

FIRST AID DRILL RECORD



First Aid drill details			First Aider name: Dennis Litherland
Date of the drill: 01.02.24	Time of the drill: 10:00	Response time: 3mins	What scenario was used, Who was involved? Injured Party: Ken Bell Others involved: Liam Pegg and Lee Morton
Organiser: Ken Bell		✓ / X N/A	
Premises or areas involved: STARLEY WAY			State action necessary (if any): Aiden is a new first aider; he controlled the situation and the surrounding area very well. The checks completed were suitable and sufficient, the I.P was examined correctly and the I.P was made comfortable.
1.	Did the first aider attend promptly?	✓	
2.	Did the first aider, check for danger (to them, the casualty or to others)	✓	
3.	When assessing the casualty's injuries, did they act accordingly?	✓	
4.	Was the first aider 'reassuring'? Did they keep the casualty comfortable etc?	✓	
5.	Did the first aider follow the correct process for checking the casualty's responsiveness?	✓	
6.	When checking the casualty's airway, did the first aider follow the correct procedure?	✓	
7.	When assessing the casualty's was breathing, did the responder use the correct techniques?	✓	
8.	If mouth to mouth was given (Annie only) were the correct processes followed?	N/A	
9.	Did the first aider successfully locate a pulse?	✓	
10.	When asked did they know the 'current' CPR EAR rates i.e. 15 - 2 etc?	✓	
11.	Did the First aider conduct a suitable 'secondary survey'?	✓	
12.	Were there any other particular problems when dealing with the situation?	✓	
13.	Was current Covid-19 guidance followed?	N/A	

Person compiling record: Ken Bell

Signature:

Date: 01.02.24

Here is a list of guidance that the 'First aid' drill auditor should look for when completing an audit of the first aider's competency:

RESPONSE TIME

When called first aiders should, respond 'immediately' they should be in possession on a first aid kit and whatever PPE is required to ensure **THEIR** safety.

DANGER

- to you
- to others
- to the casualty
 - Make sure that no one also gets hurt. You will not be able to help if you are also a casualty
 - Only proceed if it is safe to do so.

RESPOND

- is the casualty conscious?

- gently shake the casualty and ask : 'Can you hear me?' , 'What is your name?'
- if the casualty is **conscious**, check for and manage bleeding and other injuries
- if the casualty is **unconscious**, he/she should be turned on the side.

Turning an unconscious casualty on the side to clear and open the airway

1. Kneel beside the casualty.
2. Place the casualty's farther arm at a right angle to the body.
3. Place the nearer arm across the chest.
4. Bend the nearer knee up.
5. Roll the casualty away from you. Support the casualty in this position until airway and breathing have been checked.

A Clear and open the AIRWAY

Clearing the airway

1. With the casualty supported on the side, tilt the head backwards and slightly down.
2. Open the mouth and clear any foreign object. Only remove dentures if loose or broken.

Opening the airway

1. Place one hand high on the casualty's forehead.
2. Support the chin with the other hand.

3. Gently tilt the head backwards.
4. Lift the jaw forward and open the casualty's mouth slightly.

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BREATHING

- look for the chest rising and falling.
- listen for the sound of breathing
- feel with your cheek

- if the casualty is **breathing**, ensure that he/she is in a stable side position. Check for and manage bleeding and other injuries.
- if the casualty is **not breathing**. Turn onto the back and commence EAR (expired air resuscitation), giving 5 full breaths in 10 seconds.

EAR (mouth-to-mouth resuscitation)

1. Knee beside the casualty.
2. Keep the casualty's head tilted back.
3. Pinch the casualty's nostrils with your fingers or seal with your cheek.
4. Lift the jaw forward with your other hand.
5. Take a deep breath and open your mouth wide.
6. Place your mouth firmly over the casualty's mouth making an airtight seal.
7. Breathe into the casualty's mouth.
8. Remove your mouth and turn your head to observe the chest fall and listen or feel for exhaled air.
9. If the chest does not rise and fall, check head tilt position first, then check for and clear foreign objects in the airway.
10. Give 5 full breaths in 10 seconds, and then check the carotid (neck) pulse for 5 seconds. If pulse is present, continue EAR at the rate of 15 breaths per minute.

CIRCULATION

- feel the pulse at the neck (carotid pulse)
- if pulse is present , continue EAR at the rate of 15 breaths per minute. Check breathing and the pulse after 1 minute, then after every 2 minutes
- if pulse is not present, commence CPR (cardiopulmonary resuscitation)
- check breathing and the pulse after 1 minute , then after every 2 minutes. If the pulse returns, continue EAR. If breathing returns, turn the casualty to a stable side position. Check for and manage shock, bleeding and other injuries
- seek medical aid.

