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First Aid is defined as:

- (a) [occasions] where a person receives treatment for the purpose of preventing or lessening the consequences of injury and illness until such help is available from a medical practitioner or nurse.
- (b) treatment of minor injury or illness where the person receives no treatment or which does not need treatment by a medical practitioner or nurse. (HSE L74)

Staff administering First Aid should ensure that the casualty is protected from further danger, that the casualty is kept warm, that the casualty is reassured and, where necessary, obtain medical assistance. The casualty should be transported to hospital as quickly as possible.

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| 2.1 | <<Insert Company responsibilities under Health & Safety (First Aid Regulations).   | Company”) recognises and accepts its responsibilities under the Health at Work etc. Act 1974, the Health and Safety (First Aid) Regulations (amended) and other associated legislation. |
| 2.2 | This Policy should be consistent with the main Company Health and Safety Policies.   |   |
| 2.3 | The Company is responsible for providing adequate first aid personnel, equipment and facilities to deal with and injuries to employees while they are at work. |   |
| 2.4 | The Company will assess the need for the number of First Aid trained personnel needed under the Regulations G214 (see below).                                  |   |

From your risk assessment, what of hazard is associated with your work activity?	What first-aid personnel do you need?
<b>Low-hazard</b> , eg office libraries	<p>At least one appointed person</p> <p>At least one first-aider trained in EFAW</p> <p>At least one first-aider trained in FAW for every 100 employed (or part thereof)</p>
<b>Higher-hazard</b> , eg light engineering and assembly, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	<p>At least one appointed person</p> <p>At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur</p> <p>At least one first-aider trained in FAW for every 50 employed (or part thereof)</p>

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### 3. Information and Training

- 3.1 The Company will ensure that a sufficient number of trained personnel are available at all times. Photographs of the First Aiders will be posted on the notice board, and will be given to all new starters.
- 3.2 The locations of the first aid boxes will be made known to all staff.
- 3.3 One First Aider (person) will have the duty to ensure that the first aid boxes are stocked.
- 3.4 The Company will ensure that all First Aiders have regular updates/refreshers as required to keep their skills up to date. Training records and copies of certificates will be maintained by the HR Manager.
- 3.5 The Company will ensure that all First Aiders are given sufficient time for training.
- 3.6 The procedures for dealing with an accident or incident within the workplace will be made clear to all First Aiders. Trained personnel are summoned to deal with any accidents.
- 3.7 The First Aider at the time of an accident will be responsible for ensuring the accident book is completed. All incidents are reported under the Reporting of Injuries and Dangerous Occurrences Regulations (RIDDOR).

### 4. Personal safety

- 4.1 No staff member, visitor or contractor, will be expected to put themselves in danger.
- 4.2 All first aid trained personnel will be expected to put themselves at risk to their own safety or wellbeing before entering a hazardous area, and will only enter if they feel it is safe to do so.
- 4.3 The Company will ensure that there is an adequate supply of nitrile gloves and single use face masks.

### 5. Guests or visitors

- 5.1 If a visitor to the Company becomes taken ill or requires first aid, the Company First Aider will be summoned immediately.
- 5.2 The First Aider will decide if an ambulance is required.
- 5.3 No Company First Aider will be permitted to administer any medication except for first aid purposes.

### 6. Data Protection

- 6.1 Personal data collected from visitors and employees in connection with first aid (including information about the health of the person) will be handled in accordance with the Data Protection Act 1998.

Company's data protection policy.

7. **First Aid Personnel**

- 7.1 In the event of an injury, the First Aider will provide first aid assistance or advice.
- 7.2 First Aiders will seek medical assistance or call emergency services where necessary.

This policy will be reviewed annually or in the event of a change in circumstances, in work practices or the introduction of new equipment.

This Policy has been approved and signed by:

**Name:** <<Insert Full Name>>

**Position:**

**Date:** <<Date>>

**Signature:**

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