

# First Aid Policy



<b>Trustee Owner</b>	Andrew Cobb
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<b>Related documents</b>	Health and Safety Policy PPE Policy Risk Assessments Supporting people with medical conditions Lone Working Policy

## Approval History

Version	Reviewed by	Amendment History	Approved by	Date
1.0	Jane Sullivan	First Draft	Andrew Cobb	01/03/22
1.1	Katharine Jane	Update for charity status	Jane Sullivan	14/7/22
1.2	Andrew Counsell	Reviewed – no update needed	Katharine Jane	11/03/24

## Purpose

The purpose of this policy is to outline Newton Rigg Ltd responsibilities for first aid at its sites to ensure the health and safety of the people who use them.

## Scope

The scope of this policy applies to all premises used by Newton Rigg Ltd and all persons on the premises. Although not required to under the Health and Safety (First Aid) Regulations 1981, we will provide first aid to non-employees.

All Newton Rigg Ltd staff, volunteers, contractor and associated personnel have individual responsibilities to take reasonable care for their own health and safety and for that of others who might be affected by their acts or omissions. They must co-operate with those persons who are responsible for health and safety to enable them to carry out their duties.

## Policy Statement

Newton Rigg Ltd recognises that some aspects of its courses can be hazardous and people may work with potentially dangerous tools, machinery, vehicles, chemicals, livestock or at height. They are also exposed to the effects of bad weather, noise and dust.

Newton Rigg Ltd will ensure that adequate arrangements are put in place to provide sufficient first aid provision to anyone who attends Newton Rigg Ltd sites or activities. This includes physical and mental first aid.

## Definitions

First aid is defined as:

- Providing help for the purpose of preserving life and minimising the consequences of injury or illness until such time as professional medical support can be obtained; and
- Treating minor injuries which would not otherwise receive any treatment, or which do not warrant treatment by a medical professional (Doctor, nurse, paramedic).

## Legislation and guidance

This policy is based on the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees.
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the timeframe for this and how long records of such accidents must be kept.

## Responsibilities

- The Health and Safety Officer is the appointed person to take overall charge of first-aid arrangements, and delegates this responsibility to the Growing Changes Manager for their site.
- The Health and Safety Officer is responsible for ensuring for adequate first aid training in order to operate Newton Rigg Ltd safely.
- The Health and Safety Officer is responsible for the writing, review and implementation of this policy.
- The Health and Safety Officer will investigate incidents and accidents, report to the Management Committee, with the actions necessary to prevent a recurrence, or HSE if required.
- First aiders will attend mandatory first aid training when arranged for them attend any first aid emergency as necessary, summon an ambulance as required, administer first aid and maintain simple factual records.
- The Health and Safety Officer is responsible for ensuring the first aid kits are kept fully stocked and up to date (by delegation if required).
- All staff are responsible for ensuring they are aware of the first aid provision available for the people within their care.

## First Aid Procedures

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services (dial 999 or 112 and ask for 'ambulance'). They will remain on scene until help arrives

- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a person is too unwell to remain at Newton Rigg Ltd, their next of kin (as identified in their referral form) will be contacted and asked to collect the person.
- If emergency services are called, the first aider will contact the head teacher (if appropriate) and next of kin immediately. When an ambulance has been called a member of staff will inform the person's parents/carers/guardian or friend as identified in their referral form.
- Where hospital treatment is required, but it is not an emergency, the person's parents/carers/guardian or friend as identified in their referral form, will be called to take over their care. If contact cannot be made, then a member of staff will arrange transport to the hospital.
- Where transport to hospital is being undertaken by Newton Rigg Ltd staff then the following points will be observed:
  - Only Newton Rigg Ltd vehicles insured to cover such transportation will be used.
  - No individual member of staff should be alone with an under 18-year-old person in a vehicle.
  - The second person will be present to provide supervision for the injured person.
- All accidents must be entered in the appropriate accident book. The procedures for 'notifiable' accidents as shown in the Health and Safety policy must be followed.

**First Aid Boxes are provided in the following locations:**

- The Old Shop at Lowther Castle, the Grizedale Building at Newton Rigg, the Equestrian Centre, Newton Rigg and Appleby Heritage Centre.
- Personal first aid kits are provided for travelling, remote or lone working. Staff have access to mobile phones as outlined in the Lone Working Policy.

**First Aid Needs Assessment**

In assessing our first-aid needs, we have considered:

- the nature of the work we do
- workplace hazards and risks (including specific hazards requiring special arrangements)
- the nature and size of our workforce
- the work patterns of our staff
- holiday and other absences of those who will be first aiders and appointed persons
- our organisation's history of accidents

We have also considered:

- the needs of travelling, remote and lone workers
- the distribution of our workforce
- the remoteness of any of our sites from emergency medical services
- whether our employees work on shared or multi-occupancy sites
- first-aid provision for non-employees (e.g. members of the public, volunteers).

We have determined our need for the current level of provision, and multiple sites, is as follows:

<b>First aid course</b>	<b>Numbers required</b>
First Aid at Work- 3 days	3
Emergency First Aid- 1 day	3
Paediatric first aid-2days	2
Defibrillator	1
Suicide First Aid Training	1
Epi Pen training	3
Mental Health First Aid	3
First aid relating to self-harm	2