

AUDLEM PUBLIC HALL

(Registered Charity 519458)

FIRST AID POLICY

Approved by the Management Committee on 5th 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)