Charity Number: 1156427

Somerford ARC Community Centre

# First Aid Policy

Created: May 2019

**General Statement of Policy**

Somerford ARC Community Centre is committed to providing a safe and healthy environment for all employees, volunteers, hirers, visitors and contractors who use or work within the Centre.

The Centre will maintain suitable and sufficient first aid arrangements to provide prompt and appropriate assistance in the event of an accident, injury or sudden illness.

This policy sets out the Centre's arrangements for the provision and management of first aid and supports compliance with applicable health and safety legislation and guidance.

This policy will be reviewed at least annually to ensure it remains suitable, effective and reflects changes in legislation, guidance, activities, staffing arrangements or identified risks.

## 1. Introduction

1.1. Somerford ARC Community Centre recognises that employees, volunteers, hirers, visitors and service users may experience accidents, injuries or sudden illness while attending the Centre or participating in activities organised on the premises.

1.2. The Centre is committed to providing prompt and appropriate first aid arrangements to enable immediate assistance to be given within the limits of available training and competence, and to ensure that further medical assistance can be obtained promptly where required.

1.3. The Health and Safety (First Aid) Regulations 1981 place specific duties on employers in relation to their employees. Although Somerford ARC Community Centre is a community facility used by a wide range of people, the Centre will, so far as is reasonably practicable, take account of the needs of employees, volunteers, hirers, visitors and service users when determining its first aid arrangements.

1.4. In accordance with Health and Safety Executive (HSE) guidance, the Centre will ensure that appropriate first aid arrangements are in place, including:

- A suitably stocked first aid kit.
- Appropriate first aid equipment and facilities
- An appointed person where required.
- Suitably trained first aiders where identified as necessary by the First Aid Needs Assessment.
- Suitable arrangements for contacting emergency services.
- Appropriate information and signage.
- Procedures for recording and reviewing accidents, incidents and first aid treatment.

## 2. Definitions

2.1. **A First Aider** is a person who has undertaken first aid training appropriate to the circumstances and holds a valid certificate of competence in First Aid at Work (FAW), Emergency First Aid at Work (EFAW), or another level of training or qualification appropriate to the circumstances and identified through the First Aid Needs Assessment.

First Aiders are responsible for providing immediate first aid assistance within the limits of their training, knowledge and competence.

***A person whose first aid qualification has expired must not act as a qualified workplace First Aider until they have successfully completed the appropriate renewal or requalification training.***

2.2. **An Appointed Person** is a person nominated by the Centre to take charge of first aid arrangements where appropriate.

An Appointed Person is not necessarily a qualified First Aider and must not provide treatment beyond the limits of their knowledge, training and competence.

***An Appointed Person does not replace a trained First Aider where the First Aid Needs Assessment identifies that a trained First Aider is required.***

## 3. Legislation

This policy sets out the objectives and arrangements for first aid provision in accordance with the following legislation:

- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health and Safety at Work, etc. Act 1974
- Management of Health and Safety at Work Regulations 1999.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Equality Act 2010
- Relevant Health and Safety Executive (HSE) guidance.
- Relevant Resuscitation Council UK guidance relating to CPR and automated external defibrillators (AEDs).

3.1. The Centre recognises its responsibility to reduce the risk of injury or ill health and, so far as is reasonably practicable, to protect all persons who may be affected by its activities.

3.2. A copy of this policy, together with any relevant procedures and supporting documentation, will be made available to:

- All new employees and volunteers as part of their induction process.
- All new hirers before, or at the commencement of, their first booking.
- Trustees and other relevant persons where appropriate.

## 4. Training

4.1. Somerford ARC Community Centre will provide or arrange an appropriate level of first aid training based on the findings of the First Aid Needs Assessment. Employees and volunteers may be offered first aid training where this is relevant to their role, responsibilities and the operational needs of the Centre.

4.2. Designated First Aiders must hold a valid and appropriate qualification, such as Emergency First Aid at Work (EFAW) or First Aid at Work (FAW), depending on the level of provision identified through the First Aid Needs Assessment.

4.3. The Centre will maintain records of first aid training and qualifications, including:

- Training completion dates.

- Refresher training undertaken.
- Certificate expiry dates.

***First aid qualifications are normally valid for three years, subject to the requirements of the relevant qualification and training provider. The Centre will monitor qualification expiry dates and arrange renewal or requalification training where required.***

4.4. First aid training will be delivered by a competent provider whose training meets the standards for the level of training required.

4.5. Appointed persons will receive appropriate information or awareness training to enable them to understand their responsibilities and the organisations first aid arrangements.

4.6. To maintain awareness of first aid procedures, relevant first aid guidance and reminders will be included within the Centre's Health and Safety Toolbox Talks, which will be delivered at least every six months.

