



First Aid Policy

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CONTENTS PAGE

Section

1. Introduction
3. Principle Legislation and Guidance
3. General Policy Statement
4. Aim
5. Duties of Site Managers and their Deputies
6. Training

The Policy

1. Introduction

1.1 In recognition of the requirements of the Health and Safety at Work Act etc. Act 1974 and the Health and Safety (First Aid) Regulation 1981, it is the policy of the Diligent Developments to make adequate provision with regard to trained personnel, first aid facilities and equipment thus ensuring compliance with the regulations and the health safety and welfare of its employees in respect of first aid.

2. Principle Legislation and Guidance

1. The Health and Safety at Work etc. Act 1974
2. The Health and Safety (First Aid) Regulations 1981 (amended 1990), (Approved Code of Practice and Guidance L74 HSE Books)
3. The Management of Health and Safety at Work Regulation 1999.

2.1 Employer's Duties

- 2.1.1 It shall be the duty of every employer to ensure, as far as is reasonably practicable, the health, safety and welfare at work of their employees.
- 2.1.2 To provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees.
- 2.1.3 The Management of Health and Safety at Work Regulations 1999 imposes a duty on each employer to regularly undertake a risk assessment affecting first aid equipment, trained first aid personnel and the use made of the facilities. They are obliged to identify any persons or places at risk and to prepare an action plan and programme to remedy all defects observed.

3. General Policy Statement

3.1 This policy and procedural document applies to all directly and indirectly employed staff that are engaged to perform work duties by the Diligent Developments.

4. Aim

4.1 The aim of the policy and procedural implementation is to ensure that appropriate steps are taken to provide adequate facilities on all work sites.

4.2 To comply with these aims, Diligent Developments will ensure that they provide the following:

- An adequate level of first aid equipment within all their work sites and in the most convenient locations, such as motor vehicles.
- Provide adequate levels of first aid training and up dates to all suitable staff at all work sites.
- Record the use of first aid box facilities.

5. Duties of Site Managers and their Deputies

5.1 Ensuring that adequate first aid boxes are provided and designated staff are appointed to control and maintain these boxes at all times.

5.2 The replenishment of first aid boxes will be by the designated member of staff.

5.3 Ensuring that there is an appropriate level of trained staff. Factors will be taken into consideration:

- The nature of the work and any hazard involved.
- Whether access to treatment is difficult.
- When employees work away from their normal base.

5.4 To carry out regular risk assessments to check levels of first aid equipment.

6. Training

6.1 Senior management shall ensure that adequate training is provided to all staff.

6.2 The training provided will incorporate the health and safety executives codes of practice and statutory requirements.

APPENDIX 1

1. Guidance

- 1.1 The key elements which need priority consideration and upon which a safe and adequate first aid service is provided are:
- 1.2 To have adequate first aid equipment properly selected to suit the environment in which it may be required.
- 1.3 Selection of the most strategic locations for the positioning of first aid equipment.

2. Provision of First Aid Equipment and Facilities

- 2.1 Diligent Developments will provide, or ensure, that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to their employees if they either:
 - Are injured at work; or
 - Become ill at work
- 2.2 The four criteria for deciding what provision is adequate and appropriate are as follows:
 - The number of employees
 - The nature of the undertaking
 - The size of the work site and distribution of employees
 - The location of the work site.

3. First Aiders and Occupational First Aiders

- 3.1 The first aid regulations require that an employer must provide, or ensure, that there is provided an adequate and appropriate number of suitable persons.

4. Low Risk Establishments

The code provides that in premises with relatively low hazards, i.e. health centers, clinics etc., Diligent Developments must provide an appointed person.

5. Travelling First Aid Kits

These should contain at least:

- A card giving general first aid guidance
- 6 individually wrapped sterile adhesive dressings
- One large sterile unmedicated dressing
- 2 triangular bandages
- 2 safety pins
- individually wrapped moist cleaning wipes.

6. Risk Assessment

- 6.1 The Site Manager for the site shall at regular intervals carry out a risk assessment to determine whether the site has an adequate level of first aid facilities and replenishment procedure and the locations of the first aid boxes and equipment.
- 6.2 Where they find persons or locations at risk they will identify such defects and made a written record of their findings. Should they consider the contents of the first aid boxes are inadequate or the locations unsuitable or the level of first aid staff training inadequate, then they will consult Diligent Developments' health & safety officer before implementing any changes.
- 6.3 They shall annually report their findings to senior management. They will draw up a priority list of risks found and then prepare and implement an action programme to eliminate or rectify the risks.

FIRST AID RECORD SHEET



Format for recording first aid treatment – to be kept inside or attached to the First Aid Box

Full Name and Address of person who suffered accident (1)	Occupation if member of staff or state if visitor (2)	Date and time of accident (3)	Place and circumstances of the accident – (state clearly the activity being performed at the time of the accident) (4)	Type of injury and treatment given (5)	Signature of person making this entry (6)

