

## FIRST AID POLICY

### 1 Policy Statement

- 1.1 The college aims to ensure that all the students, employees and visitors present on site has adequate access to first aid provision.
- 1.2 The purpose of this policy is to establish clear college guidance on the steps which need to be followed by the first aiders and the people present on site needing emergency assistance.

### 2 Key Principles

- 2.1 Winsor Education is committed to ensuring that standards of Health & Safety are up to mark.
- 2.2 According to HSE assessment there should be 1 qualified First Aider at a given time for up to 100 people on site.

**It is our policy to ensure that:**

- 2.3 Monthly Health & Safety checks are conducted on time to keep the health and safety hazards to zero or minimum.
- 2.4 All employees are aware of this policy.
- 2.5 Anyone who suffers an injury onsite should visit the nearest First Aid Officer as soon as possible.
- 2.6 If the injury is severe then external emergency service should be called. The severity of the injury should initially be judged by the First Aid Officer.
- 2.7 The name of the First Aiders is on Display at all times.
- 2.8 The First Aid boxes are adequately stocked and accessible.

- 2.9 The First Aiders should go through a refresher course once every year.
- 2.10 Accident record book is updated on a monthly basis and / or in case of any accidents.

### **3 Implementation responsibility**

- 3.1 The Health & Safety Officers are responsible for the implementation of this policy.

### **4 Monitoring**

- 5 This policy should be monitored by the Health & Safety 1<sup>st</sup> and 2<sup>nd</sup> Point contact (i.e. Registrar & the Principal).