

Charity Number: 1156427

Somerford ARC Community Centre

First Aid Policy

Created: May 2019



First Aid Policy

General Statement of Policy

Somerford ARC Community Centre is committed to providing a safe and healthy environment for its employees, volunteers, hirers, visitors and contractors. As part of this commitment, we ensure the safety and well-being of all individuals in the event of unforeseen incidents.

By outlining arrangements for first aid provision, Somerford ARC Community Centre can effectively respond to emergencies and mitigate potential risks associated with workplace injuries or illnesses.

This is a continuous working document.

1. Introduction

- 1.1. Somerford ARC Community Centre acknowledges that individuals, including employees, volunteers and service users, may experience workplace accidents or illnesses in the workplace. Our organisation is committed to providing immediate and appropriate assistance in such situations.
- 1.2. The First Aid at Work Regulations primarily address employee safety. Somerford ARC extends its first aid provision to encompass the well-being of its service users aiming to create a secure environment for all individuals involved in the Charity's activities.
- 1.3. The minimum first aid provision in any working environment includes:
 - A suitably stocked first aid box.
 - An appointed person to manage first aid arrangements.
 - Clear information for employees regarding first aid procedures.

2. Definitions

First aider: a trained individual who holds a valid Emergency First Aid at Work Certificate (1 day course) or a First Aid at work Certificate (3 day course). They provide aid for minor to serious injuries or illnesses until emergency services arrive.

Note: First aid cannot be administered beyond the point of the expiry of the relevant certificate unless requalification is completed.

Appointed person: not a trained first aider. This person is responsible for managing first aid arrangements, maintaining equipment, and contacting emergency services when necessary. No formal first aid training is required.

3. Legislation

- 3.1. This policy sets out the objectives and arrangements for first aid provision in compliance with:
 - Health and Safety (First Aid) Regulations 1981 (amended 2013)
 - Health and Safety at Work, etc. Act 1974
 - Management Health and Safety at Work Regulations 1999.

- Social Security (Claims and Payments) Regulations 1979
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- 3.2. Somerford ARC Community Centre takes the well-being of employees, volunteers and service users extremely seriously and recognises that it has a responsibility to protect all relevant persons from harm, as far as reasonably practicable.
- 3.3. A copy of this policy and associated documentation and procedures is issued:
- To all new members of staff and volunteers during their induction
 - To all new hirers on their first initial booking
 - To other relevant person where applicable

4. Training

- 4.1. All employees and volunteers are eligible to undertake first aid training.
- 4.2. All first aiders must have completed Emergency First Aid at Work and hold a valid certificate.
- 4.3. Somerford ARC Community Centre hold records of all first aid certificates, including refresher and expiry dates.
- 4.4. Training is conducted by PCV Training regulated by Ofqual:

PCV Services LTD
Brinkley
Middle Road
Tiptoe
Lymington
SO41 6FX

Registered Centre: 907625

- 4.5. First aid cannot be administered beyond the expiry date of the appropriate first aid certificate until the person has re-qualified.
- 4.6. Appointed persons cannot administer first aid. Their training is conducted online by Highspeed Training and CPD Certified:

Highspeedtraining.co.uk
Registered in England and Wales 6428976

5. Responsibilities

As stated in the Health and Safety at Work Act 1974 section 8, no persons shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in the pursuance of any relevant statutory provisions.

- 5.1. **Trustees** have a legal duty to ensure the health and safety of their employees, volunteers and service users. Their role in first aid arrangements is crucial. They must:
 - Ensure a first aid needs assessment is conducted.
 - Appoint a responsible person for first aid arrangements.
 - provide an appropriate number of trained first aiders.
 - Ensure there are adequate facilities and suitably stocked first aid kits.

- Provide employees and volunteers with information about the first aid arrangements.
- The knowledge of understanding in relation to reporting specified incidents to HSE when necessary **section 10 and 11**.
- Insurance arrangements to provide full cover.

5.2. **The Management team and appointed persons.** They are the first point of contact in the event of an emergency and are responsible for ensuring that the appropriate action is taken. They must:

- Maintain a record of first aid incidents and ensure all incidents are recorded.
- Ensure the first aid boxes are fully stocked and replenished and first aid notices are displayed.
- Look after first aid equipment, ensuring it is clean, up to date and in good working order.
- Ensure first aid training of volunteers and employees is up to date.
- Organise first aid training, delivered by organisations regulated by Ofqual for volunteers and employees.
- Liaise with emergency services where necessary.
- Complete a first aid needs assessment, to be reviewed annually and updated if the work pattern and workplace environmental hazards alter.
- Implement and monitor this policy and associated documentation.
- Provide all new employees and volunteers a full induction to include basic health and safety information relating to first aid provision.

