



Budmouth College



First Aid (Sports Centre) Policy for Budmouth College

Governors' Committee responsible:	Personnel & Resources
Link Senior Leader responsible:	Steve Churchill
Adopted	
Date reviewed by Governors :	June 2017
Next 2 yr review date:	June 2019

Working Together. Creating Opportunities

This Policy should be read in conjunction with the following Budmouth College policies and documents:

Policies	Documents

The Policy has been reviewed using the equality impact assessment initial screening record and positive impact is explicitly intended and very likely.

All *policies* can be found on the College 'R' drive in the Policies folder.

Equality Impact Assessment – initial screening record

1. What area of work is being considered?

First Aid – Sports Centre

2. Upon whom will this impact?

All members of the community and staff using the Sports Centre

3. How would the work impact upon groups; are they included and considered?

The Equality Strands	Negative impact	Positive impact	No impact
Minority ethnic groups		Y	
Gender		Y	
Disability		Y	
Religion, Faith or belief		Y	
Sexual Orientation		Y	
Transgender		Y	
Age <small>(N/A to pre-school and school children)</small>		Y	
Rurality		Y	

4. Does data inform this work, research and/or consultation, and has it been broken down by the equality strands?

	NO	YES	Uncertain
Minority ethnic groups	/		
Gender	/		
Disability	/		
Religion, Faith or belief	/		
Sexual Orientation	/		
Transgender	/		
Age	/		
Rurality	/		

Does the initial screening highlight potential issues that may be illegal?

YES/ **NO**

Further comments:-

Do you consider that a full Equality Impact Assessment is required? YES/ **NO**

Initial screening carried out by Steve Churchill

Signed Date 2017

Comment by Principal :

Date.....

First Aid Policy

JUNE 2017

The Health and Safety at Work Act 1974 imposes a general duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees. This extends to the provision of appropriate first-aid facilities. The health and safety (First Aid) regulations 1981 require an employer to provide adequate and appropriate facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. These requirements have been further expanded and updated by the production of the HSE's First Aid Approved Code of Practice and Guidance 1997 (ACOP). The Health and Safety Officer and the appointed Senior Officer is the Sports Centre Manager (for areas of responsibility see Health & Safety Policy).

General Guidance

The regulations require employers to make assessments of their first aid needs within the workplace relevant to their circumstances.

The level of provision of First Aid facilities should be based on risk assessment and not simply the number of employees. The results of General/Area Risk Assessments will be useful in identifying the likely nature and frequency of any accidents and injuries and can help companies work out the type of first aid cover that is most appropriate for them. Although there is no legal requirement for employers to take account of persons who are not their employees, such as students, visitors and contractors, the advice remains that 'employers whose premises are regularly attended by such persons may, however, wish to make some provision for them'. Contact details (telephone numbers and addresses) of the Emergency services, local hospital and minor injury unit, poisons centre advice line are available in the Emergency Action Plan folder in the back office.

First Aiders and Appointed persons

Where the assessment identifies the need for trained First Aiders they should be provided in sufficient numbers and at suitable locations to enable first aid to be administered without delay. In practical areas, first aid assistance should be readily available at all times. A First Aider must hold a current certificate in First Aid at Work issued by an organisation recognised by HSE, e.g. the British Red Cross Society or St John's Ambulance. Training courses normally take 4 days and the certificate is valid for 3 years. Prior to expiry a 2-day refresher course is required for renewal of the certificate. When risk assessments show that a fully trained First Aider is not needed, or in a situation when a fully trained First Aider is absent in exceptional, unforeseen and temporary circumstances, it is acceptable for the employer to appoint a person (appointed person) to take charge of an emergency situation and call an ambulance if required. Appointed persons must not attempt to give first aid for which they have not been trained and the provision of an appointed person must not be considered as a full time alternative for a fully trained First Aider. An appointed person must be available at all times people are on site so this may mean appointing more than one.

The First Aider on shift Monday to Friday 6.45am – 9am is the Fitness Instructor (Where FI is not on shift the DM is the First Aider)
Monday to Friday 9am – 10pm is the Duty Manager(s)
Saturdays and Sundays and all other opening times - Duty Manager

The current list of First Aid qualified Job roles is:

- Centre Manager
- Duty Manager/Admin
- Duty Manager/Sports Bookings
- Duty Manager/Fitness
- Fitness Instructor
- Duty Manager cover/Fitness cover (casual)

