



IMS Policy Statements

ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018

FIRST AID POLICY STATEMENT

1 INTRODUCTION

First Aid is defined as:

(a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and

(b) treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse; (HSE L74)

Staff administering First Aid should assess the situation, protect themselves and the casualty from further danger, deal with any life-threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

2 POLICY

This Policy should be read in conjunction with the main Company Health and Safety Policies.

2.1 Seaton Rail Limited ("SRL") recognises and accepts its responsibilities to its employees under the Health and Safety at Work etc. Act 1974, the Health & Safety (First Aid) Regulations 1981 (as amended) and other associated Regulations.

2.2 SRL will assess the workplace(s) for the number of First Aid trained personnel needed using the checklist in INDG214.

From your risk assessment, what degree of hazard is associated with your work activities?	How many employees do you have?	What first-aid personnel do you need?
Low-hazard , eg offices, shops, libraries	Fewer than 25	At least one appointed person
	25–50	At least one first-aider trained in EFAW
	More than 50	At least one first-aider trained in FAW for every 100 employed (or part thereof)
Higher-hazard , eg light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Fewer than 5	At least one appointed person
	5–50	At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur
	More than 50	At least one first-aider trained in FAW for every 50 employed (or part thereof)

NB This table refers to FAW and EFAW – but you may choose some other level of training appropriate for your circumstances.

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3 INFORMATION AND TRAINING

- 3.1 SRL will ensure that an adequate number of trained personnel are available at all times. The names of the First Aiders will be posted on the notice boards in the reception area, in all training rooms/ locations, and will be told to all new starters.
- 3.2 The locations of the first aid kits/boxes will be made known to all staff.
- 3.3 One first aider (per location) will be in charge of the first aid boxes. It will be his/her duty to ensure they are kept properly stocked.
- 3.4 SRL will ensure all first aiders have regular updates/refreshers as required to keep their knowledge current.
- 3.5 The procedures for dealing with any accident or incident within the workplace will be made clear to all staff to ensure trained personnel are summoned to deal with any accident.
- 3.6 The first aider at each work location will be responsible for ensuring the accident book is completed, and that the incident is reported to RIDDOR if required.

4 PERSONAL SAFETY

- 4.1 No staff member, whether trained in first aid or not, will be expected to put themselves in 'harms way' at any time.
- 4.2 All first aid trained staff will assess the risks to their own safety or wellbeing before entering a hazardous environment and will only enter if they feel it is safe to do so.
- 4.3 SRL will ensure there is always an adequate supply of nitrile gloves and single use face masks for CPR.

5. REVIEW

- 5.1 This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.
- 5.2 The management team endorses this policy and is fully committed to its implementation.

This policy will be reviewed annually and updated as necessary.

Reviewed by:

Shane Seaton

Managing Director

Date: 9th January 2023

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