

INGLIS PM LTD

COMPANY POLICY AND PROCEDURE ON FIRST AID & ATTENDANCE TO AN INJURED EMPLOYEE

The Managing Director acknowledges his legal responsibilities and duties to their employees who may be injured or becomes ill during the course of company activities. The Company shall ensure that an injured or ill employee receives prompt attention and that an acceptable level of first aid assistance is available. In order to comply with the requirements of the *Health and Safety (First Aid) Regulations 1981* and the *Construction Design Management Regulation 2007* at all Construction Sites, Company Offices and Workplaces, the Company shall;

- Carry out a Risk Assessment for each workplace to assess the hazards commonly found in the workplace and the type of work performed the abilities and number of employees and, the risks associated with the work.
- Supply and maintain a first aid box with adequate equipment for employees who travel long distances or are continuously mobile.
- Supply and maintain a first aid box with adequate equipment to cope with the number of workers who may be injured at each workplace.
- Appoint a Company person or, ensure that another trained first aider is immediately available to take charge of first-aid measures at a workplace.
- Ensure there is documentation informing employees of the name of the appointed person or first aider and where to find them.

Operatives and employees shall be made aware of the First Aider and First Aid Equipment location at their Initial/Annual or Site Induction (as applicable to the employees' job description and workplace). The appointed person shall examine the first-aid equipment and facilities and shall call the emergency services as deemed necessary by the severity of an accident. They shall also provide emergency assistance where a first-aider is unexpectedly absent (annual leave shall not count). "Appointed" persons do not need first-aid training. **NOTE:** A first-aider is someone who has undertaken training and has a qualification of which the HSE approves. The implication is that they must hold a valid certificate of competence in either: First Aid at Work (FAW), issued by a training organisation approved by HSE; or Emergency First Aid at Work (EFAW), issued by a training organisation approved by HSE or a recognised Awarding Body of Ofqual /Scottish Qualifications Authority.

Number of Employees	Number of First Aiders
Fewer than 5	At least one appointed person
5-50	At least one first-aider trained in EFAW or FAW, dependant on the type of injuries that may occur
More than 50	At least one first-aider trained in FAW for every 50 people employed (or part of 50)

Signed _____ Date _____ Position _____

