the firm must, “display notices giving the locations of first aid equipment and the name and location of the appointed person or first aider.” Again Jimmy takes control of all these elements for Andersonstown Leisure Centre.

**Accident Policy (Appendix 2.3)**

An accident is an unplanned, unwanted occurrence which can result in injury, property damage or both. Health and safety legislation places duties on both employers and employees to prevent an/or control the risk of accidents in the workplace. It requires employers to assess risks, plan, organize, control, monitor and review any measures to safeguard health and safety, and it requires the employees to take due care of themselves, and any others who may be affected by their undertakings. The main pieces of legislation involved with this include:

- The Health and Safety at Work (NI) Order 1978
- The Management of Health and Safety at Work Regulations (NI) 2000
- The Workplace (Health, Safety and Welfare) Regulations (NI) 1993
- Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997

Belfast City Council believe all accidents can be prevented but provide a policy of procedures of what should happen in the event of an accident. At Andersonstown Leisure Centre if something is broken or damaged it needs to be reported to the appropriate person as soon as possible, so it can be amended to lower the chance of someone getting hurt. If someone is injured and needs medical attention, a first aid qualified member of staff can administer first aid if necessary. As the workforce are only first aid trained, it is always advisable to ask the injured party to seek further medical attention to ensure they get the best possible treatment. No matter how big or small accidents may seem the must be recorded in the accident report book, in all instances, as required by RIDDOR. (Appendix 2.3) RIDDOR stands for the reporting of injuries, diseases and dangerous occurrences regulations (Northern Ireland) 1997. “RIDDOR requires the Health and Safety Team to report certain work related accidents, diseases and dangerous occurrences to the Health and Safety for Northern Ireland (HSENI).”
Task 4: Find an example of one workplace accident involving either,
  i) a hazardous substance or piece of equipment
  ii) An accident involving an injury

Describe the circumstances of the accident, the follow up action and outcome.

What factors need to be considered in your workplace when assessing first aid needs?

Within Andersonstown Leisure Centre there are accidents which occur on a weekly basis. The majority of which cannot be prevented as they occur during sporting activities. Most of the members of staff at the leisure centre are fully qualified with a first aid certificate and are competent in dealing with minor injuries and even some major injuries, if they were to take place. Once an accident is reported all the information must be recorded on an accident report form. There are two types of forms which have been issued by the council. One is for the members of the public (Appendix 4.1) and the other is for employees. (Appendix 4.2)

Example of an accident involving an injury

_Circumstances of the Accident_

During a basketball match between two local secondary schools, two opposing players jumped up to try and steal a loose ball. Both players collided in the air, causing them both to fall to the ground awkwardly. One player was fine and didn’t suffer from the fall, however the other players injuries showed minor grazes to the both hands and the left arm. This was caused from landing and sliding on the basketball court. Also due to the high impact fall the player is suspected to be suffering from a fractured bone in the left arm.

_The Follow Up Action_

The injured arm was elevated, with an ice pack applied to reduce any swelling. The grazes on the hands and arm were wiped up using alcohol free wipes. The
What factors need to be considered in your workplace when assessing first aid needs?

In order to ensure safety in the workplace, a number of first aid needs have to be assessed. These will improve and the safety of both the public and the employees working within the organization.

The first factor that needs to be addressed is how the workplace building is. The bigger it is the more first aid packs need to be placed in the building to ensure one can be assessed from anywhere as quickly as it is needed.

The number of employees that use the workplace also needs to be considered. The first aid needs must be able to assist the employees for the work they may be carrying out.

Another factor is the number of people that use the workplace, from the general public. The first aid needs must be able to facilitate the maximum number of people who will be using the facilities at any given time.

Also the type of work that goes on within the workplace. Establishment of whether the workplace involves low risk or high risk work will determine the types of first aid needs.

Finally the actual first aid box needs to be considered. The person who is in charge of it and the person who checks its contents needs to be established.

How frequently checks are made and what goes in the first aid kit are also important factors which have to be considered. Lastly checks to ensure that there are enough accident report forms need to be carried out regularly. Basic advise on First Aid is given in the “First Aid at Work” document produced by Belfast City Council. (Appendix 4.3)