

## FIRST AID AND EMERGENCY POLICY AND PROCEDURE

Policy Number	HCT-FAE-003
Version	3
Applicable To	Horizon Community Members (learners, staff (including volunteers) partners and visitors)
Document Owner	Kath Shanahan
Last Amended	January 2026
Review Period	Annually
Availability	Policies and Procedures Folder, SharePoint, Learner Handbook, Company Website

### Introduction

Horizon Community Training CIC (Horizon) is fully committed to providing a safe environment. This Policy and Procedure provides guidance regarding the provision of first aid to people suffering injury or illness. It also details the evacuation procedures to be followed in the event an emergency.

### Definitions

**Emergency** – any situation/event where there is an immediate risk of injury to persons or loss of property requiring instant action or response.

**First Aid** – is for preserving life, preventing injury or illness from getting worse, relieving pain if possible, aiding recovery and protecting the unconscious.

**First Aiders** – are any person/s providing first aid.

**Premises** – Horizon offices and vehicles.

### Purpose

This Policy and Procedure describes how Horizon expects all its members to behave in respect to first aid and in the event of an Emergency.

## First Aid

First aid services are an important element of health, safety and wellbeing. This Policy and Procedure covers initial treatment for:

- Injuries that may occur in the workplace (including offsite such as visits or work experience)
- Acute personal sickness that may impact on staff, learners or any other member of the Horizon community while at Horizon's premises

The Policy and Procedure will reflect Horizon's commitment to high standards to always aim to provide quality first aid.

Any person attending Horizon's premises (staff, volunteers, learners, visitors) will have access to first aid provision and assistance should an injury or illness occur. First aid assistance is provided by trained first aiders, where possible.

## First Aiders – Responsibilities

A First Aider's duties are

- to respond promptly to an emergency
- to render first aid
- to obtain, where necessary, any additional medical attention, without hesitation
- in the event of an accident or incident ensure an accident form is completed

First Aiders must report to the Horizon Health and Safety (H&S) Officer any situation that must be reported to the HSE (Health and Safety Executive).

First Aiders must inform the Horizon H&S Officer when equipment has been used and there is a need for restocking a first aid kit.

Personal Protection Equipment (PPE) such as gloves, disposable apron and face shield should be worn when providing any first aid treatment and disposed of safely once used.

## First Aid Equipment

First Aid Kits are located throughout the building. First Aid Kits are located on the ground floor in the main front reception and in the Fitness & Wellbeing Centre by the door that leads up to the Warehouse.

Every Kit is checked monthly by a member of the Horizon team who will sign a checklist which is retained in the First Aid Folder. An order slip must be completed to make up any deficiencies of equipment. Order slips must be sent to the Horizon H&S Officer.

The Horizon vehicle has its own allocated First Aid kit that includes additional equipment/supplies suitable for the off-site activities such as work experience and other trips away from the centre. This kit is to be treated in the same manner as the on-site Kits with monthly inspection by a member of the Horizon team and deficiencies re-stocked promptly.

## Emergency

Prompt and organised response to any emergency is an important element of health, safety and wellbeing.

All Horizon members are responsible for promptly responding to any emergency and, in the event of evacuation of the premises, follow the evacuation procedure.

In the event of an emergency it is vital that all members of Horizon do their utmost to remain calm, support each other and comply with any instructions from staff designated to take charge of such situations, i.e. Emergency Marshall.

## Emergency Evacuation Procedure

This procedure applies to all Horizon members and any person visiting the premises at the time of an emergency.

This procedure will be followed for the evacuation of the building for any reason.

- In the event that anyone discovers a situation that they suspect may cause harm to anyone and evacuation of the building is necessary they must immediately press the nearest fire alarm call point. If in any doubt as to the need to evacuate, do not hesitate to press the nearest fire alarm.
- Calmly leave the building in line with the Fire Emergency Action Plan, displayed around the building via the nearest exit and assemble at the Emergency Assembly Point (EAP) which is located on Southgates Road on the pavement outside the car wash garage
- Do not delay an exit from the building by collecting any possessions.
- Once the building has been exited, individuals are required to wait at the EAP and wait further instructions.
- The Emergency Marshall (EM) or other delegated person will, if it has been possible, take the Sign in Register from the reception area together with a high vis vest identifying that person as the EM and will check that register against everyone present at the EAP. For this reason, it is imperative every person reports to the EAP having left the building. The emergency services could be put at risk searching for someone believed to be in the building who had left but not reported their presence to the EM.
- Do not re-enter the building for any reason until told by the EM that it is safe to do so.

## Role of Emergency Marshal

There will always be an assigned Emergency Marshal (EM) on site at the start of each working day. Their responsibilities in the event of an evacuation emergency are

- To ensure the relevant emergency services are called to assist if needed
- To retrieve the Sign In Register from the reception desk together with a high vis vest kept adjacent to the register to wear identifying that person as the EM
- Where possible to check rooms and assist others in the evacuation
- To directly attend the EAP and confirm the evacuation of all persons recorded as having been on site with reference to the Sign In Register
- To liaise with and report any issues to the emergency services on their arrival
- To make a report to the H&S Officer once the emergency situation has been resolved

There are four high vis vests strategically located on each floor of the building. These are located

- In Reception
- In Fitness & Wellbeing Centre
- On the second floor at the top of the stairs outside the staff office entrance
- On the ground floor in the corridor

## Emergency Precautions and Equipment

The Fire Extinguishers, Smoke Detectors, Emergency Lighting and Alarm system will be annually tested by a certified company.

Weekly checks will be carried out on the alarm/fire extinguishers and blankets and recorded in the Fire Safety Record File which is located next to the Fire Alarm Control Panel.

A practice evacuation will be carried out at least quarterly.

Emergency lighting is in place throughout the building.