

First Aid

Policy

Introduction

If an employee is injured or suddenly becomes ill, immediate assistance or a call to the emergency services may be needed. Appropriate training for first aiders or appointed persons should be provided, along with appropriate first aid equipment or facilities.

Policy - Statement of Intent

The aim of this policy is to ensure, so far as is reasonably practicable, that suitable first aid arrangements are established and communicated to employees, and to comply with all relevant legislation, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (First-Aid) Regulations 1981 (as amended).

Employer Responsibilities

To ensure that first aid arrangements within the company are provided relative to the risk of injury or ill health at work, and that these are clearly communicated throughout the company, we will:

- evaluate the level of first aid provision appropriate for the company;
- provide adequate equipment and facilities;
- provide appropriate training for first aiders;
- ensure that any incidents are logged and investigated, as appropriate;
- ensure that the authorities are notified of an incident when appropriate and in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR); and
- review this policy at least annually or more frequently if significant changes occur.

Procedure

To fulfil our responsibilities as outlined above, we will:

- carry out a first aid needs risk assessment;
- provide first aid personnel, equipment and facilities as required;
- communicate details of first aid provision to employees; and
- maintain first aid facilities and equipment.

Additional Information

See accompanying notes: