



SPECIALITY SECURITY INVESTIGATION GROUP

# FIRST AID POLICY

# SSIG

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## FIRST AID POLICY

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## **Policy Statement**

The directors of Speciality Security Investigation Group Ltd (SSIG) fully accept their responsibilities under the Health and Safety (First Aid) Regulations 1981. They understand the importance of ensuring that appropriate First Aid provisions are in place for employees, learners, and visitors within the premises, prioritising the health and safety of everyone on site.

In line with these regulations, the directors are committed to providing adequate training and resources to ensure that First Aid assistance can be delivered effectively when required. They recognise that maintaining a safe environment is essential for the wellbeing of all individuals within the company's care.

Furthermore, the directors acknowledge their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. This legislation requires the company to report any incidents that meet the necessary criteria, ensuring that any injuries, diseases, or dangerous occurrences are properly documented.

By adhering to these regulations, the directors ensure that all relevant incidents are handled appropriately and in compliance with legal requirements. This commitment not only supports the safety of employees, learners, and visitors but also promotes a culture of responsibility and accountability within the organisation.

## **Introduction**

First aid refers to the immediate assistance given to a person who is experiencing a sudden illness or injury. The goal of first aid is to preserve life, prevent the condition from worsening, and promote recovery. This care is provided until professional medical help can take over, ensuring that the individual receives the appropriate support during a critical time.

When administering first aid, it is essential for staff to first assess the situation to understand the severity of the condition. They must remain calm and focused to determine the best course of action, ensuring that the person in need of care receives the attention they require.

The safety of both the first aider and the casualty is paramount. Staff should take steps to protect themselves and the casualty from any further harm or danger, particularly in potentially hazardous situations. This may involve moving the individual to a safer location or taking other precautions to prevent additional injuries.

In cases of life-threatening conditions, staff must act quickly to address the immediate concerns. Where necessary, they should seek professional medical assistance or refer the casualty to the hospital without delay to ensure that the individual receives the proper treatment.

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## **Arrangements for First Aid**

Speciality Security Investigation Group Ltd (SSIG) will provide materials and equipment and appropriate facilities to provide First Aid at the training venue. The location of the First Aid Kits within the venue are: -

## **In the training room** **Additional first aid facilities may be available**

A standard First Aid Kit will contain the following items:

Leaflet giving general advice on First Aid

- 20 - Individually wrapped sterile adhesive dressings assorted sizes
- 4 - Triangular bandages
- 2 - Sterile eye pads
- 6 - Safety pins
- 6 - Medium wound dressings
- 2 - Large wound dressings
- 3 - Extra-large wound dressings
- pair of disposable gloves
- 4 - Ice packs

## **Actions on discovering a first aid incident**

Anyone who discovers a first aid incident must immediately call for the assistance of one of the nominated first aiders, unless they are the first aider themselves. The first aider will assess the situation and determine whether an ambulance is necessary, summoning medical help if required.

The first aider will provide immediate first aid, including Basic Life Support (BLS), and remain with the casualty until they either recover or until medical professionals take over. Additionally, the incident must be reported and properly recorded in accordance with company procedures.

The contents of the Kits will be checked on a regular basis by Clark Edwards – Company Director



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Speciality Security Investigation Group Ltd (SSIG) First Aider is/are:

- Clark Edwards
- Philip Clay
- Lee Sherratt
- Andrew Stagg

Before any training activities take place, Speciality Security Investigation Group Ltd (SSIG) will assess the level of first aid provision required through a formal venue risk assessment. This ensures that the necessary precautions and provisions are in place to protect all individuals involved.

All appointed first aiders will be fully competent and trained in accordance with the Health and Safety Executive (HSE) guidelines. This ensures that they can provide effective care in the event of an emergency.

Clean, fresh water will be readily available on site at all times during the day. The nearest water point is located in the kitchen sink, which is situated near the refreshments and WC area, ensuring easy access for anyone in need.

A telephone will be made available to learners upon request. SSIG will ensure that both a standard telephone and an emergency telephone are in working order and, where applicable, charged. All staff members will be informed of the company's First Aid policy, and no staff member should attempt to administer First Aid unless they have received appropriate training.