

First Aid Policy

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities, and personnel to enable first aid to be given to employees who are injured or become ill at work.

The purpose of this policy is to set out the arrangements adopted by **SGC Holdings Ltd trading as SGC Security Services ("SGC")** to ensure compliance with these regulations and to ensure that effective first aid provision is available across all SGC operations.

Scope

This policy applies to:

- all employees of SGC;
- contractors and agency staff working on SGC premises or sites; and
- visitors to SGC premises.

The policy applies to all workplaces, client sites, and operational locations where SGC employees are deployed.

It defines responsibilities for:

- the provision of first aid; and
- the reporting and recording of incidents requiring first aid treatment.

Definitions

First Aid

First aid is the immediate assistance given to an injured or ill person until more advanced medical care is available or the person recovers. Its purpose is to:

- preserve life;
- promote recovery; and
- prevent the condition from worsening.

First aid may include:

- assisting a person who requires medical attention until professional help arrives; and

- treatment of minor injuries that do not require medical intervention.

First aid does **not** include:

- counselling or medical diagnosis;
- administering medication or medical treatment.

Where individuals carry their own prescribed medication (for example inhalers), first aiders may assist only by contacting emergency services and supporting the individual in accordance with their training.

First Aider

A First Aider is an employee who:

- has successfully completed an approved First Aid at Work or Emergency First Aid at Work course; and
- holds a current, valid certificate issued by an approved training provider.

No individual may act as a First Aider unless they meet these requirements.

Key Principles

SGC Security Services will:

- provide an appropriate number of trained first aiders based on risk assessment;
- ensure suitable first aid equipment, facilities, and materials are available;
- record all first aid treatment provided to employees, contractors, and visitors;
- provide and maintain first aid training and refresher training as required;
- establish procedures for managing accidents requiring first aid;
- ensure all accidents are reported, recorded, and investigated where appropriate;
- provide clear information to employees regarding first aid arrangements; and
- ensure medicines are not stored in first aid kits or first aid rooms.

Responsibilities

The organisational arrangements for health and safety are set out in the Health and Safety Policy. Specific responsibilities under this policy are as follows.

Managing Director

The Managing Director is responsible for:

- approving this policy; and
- ensuring it is reviewed and updated as required.

Heads of Department / Managers

Managers are responsible for:

- ensuring staff are aware of this policy and local first aid arrangements;
- ensuring accidents are reported using the SGC accident reporting process; and
- supporting investigations where required.

Human Resources

Human Resources are responsible for:

- referring employees to Occupational Health following work-related accidents where appropriate; and
- maintaining records relating to first aid training.

Employees

Employees are responsible for:

- seeking first aid assistance as soon as reasonably practicable when required;
- ensuring first aid requirements are considered in risk assessments, including off-site activities;
- ensuring appropriate first aid supplies are available for off-site work where required;
- reporting accidents and completing accident report forms, or arranging for a colleague to do so if necessary; and
- participating in first aid or health and safety training where required.

First Aiders

First Aiders are responsible for:

- confirming consent to provide first aid where possible;
- administering first aid in accordance with their training;
- maintaining and replenishing first aid equipment;
- ensuring all first aid treatment is recorded accurately;
- arranging emergency services attendance where necessary;
- arranging transport to hospital where an ambulance is not required and ensuring the individual is accompanied; and
- notifying management where an employee or visitor is taken to hospital.

An ambulance must be called where clinically necessary, even if the casualty initially refuses assistance.

Name	Paul Macarthur	Position	Managing Director
Signature		Date	14/01/2026