

First Aid Policy

Introduction

To ensure compliance with The Health & Safety (First Aid) Regulations, adequate First Aid treatment is provided at A Bright Solution Ltd. head office located at:

A Bright Solution UK Ltd.
1 Runway Farm
Honiley Road
Meer End
Nr Kenilworth
CV8 1NQ

In the event of injury or sudden illness, failure to provide first aid could result in a casualty's death. As an employer we should ensure that any employee who is injured or taken ill at work receives immediate attention.

The Health and Safety (First-Aid) Regulations 1981 require all employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

In accordance with the Health and Safety (First Aid) Regulations 1981 we have carried out a 'suitable and sufficient' risk assessment to determine the requirements for first aid applicable to our activities, and as a result, have provided adequate first aid provisions for our employees.

The company is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work.

To achieve this objective we will;

- appoint and train a suitable number of first aid personnel to cover all work patterns
- display first aid notices with details of first aid provision
- provide and maintain suitable and sufficient first aid facilities including first aid boxes
- provide any additional first aid training that may be required to deal with specific first aid hazards

The minimum first aid provision at our offices is an adequately stocked first aid box and an Appointed Person to take charge of the first aid arrangements.

Appointed Person

An appointed person is someone of reasonable intelligence who should be able to handle an emergency and be responsible for first aid equipment.

The Appointed Person duties include;

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- taking charge when someone falls ill or is injured, including calling an ambulance if required
- looking after and maintaining the first aid box and contents

The Appointed Person will not be required to provide treatment for which they have not been trained.

First Aiders

First aiders are qualified personnel who have received training and passed an examination in accordance with HSE requirements.

The numbers of first aid personnel at our offices will be determined by individual circumstances, the level of risk; as determined by the risk assessment; and in line with current government guidance.

First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

First Aid Provisions

First aid boxes and eye wash stations/ facilities will be provided within the workplace, and personal first aid kits issued for retention on each vehicle, to ensure there are adequate supplies for the nature of the hazards involved. All boxes/ kits will contain at least the minimum supplies suggested by L74: 'First Aid at Work Approved Code of Practice'. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

NOTE 1: All first aid boxes/ kits will be checked frequently to ensure they are fully stocked and that all items are in a useable condition. Records of such checks will be made.

NOTE 2: All instances of first aid treatment must be recorded in an accident book

Self-employed

Where a self-employed person; external contractor; is working on our premises under our control or with other self-employed persons, it is the responsibility of each self-employed person to provide or ensure that there is provided such first-aid equipment as is adequate and appropriate for them. However, if the persons concerned wish to avoid duplication of provision they may make an agreement to share our existing provisions.

A Bright Solution Ltd. are fully aware that The Management of Health & Safety at Work Regulations 1999 require employers to make suitable and sufficient assessments to the risks of health & safety of their employees and put in place controlled measures to help control those risks discovered.

When carrying out a Risk Assessment to determine the First Aid requirements for the head office premises, the following points were considered:

- The size of the workforce
- The size of the workplace
- Past history of accidents
- Any plant or machinery in use
- The remoteness from emergency medical services
- Annual leave and other absence of First Aiders

Table 1 is a basic guide to the numbers and competence levels of First Aid personnel to be available at all times when people are at work at A Bright Solution Ltd. head office, and therefore complying with The Health and Safety (First Aid) Regulations 1981.

TABLE 1

Category of Risk	No of employees at location	Suggested number & competence level of First Aiders
Low Risk Housing, Shops, offices, libraries A Bright Solution Head Office	Fewer than 50	At least one appointed person
	50 – 100	At least one First Aider
	More than 100	One additional First Aider for every 100 employed
Medium Risk Light engineering, assembly work, food processing, warehousing	Fewer than 20	At least one appointed person
	20 – 100	At least one First Aider for every 50 employed (or part thereof)
	More than 100	One additional First Aider for every 100 employed
High Risk Construction sites, chemical manufacture, work with dangerous machinery or sharp instruments.	Fewer than 5	At least one appointed person
	5 – 50	At least one First Aider
	More than 50	One additional First Aider for every 50 employed.

Annual leave and other absences of First Aiders and Nominated Persons

Adequate first aid provision is made at all times when people are at work, therefore additional First Aiders are appointed and trained to cover annual leave or other absences of First Aiders such as sick leave or special leave due to bereavement.

Information for Employees

First-aid arrangements are communicated to all head office based employees by the means of suitable notices giving information of names of the appointed First Aiders and the location of the First Aid kits.

First Aid Kits and other equipment

A suitable First Aid kit is located at the head office along with eye wash facilities to help irrigate the eyes in the event of them becoming contaminated with foreign bodies such as dust particles. The contents of First Aid kit is examined on a quarterly basis and is restocked as soon as possible after use. Care is taken to ensure items that have passed their expiry date are replaced. Sterile bandages, plasters and eye wash lotion have a shelf life of 5 years and are required to be replaced when this time has elapsed.

Field Based Employees

All field based employees are issued with a personal First Aid Kit which contains suitable First Aid equipment and an information leaflet on basic First Aid. When working at a customer premises, all field based employees are to make themselves familiar with the First Aid procedures.

Training

All training for First Aiders and Nominated persons shall be carried out by a recognised training provider and all training records retained by management and made available for inspection by clients or any enforcing authority.



Signed.....
Mick Barrett
Director
8th August 2025



Signed.....
Sam Pailor
Director
8th August 2025

ABS

