

Method Statement

Task/Activity	Provide first aid for staff	
Next Review Date	01.08.2026	
Originator	Keith Carver	Reviewed by: Keith Carver
Site	Fulham Road, Fulham, London	
Site Manager	Grant Lewis	
Date	13.12.2022	

Scope of Works
Request for First Aid for staff

Background / Training Required
Competence of working in cleaning First aid trained and certificated

Safety Equipment and PPE required			
Protective clothing ABM Workwear - No Standard		Safety footwear BS EN ISO 20346:2014 Safety footwear	

Tools and Equipment Required			
First aid kit		Two-way radio	

Method of Works/Safe System of Works	Risks/Hazards/Controls/Notes
Planning 1. ABM staff involved in first aid must be in possession of a valid First Aid Certificate issued by an approved trainer. 2. ABM staff will be fully conversant of locations of the first aid boxes and equipment throughout the shopping centre. Safe Method of Work 3. ABM staff to assess the situation and area before administering first aid, to ensure it is safe to continue. Also speak to relatives or anybody who had witnessed what happened. 4. If dealing with a female casualty, ensure where possible another female is present, or if not possible another male. 5. Always treat casualty with care and consideration at all times and offer comfort and re-assurance.	

6. Do not give any casualty any tablets or ointments.
7. Ensure Manager / Supervisor is appraised of situation as there may be a requirement to summon an ambulance.
8. If the casualty is conscious and at rest gather all available information including name and address and any contact numbers. This will be required for incident report.

Completion of Task

7. Complete accident report forms as per shopping centre procedure.
8. Replace used stock from first aid kit.
9. Return first aid kit to the correct location.