

First Aid at the office

Our first aid box is kept here:

Our first aider is/are:

In our first aid box, we'll provide:



A leaflet with general guidance on first aid



Low allergy plasters



Sterile eye pads



Sterile triangular bandages



Safety pins



Sterile wound dressings



Disposable gloves

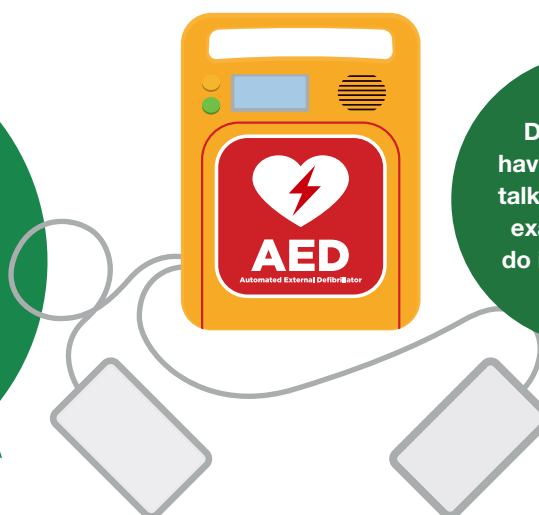
TIP

We won't keep tablets and medicines in this box

Our nearest defibrillator is here:

What's a defibrillator for?

A defibrillator is a device for treating a person whose heart is not beating normally in a sudden cardiac arrest.



Defibrillators have audio which talks you through exactly what to do in easy steps.

First Aid at the office

My colleague appears to be unconscious. What should I do?



Step one Chat and tap

- Call the casualty's name, ask them to open their eyes.
- Gently tap their collar bones.



Step two Check breathing

- Open the airway.
- Check for **NORMAL** breathing – look, listen and feel.
- Check for **NO LONGER** than 10 seconds. If you are unsure they are breathing, proceed to chest compressions.



Step three Call the emergency services

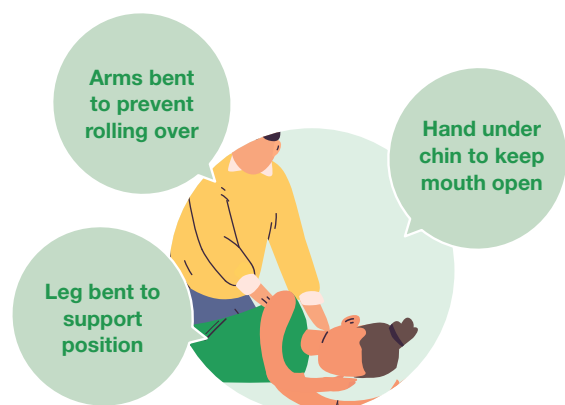
- Ask a bystander to call **999** and fetch the defibrillator if available.
- If you are on your own, **ALWAYS** call 999 before commencing compressions using hands-free.



Step four Continual chest compressions

- Kneel beside the casualty.
- **Place the heel of one hand in the centre of the chest, interlocking the fingers of the other hand.**
- **Push the breastbone 5-6cms** (the depth of a credit card).
- **Aim for two compressions per second** (120 per minute).

If more than one person available, swap every 1-2 minutes.
Continue until ambulance or defibrillator arrives.
If defibrillator available, switch on and follow the instructions.



Step five If the casualty is breathing normally

- Place them in the recovery position



Hygiene at the office

Top tips to help our COVID-secure hygiene strategy



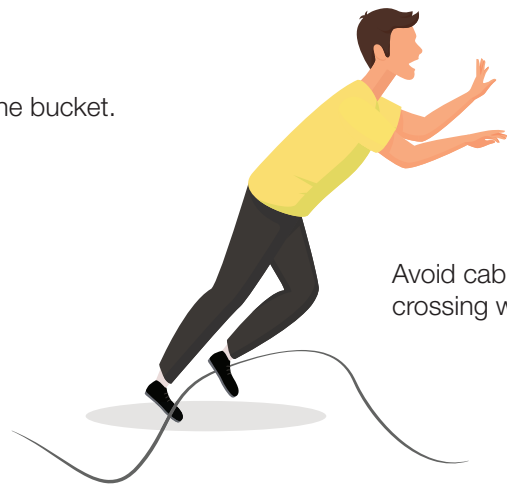


Slips, trips & falls at the office

How to help prevent them:

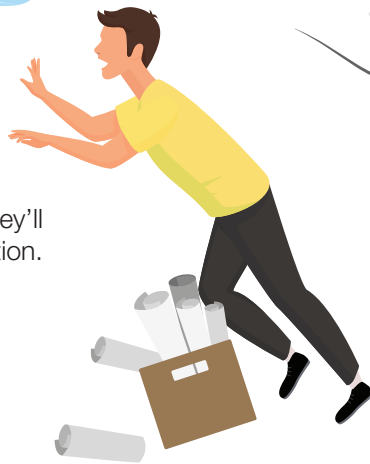


Clean any spills up at once.
Please keep wet umbrellas in the bucket.



Avoid cables
crossing walkways.

Don't place boxes where they'll
cause an obstruction.



Please use the handrail
on the stairs!



Do not climb
on furniture to
reach items.

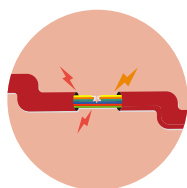


Fire safety at the office

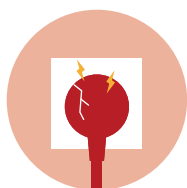
How to help prevent workplace fires

Electrical risks

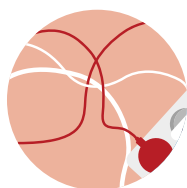
Please let your line manager know if you spot any:



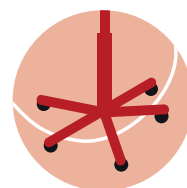
Damaged cables



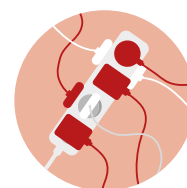
Cracked or discoloured power plugs



Tangled cables or unwound extension leads



Furniture on cables



Overloaded adaptors

Smoking risks



If you smoke, you must use designated outdoor smoking areas only.

Cooking risks



Please never leave cooking unattended.

Our Fire Warden for this department is:

Check you know where the following are:



Escape routes



Fire extinguishing equipment



Fire alarm



Evacuation chair – if you have one



Emergency Assembly Point

REMEMBER

Don't block or restrict fire escapes with equipment!

Make sure you have a plan to get people with reduced mobility or hidden disabilities out of danger.

Search 'evacuation chairs' at [posturite.co.uk](https://www.posturite.co.uk)