



First Aid Policy

Most recent update: 05 September 2025

Purpose

The purpose of this First Aid Policy is to ensure that appropriate first aid arrangements are in place at all Skills and Employment Service (S&E) venues operated by Cheshire West and Chester Council (CW&C). This policy outlines the responsibilities, procedures, and requirements for providing first aid to learners, staff, and visitors in case of an emergency.

Policy Statement

The Skills and Employment Service is committed to providing a safe and healthy environment for all learners, programme participants, staff, volunteers and visitors. We will ensure the adequate provision of first aid - including access to trained first-aiders - at each venue during operating hours.

Venue Requirements

All delivery centres under the Skills and Employment Service must meet the following first-aid requirements:

- Access to at least one person with first-aid training must be provided at every venue
- First-aid boxes, containing the necessary supplies, must be accessible at each site
- Clear signage indicating the location of first-aid supplies and the contact details of the first-aiders must be displayed prominently

Nominated First Aiders

Each of the following venues has designated first aiders who have received certified first-aid training:

- **Chester Skills and Employment Hub**
The Bluecoat Buildings, Upper Northgate Street, Chester, CH1 4EE
Telephone: 07775 717122
Nominated First Aider: Jo Talbot
- **Ellesmere Port Skills and Employment Hub**
The Portal, Wellington Road, Ellesmere Port, Cheshire, CH65 0DA
Telephone: 07990 532869
Nominated First Aider: Kirsty Moore
- **Northwich Skills and Employment Hub**
Waterside House, Navigation Road, Northwich, CW8 1BE
Telephone: 07833 236 675
Nominated First Aider: Amanda Watkinson



- Winsford Work Zone
Wyvern House, The Drumber, Winsford, CW7 1AH
Telephone: 07766 205 389
Nominated First Aider: Tony Gray

First Aid Information for Learners

Information about first aid arrangements will be provided to learners during their induction process. This will include:

- The location of first aid supplies and first-aid stations
- The names and contact details of the nominated first aiders
- Emergency procedures to follow in the event of an accident or illness

Procedures In Case Of An Emergency

Immediate Action	In the event of an accident or sudden illness, learners and staff should immediately notify the nearest first aider
First Aider assessment	The first aider will assess the situation and provide the necessary first aid treatment. If further medical attention is required, we will contact the emergency services without delay
Incident Reporting	All accidents and incidents requiring first aid must be recorded in the accident book. The first aider involved will complete an accident report, detailing the incident and actions taken

Review and Compliance

This policy will be reviewed annually or whenever there are significant changes in legislation or venue requirements. All staff must comply with the procedures outlined in this policy to ensure the safety and well-being of all learners, staff, and visitors.

For any questions or further information regarding the first aid policy, please contact your designated first aider or the Skills and Employment Service Manager, Matthew Smith on matthew.smith@cheshirewestandchester.gov.uk

Further information can be found on [our website](#) in the following related documents:

- Health and Safety Policy