

# First Aid at Work Guidance

## Overview

Employers must make sure employees get immediate help if taken ill or injured at work.

You must have:

- a suitably stocked first aid kit
- an appointed person or people to take charge of first aid arrangements
- information for all employees telling them about first aid arrangements

An appointed person is someone who is in charge of your first aid arrangements. This includes looking after the equipment, facilities and calling the emergency services.

You can have more than one appointed person and they don't need to have any formal training.

The appointed person for Spinnaker is the Operations Manager.

## First Aid Kit

As directed by the HSE, the minimum the first aid kit should contain is:

- a leaflet with general guidance on first aid (for example, HSE's leaflet [Basic advice on first aid at work](#))
- individually wrapped sterile plasters of assorted sizes
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large and medium-sized sterile, individually wrapped, unmedicated wound dressings
- disposable gloves

Maintaining or replacing contents of a first aid kit

The first aid kit will be checked annually. Any items past their expiry date will be disposed of. Non-sterile items without dates will be checked that they are still fit for purpose.

## Accident Reporting

All accidents must be recorded on an accident report form and sent to the Operations Manager.

All Spinnaker Trust policies and procedures can be found on the team page of our website: [www.spinnaker.org/team/policies](http://www.spinnaker.org/team/policies)

**Date Last Updated:**

Created: January 2024