



## FIRST AID

The purpose of this First Aid Policy is to ensure the safety and well-being of all employees, contractors, visitors, and other individuals within the premises of Production Concepts Ltd by providing appropriate first aid assistance in case of injury or illness.

The Health and Safety (First-Aid) Regulations 1981 require Production Concepts Ltd as an employer to:

- Provide adequate and appropriate equipment and facilities for when our employees become unwell or injured at work; and
- Have a suitable number of trained first aiders or appointed persons to manage the provision of first aid.

## EQUIPMENT AND FACILITIES

As an employer, Production Concepts Ltd should have the following as the absolute minimum:

- First aid box
- An appointed person or trained first aider

## RESPONSIBILITIES

### MANAGEMENT

- Ensure compliance with legal requirements regarding first aid provisions.
- Appoint and train an adequate number of first aiders.
- Ensure first aid kits are stocked and maintained.
- Review the first aid policy periodically and update it as needed.
- Maintain records of first aid incidents.

### EMPLOYEES

- Familiarise themselves with the location of first aid kits and the identity of first aiders.
- Report any injuries or illnesses immediately to a first aider or supervisor.
- Use first aid supplies responsibly.



## FIRST AIDER OR APPOINTED PERSON

### Appointed Person

An appointed person is someone who will:

- Take control of situations where medical help is needed;
- Look after first aid equipment and facilities such as the first aid kit; and
- Call the emergency services when needed.

They don't need to go any formal first aid training course although you need to ensure they understand what is expected of them in the event someone is injured.

### Trained first aiders

Trained first aiders are those who have completed a course on either Emergency First Aid at Work (EFAW) or First Aid at Work (FAW). The contents of these courses are outlined below.

## FIRST AID AT WORK

This training will allow a first aider to:

- Administer first aid to a person with:
  - Injuries to bones, muscles, and joints, including suspected spinal injuries;
  - Chest injuries;
  - Burns and scalds;
  - Eye injuries;
  - Sudden poisoning;
  - Anaphylactic shock;
- Recognise the presence of a major illness (including heart attack, stroke, epilepsy, asthma, diabetes) and provide appropriate first aid.

## EMERGENCY FIRST AID AT WORK

This training will enable a first aider to:

- Understand their role;
- The importance of preventing cross-infection;
- The need for recording incidents and actions e.g. in the accident book or RIDDOR reporting.
- How to use available equipment;
- Assess a situation and know how to act safely, promptly, and effectively in an emergency;
- Treat someone who is unconscious;
- Administer cardiopulmonary resuscitation;



- Treat someone who is choking;
- Treat someone who is bleeding from a wound;
- Treat someone who is suffering from shock;
- Treat minor injuries such as small cuts, grazes and minor burns and scalds.

RESPONDING TO AN INCIDENT

- **Assess the situation:** Ensure safety for yourself and the injured person before proceeding.
- **Call for help:** Contact a first aider or emergency services if the injury or illness is serious.
- **Provide first aid:** Use appropriate first aid measures based on the injury or illness.
- **Record the incident:** Document the nature of the injury, the assistance provided, and any follow-up actions.



REFRESHER TRAINING

All employees will be expected to complete a refresher course for First Aid Training.

AUTHORISED

This policy will be reviewed and updated annually by senior management.

**Review Date:** June 2025

Position	Print Name	Signature	Date
Company Director	James Deakin		18/06/2024
Company Director	Greg Deakin		18/06/2024
Company Director	Stefan Chadwick	STEFAN CHADWICK	18/06/2024