



# Somerford ARC Community Centre

20 Southey Road, Christchurch, BH23 3EH  
01202 470770/ [info@somerfordarc.com](mailto:info@somerfordarc.com)

## First Aid Policy

### General statement of policy

This is the First Aid Risk Assessment of Somerford ARC Community Centre.  
This policy and the way in which it operates will be reviewed every 2 years.

A copy of the policy will be posted in the centre. Hirers and users will be made aware of it and must observe and support it.

### 1. Introduction

- 1.1. This Policy is designed to contribute to the safety of Somerford ARC Community Centre employees, volunteers, hirers, and visitors, demonstrating a continuous improvement in the practice of the first aid policy.
- 1.2. Somerford ARC Community Centre to ensure all employees, volunteers, hirers, and visitors know what action should be taken in the event of an accident. This Policy has relevance to those organising functions in the Centre.
- 1.3. The Somerford ARC Community Centre Policy sets out the steps taken to assist in the event of an accident.

### 2. Treatment

- 2.1. In the event of a person requiring emergency assistance, an ambulance should be called by dialling 999 and the following address should be given in full:
  - Somerford ARC Community Centre, 20 Southey Road, Christchurch, BH23 2EJ.
- 2.2. In the event of an accident or injury the group leader of the group you are attending must be notified and they should be the person who deals with the accident or injury. If this is not possible then the First Aiders of Somerford ARC Community Centre must be notified.
- 2.3. Unless following instruction by a qualified telephone operator from the emergency services those who are not first aid trained should **not** treat the injured person.

### 3. Accident Book

- 3.1. Accident Book locations:
  - Entrance Hall: To the right of the main doors on the second shelf of bookcase.
  - I.T Suite: On the wall to the right as you enter the main doors.
  - Main Hall: On the wall to your left as you enter the main doors.



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- 3.2. It is vital **all** sections of the accident book are completed.
- 3.3. Once the accident log has been completed it must be removed from the book and sent to the office manager.

#### 4. First Aid Boxes

##### 4.1. First aid box locations:

- Kitchen: By the sink
- Entrance Hall: To the right of main doors on the second shelf of bookcase.
- Main Hall: On the wall to your left as you enter main doors.
- I.T Suite: On the wall to the right as you enter the main doors.
- Administrators' office: on top of the filing cabinet next to the window.

- 4.2. Any items used in the treatment of first aid must be reported to the organisations First Aid Lead for stock control levels.

#### 5. Defibrillator

- 5.1. The AED box is located on the front of the Somerford ARC Community Centre building.
- 5.2. If use of the AED box is needed 999 should be called for the emergency services to give the user an access code.
- 5.3. Emergency services will give instructions of use whilst an ambulance is on its way.

**Appointed First Aid Lead: Michael Bolt**  
**First Aiders: Lauren Biggs and Carol Kennedy**

#### Associated Policies:

- Health and Safety Policy
- Fire Safety Policy

Reviewed September 2020

Signed:

Print Name: Christine Hopkins  
Role: Chairman  
Date: 14-07-2020