Successful CPR

If a casualty is not breathing and has no pulse, you should try to give cardiopulmonary resuscitation. However, even if performed expertly , you may not be successfully in saving the casualty's life. Success depends on the cause of the injury or illness, how quickly you are able to respond, and how quickly expert medical aid arrives

Call medical aid as soon as possible.

What's next?

After managing life-threatening problems turn the casualty to a stable side position. Remember that you must call medical aid as soon as possible; You should then undertake an orderly assessment of the casualty, looking for any bleeding, then other injuries such as burns and fractures. Note any tenderness, swelling, wounds or deformity.

Examine the casualty in the following order:

- head and neck
- chest (including shoulders)
- abdomen (including hip bone)
- upper limbs
- lower limbs
- Back

FIRE AND EMERGENCY EVACUATION RECORD



Evacuation details		Fire Marshal Name(s): Chris Cooper, Rob Carney, Danny Miller, Andrew Loughlin-Smith.							
Date of the drill: 16.01.2024 Time of the drill: 12:48 Evacuation time: 5 mins 25secs									
Organisers: <u>False Alarm (Accidental Activation)</u>		Roll call conducted at assembly point No (2 nd page)							
Premises or areas involved: STARLEY WAY		All accounted for: Employees Yes							
		Contractors n/a							
		Visitors Yes							
		Sub Letters Yes							
1. Was the alarm sounded promptly? Yes									
2. Could the alarm be heard throughout the premises? Yes									
3. Did the person chosen at random to sound the alarm understand the routine? N/A		State action necessary:							
4. Did all staff understand the routine and act effectively? Yes		<ul style="list-style-type: none"> Due to a replacement glass that needed to be fitted, the alarm remained on for a few minutes longer than anticipated. 							
5. Is there a need for further staff training or instruction? No									
6. Was a random activation point chosen? N/A									
7. Were there any other particular problems in the evacuation? 999 system for rolecall. Yes – no		Number of Employees involved							
		<table border="1"> <thead> <tr> <th>Dept / Shift</th> <th>Number of Employees</th> </tr> </thead> <tbody> <tr> <td>Day shift office</td> <td>Due to 999 system lockout a roll call was not undertaken, all areas of offices and building were thoroughly checked no one was left in the building. Rob Carney rear offices, Liam Pegg and Andy Smith Front Offices.</td> </tr> <tr> <td>Day shift hub</td> <td></td> </tr> </tbody> </table>		Dept / Shift	Number of Employees	Day shift office	Due to 999 system lockout a roll call was not undertaken, all areas of offices and building were thoroughly checked no one was left in the building. Rob Carney rear offices, Liam Pegg and Andy Smith Front Offices.	Day shift hub	
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Day shift hub									
8. Were all employees and visitors accounted for? areas of the building were thoroughly checked. Yes – all									
For further details on the issues identified above please see the attached report.									

Person compiling record: Liam Pegg (H&S Coordinator). Additional information provided by Chris Cooper & Rob Carney.

Signature: L.Pegg

Date: 16.01.2023



SPILLAGE PREPAREDNESS RECORD

Drill details		Spill Team Name(s): Ken Bell, Rob Carney, Chris Cooper, Liam Pegg, Aiden Davies	
Date of the drill: 31.01.24 Time of the drill: 06:45 Clean up time: 2hrs 2mins			
Organisers: Ken Bell, Rob Carney		Did everyone involved understand the process?	
Premises or areas involved: STARLEY WAY		All accounted for: Employees Yes	
		Contractors N/A	
		Visitors N/A	
1. Were the spillage team notified promptly?	Yes	State action necessary: The spillage control process sheet was followed to the letter.	
2. Were all applicable Covid-19 procedures followed (PPE/social distancing)	N/A		
2. Could the spillage team be contacted throughout the premises?	Yes		
3. Did the person chosen at random to report the spillage understand the process?	Yes		
4. Did all staff act effectively i.e. prevent spillage from entering the drains?	Yes		
5. Is there a need for further staff training or instruction?	Yes	Number of Employees involved	
		Dept / Shift	Number of Employees
6. Was a random area chosen to simulate the spillage?	Yes	Night shift hub	0
7. Were there any other problems in the clear up?	No	Day shift hub	5
8. Were all employees and visitors accounted for?	N/A		
9. Was the sluice gate closed accordingly?	No		
10. Was the spillage control process sheet followed?	Yes		

Report

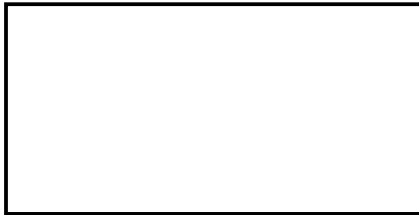
Clean up completed without incident, process followed to the letter, and everyone involved performed as expected.

Person Completing this report:

Name: Ken Bell

Position: HSEQ Manager

Signature:

A large empty rectangular box with a black border, intended for a signature.

Date: 31.01.24