

First aid & emergency steps poster

Free printable first aid and emergency steps poster for hospitality kitchens and bars. Covers burns, cuts, choking, falls and what to do first, with fields for your own emergency numbers.

VENUE / SITE

EMERGENCY NUMBER

TRAINED FIRST AIDERS ON SITE

FIRST AID KIT &
DEFIBRILLATOR LOCATION

IN ANY EMERGENCY – DO THESE FIRST

- 1 Stop what you are doing and make the area safe before you approach – turn off gas, equipment or power if that is what caused it.
- 2 Call for the nearest trained first aider by name, loudly. Do not go looking for one alone.
- 3 Call the emergency number if there is any doubt about how serious it is. Give the full site address, including unit or floor.
- 4 Send someone to the door to meet the ambulance and clear a route to the casualty.
- 5 Do not move a casualty unless leaving them there puts them in more danger.
- 6 Stay with the casualty until trained help takes over, and keep everyone else back.
- 7 Once it is over, record it on an accident and incident report form the same day.

BURNS AND SCALDS

- 1 Move the person away from the heat source and turn the equipment off.
- 2 Cool the burn under cool running water and keep it there – this is the single most useful thing you can do.
- 3 Do not use ice, butter, oil or any ointment on a fresh burn.
- 4 Remove watches and rings near the burn if you can do it easily; leave anything stuck to the skin alone.
- 5 Cover loosely with cling film or a clean non-fluffy dressing after cooling. Do not wrap tightly.
- 6 Get medical help for any burn that is large, deep, on the face, hands or joints, caused by chemicals or electricity, or affecting a child.

CUTS AND BLEEDING

- 1 Put on gloves before you touch anyone else's blood.
- 2 Apply firm pressure with a clean dressing and raise the wound above heart level if you can.
- 3 Keep pressure on. Do not lift the dressing to look every few seconds.
- 4 Do not remove anything embedded in the wound – pad around it and get medical help.
- 5 Dress with a blue detectable plaster and a glove if the person handles food, and take them off food handling if bleeding continues.

- 6 Get medical help for deep wounds, a wound that will not stop bleeding, or anything from a mandolin, slicer or saw.

CHOKING

- 1 Ask if they are choking. If they can cough, speak or breathe, encourage them to keep coughing.
- 2 If they cannot cough, speak or breathe, shout for help and follow the choking procedure you were trained in.
- 3 Call the emergency number without delay if the obstruction does not clear quickly.
- 4 Never leave a choking person alone, and never put your fingers blindly into their mouth.
- 5 Anyone who has needed help to clear an obstruction should be seen by a medical professional afterwards.

FALLS, SLIPS AND HEAD INJURY

- 1 Do not rush to sit them up. Ask where it hurts before anyone moves them.
- 2 If they hit their head, lost consciousness even briefly, are confused, drowsy or vomiting, call for medical help.
- 3 Suspected broken bone, back or neck injury: keep them still and warm, and call the emergency number.
- 4 Deal with the cause immediately – mop the spill, put the wet floor sign out, fix the mat.
- 5 Record it, including near misses. A near miss on the same step twice is a warning you get once.

FEELING UNWELL, FAINT OR UNRESPONSIVE

- 1 Sit or lie them down somewhere cool and quiet, away from the pass and the fryers.
- 2 Get them water if they are fully alert. Nothing by mouth if they are drowsy or confused.
- 3 If they are unresponsive but breathing, put them on their side and call the emergency number.
- 4 If they are unresponsive and not breathing normally, call the emergency number and start the resuscitation procedure you were trained in; send someone for the defibrillator.
- 5 Anyone reporting vomiting, diarrhoea or a stomach bug must be sent off food handling duties and reported to the manager.

Fill in your own emergency number, first aiders, kit location and full site address before you put this on the wall.

This poster is a prompt, not first aid training, and it does not teach CPR. Follow the protocol you were trained in and your own national first aid guidance.

Check the names and numbers on the poster every few months – an out-of-date first aider list is the most common fault with a poster like this.