

# CRAWLEY BAPTIST CHURCH

## First Aid Policy

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**Premises Manager**

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## 1. INTRODUCTION

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

- aid can be given to staff/ volunteers / visitors if they are injured or become 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.

## 2. PRINCIPLES

- Crawley Baptist Church is responsible for ensuring that all employees know of the first aid arrangements in their place of work.
- It is the responsibility of the employee/ volunteer/ visitor to familiarise themselves with the first aid procedures and the location of the nearest first aid box.
- First aid covers initial treatment of any injury or illness suffered.
- Under the Regulations there is no obligation to take account of persons who are not employees but in the healthcare setting it is recommended that some provision is made for non-employees who may require first aid.

## 3. Appointed Persons

An Appointed person is someone who holds a current First Aid Certificate obtained by undertaking a one-day course by an organisation whose training and qualifications are approved by the Health and Safety Executive. The certificate obtained is valid for three years after which a refresher course will be required before further re-certification.

An appointed person is authorised to take charge of the situation (e.g. to call an ambulance) if there is serious injury or illness. Appointed Persons should not attempt to give first aid for which they have not been trained.

Appointed Persons 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. Premises Manager – Roles and responsibilities

- Ensure that details of first aid provision are displayed prominently in the area building.
- Ensure that the provision of first aid facilities and procedures are communicated during local induction (including all volunteers and Room users).
- Premises Manager to complete an annual re-assessment of first-aid requirements.
- Ensure that a database of current Appointed Persons within Crawley Baptist Church is maintained and updated.
- Review the first aid policy at work as determined by the Health & Safety Committee, or on the introduction of legislative changes or significant changes in procedures.
- Be aware of the procedures for calling an ambulance in their workplace, should the situation arise.

## **5. Appointed Person - responsibilities**

- To take charge in any first aid situation
- To call an ambulance if required – An Appointed Person should not attempt to give first aid for which they have not been trained.
- To keep up to date Appointed Persons qualifications.
- Ensure that they are aware of the procedures for calling an ambulance in their workplace, should the situation arise.
- Ensure that any first aid treatment given is recorded on an accident report.
- Team Leaders must ensure there is a designated person to take charge in the event of an emergency

## **6. Staff & Volunteers**

- To familiarise themselves with the first aid arrangements in their work area.
- To know how to summon first aid assistance.
- To seek assistance from the Appointed Person in the event of any first aid requirement.
- To ensure that any accidents are reported and recorded using the Crawley Baptist Church Accident report procedure.

## **7. Crawley Baptist Church Groups on non CBC premises**

Crawley Baptist Church staff or volunteers leading groups off site, such as Youth trips, Senior persons holidays etc., should follow the first aid procedure established for those premises they are visiting. Staff & Team Leaders must ensure they are aware of the location of the first-aid box carried with them and who are the First Aiders/Appointed person.

## **8. LIABILITY**

Staff who have completed a one day Appointed Persons course recognised by the Health & Safety Executive (HSE) will be covered by the Crawley Baptist Church public liability insurance for any first aid they administer whilst carrying out their duties in line with their training / competency. This may not apply to any treatment they may give in a situation not on Crawley Baptist Church premises. Further advice and guidance regarding liability can be obtained from the Finance Manager.

## **9. TRAINING**

- Crawley Baptist Church will provide training for staff who volunteer to be Appointed Persons. Refresher training is required every three years.
- A written record of the certificate dates will be kept by the Premises Manager.

## **10. RECORD KEEPING AND ACCIDENT REPORTING**

It is the responsibility of the Responsible person to sign the accident report for all occasions when they have attended and given first aid. Where possible they should obtain the countersignature of the person treated and pass the form to their Team Leader.

## **11. REFERENCES**

Health and Safety at Work etc. Act 1974.  
Management of Health and Safety at Work Regulations 1999.  
Health and Safety (First Aid) Regulations 1981; Approved Code of Practice & Guidance.

## **12. Assessment of Needs**

It is recognised that due to the nature of working activities and the environments within the Crawley Baptist Church premises there could be areas where there will be little need for Appointed Persons during working hours. However, the assessment will need to include any additional training that may be required by staff or volunteers in order for them to feel competent. Team Leaders must decide on the minimum level of cover they require.

Once the first aid needs of the group has been assessed then Team leaders should ensure that where Appointed Persons are required one is always available.

## **13. Training**

### **Appointed Persons Course**

Appointed Persons are required to attend a 1 day Emergency First Aid Training Course and are certified for three years. To re-certify they must repeat the 1-day training, within three years of their previous qualifying course.

## **14. First aid needs checklist**

The minimum first aid provision for the site is:

- a suitably stocked first aid container.
- a person appointed to take charge of first aid arrangements.
- information for employees on first aid arrangements.

**The treatment of minor illnesses involving the administration of drugs and medicines or the use of antiseptic cream on wounds is not considered to be part of first aid and is not included in the training of First Aiders. Tablets, medicines and antiseptics, therefore, must not be kept in the first aid box.**