



| | | |
|---|-----------------------------------|----------------|
| DOCUMENT TYPE: PROCEDURE | Issue Date <i>Mar-2023</i> | Version 2 |
| <i>First Aid and Accident Reporting</i> | Effective Date <i>Mar-2024</i> | Page 1 of 1 |

9.5 FIRST AID AND ACCIDENT REPORTING

| | | | | | |
|--------------------|-------------|-------------------------|-------------------------------|--------------------|----------------|
| Prepared by | Ian Fleming | Reviewed by | Canan E. Celik Murat Ozbek | Approved by | Canan E. Celik |
| Review No | 3 | Next Review Date | Mar-2024 | Approved on | 13.03.2023 |

First Aid provision

Throughout the Academy a number of employees will be trained and certified in accordance with the Health and Safety (First Aid) Regulations. Appropriate posters display the name of those trained in First Aid. Additional signage displaying the names of those trained will be provided where appropriate.

If an incident occurs, First Aid trained employees should take charge of the situation and render appropriate assistance to the casualty as well as summoning help from medical / emergency services.

Should a First Aider not be available for any reason, employees who are not First Aid trained should only render general assistance to the casualty and not attempt any remedial procedures without medical advice or support.

Accident and incident reporting and investigation

All injuries and dangerous occurrences will be reported and will then be investigated as soon as possible by the CEO / Principal. Further investigation, where necessary, shall be made by the Health and Safety Officer. Any necessary action shall be taken to remedy the situation. Where local action is not appropriate, then specialist advice must be sought without undue delay.

Employees should remember that the definition of an accident is an unplanned event: incidents and accidents do not necessarily always cause personal injury but, unless the cause of the accident is investigated and dealt with, there is always potential for recurrence and possibly injury at some future date.

An example is a tripping hazard which has caused someone momentarily to lose their balance. Unless the problem is removed, there is always the possibility that a future trip may result in a sprain, broken ankle or even concussion.

As a matter of course, all incidents and accidents shall be brought to the attention of the Health and Safety Officer. All incidents and accidents giving rise to serious personal injury are to be reported to the Health and Safety Officer and the CEO / Principal by the most direct means.

The CEO / Principal has sole responsibility for reporting to the Health and Safety Executive (HSE) any matters, which fall under the *Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 2013*. The Health and Safety Officer shall be responsible in the absence of the CEO / Principal.