The assessment of First Aid requirements should take account of: - the type of premises, i.e. size, whether it is on split sites and/or levels, the activities that occur within them and associated hazards and risks, the nature and distribution of staff and activities, whether there are staff, activities or visitors with special health needs or disabilities, the remoteness of the premises from emergency medical services, the needs of any remote and lone working staff, annual leave and other absences of First Aid and appointed persons. The Sports Centre is considered a medium risk area, this category includes areas used for practical work and first aid posts at public events. The number of First Aid personnel depends on the number of people at the location: If less than 20 at least 1 appointed person. If between 20 and 100 at least 1 fully trained First Aider for every 50 people (or part thereof). If more than 100 there should be 1 fully trained First Aider for every 100 people. In these circumstances HSE strongly recommend visitors to the premises be included in the numbers for first aid provision. In high risk areas e.g. those with dangerous machinery in use such as laboratories, engineering workshops etc. one appointed person is probably sufficient if up to five persons are present and one First Aider for numbers between 5 and 50.

Where the activity is deemed a high risk or remote from the centre e.g. trampolining or outdoor netball events the visiting club/organisation will provide their own First Aid qualified person and first aid kit. This will be supported by the Centre's First Aider and first aid kit when necessary.

BCSC is not responsible for the First Aid provision of College staff or students within the Sports Centre at any time, although the Duty First Aider will attend any incident in an emergency within the Centre if required. All minor injuries will be sent to the College First Aid Room located on the ground floor of the College main building next to the reception.

Selection of First Aiders

When selecting potential First Aiders, people should be selected who are reliable, have good communication skills, and have aptitude and ability to absorb new knowledge and learn new skills.

They should be able to deal with stressful and physically demanding emergency procedures. Account should also be taken of the person's normal duties, as a First Aider must be able to leave to go to an emergency immediately. First Aiders should familiarise themselves with the location and contents of First Aid Boxes located on the college premises.

The First Aider within the Centre is contactable at all times by mobile radio.

Whilst first aiders carry out their duties voluntarily, they do so in the course of their employment. This is important in the event of a third party claim arising from first aid treatment. First Aiders should be given written confirmation that their employer fully indemnifies its staff against claims for negligence arising from the administration of first aid to employees and third parties, providing the members of staff are acting within the scope of their employment at the time; hold a current approved first aid qualification; and are following the employers' guidelines in the relation to the administration of First Aid.

First Aid Boxes

The box must be waterproof and airtight as far as possible and identified with a white cross on a green background. There is no standard list of items to put in a First Aid box – it depends on need, but where there is no special risk minimum stock is

- First Aid Leaflet
- CPR Face Protection Shield
- Assorted Plasters
- Sterile non adhesive dressings X 2
- Sterile eye wash pods
- Sterile eye pads X 2
- HSE Large Dressing X 2
- Ambulance Dressings X 2
- Triangular Bandages X 2
- Triangular Bandages X 4
- Alcohol Free Sterowipes X 10
- Disposable Gloves
- Blunt ended scissors
- Tweezers
- Roll of sticking plaster
- Ice packs

First Aid boxes and first aid stock will be checked and replaced weekly by the Duty Manager. Staff will replace First Aid supplies as and when supplies are used or when stock passes its expiry date.

All First Aid incidents must be recorded in an incident book in line with RIDDOR requirements (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) – refer to the Accident Reporting policy

All incidents attended by a First Aider must be documented with date, time, and full name of visitor or employee, brief description of injury and care given and name of first aider.

Employers must inform employees of the First Aid arrangements, by advising staff at induction, putting up notices indicating who and where the First Aiders or appointed persons are, and where the first aid box is.

The First Aider on shift at BCSC is detailed above on page 2.

A travelling First Aid kit will be carried at all times during outdoor/off site activities. For outdoor activities the First Aider will be contacted by mobile radio. For off site activities a First Aider will be present.

The First Aid point is located at the reception area of the Sports Centre.

The First Aid point should be;

- Accessible at all times when people are within the Sports Centre premises
- Clearly sign-posted
- Positioned as near as possible to an access point for transport to hospital
- Easily accessible to stretchers and wheelchairs
- Adequately heated, lit and ventilated

To be effective, the First Aid point should have access to the following facilities;

- A couch
- A waterproof cover for the couch, a pillow and blankets
- Drinking water and disposable cups
- Liquid bacterial soap and paper towels
- First Aid Equipment as dictated by the needs assessment

Public accident report forms are located;

- Management office
- First Aid box

The completed form is passed to the Operations Manager and in turn filed away for confidentiality.

Staff accident book is located;

- On the Staff notice board in Management Office

A defibrillator will be accessible within the Sports Centre at all times if required. It will be kept in the management office and will only be used by those members of staff who are trained. Currently three members of the Duty Management team are trained.

Signed:

Chair of committee.....	Date.....
Sports Centre Manager.....	Date.....
Health & Safety Officer.....	Date.....