances.

The following table gives some examples of hazards, related workplace incidents and injuries requiring first aid.

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Causes of Incidents** | **Injuries Requiring First Aid** |
| Chemical | Exposure during handling, spillages,  splashes or leaks | Poisoning, burns, eye injuries |
| Electricity | Contact with electricity | Electrocution, burns |
| Machinery | Loose hair or clothing becoming tangled, struck by moving parts or  materials being ejected, sharp edges | Crush, amputation, fractures, lacerations or eye injuries |
| Manual Handling | Repetitive or heavy lifting, bending and twisting, handling bulky or unstable loads, working in uncomfortable  Positions | Fractures, lacerations, sprains and strains |
| Slip and trips | Uneven floors, trailing cables, obstructions, slippery surfaces due to  spillages, worn carpets and mats | Fractures, lacerations, sprains and strains |
| Falls from height | Overreaching or overbalancing when using ladders; falls off or through a roof | Head injury, loss of consciousness, spinal injury,  fractures, sprains and strains |
| Workplace Transport | Hit by or falling from a vehicle, being hit by part of a load falling from a vehicle; being injured as a result of a  vehicle collapse or overturn | Crush injuries, head injury, fractures, sprains and strains |

Each responsible manager should therefore determine the employees and equipment requirements of the work location. In carrying out the assessment of first aid needs the following should always be considered:

* The type of work carried out including workplace hazards and risks
* The size of the workplace
* The distribution of the workforce
* The needs of young workers, trainees, pregnant workers and employees with disabilities or particular health problems
* The department/ section’s history of accidents
* The needs of travelling, remote and lone workers
* Work patterns, such as unsocial hours
* Annual leave and other absences
* First aid requirements for non-employees
* The remoteness of the site from emergency medical services.

A checklist for the assessment of first aid needs has been provided for managers to assess the requirements within their section (Appendix 2)

* 1. **History of Accidents**

Information gathered from incident investigations may be used when assessing the adequacy of first aid provision. For large and/ or multi-site workplaces this information can be helpful in determining where first aiders should be located, the area they are required to cover and where first aid equipment should be sited.

* 1. **Employees working remotely, lone workers and shift workers**

Managers should ensure the first aid requirements of employees working away from their principal place of work are met. The first aid assessment should determine whether those who travel long distances or are mobile require a personal first aid kit. Requirements may also vary where employees work shifts or out of hours.

* 1. **Remoteness of the site from emergency medical services**

Where a site is remote from emergency medical services, it may be necessary to make special arrangements to ensure an injured person is transported to another suitable location for medical treatment. This should be considered within the local arrangements for the site. There may also be a requirement to inform the emergency services, in writing, of the work location and any specific access difficulties.

* 1. **Employees working on shared or multi-occupied sites**

Where a site is shared or multi-occupied, arrangements must be put in place for the nominated Premises Manager to co-ordinate and take responsibility for arranging first aid cover for all the workers on the site. Where this arrangement has been agreed it must be communicated fully to all site occupants.

* 1. **Annual Leave and other absence**

It is essential that adequate first aid provisions are in place at all times for people at work. Line Managers therefore need to ensure there is cover for annual leave and other planned absences of first aiders or appointed persons. Consideration should also be given to first aid cover for unplanned and exceptional absences such as sick leave or special leave

* 1. **First aid provision for non-employees**

While there is no legal requirement to provide first aid treatment to non-employees, many Trust facilities, such as community and leisure centres, provide a service to the public. It is therefore necessary to include non-employees in the local assessment of first aid needs.

* 1. **Review of first aid provision**

A periodic review of the first aid provision within each service area should be undertaken. Where there has been a significant change to the number of occupants, an individual’s health etc. a review of the first aid provision should be carried out immediately.

* 1. **Record Keeping**

All incidents requiring first aid treatment, other than the following examples, must be recorded using the Council’s incident reporting system (SHE)**.**

Incidents where first aid is administered, but reporting on SHE is **not required**, include:

* Where a person with a pre-existing condition becomes unwell where there are no workplace related contributing factors

**Note:** whilst such incidents should not be recorded on SHE, any treatment given must be recorded within appropriate internal reporting arrangements, such as significant occurrence forms etc.

Actions by first aiders may also be recorded in the service area’s own First Aid Treatment Log Book. Any information contained in these books must comply with the requirements of the [*Data Protection Act 1998*](http://www.legislation.gov.uk/ukpga/1998/29/contents).

