

## First Aid Policy

The College is committed to providing adequate first-aid personnel, equipment and facilities to deal with ill health and injuries to employees and learners while they are at the College. Emergency first-aid treatment can save lives and prevent minor injuries becoming major injuries.

The College is considered a low-risk environment for first aid incidents based on size, location, accident history, and roles. It is still important however to have a structured approach to first aid, even if the likelihood of incidents is lower

The College will provide first-aid personnel with sufficient training, information and support to undertake their responsibilities.

The Head of Centre will:

- undertake an assessment to determine the number of first-aid personnel and the facilities required, giving consideration to the factors detailed in the Health and Safety (First Aid) Regulations 1981;
- ensure that first-aid personnel are given sufficient time for training and carrying out their responsibilities; and
- ensure that all staff are aware of the first-aid personnel.
- organise training from a course provider for first-aid personnel;
- ensure that there is adequate first-aid cover or personnel competent on a day-to-day basis;
- organise the purchase of supplies for first-aid kits when requested; and
- keep first-aid personnel notices updated.

The HR Manager will:

- keep training records and copies of certificates for first-aid personnel;
- organise refresher training when required;

First-aid personnel will:

- take charge of injury/ill health situations;
- provide first-aid assistance or advice within their training;
- seek support from the emergency services where necessary;
- ensure that the accident book and internal accident forms are completed;
- keep first-aid kits stocked, in date and in a suitable location;
- inform HR when refresher training is required;
- provide advice on precautions required to prevent the potential spread of blood borne disease when attending to an injury.

- Staff or volunteers, who have received basic first aid training and can be relied upon to assist in case of an emergency as immediate responders until professional medical help arrives.
- Periodic safety checks and risk assessments are crucial. This helps to identify and address any potential hazards before they become problematic.
- Ensure that all staff and students are aware of the first aid policy.