

# Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

## First Aid Policy



The Health & Safety (First Aid) Regulations 1981 require employers to provide trained people, equipment etc, to deal with First Aid emergencies and ill health occurring at work. This policy outlines Build-a-Futures responsibility to provide adequate and appropriate first aid to learners, staff and visitors and the procedures in place to meet that responsibility. Build-a-Future recognises that First Aid can save lives and prevent minor injuries beginning major ones.

### Aims

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on the premises and also off the premises whilst on visits.

### Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First aiders to meet the needs of the School.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources.
- To keep accurate records and report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

The Health & Safety Officer (Chris Jones) is responsible for the Health & Safety of the staff, learners and anyone else on the premises. They must ensure that a risk assessment of Build-a-Future is undertaken and that the appointments, training and resources for the first aid arrangements are appropriate and in place.

They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. The School Lead is responsible for putting the policy into practice and for developing detailed procedures.

All staff are expected to do all they can to secure the welfare of the learners.

The role of a member of staff discovering a serious injury or illness is to make contact with the First Aider/ Appointed Person and when necessary take charge until qualified assistance is available.

### Named first aiders for West Ashby:

- Chris Jones
- Adam Webb
- Jo Beach
- Claire Hodgson

### Named first aiders for Hubberts Bridge:

- Matt Booty
- Kieran Rodgers
- Billy Hodgkiss

Date: September 2018

Review date: September 2019

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Education is the Foundation to Build-a-Future

Company Reg N°: 4521396



### First Aid Materials

The Health & Safety Officer must ensure that the appropriate number of first aid containers, according to the risk assessment of the School are available.

- All first aid containers must be marked with a white cross on a green background.
- Each vehicle must carry a first aid kit.
- First aid kit is kept in the office.
- First aid kits are also located in the kitchens, gyms and vocational blocks.
- First aid kit will be checked monthly and restocked when needed.
- Items will be discarded safely after the expiry date has passed.

### Record Keeping

The Health & Safety Officer must ensure that readily accessible accident records are kept for a minimum of seven years and a record kept of any first aid treatment given by the first aiders or appointed persons and that it is recorded in the accident book. Parents/ carers should also be informed of significant incidents.

Accident records can be used to help identify trends and areas for improvement.

Date: September 2018

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