

First Aid



In the event of an accident / incident:

1. Call a first aider / appointed person

2. First Aid Box(es) located

3. To call an ambulance

a. Dial

b. Ask for an ambulance and give details of your location

c. State condition and location of casualty

This page to be printed off and completed by nominated colleagues

Appointed Persons - First Aid

An appointed person is someone who is in charge of your first aid arrangements.

- There must be an appointed person/ nominated colleague responsible for first aid arrangements whenever colleagues are at work.
- It is advisable for the whole management team to be appointed persons and to complete the following tasks:

The main responsibilities of the appointed person:

Looking after first aid equipment

- Monthly checks of first aid boxes and contents:
 - to ensure that they are in their correct, nominated locations and
 - Suitably stocked - First aid kit contents can be ordered via Kings Office Supplies
 - Kit contents should be checked against the First Aid kit content list on "Colleague Connect"
 - Some sites may need to complete the check more often

Taking charge when an employee is injured or taken ill

- Making sure the injured person is comfortable whilst they await treatment
 - Do not attempt to give first aid unless you are qualified to do so or instructed to do so by the emergency services
 - Remain with the injured person until the emergency services arrive

Calling the emergency services

- Ensuring that the emergency services are called as soon as possible
 - Following the Major Incident Plan if the injury is sufficiently serious

Keeping records

- Reporting accidents on WorkJam on time - remember to take witness details and keep CCTV copies in the safe until required
 - Maintaining records of first aid box checks.

Providing emergency cover

- An appointed person must always be available whenever people are at work
 - Rotas must include the attendance of a nominated appointed person
 - Particular consideration must be taken during peak holiday and sickness periods

Site's Appointed Persons

The following colleagues have read and understood the above "Main Responsibilities of the appointed person" and are considered as Appointed Persons for the Site:

Name	Signature	Date

Training Record

The Site Record should be completed and saved in the Fire Safety folder and updated when nominated colleagues leave or join the site team