

**HR Guidance**

**First Aid**

**Allowance**

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| Version Control | Changes Made | Author |
| Version 1.Sept 2018 | Review  | Kate Yardley |
| Version 2 October 2018 | Updated contact details and training course title  | Angela Armstrong |

Introduction

Cumbria County Council has a responsibility to ensure the provision of first aid at work is adequate and appropriate in the circumstances to aid employees who are injured or who become ill at work.

Scope

This procedure applies to all employees of the county council (excluding Cumbria Fire and Rescue Service) including school based employees in community and voluntary controlled schools where there is no specific procedure laid down in national or local conditions of service.

Foundation, voluntary aided schools and academies are encouraged to adopt this procedure.

The purpose of the scheme is to pay an allowance to employees who are registered ‘First Aiders’, for their building.

A ‘First Aider’ is defined as a trained person who holds a valid full Certificate of Competence in ‘Emergency First Aid at Work’, issued by an organisation whose training and qualifications are approved by the Health & Safety Executive (HSE) as set out in Health and Safety Procedure No 7.

Principles

An allowance of £104 per year will be paid monthly in equal instalments to employees who are registered as ‘First Aiders’ for their building.

The allowance will be paid pro-rata for part time employees.

The monthly payment will be paid as an allowance, with the employee’s salary and will be subject to Tax and National Insurance.

Records relating to registered ‘First Aiders’ will be held in iTrent and will be reported on to Health and Safety and Facilities Management as necessary.

Eligibility

A Manager Validation Form must be completed in order to verify that an individual meets the required criteria to receive the First Aid Allowance.

The registered ‘First Aider’ must retain an up to date certificate of competence in ‘Emergency First Aid At Work’ to qualify for payment of the First Aid Allowance. Upon expiration of the Certificate of Competence, if it is not renewed, the payment of the First Aid Allowance will cease.

The allowance will be paid to registered ‘First Aiders’ who provide first aid cover for their building i.e. office, depot, or their place of work during normal working hours.

In the event that a registered First Aider steps down from the role, or leaves employment, the allowance will cease.

The allowance will not be payable where the job profile requires the post holder to administer emergency first aid or deal with basic health and safety as a requirement of the post.

Should further clarification be required in relation to the consultation and / or implementation process please contact People Management/School HR provider/Diocesan Officer.

For Schools:

|  |  |
| --- | --- |
| Name of School: |  |
| Date by which School have adopted procedure: |  |
| Signature of Chair of Governors |  |

**Date: September 2018**

FIRST AID ALLOWANCE – MANAGER VALIDATION FORM

This form must be completed in order to verify that an individual meets the required criteria to receive the First Aid Allowance.

Part 1 - Employee Details:

|  |  |
| --- | --- |
| Name of Employee: |  |
| Post Title: |  |
| Directorate: |  |
| Employee Payroll Number: |  |

Part 2 - Criteria (all sections must be completed):

|  |  |
| --- | --- |
| First Aid Registration  |  |
| The above employee is a REGISTERED first aider for the building of their workplace?  | Yes/No |
| Please state full address of the building the registration applies to? |  |

|  |  |
| --- | --- |
| First Aid Certification  |  |
| The certificate is full and valid for the completion of ‘Emergency First Aid At Work’ training? | Yes/No |
| Please state the certification period.  | START DATE: | **END****DATE:** |
| A copy of the current certificate is required. This is provided with this form?(See overleaf for contact details of training providers for replacement certificate if required.)  | Yes/No |

|  |  |
| --- | --- |
| First Aid Responsibilities |  |
| The requirement to be a REGISTERED first aider is in addition to the normal duties of the post? | Yes/No |

Part 3 - Manager Confirmation

I can confirm that for the employee detailed above:

- the First Aid Allowance criterion is met

- First Aid responsibilities are required in addition to normal duties of the post

- the relevant documentation is validated

- a copy of the certificate is provided

Signed: …………………………………...........................................

Date:…………………………………………………………………….

Print Name:…………………………………………………………….

Post Title:……………………………………………………………….

Directorate:……………………………………………………………..

This form to be returned to the following address for payment:

Service Centre,

West Wing,

Parkhouse Building,

Kingmoor Business Park,

Carlisle,

Cumbria,

CA6 4SJ.

Or attach to a ticket on the Service Centre Portal:

<https://servicecentre.cumbria.gov.uk/helpdesk/WebObjects/Helpdesk.woa/wa/TicketActions/view>

Schools should contact their payroll provider

Additional Information

Emergency First Aid at Work Training Providers contact details can be found from:

Learning and skills Team

Cumbria County Council

Parkhouse Building

Baron Way

Carlisle

CA6 4SJ