More information on the incident reporting procedures can be found in [Incident Reporting](http://eacintranet/Services/HealthandSafety/MasterSafetyFileStandardReviews/Incident-Reporting.pdf) and [Violence and Aggression in the Workplace](http://eacintranet/Services/HealthandSafety/MasterSafetyFileStandardReviews/Workplace-Violence-and-Agression-(B19).pdf).

**3.10 First Aid Resources**

First aid provision should be available and accessible at every work location. The facilities and equipment provided will vary according to the needs of each workplace.

Each workplace must provide a notice board giving clear information of the names, location and contact details of first aiders and the location of first aid equipment. All Trust premises require a minimum of one first aid kit stored in a clearly identified and accessible location.

First aid boxes should contain the items indexed on the contents list below. **Other items, such as prescribed or over the counter medication, should not be kept in the first aid kit under any circumstances.**

The minimum stock of first-aid items should be:

* + - **Leaflet giving general guidance on first aid** (for example, HSE's leaflet

[*Basic advice on first aid at work*](http://www.hse.gov.uk/pubns/indg347.htm))

* + - **20 individually wrapped sterile plasters** (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary)
    - **2 sterile eye pads**
    - **4 individually wrapped triangular bandages**, preferably sterile
    - **6 Safety pins**
    - **2 large sterile individually wrapped unmedicated wound dressings**
    - **6 medium-sizes sterile individually wrapped unmedicated wound dressings**
    - **Pair of disposable gloves** (for advice on latex gloves please see HSE’s advice on [*Selecting latex gloves*](http://www.hse.gov.uk/skin/employ/latex-gloves.htm))

Travelling first aid kits should be carried in works vehicles where outdoor working or travelling away from the main work location is required.

The contents of every first aid kit should be checked frequently, stock replenished and expired sundries removed. This is the responsibility of the nominated first aider.

Although there is no specified review timetable, many items, in particular sterile ones, are marked with expiry dates. These should be replaced by the dates given and expired items disposed of safely. In cases where sterile items have no dates, it would be advisable to check with the manufacturers to find out how long they can be kept. For non-sterile items without dates, it is a matter of judgement, based on whether they are fit for purpose.

Where mains tap water is not readily available, a minimum of one litre of sterile water or eye wash solution in sealed containers should be provided. Once the seal is broken the container should be disposed of and replaced immediately.

In some work locations, due to the number of occupants or the level of risk, a first aid room will be provided. First aid rooms should be used only for providing treatment following an accident or to aid recovery after sudden illness. Clear access/ egress for ambulance staff must be provided.

The following equipment and facilities should be provided in each first aid room:

* Sink with running hot and cold water
* Drinking water (if not available from mains supply) and disposable cups
* Paper towels
* Smooth topped work surface
* A range of first aid equipment (minimum standard as required in first aid kits)
* Chair
* Couch (with waterproof cover) pillow, blankets
* Suitable storage facilities for first aid materials
* Anti-bacterial soap
* Clean protective garments for first aiders, including disposable gloves
* Suitable refuse container lined with disposable plastic bags
* A bowl

**3.11 Automated External Defibrillators (AEDs)**

Defibrillation is the delivery of lifesaving electrical energy to the heart during an abnormal rhythm or very rapid erratic beating of the heart known as Ventricular Fibrillation (VF).

Automatic external defibrillators (AEDs), are automated computer devices that analyse heart rhythms and provide the shock needed for defibrillation where the machine detects that this is necessary.

AEDs have been installed in several Trust buildings such as leisure/theatre facilities in recognition of the lifesaving effects of early defibrillation.

In premises where AEDs are installed, a sufficient number of employees should been trained in their use and regular checks must be carried out to ensure that each device continues to be ready in the event of an emergency, which includes ensuring that pads and batteries are replaced in line with the manufacturers guidance.

## **3.12 Provision of first aid during a Pandemic (Covid-19)**

During the Covid 19 pandemic additional measures are required when providing first aid treatment. Using 3P model - preserve life, prevent worsening, promote recovery - staff can provide first aid treatment while minimising the risk of Covid-19 infection to themselves.

