

## **First Aid Code of Practice**

### **INTRODUCTION**

We recognise that by providing suitable first aid facilities and ensuring our staff are adequately trained, we assess our environment we may reduce the immediate impact of any accident or incident on our premises.

#### **It is our policy to:**

- Continually monitor and review risk assessments to determine whether designated qualified first aid personnel are required.
- Operate without trained and qualified first aid personnel unless risk assessments suggest otherwise
- Provide and maintain suitable and sufficient first aid kits within the facilities
- Ensure that all employees are aware of the availability and location of first aid kits
- Instruct all employees that in the event of a minor injury (e.g. minor cuts and abrasions) to immediately ensure that the casualty is provided with the necessary first aid kit and assist in accessing the most appropriate dressing/treatment.
- Instruct employees that in the event of a more serious injury to determine, in consultation with the casualty, whether to transport the casualty to hospital or a medical centre.
- Instruct employees that in the event of a serious accident/incident, If considered appropriate, call an ambulance.
- Whilst waiting for the ambulance, continue to monitor the casualty, keep the casualty comfortable, warm and dry.
- Instruct employees that all accidents of a more serious nature must be reported immediately to senior management.
- Instruct all employees that the use of items from the first aid kit must be reported to management to ensure that the contents of the kit are replenished.

## HEALTH & SAFETY MANAGEMENT SYSTEM

### First Aid - Assessment of Requirements procedure

