



Plastica Ltd

First Aid Policy

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1.0 General Statement of Policy

It is our policy to ensure that appropriate first aid arrangements are in place for our staff, any visitors and contractors to our premises. Our first aid personnel may also assist others in the vicinity of our workplace in an emergency.

2.0 The legal position

Our duty to provide first aid at work is governed by the Health & Safety (First Aid) Regulations 1981. These require us to carry out an assessment of first aid needs in order to determine what first aid facilities and personnel are necessary to meet the needs of our business. We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- size of the business
- type of business
- remote site locations
- building layout
- past history of accidents
- proximity of business location to emergency medical services
- needs of travelling and/or lone workers
- first aid cover in times of sickness or annual leave.

3.0 Responsibilities of first aid personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities.

First aiders are responsible for:

- responding promptly to all requests for assistance
- summoning further help if necessary
- providing treatment within the limitations of their competence
- looking after the casualty until recovery has taken place or further medical assistance has arrived
- reporting details of any treatment provided
- undertaking a monthly check of first aid kits and replenishing them as necessary
- using the techniques shown to them during their training
- keeping up to date with the latest techniques and developments in first aid
- accurately recording the details of the accident/incident in the company accident book
- ensuring that the accident reporting procedure is followed
- ensuring that a first aider is onsite by liaising with the others regarding their planned absences

4.0 Mental Health First Aid

Following the completion of our first aid needs assessment we have determined that it would be beneficial to have personnel trained in mental health first aid (MHFA). We have appropriately trained staff who can support those experiencing a mental health issue.

5.0 Procedures

The following are general first aid related procedures to be followed by all staff:

- if you are aware that an employee has been taken ill or has had an accident, call for assistance. You should not attempt to give first aid treatment yourself.
- any vehicle (that has been insured to be used on business) can be used to transport an individual with a minor injury. In this instance a first aider, where possible, should accompany the injured party on the journey. Anyone who has suffered a serious injury should be taken to hospital in an ambulance and a first aider need not attend.
- if you need to access a first aid kit for personal use, seek assistance from a first aider
- do not remove first aid equipment from its designated place
- any loss or damage to first aid equipment must be reported to Will Dando.
- if a first aid kit is poorly stocked, this should be reported to Will Dando.

All off site workers are expected to carry a first aid kit with them at all times. They are responsible for its safe keeping and to keep it adequately stocked. Stocks can be obtained from Will Dando.

6.0 Dealing with visitors

If the need arises our first aiders are trained to provide first aid assistance to visitors, contractors and those in the vicinity of our premises.

Approval should be sort before offering first aid but in the event of an emergency of an inability to provide approval first will be provided as appropriate and an ambulance called.

Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider. If the visitor has had an accident the employee supervising their visit is responsible for ensuring that an entry is made in the accident book.

7.0 Staff Training

All first aiders will have a current certificate in first aid.

We will undertake regular first aid needs assessments or when there is a change to the business or circumstances that require it.

Training is organised through a registered organisation that is deemed suitable who also ensures that first aiders attend requalification courses every 3 years. Training may be via classroom based courses or blended learning which is a combination of face to face and e-learning. Where e-learning is used as an element of the course we ensure that those

attending are capable of effectively using the software and that they are able to carry out the training in paid working hours.

We arrange refresher training sessions for first aiders when required.

In addition to attending formal training, first aiders should regularly re-read their notes and check for updates to the latest guidance on their trainer's website (where applicable) and at <http://www.hse.gov.uk/firstaid/index.htm>.

Where necessary, all line managers will be expected to organise shifts and rosters to enable staff to attend first aid training. We will do our best to ensure that sufficient notice to both initial training courses and any re-qualifications or refreshers are given to managers to assist with this planning.

8.0 Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. For this reason, information on how to summon first aid is provided for all new staff. This and further information is also included in our Employee Handbook.

Information on the current first aiders along with their contact details is displayed on standard green and white signs within our premises.

9.0 First aid equipment and facilities

First aid boxes can be found in the following areas:

- Production Office
- Customer Service
- Moulding x 2
- Engineering
- Pumps
- Timber Products
- Service
- Warehouse x 2
- Water Treatment x 2
- Covers
- Unit 82 – Water Treatment

Eye irrigations stations can be found:

- Service
- Covers
- Moulding
- Pumps
- Timber Products
- Warehouse Aisle A, Aisle C and Aisle Q
- Water Treatment Bays 2-6

Burns Kits are held by the First Aiders and one at Unit 82.