Where a first aider suspects that it is a serious illness or injury they must call ‘999’ immediately. If the injured person is presenting any COVID-19 symptoms they will advise the call handler in advance

Where possible, first aiders must use:

* A fluid-repellent surgical mask (type 2R)
* Disposable gloves
* Eye protection
* A disposable apron

First aiders must try to minimise the time spent sharing a breathing zone with the injured person. Where the injured person is conscious and capable they should be directed to treat themselves.

If CPR is required **do not** use rescue breaths. First aiders should use a cloth or towel to cover the patient’s nose and mouth, while still allowing the injured person to breath. CPR should be delivered using chest compressions and a defibrillator, where available.

Once delivery of first aid has been completed disposable items must be disposed of safely and reusable items cleaned thoroughly and first aiders must wash hands thoroughly with soap and water - alcohol based hand sanitiser may be used only where there is no soap and water available.

1. **CONTACT INFORMATION**

Health & Safety Strategy Group, East Ayrshire Leisure

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E Mail: [EALHealthandSafety@eastayrshireleisure.com](mailto:EALHealthandSafety@eastayrshireleisure.com)

Intranet: [Health & Safety](https://leisurenet/admin-docs/health-safety/)

Health and Safety Section, East Ayrshire Council

Tel: 01563 554825

E Mail: healthandsafety@east-ayrshire.gov.uk

EAC Intranet[Health and Safety](http://eacintranet/Services/HealthandSafety/HealthandSafety.aspx)

Further useful information on first aid requirements can be found on the:

[Health & Safety Executive Website – First Aid](http://www.hse.gov.uk/pubns/books/l74.htm)

# Appendix 1 – First Aid Risk Assessment

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of workplace:** | **Department:** | | | | | | | | |
| Please indicate, by ticking the relevant box, which overall category of risk you consider the  site/workplace to be (see next section for further information) | Lower  risk: |  | Medium  risk: | |  | | Higher  risk: | |  |
| If the site is not considered to be ‘higher risk’ overall, please list opposite any parts/areas of the workplace or particular activities or special hazards that are considered higher risk. |  | | | | | | | | |
| During what times is the building open to employees and non-employees? | Open to employees | | | Open to non-employees | | | | | |
| Please state the maximum likely number of persons on site at any one time. Include non-employees (pupils, service users, visitors, etc.) |  | | | | | | | | |
| How many of the following first aid personnel are available at the site/workplace currently? | Appointed persons | | Emergency First Aiders | | | | | First aiders | |
| According to the table below what is the suggested number of first aid personnel that should be available at the site/workplace? | Appointed persons | | Emergency First Aiders | | | | | First aiders | |
| How many additional personnel need to be trained in order to have the suggested appropriate number (see table below). Remember to consider cover for holidays and other foreseeable absences. | Appointed persons | | Emergency First Aiders | | | | | First aiders | |
| Is someone responsible for ensuring that refresher training is carried out before it expires? If yes, give name and position | | | | | |  | | | |

**Suggested minimum number of first aiders (these should be considered in conjunction with the first aid risk assessment, numbers may alter as a result)**

|  |  |  |
| --- | --- | --- |
| **Category of Risk** | **Number employed/**  **public at location** | **Suggested number of first aiders** |
| Lower risk  (e.g. offices, libraries) | Fewer than 50  50 – 100  More than 100 | At least one appointed person  At least one emergency first aider  At least one first aider for every 100 employed |
| Medium risk  (e.g. residential centre, school visits) | Fewer than 20  20 – 100  More than 100 | At least one appointed person  At least one emergency first aider or first aider for every 50 At least one first aider for every 100 |
| Higher Risk and Special Hazards  (e.g. light engineering, construction, extensive work with dangerous machinery or sharp instruments) | Fewer than 5  5 – 100  More than 100 | At least one appointed person  At least one first aider for every 50 employed At least one first aider for every 50 employed |

Workplace issues to consider and guidance in providing first aid are contained on this page. If additional first aid needs are identified, you should record this information in the box below.

