



First Aid & Accident Reporting – Guidance for Centre Users

First Aid

A number of first aid kits are available throughout the building and are clearly marked. If the contents of any first aid kit are used, the Centre Manager must be informed.

Suitable trained and competent persons only should administer first aid.

Accident reporting:

All accidents, no matter how small, must be properly reported. This should be done even if it appears that no injury has been received. Additionally, staff or users must report 'near misses' or potential hazards to the Centre Manager to ensure situations are investigated and preventative action taken where required.

An appropriate Accident Book is kept in the Community Centre's Centre office and details should be completed by the Centre Manager or Activity Leader.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (**RIDDOR**) the following must be reported to the Health and Safety 'Executive' immediately by the Centre Manager who will inform Community Centre Management Committee:

- If somebody dies or is seriously injured in an accident.
- If there is a 'dangerous occurrence'.
- If anyone is off work for more than three days as a result of an accident.

Action to be taken in the event of an accident:

In the event of a minor accident, assistance should be sought from an appointed person and details entered in the accident book. If the accident is such that the resultant injury cannot be dealt with using simple first aid the casualty should immediately attend the Accident and Emergency department of the nearest hospital.

If the person is seriously injured and/or unconscious, the ambulance service must be called.

Accident prevention:

The prevention of accidents is essential to the efficient operation of the organisation. Safety audits, improved procedures and anticipation by all involved with staging events at the centre will all be utilised to contribute to the prevention of accidents.

Accident investigation:

All accidents at work should be preventable. Individual(s) appointed by the Management Committee will investigate the circumstances of any accident, or near miss, whereupon a full report will be given. Where possible, steps will be taken to reduce the possibility of a similar accident/incident occurring.

First aid boxes:

First aid boxes will be provided and maintained at all locations by a nominated First aider / appointed person. It will be the responsibility of the First aider/ appointed person who uses the box to ensure that it is re-stocked. First aid kits will be checked monthly by the First aider/ appointed person to ensure that the contents have not been used, that none of the contents have expired and that no medicines or other preparations are contained within the kit.

There is a separate document listing the contents of the first aid boxes

First Aid training:

Staff and Members of the Management Committee's will be offered relevant training. It is essential for anyone providing first aid to observe hygiene guidelines gloves are provided in all first aid boxes and these must be worn at all times when dealing with accidents involving contact with body fluids. Names and locations of first aiders will be clearly displayed on relevant notice boards.