



First Aid Policy

Written by Mary Pugsley MBE

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Registered office: 8 Feltrim Avenue Exeter Devon EX24RP UKPKN 10047420

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First Aid Policy

1. Introduction

Hair at the Academy is committed to achieving the highest standards of Health, Safety and wellbeing. Providing appropriate and effective first aid provision will help to save lives and minimise the potential impact of illness or injury to those affected. People at work can suffer injuries or fall ill whether or not the injury or illness is caused by the work undertaken. It is important that people receive immediate attention. Not only staff but contractors, members of the public, service clients and others present on Hair at the Academy property will be considered in the arrangements for providing first aid.

This policy sets out the criteria for Hair at the Academy to comply with the Health and Safety (First Aid) Regulations

The purpose of this policy is to ensure that appropriate and effective first aid arrangements are available to those who may fall ill or be injured whilst on Hair at the Academy property or undertaking duties on behalf of Hair at the Academy.

Hair at the Academy will comply with existing legislation to achieve this by:

- Ensuring that a suitable risk assessment is undertaken to identify appropriate first aid provisions specific to the circumstances of each workplace or location**
- Ensuring that not only staff are considered in the assessment of needs but also anyone**

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else who may be present on, or using, Hair at the Academy property or facilities

- Ensuring an appropriate number of appointed persons or first aiders are available to provide treatment and that, as first aiders, they have a current First Aid at Work certificate of competence
- Ensuring that suitable and appropriate equipment is available to allow for effective first aid to be administered
- Ensuring that those who have a role for the provision of first aid arrangements have clear responsibilities
- Ensuring that the first aid arrangements are clearly communicated at each location or workplace

This policy applies to providing first aid arrangements for anyone who may be present on, or using, Hair at the Academy property or facilities and includes any organised off-site visits.

2. Context

The Health and Safety (First-Aid) Regulations set out the essential aspects of first aid that employers have to address. The legislation requires the provision of adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. What is adequate and appropriate depends upon the circumstances in the workplace and requires that a risk assessment is performed to identify those needs.

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3. Responsibilities

Hair at the Academy Director (Mary Pugsley) is responsible for ensuring that this policy is implemented and managed effectively in accordance with the Space Health, Safety and Wellbeing Policy.

The Senior Leadership Team and Director is responsible for the development of this policy and for monitoring its implementation.

Managers are responsible for ensuring that:

- **Suitable and sufficient risk assessments are completed**
- **Occupiers are consulted determining first aid arrangements**
- **Actions from risk assessments are implemented**
- **First aid training is suitably co-ordinated to ensure certificates are current and first aiders re-trained before their certificate expires**
- **Staff are aware of the first aid arrangements**
- **Agreement is reached on first aid arrangements for multi-occupancy locations**
- **Facilities are maintained appropriately**
- **The local emergency services are informed, in writing, of the site where hazardous substances or processes are in use that require specific first aid treatment**
- **First aid arrangements are periodically reviewed**
- **Appropriate budget or funding is available**

Managers/Supervisors must:

- **Liaise and co-operate with facilities managers to assist with the risk assessment process**
- **Co-operate with the facilities/premises manager to provide appropriate numbers of**

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staff who will be trained to become first aiders or appointed persons

- **Communicate first aid arrangements to staff**
- **Consider the impact on first aid arrangements with workplace changes and communicate to facilities/premises managers**
- **Ensure first aiders are trained in special procedures relevant to workplace risks**
- **Ensure that workplace injuries or ill-Health are reported to the Health and Safety Executive (HSE) as determined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations**

First Aider/Appointed Person must:

- **Act safely and promptly when an emergency occurs at work**
- **Act effectively applying the skills gained from the appropriate training**
- **Take effective control of the first aid needs in an emergency**
- **Make themselves available to ensure they attend training sessions when required**
- **Use the Main office as the primary location for administering first aid. This room will take priority over anything else that is occurring in the room so that the appointed first aider can administer treatment.**
- **Take responsibility for maintaining first aid facilities**
- **Record treatment provided in the treatment record**
- **Appropriately maintain the medical confidentiality of the person they are treating**
- **Take effective precautions to protect themselves from blood borne pathogens**
- **Report insufficiencies in first aid arrangements to their manager/supervisor or the Director**
- **Clearly understand the limitations within their role**

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Employees must:

- **Report all workplace accidents and incidents**
- **Seek appropriate advice and treatment from a first aider or appointed person for all workplace injuries**
- **Minimise the risk of infection to others**
- **Where they feel confident to do so, report any existing medical condition to their nearest first aider or responsible person that may require emergency medical attention whilst at work**
- **Wear a medi-alert if advised**
- **Be aware of how to contact a first aider or responsible person**
- **Provide support for colleagues who are injured or suffer ill-Health until a first aider or responsible person arrives to take over**
- **Assist the first aider or responsible person as directed by them**

4. Implementation

This policy applies to all Services within Hair at the Academy and to support managers and supervisors,

they will be provided with detailed guidance notes and access to relevant training opportunities.

Services should ensure that those with responsibilities under this policy:

- **Are trained to an appropriate level**
- **Have access to competent advice and support**

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- Have access to the resources necessary to meet the issues identified with this policy and the associated implementation requirements.
- Have sufficient time allocated to carry out the necessary tasks associated with this

5. Audit, monitoring and review

All Services within Hair at the Academy must be able to demonstrate compliance with this policy in accordance with Hair at the Academy Health and Safety auditing procedures.

6. Equality statement

The Hair at the Academy will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation.

This policy and related guidance has been the subject of an Equality Impact and Needs Assessment. This assessment will be integral to all future policy and guidance reviews.

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