

FIRST AID AT WORK POLICY

1 General statement

It is our policy to ensure that appropriate first aid arrangements are in place for our staff and any visitors to our premises. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

2 The legal position

Our duty to provide first aid at work is governed by the **Health and Safety (First Aid) Regulations 1981**. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our business. We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- size of the business
- type of business
- building layout
- past history of accidents
- proximity of business location to emergency medical services
- needs of travelling and/or lone workers
- first aid cover in times of sickness or annual leave.

3 Responsibilities of first aid personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities.

First-aiders are responsible for:

- responding promptly to all requests for assistance
- summoning further help if necessary
- looking after the casualty until recovery has taken place or further medical assistance has arrived
- reporting details of any treatment provided

4 Appointed persons are responsible for:

- in the absence of a first-aider, taking charge when a person has been injured or falls ill
- calling an ambulance where necessary

- looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

5 Procedures

The following are general first aid related procedures to be followed by all staff:

- if you are aware that an employee has been taken ill, or has had an accident, call a first aider for assistance. You should not attempt to give first aid treatment yourself
- no employee should use their private car to transport a casualty to hospital. If an ambulance is not required, then a taxi is to be used
- if you need to access a first aid kit for personal use, do not remove it from its designated place
- any loss or damage to first aid equipment must be reported to a first aider
- if a first aid kit is poorly stocked, this should be reported to a first aider
- all lorry/van drivers are expected to carry a first aid kit with them at all times. They are responsible for its safe-keeping and to keep it adequately stocked.

6 Dealing with visitors

It is our policy to offer first aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first-aider/appointed person. If the visitor has had an accident, the first aider is responsible for ensuring that an entry is made in the accident book/form.

7 Staff training

All staff undertaking first aid duties will be given full training in accordance approved Health & Safety Executive four-day course and any appointed persons will attend a basic four-hour course. Where necessary, all line managers will be expected to organize shifts and rosters to enable staff to attend. We will do our best to ensure that sufficient notice of both initial training courses and any refreshers are given to managers to assist with this planning.

8 Information for employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff. This and further information is also included in our staff handbook. Information on the current first-aider/appointed person will be provided on staff notice boards.

First aid boxes can be found in the reception areas.