###### First Aid Policy

will ensure that, should any person sustain an injury as a result of the Company’s activities or fall ill on Company premises, then adequate facilities are available to provide First Aid to the injured or ill person.

First Aid is defined as “preserving life and minimising the consequences of injury or illness until medical help is available” or “the treatment of minor injuries which do not need treatment by a medical practitioner or nurse”.

Every Company site will be provided with First-Aid kits. Worksites will, dependant on the number of employees and the site area, be provided with one or more kits at the level fixed in paragraph 31 of L74, the Approved Code of Practice (ACOP) for First Aid and contained in a pack complying with paragraph 33 of the same approved code of practice.

In addition to the minimum provision above, each kit issued will be equipped with a resuscitation aid.

Analgesics or other medications are not provided as part of any Company first-aid kit, will not be kept in Company kits and will not be given out as part of Company first-aid treatment.

Where suitable water is not available on the site, or at places of high risk, sufficient quantities of sterile water or saline will be provided in disposable containers.

The designated first-aider(s) will be responsible for the maintenance of the kit or kits provided.

Company sites will be assessed individually, using the following criteria and in line with table 1 of the First Aid ACOP L74 as guidance, for the level and competence of first aider or first aiders required.

##### Low Risk

Where the premise is an office without manufacturing or other potentially high risk, employs less than 50 during normal working hours and is within normal response times of the ambulance service, then a person trained to “Appointed Person” level should be on site during normal working hours.

##### Medium Risk

Where the premises include a storage or distribution facility and more than 10 persons are employed during normal working hours, then a person having the approved HSE qualification in first-aid should be on site during these hours.

##### High Risk

Where the premises include the use of machinery and more than 5 people are employed during normal working hours, then an HSE certificated first aider shall be on site during normal working hours.

##### Vehicles

Company vehicles and plant will be provided with a travelling first–aid kit at the level fixed in paragraph 37 of L74 the Approved Code of Practice and contained in a pack complying with paragraph 33.

In addition to the minimum provision above, each kit issued will be equipped with a resuscitation Aid.

Analgesics or other medications are not provided as part of any Company first-aid kit, will not be kept in Company kits and will not be given out as part of Company first-aid treatment.

The person placed in control of the vehicle or plant will be responsible for the maintenance and security of the kit provided.

A notice, giving all relevant details regarding the first aid provision will be displayed on the H&S Notice Board and at other strategic points throughout the workplace.

The details of any first aid administered by Company first-aiders will be recorded in the Accident Book.

Where any person loses consciousness for whatever reason, that person will be referred for medical examination prior to their return to work.

Persons refusing first aid or medical treatment considered advisable by a first aider should be reported to the supervisor.

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| **Signed on Behalf of:** |  |  |
| **Name (Print):** | Steven Callander |  |
| **Position:** | Director |  |
| **Signature:** | A black line on a white background  Description automatically generated |  |
| **Date:** |  |  |