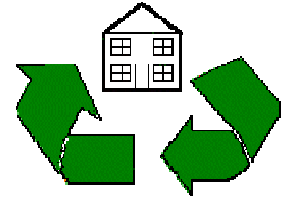


# DORSET RECLAIM - FIRST AID POLICY



Dorset Reclaim will ensure that appropriate first aid arrangements are in place for our staff, volunteers and visitors to our premises. This includes providing sufficiently trained employees and volunteers, and maintaining an adequate supply of first aid equipment suitable for the activities carried out on site during normal working hours. We have a culture of learning and development within the organization and providing training in this area is one of our priorities.

Each location where staff and volunteers work will:

- Have a sufficient number of qualified first aiders and those trained in initial emergency response
- Have appropriate first aid materials, equipment and facilities
- Ensure first aid arrangements are communicated to employees, volunteers and, where appropriate, to visitors.

## First Aiders

Those who are first aiders have the following responsibilities:-

- Responding promptly to all request for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or until further medical assistance has arrived
- Reporting details of the injury and treatment given in reports as required.
- Assist in ensuring First Aid boxes are kept adequately stocked

First Aiders must **not** administer any medication under any circumstances

The Depot Manager at each location is responsible for compliance with this policy and for maintaining suitable provisions for that location.

The Project Manager has overall responsibility for all sites and ensuring the Depot Managers work to the policy.