



First Aid Policy

Orchard Education Ltd
1 Sargon Way
Great Coates
Grimsby
North east Lincolnshire
DN37 9PH

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First aid policy. Unit 1, Sargon Way, Grimsby, DN37 9PH.

Policy statement.

The company recognises that by providing adequate first aid facilities, equipment and personnel, we may reduce the immediate impact of injuries and/or ill health that occur in the workplace.

It is our policy to:

- Commensurate with our risk-based needs, appoint and train suitable numbers of first aid personnel. There may be a combination of skill levels i.e.:
 - Certificated First Aid at Work (FAW) – higher skill level, and/or;
 - Certificated Emergency First Aid at Work (EFAW) – lesser skill level, and/or;
 - Non-certificated Appointed Persons (instead of a certificated first aider) where the risk is low, or to provide temporary emergency cover if certificated personnel are absent due to unforeseen circumstances.
- Determine our first aid needs, by considering in the assessment:
 - Workplace hazards and risks – including any specific or non-routine risks.
 - The company's accident history.
 - Likely distribution of the workforce, such as remoteness from emergency assistance, travelling, working on other sites, lone workers, etc.
 - Annual holidays, courses and other planned absences of first aiders / appointed persons.

- Identify and select a competent training provider to deliver our first aid training based on the needs assessment findings and appropriate due diligence checks.
- Provide and maintain adequate first aid facilities, equipment and signage.
- Inform our employees of what first aid arrangements are in place.

Principal legislation

Health and Safety (First Aid) Regulations 1981 (as amended)

Management of Health and Safety at Work Regulations 1999

Health and Safety at Work *etc.* Act 1974 (HSWA)

Policy in practice.

The company has carried out a needs assessment as to the level of qualified persons to be present in the centre (see Appendix A).

The company has distributed the relevant first aid equipment throughout the centre and will carry out regular checks to ensure that stock is adequate, fit for purpose and that signage is clear/obvious. These records will be kept within the Operation Support Dept. Signage is displayed advising of current qualified 'First Aider' in reception, admin office, workshop.

The company has identified The Grimsby Institute Group as a provider of training for first aid and will provide ongoing support and development for staff.

Appendix A. First Aid needs assessment – Sargon Way, Grimsby.

The company provides education to a maximum of 50 students within classroom areas, 24 students within workshop areas and has staffing levels of around 20 present within the centre. This is spread across classroom based work to limited vocational activities within a construction workshop.

Typical hazards are slips, trips, burns, fractures. However there are further activities within the workshops which involve the use of power and hand tools. Hazards in this area could result in more serious cuts, impact injuries and eyes injuries.

The centre is located on the outskirts of the town in an industrial area. Response times of emergency services would be expected to be within national guidelines.

First-aid personnel	Required Yes/no	Number needed	Number Provided
First-aider with a first aid at work (FAW) certificate	Yes	1	2
First-aider with an emergency first aid at work (EFAW) certificate	Yes	1	4
Appointed person	Yes	1	1
First-aid equipment and facilities	Required Yes/no	Number needed	Number Provided
First-aid container	Yes	1x kitchen, 1x workshop office (inc eyewash), 1x admin dept, 1x conference room.	1x kitchen, 1x workshop office (inc eyewash), 1x admin dept, 1x conference room.
Travelling first-aid kit	Yes	In each vehicle.	In each vehicle.
First Aid area	Yes	One treatment area within the conference room.	One treatment area within the conference room.

This policy will be reviewed annually by a Director.

	Initial	Review 1	Review 2	Review 3
Signed		D. Melia	Dave Melia	
Position		Director	Director	
Date		04/08/2017	12/09/2018	