5.3. **The First Aiders** are trained and qualified to:

- respond to incidents, assess the situation, and provide immediate and appropriate treatment.
- Ensure the appointed person has contacted the emergency services.
- Complete an accident report on the same day, or as soon as reasonably practicable. **section 7**
- Keep their own contact details up to date.

5.4. **Employees and Volunteers** play an important roles within the operations of the centre and its activities. They are fully inducted and they must:

- Know the location of the first aid equipment.
- understand first aid procedures on induction.
- Are provided with a copy of this policy so they fully understand the procedures of first aid.
- Inform management of any specific health conditions they may have and any support they may need to carry out their role and duties safely and effectively.
- Report any health and safety discrepancies or failure of equipment immediately to management.
- Report all accidents or near misses via the accident book **section 7**.
- Take reasonable care for the health and safety of themselves and other persons who may be affected by their acts of omissions in the workplace.

5.5. **Hirers** are responsible for the health and safety of all those attending their classes or event, the hirer:

- Is responsible for the Provision of first aid for themselves and their attendees.
- Must supply Somerford ARC Community Centre with their current Public Liability Insurance certificate prior to the dates of hire.
- Knows the locations of the first aid equipment provided by Somerford ARC Community Centre, which is readily available to all hirers of the premises.
- Must inform the management team of any accident or injury occurring on the premises and complete the accident book.
- Must ensure parking is controlled for any large events and groups, vehicles are only permitted in designated parking bays to prevent the obstruction and allow emergency services to access the premises.
- Must report any health and safety discrepancies or failure of equipment immediately to the management team.
- Report certain types of injury or accident in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

6. First Aid Needs Assessment

- 6.1. In order to establish provision for first aid Somerford ARC Community Centre under guidance from the HSE are required to provide an assessment of the need appropriate to the organisation and service activities provided.
- 6.2. When assessing the first aid needs for Somerford ARC Community Centre there are several key considerations to take into account:
 - The nature of the work
 - Hazards and likely risk of harm
 - Size of the workforce
 - Work patterns of staff
 - History of accidents

7. Accident book

- 7.1. As stated by HSE the accident book is an essential document for employers and employees, who are required by law to record and report details of specified work-related injuries and incidents. It enables organisations to comply with legal requirements under Social Security and Health and Safety legislation, including the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requirements.
- 7.2. It is the responsibility of Somerford ARC to record accidents and injuries. This falls under the Social Security (Claims and Payments) Regulations 1979. Stating that:
 - Employers should take reasonable steps to investigate all accidents.
 - Employers must be able to provide details of serious injuries and deaths if they are requested.
 - Businesses with ten employees or more should have a means of recording details of all accidents that result in injury. These records should be kept for at least three years after the accident.
- 7.3. Under the Social Security (Claims and Payments) Regulations 1979. Schedule 4 regulation 24 and 25: Particulars to be given of accidents. The following information should be recorded:

- Full name, address and occupation of the injured person.
- Date and time of the accident.
- Place where the accident happened.
- Cause and nature of injury.
- Name, address and occupation of the person giving notice, if other than the injured person.

7.4. Accident book locations:

- Entrance hall
- IT Suite
- Main Hall

8. First aid kits

8.1. Somerford ARC Community Centre has incorporated individuals who are not employees into our first aid provisions and will provide the minimum required contents for:

- A medium first aid kit.

8.2. The table below shows the minimum required contents for a small, medium and large first aid kit in order for them to comply with the British Standard for first aid, BS8599-1:2019. Kits may exceed these content requirements and still be considered BS8599-1 compliant.

