

Path4 First Aid Policy



1. Purpose The purpose of this First Aid Policy is to ensure that Path4 provides adequate and appropriate first aid arrangements to safeguard the health and safety of employees, visitors, and any other individuals on the premises, in compliance with the Health and Safety (First Aid) Regulations 1981.

2. Scope This policy applies to all Path4 employees, contractors, visitors, and others who may be affected by our activities. It covers first aid arrangements at all Path4 sites and during off-site activities organised by the organisation.

3. Responsibilities

3.1 Management Responsibilities

- Ensure that an appropriate number of trained first aiders are available at all times.
- Provide suitable first aid equipment and facilities, including properly stocked first aid kits.
- Conduct regular risk assessments to determine the level of first aid provision required.
- Ensure that all employees are aware of the first aid arrangements and how to summon help in an emergency.

3.2 First Aiders

- Administer first aid to individuals in need, within the limits of their training.
- Maintain the contents of first aid kits, ensuring they are complete and up to date.
- Report all incidents requiring first aid treatment to the designated Health and Safety Officer.
- Attend refresher training to maintain their certification.

3.3 Employees

- Familiarise themselves with the first aid arrangements and the location of first aid kits.
- Report any accidents, injuries, or illnesses promptly.
- Cooperate with first aiders and follow instructions during emergencies.

4. First Aid Arrangements:

Designated Staff:

Moinul Islam

Alaur Rahman

Juleka Begum

Aky Akbar

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4.1 First Aid Risk Assessment Path4 will conduct a first aid risk assessment annually, or sooner if there are significant changes to the workplace or workforce, to determine:

- The number of first aiders required.
- The type and quantity of first aid equipment needed.
- The location of first aid kits and facilities.

4.2 First Aid Training Path4 will ensure that sufficient employees are trained as first aiders to meet the needs identified in the risk assessment. Training will be conducted by accredited providers and will comply with the Health and Safety Executive (HSE) guidelines.

4.3 First Aid Kits First aid kits will be located in clearly marked, accessible areas. They will be stocked with appropriate supplies based on the risks identified in the assessment. First aiders will regularly inspect kits and replenish items as necessary.

4.4 First Aid Room Where required by the risk assessment, a dedicated first aid room will be provided, equipped with essential facilities such as a sink, couch, and privacy screens.

4.5 Emergency Procedures In the event of an emergency:

1. Contact the nearest first aider immediately.
2. Call emergency services (999) if the situation requires urgent medical attention.
3. Provide the first aider or emergency responders with relevant details of the incident.

5. Reporting and Record Keeping

5.1 Accident Book All incidents requiring first aid treatment must be recorded in the accident book. The record must include:

- Date, time, and location of the incident.
- Name of the individual(s) treated.
- Description of the injury or illness.
- Treatment provided.
- Name and signature of the first aider.

5.2 RIDDOR Reporting Path4 will report certain incidents to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) 2013, where applicable.

6. Communication Information about first aid arrangements, including the names of first aiders and the location of first aid kits, will be displayed prominently on noticeboards and shared during employee inductions.

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7. Monitoring and Review Path4 will review this First Aid Policy annually, or sooner if there are significant changes to legislation, the workplace, or the workforce. Feedback from employees and first aiders will be considered to improve the effectiveness of the policy.

8. Approval This policy has been approved by Path4's management and is effective as of [Insert Date]. All employees are required to adhere to its provisions.

Date agreed	17 th December 2024
Review Date	16 th December 2025
Approved by	Moinul Islam MBE (Head of Centre)
	Alaur Rahman (Head of Operations)
