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**NORTHDALE**

**POLICIES AND PROCEDURES**

**First Aid Policy**

**Policy Statement**

Northdale Horticulture considers the health and safety of all persons in the workplace to be of absolute importance. This includes the provision of first aid personel, supplies and facilities. The purpose of this policy is to provide a framework for the efective use of first aid facilities.

**The Charities Responsibilities**

As part of the Charities commitment to the effective provision of first aid the charity aims to:

1. Provide adequeate resources for the supply and replenishment of first aid kits and equipment.
2. Ensure that each workspace and each vehicle has a first aid kit.
3. Appoint first aid officers who have received the relevant training and who will report to either the Service or Client Service Manager on all matters pertaining to first aid;
4. Ensure that any offsite activities are staffed by at least one first aider.

**Duties of Management Team**

Manager and supervisors are required to**:**

1. Keep up to date on all matters pertaining to first aid;
2. Ensure that member of staff and volunteers are informed of the location of first aid kits and that a list of first aid officers is displayed prominently.
3. Ensure all staff are aware of any **Do Not Resusitate (DNR) notices** in place for any members of staff, volunteers or service users. Changes to the information held with be notified to members of staff immediately.

**Duties of employees/volunteers**

Employees/volunteers are required to:

1. Take responsibility for there own health and safety and monitor the services users assigned to their group as well as having an awareness of services users that they may encounter on Northdale/Able premises.
2. Take reasonable care that their actions do not adversely affect the health or safety of others;
3. Report and record all workplace injuries to the designated Health & Safety Officer, Service or Client Service Manager or HR Administrator , in accordance with this policy;
4. Not to disrupt the administration of first aid; and
5. Comply with this policy, first aid proceedure and any associated reasonable instructions.