

First Aid Policy

Castlefields Church, CIO, Charity No: 1192197

1. INTRODUCTION

Castlefields Church will ensure that there are always adequate and appropriate first aid arrangements in place when organised church activities are taking place.

2. PURPOSE

The purpose of the policy is to provide a framework which enables the Church to set out first aid arrangements so that:

- Aid can be given to anybody who is injured or becomes ill whilst on the premises.
- Adequate provision of appropriate equipment, facilities and personnel is provided in accordance with the Health and Safety (First-Aid) Regulations 1981 and HSE Approved Code of Practice and Guidance.

3. PRINCIPLES

- The church is responsible for ensuring that all participants know of the first aid arrangements for an activity.
- It is the responsibility of those organising events to familiarise themselves with the first aid procedures and the location of the first aid box.
- First aid covers initial treatment of any injury or illness suffered.
- The minimum first aid provision for the site will be:
 - A suitably stocked first aid container.
 - A person appointed to take charge of first aid arrangements.
 - Information for volunteers on first aid arrangements.

4. DEFINITIONS

4.1 Responsible Person

The person having responsibility for the activity currently being undertaken.

4.2 First Aid Officer

The person having responsibility for the church's First Aid Policy, currently **Martin Linkens (Deacon)**.

4.3 Classification of Personnel

There are two classifications of first aid personnel, "First Aiders" and "Appointed Persons". Both should be physically capable, reliable, and likely to remain calm in an emergency. They should also be able to leave the task

which they are doing immediately and go rapidly to the scene of any emergency.

4.4 First Aiders

A First Aider is someone who holds a current First Aid at Work or Heart-Start Certificate obtained by undertaking a course by an organisation whose training and qualifications are approved by the Health and Safety Executive.

4.5 Appointed Persons

When a first aid risk assessment identifies that a First Aider is not necessary, the minimum required is to appoint a person who is authorised to take charge of the situation (e.g. to call an ambulance) if there is serious injury or illness.

Ideally, Appointed Persons should have a basic level of first aid training, but owing to the composition of the membership of the church, it may not be possible. In any event, Appointed Persons should not attempt to give first aid for which they have not been trained.

5. RISK ASSESSMENT

A risk assessment will be carried out in respect of each activity undertaken by the church to determine which first aid personnel are required. There are three categories of risk:

- High - a First Aider must be present
- Medium - a First Aider is desirable but an Appointed Person is sufficient
- Low - an Appointed Person must be present

A Risk Assessment has determined that the following activities are "low risk":

- Sunday Services
- Junior Church/Sunday School
- Mid-Week Prayer Meeting
- Junior / Senior / Student YP@C (youth work)

It will not be necessary for the Responsible Person to undertake a further risk assessment in respect of the above activities unless any unusual events are taking place, such as away days / special events.

6. ROLES AND RESPONSIBILITIES

6.1 Responsible Person

- Subject to Clause 5, all Responsible Persons are responsible for ensuring appropriate provision of first aid is available for their activity.
- Undertake a risk assessment to establish the number of First Aiders and Appointed Persons required taking into account the size of the group,

activities performed and the level of first aid training amongst staff & volunteers.

- Select an Appointed Person or First Aider as appropriate.
- Ensure that any first aid treatment given is recorded.
- Notify the First Aid Officer of any significant changes to procedures and routines, which may necessitate the need to review the first aid provisions.

6.2 First Aid Officer

- Ensure that a database of current Appointed Persons and First Aiders within the Church is maintained and updated.
- Ensure that details of first aid provision are displayed prominently in the premises.
- Review the first aid policy on the introduction of legislative changes or significant changes in procedures.
- Ensure risk assessments are undertaken and reviewed by all Church groups.
- Complete an annual re-assessment of first aid requirements.
- Ensure that any incidents are reported and recorded.

6.3 First Aiders

- Are required to be a qualified First Aider and to inform the First Aid Officer 6 months before their qualification is due to expire.
- Take charge in any first aid situation.
- Ensure that any first aid treatment given is recorded.
- Keep the first aid box/kit supplied with the appropriate contents by advising the First Aid Officer of shortages.
- Call an ambulance if required.
- Ensure that any incidents are reported to the First Aid Officer.

6.4 Appointed Person

- Take charge in any first aid situation if there is no First Aider present or one has not been appointed.
- Call an ambulance if required – An Appointed Person should not attempt to give first aid for which they have not been trained.
- Keep the first aid box/kit supplied with the appropriate contents by advising the First Aid Officer of shortages in the absence of a First Aider.
- A First Aider can undertake the duties of an Appointed Person.
- Ensure that any incidents are reported to the First Aid Officer.

6.5 Volunteers

- Familiarise themselves with the first aid arrangements.
- Know how to summon first aid assistance.
- Seek assistance from the First Aider or Appointed Person in the event of any first aid requirement.

- Follow instructions from the qualified First Aider in the event of any first aid situation.
- Ensure that any incidents are reported to the First Aid Officer.

7. ACTIVITIES OFFSITE

Church staff or volunteers leading groups' offsite should follow the first aid procedure established for those premises they are visiting. The Responsible Person must be aware of the location of the first-aid box carried with them and who are the First Aiders.

8. TRAINING

General

- The Church will provide training for staff who volunteer to be First Aiders/ Appointed Persons. A written record of the certificate dates will be kept by the First Aid Officer.

Qualified First Aiders Course

- Currently First Aiders are required to attend a 4 day First Aid Training Course, after which they are qualified for three years. To re-qualify, First Aiders must attend a further re- qualification course, within three years of their previous qualifying course.

9. RECORD KEEPING AND INCIDENT EVENT REPORTING

It is the responsibility of the First Aider to make a written record of every occasion when First Aid is given, noting:

- the date, time and place of the incident;
- the name and other relevant personal details of the injured or ill person;
- details of the injury/illness and what first aid was given;
- details about what happened to the person immediately afterwards (e.g. carried on with church activity, went home, went to hospital); and
- the name and signature of the First Aider or person dealing with the incident.

This information must be given to the First Aid Officer at the earliest opportunity.

10. CONTENTS OF FIRST AID CONTAINER

Should be reviewed on annual basis at a minimum, and before any external use.

Review should be done against the Health & Safety First Aid Regulations 1981 – Minimum Standards for First Aid Boxes

Appendix A

PROVISION OF FIRST AIDERS AND APPOINTED PERSONS

Health & Safety First Aid Regulations 1981 recommended numbers of first aid personnel:

- Fewer than 50: at least one Appointed Person
 - 50-100: at least one First Aider
 - 100+: one additional First Aider for extra 100 persons on site.
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Policy Approved by Trustees Meeting & recorded in Minutes

Date: 06/08/24

Next Review to be undertaken:
(Date: 12 months from above date)