

First Aid Policy

Newport Site

Introduction to Newport's First Aid Policy

In order to comply with its statutory obligation Bisley provides initial first aid treatment for all employees undertaken by qualified Company first aiders.

People who require first aid must seek treatment from the registered First Aider who is assigned to cover their particular department or area. If the assigned First Aider is unable to provide first aid cover then treatment must be sought from the nearest available Company registered First Aider.

Accident Reporting

All accidents must be reported and a first aid report completed by the responsible Company registered first aider. The green and white accident report top copy must be forwarded to the HR Department immediately after completion and the yellow duplicate copy forwarded to the relevant Department Manager/Business Unit Manager.

It is the responsibility of Department Managers/Business Unit Managers to undertake a full investigation and complete an Accident Investigation/'Near Miss' Report as appropriate after a works accident has occurred.

First Aid Facilities

There are two first aid rooms located in the main factory and are located in phase 03 by the main stores and phase 04 BU5. All First Aiders are equipped with a portable first aid kit and there is a first aid kit also located in the main security hut gate one. There are four fully automatic defibrillators located in the following areas:

1. PP3 Multidrawer Final Assembly Amenity Area.
2. First Floor Main Mezzanine Office.
3. Main Reception located in signed cupboard next to reception desk.
4. Warehouse Despatch Office.

All employees should make themselves aware of who the First Aider are, the location of first aid rooms and the location of defibrillators on site.

Hospital Transport and Ambulance Service

In the event of employees requiring hospital treatment the HR department must be contacted by the First Aider so that a taxi or Company vehicle can be provided to transport the injured employee to hospital. If a taxi is required out of normal hours this can be arranged with the Security Guard in Gatehouse One.

If it is determined that the injured employee needs to be accompanied to the hospital then the First Aider

will travel to hospital with the employee in the taxi or if Company transport is used a driver must be provided.

If an employee refuses hospital treatment or first aid, the Company First Aider must make a note to this effect on the accident report and ask the employee to sign the report accordingly. The First Aider must then notify the employee's team leader, Department Manager or Business Unit Manager of the situation in order for further action to be taken if needed.

In the event of a major accident or any symptoms of shock, concussion, unconsciousness, heart condition or any situation that could result in harm to the individual, an ambulance must be called immediately by the First Aider who is attendance so that communication about the patient's condition can be communicated directly by the First Aider to the emergency services.

If an ambulance is called to site the HR department and Security must be informed immediately that an ambulance has been called. Personnel must also be posted at the nearest entrance and also outside on the main road to direct the emergency services to the location of the patient to ensure no time is wasted.

Date 1st August 2024

BISLEY