## 5. Responsibilities

*In accordance with Section 8 of the Health and Safety at Work etc. Act 1974, no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any relevant statutory provision.*

5.1. **Trustees** acting on behalf of Somerford ARC Community Centre, are responsible for ensuring suitable first aid arrangements are in place. Their responsibilities include:

- Ensuring a First Aid Needs Assessment is completed and appropriate first aid provision is maintained based on its findings.
- Ensuring suitable first aid equipment and facilities are provided and maintained.
- Ensuring employees and volunteers receive appropriate information regarding first aid arrangements.
- Ensuring that any RIDDOR reporting requirements are identified and fulfilled.
- Ensuring appropriate Employers' Liability and Public Liability Insurance arrangements are maintained.

5.2. **The Management team and Appointed Persons** are responsible for implementing and maintaining the Centre's first aid arrangements and ensuring appropriate action is taken in the event of an emergency. Their responsibilities include:

- Ensuring first aid notices and information are displayed and accessible.
- Ensuring first aid equipment remains clean, suitable and fit for use.
- Monitoring first aid training requirements and informing trustees when training updates or additional training are required.
- Arranging first aid training.
- Ensuring the First Aid Needs Assessment is reviewed at least annually, or sooner if there are significant changes to the Centre's activities, staffing, premises or identified risks.
- Implementing and monitoring this policy and associated procedures.
- Providing new employees and volunteers with information about the centres first aid arrangements as part of their induction.
- Taking charge of first aid arrangements during an emergency where appropriate.
- Contacting the emergency services where necessary.

5.3. **The Trained First Aiders** are responsible for:

- Responding to incidents and assessing the situation.
- Providing appropriate first aid assistance in accordance with their training and competence.
- Ensuring emergency services are contacted where required.
- Completing an accident or incident report on the same day as the incident, or as soon as reasonably practicable.
- Keeping their first aid training and contact details up to date.

5.4. **Employees and Volunteers** play an important role in the operation of the Centre and its activities. They will receive appropriate induction and must:

- Know the location of first aid equipment.
- Read and comply with this First Aid Policy.
- Inform management, where appropriate, of any medical condition or support requirement that may affect their safety or emergency treatment.
- Report any health and safety concerns or defective equipment immediately to management.
- Report all accidents, incidents and near misses in accordance with the accident reporting procedure (see Section 7).
- Take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions.

5.5. **Hirers** are responsible for managing the health and safety arrangements associated with their activities and attendees while using the Centre. Hirers must:

- Make appropriate first aid arrangements for their activities and attendees, including providing any additional first aid provision required by the nature, scale or risks associated with their activity.
- Provide Somerford ARC Community Centre with a valid Public Liability Insurance certificate before the commencement of the hire period.
- Familiarise themselves with the location of first aid equipment provided by the Centre.
- Inform the Management Team of any accident or injury occurring on the premises and ensure the accident book is completed where required.
- Ensure parking is managed appropriately during larger events so that designated parking areas remain available and emergency vehicle access is maintained.
- Report any health and safety concerns or defective equipment immediately to the Management Team.
- Notify the Centre immediately of any incident that may be reportable under RIDDOR so that reporting responsibilities can be determined.

## 6. First Aid Needs Assessment

6.1. Somerford ARC Community Centre will complete a First Aid Needs Assessment in accordance with guidance issued by the Health and Safety Executive (HSE).

The assessment will identify the first aid arrangements required, taking into account the nature of the Centre's activities, the risks present and the needs of employees, volunteers, hirers and visitors.

6.2. When completing the First Aid Needs Assessment, the following factors will be considered:

- The nature of the work and activities undertaken.
- The hazards and risks present.
- The likelihood and potential consequences of injury or ill health.
- The size and composition of the workforce, including volunteers.
- Working patterns.
- The number and type of visitors, service users and hirers.
- The number, location and accessibility of first aid kits and equipment.
- The availability and distribution of trained First Aiders.
- Absence, holidays and other periods when First Aiders may be unavailable.
- The location and accessibility of emergency medical services.
- The history of accidents, injuries, incidents and near misses.
- Any higher-risk activities.
- The needs of people who may require additional support.
- The need for additional first aid equipment, training or facilities.
- AED or other specialist equipment.

6.3. The First Aid Needs Assessment will be reviewed:

- At least annually.
- Following any significant changes to the Centre’s activities, staffing, premises or identified risks.
- Following any serious accident, incident or near miss where first aid arrangements may need to be reviewed.

***The findings of the assessment will be used to ensure that Somerford ARC Community Centre maintains suitable and sufficient first aid arrangements.***

6.4. The First Aid Needs Assessment will determine the number, level of training, location and availability of first aid personnel required for the Centre. It will also consider arrangements for periods when designated First Aiders are unavailable due to annual leave, sickness, training or other reasons.

