

# AUDLEM PUBLIC HALL

(Registered Charity 519458)

## FIRST AID POLICY

Approved by the Management Committee on 5<sup>th</sup> October 2016

This policy is to be reviewed at the first Management Meeting after every AGM or earlier if necessary

Audlem Public Hall Management Committee has a duty of care to all users of the Hall – whether it be hirers of the Hall, visitors, workers and contractors in the Hall, volunteers or members of the Management Committee. Part of this duty of care is to provide

- Sufficient first aid equipment that meets the requirement of current Health and Safety Executive guidance
- First aid training for volunteers and Committee members
- A robust system of recording accidents in the Hall, with regard to the policy regarding Confidentiality
- A formal review of recorded accidents at each Management Committee meeting and, where necessary, identification of the cause of the accident and appropriate action to be taken to minimise occurrence.

### Identifying First Aid needs

The HSE's new guidance for workplace first aid provision asks employers to consider the following when assessing first aid needs:

- The nature of the activities in the Hall and hazards and/or risks
- The number of people that would use the Hall at any one time
- Visitors or volunteers with disabilities or particular health problems
- Previous accidents or records of ill health
- Recurring injuries or illnesses
- Workers or contractors who work alone
- The layout of the Hall and its rooms
- The proximity of the Hall to emergency services
- First aider absences (eg. through sickness or annual leave) and provision of cover

### First Aid needs assessment

There are many evidence sources that can help you to carry out a thorough first aid needs assessment. Some useful sources are as follows:

- Accident report book
- Work manuals and standard operating procedures
- Control of substances hazardous to health (COSHH) notices
- Crude indicators (such as age profile of Hall hirers or volunteers)
- Ambulance response times
- Distance to nearest medical help

## **Review of First Aid needs**

It is important that a regular review of first aid needs is an integral part of the main risk assessment under The Health and Safety (First Aid) Regulations 1981. A first aid assessment every 12 months is an essential part of your duty of care. In addition, there should be a review of first aid needs assessment if any of the following occurs:

- An accident in the Hall or an illness caused by working in the Hall
- Changes in personnel
- Changes to the Hall (eg. changes to equipment)