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# PRIMA DENTAL

## First Aid Policy

### Policy Statement:

Prima Dental is committed to providing a safe and healthy work environment. As part of this commitment, we will ensure that adequate first aid arrangements are in place, including trained personnel, sufficient first aid equipment, and clear procedures for responding to medical emergencies, in compliance with the latest Health and Safety (First Aid) Regulations 1981 and subsequent 2024 updates. The purpose of this First Aid Policy is to ensure that Prima Dental Manufacturing Limited provides prompt and effective first aid care in the event of injury or illness at the workplace.

This policy is aligned with the latest regulatory updates, emphasising both physical and mental health first aid. This policy applies to all employees, contractors, visitors, and any other individuals present at Prima Dental Manufacturing Limited premises, including manufacturing sites, warehousing, and packaging dispatch units.

### Responsibilities:

- **Managing Director:** The Managing Director holds overall responsibility for ensuring the implementation and maintenance of this First Aid Policy.
- **HSE Manager:** The HSE Manager is responsible for the day-to-day oversight of first aid arrangements, ensuring that first aiders are appropriately trained, first aid supplies are adequately stocked, and mental health considerations are incorporated into the first aid needs assessment.
- **First Aiders:** Designated first aiders are responsible for providing immediate care, maintaining their certification, and recording any first aid treatment provided.
- **Employees:** All employees are responsible for familiarising themselves with the location of first aid equipment and the identity of first aiders, and for reporting any incidents promptly.

### First Aid Training:

- **Selection and Training:** Prima Dental will ensure a sufficient number of employees are trained as first aiders, covering all shifts and locations. In line with the current regulations, training will include physical first aid or mental health first aid to ensure a holistic approach to workplace health and safety.
- **Mental Health First Aid:** As part of the 2024 regulatory updates, we are expanding our first aid training to include mental health first aid. This will enable first aiders to provide support for mental health issues in the workplace, aligning with broader health and safety practices.

### First Aid Equipment:

- **First Aid Kits:** Fully stocked first aid kits will be available in accessible locations throughout the premises. The contents will be checked and updated regularly by the first aiders to meet the specific hazards identified in the workplace, including supplies for managing life-threatening injuries as per the latest guidelines.
- **Automated External Defibrillators (AEDs):** AEDs will be strategically placed on site, and first aiders will be trained in their use. Equipment will be regularly checked to ensure functionality.

### Emergency Procedures:

- **Response to Incidents:** In the event of an injury or illness, employees must immediately notify a first aider. The first aider will assess the situation, provide care, and call emergency services if needed.
- **Accident Reporting:** All incidents must be reported to the HSE Manager and recorded in the accident log. Investigations will be conducted to prevent recurrence.
- **Mental Health Support:** In line with the 2024 updates, mental health first aiders are trained to provide initial mental health support and guide affected individuals to appropriate resources.

### Communication

**Information Sharing:** The location of first aid kits, AEDs, and the names of trained first aiders will be clearly communicated to all employees. Updates and training sessions will be provided regularly.

### Monitoring and Review

**Annual Review:** This policy will be reviewed annually or following any significant regulatory changes to ensure it remains current and effective. The management team is fully committed to its ongoing implementation.

Group Managing Director

Alun Jones: \_\_\_\_\_

Date: \_\_\_\_\_ 18<sup>th</sup> September 2024 \_\_\_\_\_



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