Kit Component	New workplace first aid kit contents		
	Small	Medium	Large
Conforming bandage	1	2	2
Guidance leaflet	1	1	1
Contents list	1	1	1
Medium sterile dressing	2	4	6
Large sterile dressing	2	3	4
Triangular bandage	2	3	4
Eye pad sterile dressing	2	3	4
Plasters	40	60	100
Alcohol free moist cleansing wipes			
Adhesive tape roll	1	2	3
Nitrile disposable gloves	6	9	12
Sterile finger dressing	2	3	4
Resuscitation face shield			
Foil blanket	1	2	3
Burn dressing	1	2	2
Clothing cutters	1	1	1

8.3. First Aid kit Locations:

- Main Entrance Hall
- Kitchen
- Main Hall
- IT Suite
- Administration Office

9. Defibrillator

Outside Provision	
Defibrillator location	Wall of main building by entrance doors
Code	C150X

- 9.1. The resuscitation Council UK guidance on AEDs is that this equipment is safe to use and can be operated by untrained bystanders.
- 9.2. Using defibrillator correctly can be critical in an emergency cardiac situation. Following the precise steps for operation and post-shock procedures is vital to improve the chances of survival:
 - **Call 999.** If someone is suffering cardiac arrest, ring emergency services immediately and ask for an ambulance.
 - **Start CPR.** The call handler will guide you through how to perform CPR.
 - **Turn on the AED.** once activated it will provide clear instructions and talk you through what you need to do.

10. Reporting of Illnesses, diseases and Dangerous Occurrences Regulations (RIDDOR)

- 10.1. RIDDOR stands for reporting of injuries, diseases and Dangerous Occurrences regulations 2013. It places duties on employers, people in control of work premises, gas suppliers, and gas engineers and certain other specialised industries to report and/ or keep records of:
 - All work-related accidents to workers and non-workers which result in death. This includes any act of physical violence to a worker.
 - All work-related accidents which cause specified injuries.
 - All work-related accidents that keep a person away from work for more than 7 days (not counting the day of the accident), or prevents them from doing their normal duties for that time.
 - All diagnosed cases of certain work-related diseases.
 - Dangerous occurrences, which are specified non-injury incidents.
 - Certain reportable gas incidents.

10.2. Reportable injuries:

- Fractures other than fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- An injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso, causing damage to the brain or internal organs.
- Any serious burns.

- Any degree of scalping requiring hospital treatment.
 - Any loss of consciousness caused by head injury or asphyxia.
 - Any other injury arising from work in an enclosed space.
- 10.3. All deaths to both workers and non-workers (with the exception of suicides) must be reported if they occur due to a work-related injury. This includes if the death was a result of physical violence towards a worker.
- 10.4. If an employee or self-employed person is away from work, or unable to perform their normal duties for more than 7 consecutive days as a result of their injury. This 7 day period does not include the day of the injury itself but does include weekends and rest days.
- 10.5. Accidents to members of the public, or others who are not workers, must be reported if they result in an injury and the person is taken directly to hospital.
- 10.6. Incidents do not need to be reported where people are taken to hospital as a precaution and no injury is apparent.

11. How to report an incident to RIDDOR

- 11.1. Only responsible persons should submit reports under RIDDOR. This includes:
- Employers
 - Self-employed
 - People in control of work premises
- 11.2. There are several ways to report and record information, and these depend on the type of incident. In short, the reports to the enforcing authority should be done as follows:
- The enforcing authority must be notified by the quickest practicable means without delay about deaths, specified injuries, and dangerous occurrences. For these types of accidents, this means by telephone.
 - For accidents resulting in the injury of a worker for 7 days or more, you must notify the enforcing authority within 15 days of the incident using the appropriate online form.
 - Cases of occupational disease, including those associated with exposure to carcinogens, mutagens or biological agents, should be reported as soon as the responsible person gives diagnosis.

11.3. Making a report:

To report online the responsible person should complete the appropriate online form. This form will then be submitted directly to RIDDOR, and you will receive a copy for your records.

<https://www.hse.gov.uk/riddor/report.htm>

Reporting by telephone:

All incidents can be reported online, but a telephone service is also provided for reporting fatal, specified injuries and dangerous occurrences. To report by phone, call the incident contact centre: 0345 3009923

Reporting out of hours:

The HSE and local authority enforcement officers are not an emergency service.

To report a very serious or dangerous incident out of hours you can contact the HSE duty officer, more information of which can be found on their website:

<https://www.hse.gov.uk/contact/contact.htm#out-of-hours>

Roles	Appointed person	Certificate expiry
Health and safety officer	Lauren Biggs	30-10-2026
Appointed person	Lauren Biggs	06-11-2025
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	
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17-06-2025	Lauren Biggs	

Next review date	17-06-2026
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