## 7. Accident book

7.1. Somerford ARC Community Centre recognises the importance of accurately recording accidents, incidents, injuries and first aid treatment that occur on its premises or as part of its activities.

7.2. Records will be used to support accident investigation, identify trends, determine corrective actions and review the effectiveness of the Centre's health and safety arrangements.

7.3. Where an accident or injury is recorded, the following details should be included where applicable:

- The full name and contact details of the injured person.
- The date and time of the accident.
- The location where the accident occurred.
- A description of the accident and the nature of the injury.
- The name and contact details of the person reporting the accident, where different from the injured person.

7.4. Accident, incident and first aid records may contain personal and health information and must therefore be handled in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Centre's data protection policies and procedures.

Records will be:

- Collected and recorded only where necessary for legitimate health, safety, legal or operational purposes.
- Stored securely and kept confidential.
- Accessible only to people who have a legitimate need to access the information.
- Retained only for as long as required in accordance with applicable legal requirements and the Centre's document retention arrangements.
- Shared with emergency services, enforcement authorities, insurers or other appropriate organisations only where there is a lawful and appropriate basis for doing so.

***In an emergency, relevant personal or health information may be shared where this is necessary and proportionate to protect a person's life or prevent serious harm.***

7.5. Accident book locations:

- Entrance hall
- IT Suite
- Main Hall

**8. First aid kits**

8.1. Somerford ARC Community Centre will provide suitably stocked first aid kits and equipment based on the findings of the First Aid Needs Assessment. Provision will take account of the activities undertaken at the Centre and the needs of employees, volunteers, hirers, visitors and service users.

8.2. The contents of the Centre's first aid kits will be appropriate for the level of risk identified through the First Aid Needs Assessment and will take account of current Health and Safety Executive (HSE) guidance and the recommendations of the current edition of BS 8599-1, where appropriate

***Additional items may be provided where specific activities or identified risks require them.***

8.3. First aid kits are located at:

- Main Entrance Hall

- Kitchen
- Main Hall
- IT Suite
- Administration Office

*Their locations will be clearly identified and readily accessible.*

8.4. First aid kits will be inspected:

- At least monthly.
- After each use.
- Following any identified damage or contamination.

Inspections will ensure that:

- Contents are complete and suitable for use.
- Sterile items and other time-limited products are within their expiry dates.
- Used or damaged items are replaced promptly.
- Kits remain clean, clearly identified and readily accessible.

8.5. First aid kits are intended for emergency treatment only and must not be used as a substitute for obtaining appropriate medical advice or treatment where this is required.

**9. Defibrillator**

| Outside Provision | |
|---|---|
| Defibrillator location | Mounted externally on the wall of the main building adjacent to the entrance doors. |
| Cabinet Code | C159X |

9.1. Somerford ARC Community Centre provides access to an Automated External Defibrillator (AED) for use in the event of a suspected cardiac arrest.

9.2. AEDs are designed to be used by members of the public, including people without formal first aid training. The device provides spoken and/or visual instructions and will only deliver a shock when it detects a rhythm for which defibrillation is appropriate.

***The use of an AED should not be delayed while waiting for a trained First Aider.***

9.3. If a person becomes unresponsive:

- **Call 999** and request an ambulance. Follow the instructions given by the emergency call handler.
- **Start CPR** as soon as instructed or as soon as it is safe and appropriate to do so.
- **Switch on the AED** as soon as available and follow the spoken instructions provided by the device.
- **Continue CPR and follow AED instructions** until emergency services arrive or the person shows signs of recovery, or you are unable to continue.

9.4. The AED will be inspected regularly by the Management Team or an Appointed Person to ensure that:

- The unit is present and readily accessible.
- The status indicator shows that it is ready for use.
- Pads and batteries are within their expiry dates.
- The cabinet, signage and equipment remain in good condition.
- The AED and cabinet have not been damaged or tampered with.
- Any required servicing or maintenance has been completed.

***Somerford ARC Community centre will ensure that the AED's availability and location are kept up to date on the appropriate national defibrillator registration system, where applicable.***

9.5. Following use of the AED:

- The incident must be reported to the Management Team.
- The AED must be checked and returned to operational condition as soon as practicable.
- Used pads and other consumable items must be replaced.
- Batteries must be replaced where required.
- Any damage or fault must be reported and addressed promptly.
- The incident must be recorded in accordance with the organisations accident and incident reporting procedures.

**10. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**

10.1. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require certain work-related accidents, occupational diseases and dangerous occurrences to be reported to the relevant enforcing authority.

10.2. Somerford ARC Community Centre will assess accidents and incidents to determine whether they are reportable under RIDDOR and, where required, ensure that reports are submitted within the relevant statutory timescales.

