

HOSPITAL RADIO PERTH

FIRST AID

ONE **DEFINITIONS**

In this document:

The term “the Organisation” will refer to Hospital Radio Perth

The term “the Committee” will refer to the managing committee of Hospital Radio Perth.

The term “Member” will refer to any full, associate or probationary member of Hospital Radio Perth.

The term “Visitor” will refer to any person within the organisation’s premises who is not a member of the organisation and includes hospital staff, patients and contractors.

TWO **REQUIREMENT**

The Health and Safety (First Aid) Regulations 1981 require the Organisation to provide adequate and appropriate equipment and facilities to enable first aid to be given to any member if they are injured or become ill while involved in the operations of the Organisation.

THREE **FIRST AID AT THE STUDIO PREMISES**

A First Aid Box is located within the studio reception area.

Unless the injury is of a trivial nature, injured persons should be conveyed to Accident and Emergency or an ambulance should be summoned.

Members should heed the advice given in the leaflet, “Basic Advice On First Aid At Work” provided within the first aid box; or any advice provided by the ambulance service or health professionals.

Members must report any use, damage or misuse of the portable first aid equipment to a Committee Member as soon as possible.

Provision of first aid is at the discretion of the individual member.

FOUR **FIRST AID AT OUTSIDE BROADCASTS AND WHILST ON LOCATION**

Each location will feature differing first aid facilities. In an effort to increase safety, the Organisation has provided a portable First Aid Box which will be stored in the outside broadcast equipment cupboard.

This must be taken to all outside broadcasts and whilst on location and must be readily available near to the principal site of operations.

Unless the injury is of a trivial nature, injured persons should be conveyed to Accident and Emergency or an ambulance should be summoned.

Members should heed the advice given in the leaflet, “Basic Advice On First Aid At Work” provided within the first aid box; or any advice provided by the ambulance service or health professionals.

Members must report any use, damage or misuse of the portable first aid equipment to a Committee Member as soon as possible.

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FIVE **FIRST AID BOX CONTENTS**

Each first aid box will contain:

- a) A leaflet "Basic Advice On First Aid At Work" giving general guidance on first aid.
- b) Twenty individually wrapped sterile adhesive dressings (assorted sizes)
- c) Two sterile eye pads
- d) Four individually wrapped triangular bandages
- e) Six safety pins
- f) Six medium sized individually wrapped sterile unmedicated wound dressings
- g) Two large sterile individually wrapped unmedicated wound dressings
- h) Two pairs of disposable gloves.

In addition, due to the possibility that there may be no running water available, the portable first aid box will also contain:

- a) Six Alcohol Free Wipes
- b) Two sterile eyewash solution (500 ml)

Tablets or medication will on no account be kept in the first aid boxes.

SIX **MAINTENANCE**

The studio manager is responsible for ensuring that both first aid boxes are maintained in good condition, are checked monthly and restocked and out of date contents replaced. He or she will record the check on the sheet provided.

SEVEN **RECORDING**

An accident book is kept with the studio first aid box. All accidents and cases of work related ill health must be recorded in the accident book.

The following information should be recorded:

- a) Date, time and place of incident.
- b) Name of injured or ill person.
- c) Details of injury / illness and any first aid given.
- d) What happened to the casualty afterwards, e.g.
 - i. Carried on with his or her duties
 - ii. Went home.
 - iii. Went to hospital.
- e) Name and signature of the person dealing with the incident.
- f) Name of committee member advised and date / time when this was done.

EIGHT **PREVENTION OF REOCCURENCE**

It is imperative that after any accident involving any member or visitor while at the studio or in any way involved in the operations of the Organisation; a member of the Committee is advised of the circumstances as soon as possible.

This will allow an investigation to take place in an effort to increase safety, alter working practices or prevent a reoccurrence.

Additionally in a small number of instances, the Organisation may have a legal obligation to report the circumstances of the incident. (See Reporting Of Injuries, Diseases And Dangerous Occurrences – RIDDOR).