



FIRST AID AT WORK POLICY

Policy Statement

Shumei Eiko Ltd will undertake to ensure compliance with the relevant legislation with regard to provision of first aid to all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to students and others who may also be affected by our activities or injured on Company premises.

Aims/Objectives

This policy will be achieved by:

- Ensuring there is a sufficient number of trained First Aid staff on duty and available for the numbers and risks on the premises
- Ensuring there are suitable and sufficient facilities and equipment available to administer first aid
- Ensuring the above provisions are transparent and clear to all who may have need of them

Responsibilities

- The Operations Manager will ensure that the First Aid Policy and Procedures are reviewed regularly
- The Operations Manager will ensure that suitable and sufficient assessments are carried out to ascertain first aid needs
- Heads of Department, in liaison with First Aiders, will ensure that minimum numbers of First Aid trained staff, identified in the first aid assessment, will be provided
- The Operations Manager will ensure that First Aid trained staff, as identified by Departments, are offered training to a competent standard, including refresher training
- The Finance Manager will ensure that arrangements are in place for a suitable budget for training and re-training of First Aiders
- The Operations Manager, in liaison with the Security Porter, will ensure that suitable first aid equipment is provided
- The Senior Porter will ensure that suitable First Aid notices are displayed, providing details and contact information of First Aid trained staff
- First Aid trained staff will ensure that all first aid treatments are recorded in the legally prescribed Accident Book
- Heads of Department will ensure that the First Aid policy is followed and first aid requirements are catered for
- The Operations Manager will ensure that audits are carried out periodically to ensure the effectiveness of first aid arrangements

Arrangements

- Records of assessments will be held by the Operations Manager