

First Aid Policy & Risk Assessment

Primrose Weddings & Events Ltd | t/a The Harrogate Food & Drink Co. | Funky Fridays | Trufflehunters

Document Ref	RA-008
Issue Date	December 2025
Last Review	December 2025 — L. Aikman
Next Review	December 2026
Assessor	Linda Aikman
Applies to	All staff at all event & catering sites

Policy Statement

Primrose Weddings & Events Ltd is committed to ensuring that adequate first aid provision is available for all staff and, where applicable, members of the public, at every event and catering operation. This policy meets the requirements of the Health and Safety (First-Aid) Regulations 1981.

First Aid Provision

- A stocked first aid kit (HSE compliant) is present at every event and in every catering vehicle. Kits are checked and restocked after each event.
- At least one member of staff holding a current Emergency First Aid at Work (EFAW) or First Aid at Work (FAW) certificate is on site at all times during operations.
- The event manager is responsible for confirming first aid arrangements at the start of each event day, including location of nearest A&E hospital and any event medical provision.
- All staff are made aware of the location of the first aid kit and the designated first aider at each event briefing.
- An accident book (paper or digital) is maintained. All injuries, near-misses, and first aid treatments are recorded on the day they occur.

First Aid Kit Contents (minimum)

HSE-recommended contents: 20 × plasters (assorted sizes, waterproof/blue for food handling), 2 × sterile eye pads, 6 × triangular bandages, 6 × safety pins, 3 × medium wound dressings, 1 × large wound dressing, 1 × pair disposable gloves (×6 pairs), 1 × guidance leaflet.

Risk Rating = Likelihood (1-5) × Severity (1-5) | **LOW 1-6** | **MEDIUM 7-14** | **HIGH 15-25**

Hazards, Controls & Residual Risk

Hazard	Who is at Risk	L	S	Initial Risk	Control Measures	L	S	Residual Risk
Burns and scalds from cooking equipment/hot liquids	All staff	3	3	9 MED	First aider on site at all times. Burns protocol: cool under cold running water min 10 minutes, cover with non-adhesive dressing, escalate to 999 if severe. Burn gel in first aid kit. No home treatment of burns covering >5 cm.	2	2	4 LOW
Cuts from knives and food prep equipment	All staff	3	3	9 MED	Blue plasters (metal-detectable) used for all cuts in food preparation areas. Wound covered immediately. Food preparation stopped and area cleaned if blood contamination. Severe cuts: pressure applied, first aider called, 999 if uncontrolled bleeding.	2	2	4 LOW
Anaphylaxis (allergic reaction) — staff or public	Staff, public	2	5	10 MED	Auto-injectors (Epipen) carried by any staff with known severe allergy. Event manager briefed on any known allergies in team. If customer reaction suspected: 999 called immediately. Staff not to administer medication other than their own Epipen.	1	4	4 LOW
Collapse / cardiac event	Staff, public	1	5	5 MED	999 called immediately. CPR commenced by first aider if no pulse/breathing. Location of nearest AED (defibrillator) confirmed at start of each event. Event medical team (where present) notified. Staff not to leave scene until ambulance arrives.	1	4	4 LOW
Slips/trips on catering pitch causing injury	Staff, public	3	3	9 MED	Ground mats and cable covers used. Spills cleaned immediately. First aider assesses any fallen person before moving. Minor injuries treated on site. Head injury, suspected fracture or loss of consciousness: 999 called. See also RA-002 (Outside Events).	2	2	4 LOW
Heat exhaustion/dehydration during outdoor summer events	All staff	3	3	9 MED	Water available to all staff at all times. Regular rest breaks in shade. Staff briefed to report symptoms (dizziness, nausea, headache). Affected person moved to cool area, given water, monitored. 999 if symptoms do not resolve within 30 minutes.	2	2	4 LOW

Reporting

All injuries to employees resulting in more than 7 consecutive days off work are reportable to the HSE under RIDDOR 2013. The event manager is responsible for completing this report within 15 days. Dangerous occurrences and specific injuries listed in RIDDOR Schedule 1 must be reported immediately.