|  |  |
| --- | --- |
| **Aspects to consider** | **Guidance**  You will need to consider: |
| Are there higher risk activities involving the use of chemicals or plant and machinery?  Do the work activities involve hazards such as working at height or working in confined spaces? | * Providing first aiders, even if the number that occupy the premises require appointed persons only * Extra training for first aiders to cover any special procedures which they may need to carry out. * Additional first aid equipment such as eyewash or emergency showers. Blunt ended stainless steel scissors should be kept where there is a possibility that clothes might need to be cut away. * The precise location of the equipment, putting appropriate first aid equipment close to the areas where there is a high risk as well as in other parts of the building. * Any special arrangements which need to be made with the emergency services. |
| Are there different parts of the premises where different levels of risk can be identified (e.g. school, kitchens)  Do your records, such as incident reports, indicate that injury or ill health is more likely in certain locations? | * Providing first aiders in those locations even if the number that occupy the premises require appointed persons only * The precise location of the equipment, putting appropriate first aid equipment close to the areas where there is a higher risk as well as in other parts of the building. |
| Are there young or inexperienced workers on site, or people with disabilities or special health problems who are at greater risk? | * Additional training for first aiders * Additional first aid equipment * Local siting of first aid equipment |
| Are the premises spread out or is it a multi occupancy building? | * First aid kit and personnel may need to be located in each building and/or floor. * Liaise with other occupants on first aid arrangements. |
| Are there changes in staffing levels, for example shift work, work out of hours? | * Check the number of first aid cover is adequate at all times the building is operational including holiday cover |
| Are any employees working on sites occupied by other employers? | * Make arrangements with other site occupiers to ensure adequate provision. * This should be agreed in writing. |
| Is there sufficient provision to cover absences of first aid personnel? | * What cover is needed for annual leave and other planned absences? * What cover is needed for unplanned and exceptional absences? |

|  |  |  |
| --- | --- | --- |
| **Actions identified** | | **By whom (name) and when (date)** |
|  | |  |
|  | |  |
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|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
| **Assessor’s name:**  (please print): | **Assessor’s signature:** | **Date assessment completed:** |
| The Manager should sign below to show that the assessment is a correct and reasonable reflection of any  actions required. | | |
| **Manager’s name**  (Please print): | **Manager’s signature:** | **Date received:** |
| **Date of review** | **Reviewed by (name)** | **Remarks** |
|  |  |  |

# Appendix 2 - Checklist for assessment of first aid needs

|  |  |
| --- | --- |
| **Type of Workplace** | **Impact on first aid provision** |
| Does your workplace have low level hazards such as those that might be found in offices or similar | The **minimum** provision is an appointed person to take charge of first aid arrangements and a suitably stocked first aid box |
| Does your workplace have higher level hazards such as chemicals or dangerous machinery? | Consider providing first aiders, additional training for first aiders to deal with injuries, resulting from specific hazards, additional first aid equipment, the location of first aid equipment, the provision of a first aid room and informing the emergency services |
| **Employees** | |
| How many people are employed on site? | Where there are **small numbers** of employees, the minimum provision is an appointed person to take charge or first aid arrangements and a suitably stocked first aid box.  Where there are large numbers of employees you should consider providing first aiders, additional first aid equipment and a first aid room |
| Are there inexperienced workers on site, or employees with disabilities or particular health problems? | Consider additional training for first aiders, additional first aid equipment, location of first aid equipment. The first aid provision should cover any work experience trainees |
| **Accident and Ill health records** | |
| Consider your record of incidents and ill health.  What injuries and illnesses have occurred and where did they happen? | Ensure first aid provision caters for the type of injuries and illness that might occur in your workplace.  Monitor accidents and ill health and review your first aid provision as necessary. |
| **Working Arrangements** | |
| Are there employees who travel a lot, work remotely or work alone? | Consider issuing personal first aid kits and personal communications / mobile phones. |
| Are there employees who work shifts or work out of hours? | Ensure there is adequate first aid provision at all times people are at work. |
| Are the premises spread out, are there several buildings on the site or multi-floor buildings? | Consider provision in each building or on each floor |
| Is the workplace remote from emergency medical services? | Consider informing the emergency services of the location and any special arrangements with emergency services |
| Is the work location occupied by other employers? | Make arrangements with other site occupiers to ensure adequate provision of first aid needs have been agreed. A written agreement between employers is strongly recommended. |
| Is there sufficient provision to cover for absences of first aiders or appointed persons | Consider where cover is needed for annual leave and other planned and unplanned and absences. |
| **Non-employees** | |
| Do members of the public visit your premises? | While there is no legal duty to provide first aid for non-employees the HSE strongly recommends that non employees are included in the first aid provision of needs. As a service provider and in the interests of good practice East Ayrshire Leisure will ensure this recommendation is fully implemented. |