



# The GTA First Aid Policy

This policy applies to all members of GTA (including staff, learners, volunteers, parents/carers, and visitors) who access the GTA.

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Signature:

Approved By:

J. Mace

Position:

CEO

Date:

09/03/2024

## **General Statement**

It is our policy to ensure that appropriate first-aid arrangements are in place for our staff and any visitors to our premises. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

## **The legal position**

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment to determine what first aid facilities and personnel are necessary to meet the needs of our business. We are also required to review this assessment periodically to ensure that the current provision is adequate. To comply with these Regulations, our assessment has considered several factors, including the following:

- Size of the business
- Type of business
- Building layout
- History of accidents
- Proximity of business location to emergency medical services
- Needs of travelling and/or lone workers
- First aid cover in times of sickness or annual leave

## **Responsibilities of first aid personnel**

To carry out duties effectively, first aid personnel have the following duties and responsibilities:

- Responding promptly to all requests for assistance.
- Summoning further help if necessary.
- Looking after the casualty until recovery has taken place or further medical assistance has arrived.
- Reporting details of any treatment provided.

Appointed persons are responsible for:

- In the absence of a first aider, taking charge when a person has been injured or falls ill
- Calling an ambulance where necessary.
- Looking after the first aid equipment and ensuring that containers are restocked when necessary.

## **Procedures**

The following are general first aid-related procedures to be followed by all staff:

- If you are aware that an employee or student has been taken ill, or has had an accident, call for assistance. You should not attempt to give first aid treatment yourself.
- No employee should use their private car to transport a casualty to hospital. If an ambulance is not required, then a taxi is to be used.
- If you need to access a first aid kit for personal use, do not remove it from its designated place.
- Any loss or damage to first aid equipment must be reported to Rachael Allen.

- If a first aid kit is poorly stocked, this should be reported to Rachael Allen.

### **Dealing with visitors**

It is our policy to offer first aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident. It is GTA's responsibility to ensure that an entry is made in the accident book/form.

### **Staff training**

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. This means that a first aider will attend an approved Health & Safety Executive four-day course and any appointed persons will attend a basic four-hour course. Where necessary, all line managers will be expected to organise shifts and rosters to enable staff to attend. We will do our best to ensure that sufficient notice of both initial training courses and any refreshers is given to managers to assist with this planning.

### **Information for employees**

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff. This and further information are also included in our staff handbook. Information on the current first-aider/appointed person will be provided on staff notice boards

### **First Aid Personnel**

| <b>Name</b>                  | <b>Location/Area</b> | <b>First Aid Certificate Expiry Date</b> |
|------------------------------|----------------------|--|
| <b>Audrey Mangham</b>        | <b>Cleaner</b>       | <b>29/03/2024</b>                        |
| <b>Elizabeth Akinrinmade</b> | <b>Cleaner</b>       | <b>29/03/2024</b>                        |

### First Aid Box Locations

|                      |        |
|----------------------|--------|
| Main Office          | Signed |
| All Company Vehicles |        |
| All Workshops        | Signed |

### Accident Book Location

|             |   |
|-------------|---|
| Main Office | Once completed Accident report forms are to be returned to the office |
|-------------|---|

### Responsibilities

All employees have responsibilities as follows: -

- In the event of an accident of a serious nature to either an employee or any 'other person', to call for an ambulance to take the injured party to hospital immediately.
- To ensure that measures are taken to ensure that the same or a similar accident doesn't happen again.
- To ensure all accidents, incidents, and near misses no matter how small are recorded on the Incident/Accident Report Form and to the Accident Book as appropriate.
- To ensure first aid boxes are kept clean and in good order, free from dampness, dust, and contamination.
- To ensure items used from the First Aid Box are replaced as soon as possible.

Signature:



Approved By: J. Mace

Position: CEO

Date: 09/03/2024