

## Company Policy Statement for First Aid.

The Health & Safety (First Aid) Regulations 1981 require that all employers make adequate provision for first aid in respect of employees.

We recognise our legal duty to make sufficient provision for first aid to employees, including those travelling or working away from our premises. We will assess risks to employees and make appropriate first aid arrangements to deal with these risks.

We will reassess the first aid provisions annually or when there is a relevant change in the workforce or the hazards to which they are exposed. When there have been significant changes, we will revise our arrangements accordingly. In addition will make sure others on our premises have sufficient first aid cover.

### **Medical Assistance.**

In the event of anything other than minor injuries, medical assistance must be sought.

Our appointed persons (trained in Emergency First Aid at Work) will normally summon assistance, but all employees will be made aware of the communication methods for such situations.

### **Management Responsibility.**

Management responsibility for all first aid functions is held by the Operations Director.

He / she will also be responsible for:

- implementing policy and allocating suitable resources to support First Aid requirements.
- reporting notifiable accidents to the appropriate authority (RIDDOR).
- encouraging staff to take emergency first aid training.
- authorising training, as required.

### **Implementation.**

The Operations Director will delegate such functions as necessary to ensure the effective day to day operation of our safety arrangements in respect of first aid matters. These functions will include:

- providing first aid cover.
- keeping adequate first aid equipment and supplies.
- recording details of accidents and treatments.
- informing all employees and visitors of first aid arrangements.
- notification of accidents to senior management level at a timescale relevant to the seriousness of the incident. As a minimum accident and incidents will be reviewed monthly and a written record of the discussions maintained.

Reference Document – PRHS 028 – Company Policy Statement for Accident Reporting & Investigation

---

P I T K I N   A N D   R U D D O C K   L T D

---