

FIRST AID AND ACCIDENTS

Introduction

This document refers to the procedures for Harrison How employers, employees and sub-contractors. This is for all incidents involving accidents in the workplace, reporting and procedures. Guidance should be taken from the 'HSE' Health and Safety Executive literature including first aid accidents and RIDDOR.

The guidance below should be followed along the health and safety policy.

First aid and welfare

Harrison How has a responsibility to provide first aid cover for its employees. There is a first aid box on site in the office in the event of an accident. This is always stocked and checked regularly. Staff are trained in lone working procedures for when they are off site alone.

All staff have been given a basic knowledge of first aid.

Reporting of accidents and RIDDOR

All accidents, incidents or near misses with potential for injury are to be reported immediately to the health and safety officer. The health and safety officer is required to contact the HSE in regards to RIDDOR; risk of injuries, diseases and dangerous occurrences regulations 2013.

All accidents are to be reported and documented in the accident book. Procedures should be followed if the staff member requires medical attention or assistance to hospital. If in any doubt, then contact the emergency services immediately.

The company first aider is Michael Parker.

This statement has been approved by Harrison How.



Michael Parker

Director
Harrison How Limited