

1. Introduction

The primary remit of L Lynch Plant Hire & Haulage Ltd regarding First Aid situations, is the safety of staff and visitors to all premises under the L Lynch ownership. We are required to implement appropriate and effective measures to achieve a suitable and sufficient level of First Aid management, considering all relevant legislation and statutes and the advice and approval of the relevant authorities.

2. Responsibilities

Head of HSQE	Overall responsibility for managing all company first aiders and accidents.
First Aiders	Responsible for tending to staff, contractors, and visitors.

Name	Role	Mobile
Paul Lynch	Head of HSQE, Sustainability and Supply Chain	07595 068325
Simon Foreman	Purchase Ledger Team	Ext 2032
Gabrielle Lawrence	Transport Team	07590-776092
Nathan Sinfield	Service/workshop	07834 584493
Stephen Bremner	Fleet & H&S Director	07773 077173

3. Scope

This procedure has been developed to provide guidance on the roles and responsibilities of the First Aiders Procedures team at L Lynch Plant Hire & Haulage Ltd depots and confirms the systems for dealing with such situations and how they will be implemented.

3.1 Major Accidents

In the event of a major accident, immediate action should be taken as follows

- 3.1.1 Determine continuing danger and extent of injury of person or people involved
- 3.1.2 If necessary, evacuate the area
- 3.1.3 Summon help and ensure that the following are contacted
 - the emergency services (999, any phone)
 - a First Aider (where available)
- 3.1.4 If safe to do so, ensure that the injured are not left unattended until help arrives.
- 3.1.5 Record the accident details on an Accident Report Form.

3.2 Minor accidents

In the event of a minor accident, immediate action should be to:-

- 3.2.1 Determine continuing danger and the extent of injury
- 3.2.2 Summon help and ensure that
 - A First Aider (where available) is contacted
 - The injured are not left unattended until help arrives
- 3.2.3 Record the accident details on an Accident Report Form.

3.3 First Aid

First aid equipment is available throughout the building. Whenever first aid equipment is used an accident form should be filled in with a copy forwarded to the Manager. First aiders are:

Paul Lynch/Simon Foreman/Gabrielle

Lawrence - Main office

Nathan Sinfield - Service

Jonjo O Byrne - Workshop