

First Aid Policy

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V5.0	12/6/2019 Health Safety and Security	Annual review	Health and Safety Team	Annually and as required

Related policies

- This document forms part of the suite of Health and Safety policies that ICMP adheres to, collectively known as the Health and Safety Manual. These include:
 - Accident Reporting and Recording Policy
 - Contractors policy
 - Control of Asbestos at Work Policy
 - COSHH - Control of Substances Hazardous to Health Policy
 - Display Screen Equipment Policy
 - Electricity at Work Policy
 - Emergency Procedures Bomb Threat Policy
 - Environmental Policy
 - Fire Safety Policy
 - First Aid Arrangements Policy
 - Legionnaires Disease Policy
 - Lone Workers Policy
 - Manual Handling Policy
 - Noise Control Policy
 - Personal Protective Equipment (PPE) Policy
 - Risk Assessment Policy
 - Stress at Work Policy
 - Visitors Policy
 - Waste Management Policy
 - Working at Height Policy
 - Fire Strategy Plan

External Reference

1. The Management of **Health and Safety** at Work **Regulations** 1999. Advice and Guidance: Health and Safety. ICMP has developed practices and processes to ensure that there are appropriate procedures for reducing the risks of injury to staff and students.

FIRST AID ARRANGEMENTS

1. GENERAL STATEMENT

1.1. ICMP recognises the requirement to provide adequate First Aid facilities and suitably trained staff. First aid equipment is held at the following locations:

- 1.1.1. Reception, on the ground floor,
- 1.1.2. Facilities Office, on the ground floor,
- 1.1.3. Staff Room, on the third floor,
- 1.1.4. Staff Kitchenette, on the fourth floor, and
- 1.1.5. Reception, at Tileyard

2. ASSESSMENTS

2.1. We have conducted our assessments to determine the likely or foreseeable hazards within our workplace to establish our first aid provisions and, these are contained within this policy statement. This policy will be reviewed on a regular basis.

3. INFORMATION FOR STAFF AND STUDENTS

3.1. A notice containing all the following information is posted on a range of ICMP notice boards:

- 3.1.1. Names of First Aiders
- 3.1.2. Location of First Aiders
- 3.1.3. The locations of all our First Aid Facilities
- 3.1.4. The procedure for accidents requiring an ambulance