

### First Aid, Accident Books and Accident Reporting

The measures highlighted in green are essential to maintaining legal compliance and achieving the standards required for the NFASS Scheme.

#### First Aid Provisions

- 1. You must complete a risk assessment for first aid provision and how it is delivered .**
- 2. It is essential to have qualified first aid personnel on duty whenever members of the public are on site.**
3. The first aid personnel must hold a current First Aid at Work Certificate, 3 day course. Depending on the activities at your attraction, an Emergency Life Saver [ELS] qualification may be sufficient.
4. It is desirable for all members of staff to be trained in basic Save a Life skills.
- 5. The first aid person must be readily contactable.**
- 6. All members of staff must know how to contact the first aid person.**
7. The duty first aid person will have access to a first aid box containing:
  - 85 I.W.S adhesive dressings
    - 2 sterile eye pads no. 16
    - 4 large triangular bandages (calico)
    - 6 medium sterile dressing pads (12 x 12 cm)
    - 2 large sterile dressing pads (18 x 18 cm)
    - 2 medium sterile dressings (no 8)
    - 2 sterile non-adherent absorbent dressings (5 x 5 cm)
    - 2 sterile non-adherent absorbent dressings (10 x 10 cm)
    - 1 roll hypoallergenic tape (2.5 cm x 9.2 cm)
    - 1 pair clothing shear scissors
    - 6 pairs vinyl gloves (medium)
    - 6 antiseptic wipes (alcohol free)
    - 6 safety pins
    - Eye wash capsules of bottles
- 8. Locations that attract large numbers of visitors should have a fully equipped first aid room for treatment to be carried out in. Such an area can also be used to give privacy when members of the public need to deal with personal issues such as distressed children.**
- 9. Keep an up to date first aid manual with the first aid box for quick and easy reference.**
- 10. Under no circumstances must you allow your first aid persons or staff to issue pain killers, creams or other similar forms of treatment.**

### Accident Recording & Accident Books

11. You are required to have a record of any accidents that are reported to you. You should have an accident book available for anybody to fill in on site. You should ask sufficient questions to ensure you get accurate information that will correctly record the incident details. Care should be taken when questioning. Do not give the person reporting the incident the third degree, simply illicit the facts
12. Homemade exercise books with the incidents noted will now NOT be accepted by your local health and safety inspector or your insurers if they follow up an incident. Use a properly designed accident record book. Most major stationary stores or HMSO's will stock them. Alternatively, you may devise your own accident record sheet, ensuring it is properly set out and it contains the information you will later be required to provide should an enquiry be made.
13. When the accident book entry or your internally designed sheet has been completed, file these pages for at least 10 years as a question can still be asked if the injury worsens with time or somebody attempts to take any legal action.

### Reporting Accidents to the HSE [RIDDOR]

14. Any accident, where a member of the public is injured on site and taken to hospital for treatment MUST be reported to the HSE.
15. If a member of the public is taken ill on site, this does not have to be reported to the HSE. You should however still record it in your accident record book.
16. If you do not report an injury to the HSE, that should have been reported, the local health and safety officer can take action against your Organisation.
17. Should you have to report an accident to the HSE, you simply go onto the HSE website page <https://www.hse.gov.uk/forms/incident/>; click on F2508 – Report of an Injury; you fill out the form online and the HSE will send you a completed report form with a reference number by return.
18. YOU DO NOT now have to telephone your local Authority Inspector as well; the form will be sent electronically to the inspector by the HSE.
19. Make sure the incidents are reported to the HSE as early as practicably possible. If the incident is at a weekend, then first thing Monday morning is acceptable.
20. If the injury falls into the Serious Injury category, you are more likely to be asked for more information by the local health and safety enforcing inspector. It is advisable you ensure a thorough investigation is carried out by a member of your team.
21. Photographs of the accident location are very helpful as the location may have changed when the follow up occurs. Do not take photographs whilst the injured person is being treated.
22. Injuries such as those listed below are considered serious and will fall into the Serious Injury Category:
  - Any fracture, including cracked or chipped, other than to a finger, thumb or toe.
  - Any amputation.
  - Dislocation of the hip, knee, shoulder, elbow or spine.
  - Loss of sight (whether temporary or not).
  - Any loss of consciousness

- An act of un-solicited violence against a member of staff, a volunteer or another member of the public resulting in injury that requires hospital treatment.
23. If you have any doubt whether an incident is reportable or not, there is help available by ringing 07743 166919 and speaking to Ray Hipkin who is an Independent Safety Advisor and who advises NFAN on health and safety issues.

### RIDDOR Regulations

**A change in the RIDDOR regulations in October 2013 now means you do not have to report ALL occasions when a person goes to hospital for a check-up. Seek advice from your H&S Advisor for guidance or by ringing the NFAN Advisor who will help you further. Ray Hipkin +44 [0] 7743 166919**

### Internal Investigation / Follow Up

**24. If you have an incident where an injury occurred in circumstances that were foreseen but nevertheless it still occurred despite your controls being in place, you must:**

- Investigate the incident with other members of your team to find out exactly what may have happen and whether there are any additional lessons to be learned.
- Review the risk assessments for the location or activity. Make amendments that are required.
- Inspect the location to ensure no hazards remain that may cause another incident.

**25. If you have an incident where an injury occurred in circumstances that were unforeseen, or beyond the control of your procedures, you must:**

- Investigate the incident with other members of your team to find out exactly what may have happen and whether there are any additional lessons to be learned.
- If there are members of the public present who may also have seen what happened, seek their views on what happened to ensure you have as complete a picture as possible.
- Review the risk assessments for the location or activity. Make amendments that are required.
- Amend any work instructions or checklists to include any additional measures you have introduced.
- Inform all members of staff of any amendments you have made.
- Monitor the amended work practices to ensure they are successful and they achieve the controls you are seeking.
- Inspect the location to ensure no hazards remain that may cause another incident.

26. If you have an incident where you believe other Farm Park's may value the lessons learned, please write a short synopsis of what happened, what was learned and what you have done to prevent recurrence. These lessons are invaluable to others and help us all to understand the risks we are managing on a day to day basis. Send the details to Ray Hipkin who will review the incident with you and then will ensure the lessons are broadcasted via the members section of the NFAN Website.

## Risk Assessment Checklist

### First Aid, Accident Books and Accident Reporting

Date of review: \_\_\_\_\_ Person completing the review: \_\_\_\_\_

	Requirement	Comp ✓
1	Have you drawn up the monthly First Aid Cover Plan	
2	Has the plan been agreed with the First Aiders	
3	Have all First Aid Boxes or first aid room been inspected, correctly located, contents checked, replenished the box if needed and the contents are in date	
4	Have all accident book entries been reviewed and all of the incidents received an appropriate follow up	
5	Have all risk assessments and procedures been reviewed and updated following an accident review	
6	After reviewing previous accidents, have you checked to ensure the recorded accidents are not repetitive of previous accidents.	
7	Have all incidents that fall within the RIDDOR Reportable criteria been reported and a reference number obtained for each report.	
8	Have you received and filed copies of any RIDDOR forms that refer to any accidents in the past month	
9	Do you have at least two month accident book pages or a back up accident book.	
10	Have you ensured that all accident reports are correctly filed in a secure location	
11	Have you informed you Insurance Company of any injury that has been reported to HSE and supplied them with copies of the Accident Book entry, photographs of the location and a copy of any internal investigation you may have carried out	