

PROCEDURE FOR:		
FIRST AID		
PROCEDURE No: HSP034	REVISION: 2	DATE: 04/05/06

1. First aid boxes are located in the following area's:
 - First Aid Room
 - Front of House Office
 - Village Café
 - Circle Bar
 - Maintenance Workshop (basement)
 - Admin Office
 - Hexagon Kitchen
 - Quays Bar
 - Stage Door
 - Lyric Scene Dock
 - Quay's Scene Dock
 - Studio
 - Galleries
 - Compass Kitchen
 - Box Office (FOH)
 - Box Office Tower Level 6
 - Crate Store
 - Main Kitchen
 - Charlie Room
 - Restaurant
 - Terrace Bar
 - Catering Office
 - Catering Duty Manager's Office
2. All first aider's must indicate that they are in/out of the building by using the first aid notice board located at Stage Door.
3. To locate the nearest first aider to attend an incident, contact Stage Door on ext. 2107, giving brief details of where the incident is and the nature of the accident. Stage Door will then contact a first aider. Remain with the injured / sick person until a first aider arrives.

4. Calling of ambulances should be done by the first aider attending the incident. The operator may require information regarding the patient. Once an ambulance has been called, inform Security on ext. 2111 who will guide the ambulance to the relevant entrance.
5. Any first aid supplies that have been used must be disposed of in the medical waste bin. (Not the waste paper bin). Do not use any plasters unless the patient has informed you that they are not allergic to them. Under no circumstances must you give a patient any aspirin/paracetamol etc. to relieve pain.
6. The bulk of any bodily fluid spillages must be cleaned up by the first aider followed by a deep clean by the cleaning department. Cleaning utensils are held in the first aid room, specifically for this and no other purpose. It is the responsibility of the first aider to inform the cleaning department that there is a cleaning requirement.
7. An accident record must be completed for every accident, however small. The accident record must be fully completed ensuring it is assigned an individual identification number in the top left hand box following the sequence in the book. Once completed the accident record is signed in section 3 by the person completing the accident record. Generally the accident record must be completed by a first aider. In the absence of a first aider on site (check with stage door) then any other employee can then complete the accident record. Accident record books are located in the following locations:
 - (a) Front of House Office
 - (b) Stage Door
 - (c) Catering Office
 - (d) Main Kitchen
 - (e) First Aid Room
 - (f) Technical Office

Any serious staff injuries or any public accidents that necessitate hospitalisation, must be reported to John Toomer (ext.2109) or in his absence Alan Gorvett (ext.2133, radio 402) immediately for RIDDOR reports to be completed, followed up by a completed accident record.

8. All completed accident records must be removed from the accident record book and forwarded to John Toomer (Facilities Manager) immediately.

9. All accidents that are treated by a first aider must be reported to the relevant Head of Department of that area. In the absence of the Head of Department then the Duty Manager / Supervisor for that department must be informed. This must be done by the first aider who attended the accident and at the earliest opportunity after the accident. The Head of Department / Manager / Supervisor will then instigate an investigation into the accident. This will require the input of the first aider.
10. All accidents that occur on the Plaza (whether we attend or hear about it) must be reported to John Toomer so that details can be passed on to Salford City Council.
11. It is the responsibility of visiting companies to ensure they have provision for the First Aid Treatment of its own employees, however it is agreed by The Lowry First Aiders that they will provide treatment to persons in addition to The Lowry's own employees.