

KHaya Home Limited

POLICY NO 4



FIRST AID POLICY

General Statement

Khaya Home Limited is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring within Khaya Home Limited.

To this end, Khaya Home Limited will provide information and training on first aid to employees to ensure that statutory requirements and the needs of the home are met.

Should employees have concerns about the provision of first aid within Khaya Home Limited, they should inform a responsible person to enable the home to investigate and rectify the situation if necessary.

First aid personnel

First aid personnel are employees who have volunteered for the role and who will have received appropriate training from a First Aid provider. Khaya Home Limited will ensure that there is first aid personnel on each individual shift and that they will be given adequate training to Health and Safety Executive (HSE) requirements and retraining at regular intervals.

Notices will be displayed in giving the location of first aid equipment and the name(s) and location(s) of relevant personnel.

Legal indemnity of first aiders

Khaya Home Limited has provided through its insurance policies, indemnification for any member of staff who assists an employee who becomes ill or is injured at work, either on or off the premises.

First aid boxes

First aid boxes are provided within Khaya Home Limited to ensure that there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies which are required under law.

The location of first aid boxes and the name of the person responsible for their upkeep will be clearly indicated on notice boards throughout Khaya Home Limited.

First aid boxes will display the following information:

- (a) The name of the person responsible for their upkeep
- (b) The nearest location for further supplies
- (c) The contents of the first aid box and replenishing arrangements

(d) The location of the accident book.

Signed: _____

Date: _____