

## First Aid Policy

### 1. Policy Statement

It is Campbell and Kennedy's policy that:

- On all C&K premises and sites there are sufficient number of trained personnel, equipment and information available to ensure that someone competent in basic first aid techniques can rapidly attend an incident during normal working hours or outside normal hours when a building is regularly occupied
- A fully qualified first aider is always available during normal hours on each C&K premises or site to attend an incident.
- Appropriate first aid arrangements are made for staff.

### 2. Responsibilities under the Policy

2.1 Heads of Departments are responsible for

- ensuring first aid needs within their areas of operation are assessed and addressed
- appointing a Co-ordinator to organise provision of first aid services across the department
- ensuring appropriate first aid cover is available for field work

2.2 Departmental First Aid Co-ordinators are responsible for

- Assessing first aid needs of their department
- ensuring sufficient numbers of suitably trained first aiders are available
- organising provision and replenishment of equipment
- recording any joint cover arrangements with other departments
- ensuring information on obtaining first aid is made available and is up-dated
- liaising with Health & Safety advisors on first aid issues

2.3 First Aiders are responsible for

- responding promptly to calls for assistance within their area
- providing support with their competence
- summoning further help, if necessary

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- reporting details of treatment provided

#### 2.4 The Technical Director is responsible for

- advising on appropriate levels of provision of first aid
- providing guidance on implementation of the First Aid policy
- advising on the provision and content of first aid training
- Organising and implementing training of first aid
- maintaining records of departmental co-ordinators
- liaison with co-ordinators
- auditing arrangements for the provision of first aid in Campbell and Kennedy

#### 2.5 The Stores and Logistics Manager is responsible for

- providing first aid equipment for use by field engineers

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