

# Soltec UK Ltd Health and Safety Procedure

<b>Title: Provision of First Aid</b>			
Document Number:	<b>Soltec – SP03</b>	Revision <b>1</b>	Date of Issue: <b>15/03/2007</b>

This procedure is written and issued in accordance with Soltec UK Ltd Safety Management System Framework and Protocol. The responsibility for upkeep and amendment of this procedure rests with the company Health & Safety Manager. All requests for modification should be made to Soltec UK Ltd Head office.

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### **1. Policy**

The ***Health & Safety at Work (First-Aid) Regulations 1981*** require employers to provide adequate and appropriate first aid equipment and facilities. It also requires employers to provide sufficient numbers of suitable persons for rendering first aid. Soltec UK Ltd is committed to meeting these duties and will ensure that appropriate arrangements are in place within each facility.

### **2. Procedure**

2.1 Managing Director is responsible for the successful implementation, monitoring and annual review of this procedure.

2.2 Health & Safety Manager is responsible for the implementation of this procedure, and for ensuring that arrangements made under it are kept updated.

2.3 An assessment shall be made of each office's requirements to determine the level of first aid provision required.

2.4 Suitable and sufficient levels of first aid assistance shall be provided and maintained by the following provisions.

2.5 All nominated first aid personnel shall attend and pass an approved training course before being confirmed as appointed first aid providers.

2.6 All appointed first aid personnel shall attend and pass an approved re-qualification course every three years in order to remain appointed first aid providers.

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2.7 The offices will have the flexibility to only have “appointed persons” available to render first aid advice. This approach can be applied where emergency treatment can be obtained quickly at the local A&E Department by summoning an ambulance.

2.8 Bi-annually the Health & Safety Managers shall review suitability of the current provisions for first aid to:

- Confirm the current list of first aid personnel
- Check re-qualification requirements and new training required
- Review the incidents requiring first aid provision and issues arising

Recommendations for changes to the current arrangements will be referred to the Managing Director.

2.9 Should the review process, or staff changes, indicate the need for additional first aid personnel, volunteers shall initially be requested to fill these roles. The Health & Safety Manager shall agree the suitability of these volunteers to become first aiders. Should it not be possible to fill these roles by voluntary means, the Health & Safety Manager shall liaise with the Managing Director to appoint suitable persons.

2.10 Every appointed first aid person shall be issued with a basic first aid kit. It shall be the responsibility of each person to keep his or her kit stocked and usable.

2.11 A suitable room shall be allocated for use in providing first aid. Adequate first aid supplies shall be kept in, or adjacent to, these rooms. A person will be appointed to oversee the condition of the first aid room and to ensure that adequate supplies of first aid materials are maintained.

2.12 A list of current qualified and appointed first aid personnel shall be posted in the reception area of each location and in a prominent position within each main work area. It shall be the responsibility of the Health and Safety Manager to ensure that lists are up to date.