*Not every accident or injury is reportable under RIDDOR.*

10.3. Reportable incidents include:

- The death of any person as a result of a work-related accident.
- Certain specified injuries to workers arising from a work-related accident.
- A work-related injury resulting in a worker being unable to carry out their normal duties for more than seven consecutive days.
- Certain diagnosed cases of occupational disease.
- Certain specified dangerous occurrences.
- Certain specified incidents involving exposure to substances or biological agents.
- Certain reportable gas-related incidents.

*Somerford ARC Community Centre will refer to current HSE RIDDOR guidance when determining whether an incident meets the reporting criteria.*

10.4. Specified injuries that must be reported under RIDDOR include:

- Fractures, other than fractures to fingers, thumbs or toes.

- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Permanent loss of sight or a reduction in sight.
- Certain serious crush injuries to the head or torso.
- Serious burns meeting the specified RIDDOR criteria.
- Scalping requiring hospital treatment.
- Loss of consciousness caused by a head injury or asphyxia.
- Certain injuries arising from work in an enclosed space.

*The Centre will refer to current HSE guidance where there is any uncertainty about whether an injury meets the RIDDOR definition of a specified injury.*

10.5. Where a worker suffers a work-related injury and is unable to carry out their normal duties for more than seven consecutive days, the incident must be reported under RIDDOR. The day of the accident is not included when calculating the seven-day period. Weekends and rest days are included.

10.6. Accidents involving members of the public, visitors or other non-workers may be reportable under RIDDOR where the accident arises out of or in connection with work and the injured person is taken directly from the scene to hospital for treatment of the injury.

*Incidents where a person is taken to hospital purely as a precaution, and no injury requiring treatment is identified, are not normally reportable under RIDDOR.*

10.7. Responsibility for determining whether an incident is reportable and for submitting any required report rests with the Trustees or a person formally delegated by them.

10.8. Employees, volunteers, First Aiders, Appointed Persons and hirers must notify the Management Team as soon as reasonably practicable of any incident that may require consideration under RIDDOR.

10.9. Where a hirer's activities are involved, the hirer must provide the Centre with sufficient information to enable the Centre to determine whether RIDDOR reporting is required.

10.10. Where an incident is reportable:

- Fatalities and specified incidents requiring immediate notification must be reported without delay.
- Over-seven-day injuries must be reported within 15 days of the accident.
- Reportable occupational diseases must be reported when the responsible person receives the relevant diagnosis.
- Other reportable incidents must be reported within the timescales specified by RIDDOR and current HSE guidance.

RIDDOR reports will be submitted using the appropriate reporting service provided by the Health and Safety Executive (HSE).

10.11. All accidents, incidents and near misses should be recorded and investigated where appropriate, whether or not they are reportable under RIDDOR. Records will be used to:

- Identify trends and recurring hazards.
- Determine appropriate corrective actions.
- Review the effectiveness of existing control measures.
- Inform future First Aid Needs Assessments and risk assessments.

- Improve the Centre's health and safety arrangements.

Copies of RIDDOR reports submitted on behalf of the Centre will be retained with the relevant accident and incident records in accordance with the Centre's document retention arrangements and applicable data protection requirements.

## 11. Emergency Arrangements

11.1. The Centre will maintain arrangements to ensure that emergency assistance can be summoned without unnecessary delay.

11.2. Employees, volunteers and relevant hirers will be made aware of:

- How to contact the emergency services.
- The location of first aid kits.
- The location of the AED.
- The Centre's address and information required by emergency services.
- Emergency access arrangements.
- The location of relevant emergency exits.
- Who to contact within the Centre following an incident.

11.3. Emergency vehicle access must be maintained at all times. Hirers and event organisers must ensure that vehicles or other obstructions do not prevent emergency services from accessing the Centre.

| First Aid Personnel | Appointed person | Certificate expiry |
|---|---|---|
| Appointed person | Lauren Biggs | |
| Lunch club EFAW | Mandy Forbes | 16-03-2027 |
| Lunch club EFAW | Jennifer Spencer | 16-03-2027 |
| Breakfast Hub EFAW | Grace Polson | 16-06-2027 |
| Children's activities EFAW | Grace Polson | 16-06-2027 |

| Associated Policies |
|---|
| Health and Safety Policy |
| First Aid Needs Assessment |
| Written Fire safety Plans |
| Evacuation Procedure |
| Evacuation Plan |
| Digital Screen Equipment Policy |

| | |
|---|---|
| Created by |  |
| Print Name | Lauren Biggs |
| Role | Office Manager |
| Date | 01-07-2024 |

| Review History | Reviewed by | Validated by |
|---|---|---|
| May 2019 | Lydia Brown | |
| 25-04-2022 | Lauren Biggs | |

| | | |
|---|---|---|
| 01-07-2024 | Lauren Biggs | |
| 17-06-2025 | Lauren Biggs | |
| 06-08-2026 | Lauren Biggs | |

| | |
|---|---|
| Next review date | 11-08-2027 |