



Ridge Crest Cleaning Limited

www.ridgecrestcleaning.com

Ridge Crest Cleaning Limited
Aylesford Business Centre
High Street
Aylesford
ME20 7AX
Kent

Phone 01622 717414

Fax 01622 717498

"Best value through partnership....."

First aid general policy statement

Ridge Crest Cleaning is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries at work. Due to the nature of our business and the fact that the majority of our staff are part time, and taking into consideration that there are company first aid personnel, and equipment at most of the sites where they work, we have only a limited requirement for personnel who are trained in first aid.

Should RCC Employees have any concerns about the provision of first aid on the site at which they work, they must inform a responsible person (their manager or supervisor) who will rectify the situation.

First Aid Personnel

First aid personnel are employees who have volunteered for the role and have been assessed as suitable. If no volunteers are available, then the company may nominate someone in each area to take charge of a situation should someone become ill or is injured.

The person may not be a qualified first aider, but he or she will be given a clear indication of their responsibilities. The company will request that appointed persons undertake the recognized one-day first aid course

First aiders are qualified personnel who have received training and passed an examination in accordance with HSE requirements. These employees will receive regular update training and re-take the exam every three years to ensure that their skills are maintained. This is a four-day course with a two-day update.



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First Aid Boxes

Supervisors will ascertain that there are adequate supplies in the first aid boxes where they work, and inform their manager and the client if refurbishment of supplies is required. The location of first aid boxes will be kept at the reception and a list placed on the notice board in the cleaning supplies cupboard. No creams, lotions or drugs no matter how mild will be kept in these boxes.

Portable First Aid Kits

Portable first aid kits are available for qualified members of staff to use if they are working away from their normal workplace, or if access to facilities is restricted. For example, mobile staff in vehicles may work with potentially dangerous chemicals or equipment. Isolated staff or those participating in social events supported by the company.

Recording Accidents

All accidents will be recorded no matter how minor. The accident book is usually kept at the reception of each building. It is responsibility of our employee to ensure that they complete an entry in the accident book as soon as possible after the incident. Should first aid supplies be used, this will also be recorded.

Safe Systems of Work

- First aid personnel must inform the company when their certificate is due for renewal, at least three months in advance.
- Managers will ensure that all employees are aware of the location where the first aid can be found and the names of the first aid personnel.



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- RCC Managers will obtain permission from our clients to check the contents of the first aid to ensure that supplies are adequate.
- Access to the first aid materials and the recovery room will be provided to all RCC staff as part of the terms and conditions of employment.
- Professional assistance or help will be called for without fail should it be required.
- Details of all accidents will be reported and entered in the accident book.

Summary Policy Statement

First aid personnel have been appointed by the company to deal with accidents and emergencies, which may occur at our workplace and the workplaces in which KGB staff work. The following three steps are of utmost importance in the provision of adequate and effective first aid cover.

Ensure that all company employees are aware of the procedures to be followed in the event of injury or illness at work.

Ensure that an appropriate number of first aid personnel are recruited and trained to allow for holiday and sickness cover, and that a sufficient number are present where necessary at any one time.

Maintain adequate first aid equipment and facilities appropriate to the degree or risk, including those employees who may work on other.

Ian Beach
Managing Director

Phone 01622 717414

Fax 01622 717498

e-mail info@ridgecrestcleaning.com

Directors: I. Beach R. Carter Secretary: S. Beach Registered in England: Company No. 2907221