

First Aid Arrangements

Monitoring Procedure:

General Statement of Intent

Traffic Labour Supplies Ltd are committed to meeting both the statutory requirements for First Aid Provision and the needs of our organisation as a whole.

The Company will undertake a needs assessment for First Aid provision in line with The Health and Safety (First Aid) Regulations 1981. In order to ensure we meet the requirements of the regulations, reference will be made to the Health and Safety executive (HSE) Publication L74 First Aid at Work. Approved Code of Practice (ACoP).

Personnel

The First Aid needs assessment will determine the number of suitably trained and competent first aiders required. As a minimum we will provide:

Location by Risk Level	Number of Employees	Qualified First Aider (FAW)	Appointed Person (EFAW)
Low Risk – E.g. Offices	< 50		1
	50 – 100	1	1
	>100	1 + 1 for each additional 100 staff	1 + 1 for each additional 100 staff
Medium Risk – Light Engineering/Assembly/Warehouses	< 20		1
	20 – 100	1 per fifty employees	1 per fifty employees
	>100	2 + 1 for each additional 100 staff	2 + 1 for each additional 100 staff
High risk – Construction/Heavy Engineering/Chemical Plant	< 5		1
	5– 50	1	1
	>50	1+ 1 for each additional 50 staff	1 + 1 for each additional 50 staff

Competence

A First Aider will be considered as competent for their role when they have successfully completed a FAW course with a provider approved by HSE.

An appointed person will be considered competent where they have attended an EFAW course with a suitable provider. In England and Wales the provider will be accredited by HSE. In Scotland the provider will be accredited by Ofqual / SQA.

Where for commercial reasons a single provider is selected to train personnel in both territories, an HSE approval will be required.



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The names of all qualified personnel with their locations and emergency contact numbers will be displayed on Departmental Notice Boards.

Equipment

No drugs, creams or lotions are to be provided in first aid kits.

A suitable First Aid kit will be provided in each location and as necessary under the Approved Code of Practice (ACoP).

The location of First Aid kits is to be suitably marked using a specified sign. A white cross on a green background.

Equipment is to be checked and replenished by the departmental manager who will take into account expiry dates for dressings etc and any recommendations made by the First Aider or other departmental representative.

Additional portable First Aid Kits will be provided for use in circumstances where there is a significant risk and the persons at risk are unable to gain ready access to fixed facilities.

All company vehicles will be provided with a suitable First Aid kit.

First Aid Room Details -:

- | | | |
|-------------------------------|---|--|
| 1. Location | - | First Floor Room 20 |
| 2. Equipment Available | - | First aid kits x 2, Suitable seating, Hot and cold Water, Drinking water. |

Records of Treatment

The First Aider or appointed person is to maintain a record of treatment. Such records will be considered medical in confidence and will be protected accordingly.

Paul Chamley

Managing Director

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Revision History

Revision	Date	What has changed?	Who has written it?	Who has approved it?
00	10/05/2014	First Issue	QE&SH Manager	MD
01	13/11/2015	Logo change	QE&SH Manager	MD
02	26/05/2020	Reviewed, updated to the new document control format, name & signature of MD added	Systems Manager	MD
03	26/05/2021	Reviewed and TA logo added	Systems Manager	MD
04	26/05/2022	Reviewed	Systems Manager	MD
05	24/01/2023	New TLS Group Logo added	Systems Manager	MD
06	17/01/2024	Annual review	Systems Manager	MD
07	17/01/2025	Annual review	Systems Manager	MD
08	17/01/2026	Review	Systems Manager	MD

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