

# The Parish of St John The Baptist, Hey



## Policy Statement First Aid policy

*This policy statement is subject to annual review and was agreed by the PCC on .. March 2015*

**Commonsense summary - Remain calm, summon help, do the best you can until help arrives.**

### Introduction

1. **Rationale.** The Parochial Church Council ('PCC') of St John the Baptist, Hey aims to promote a policy defining its attitude to First Aid that is clearly understood by all members of the Church community. The policy covers the areas over which the PCC has responsibility and/or control and details the First Aid arrangements within the church.
2. **Purpose.** The purpose of this policy is to:
  - a. promote in a positive manner the appreciation of First Aid issues in all the property under the control of the PCC control, Church, Hall, and as far as practicable, the graveyard paths and other grounds (the 'Church areas').
  - b. obtain agreement on good practice regarding First Aid issues.
  - c. set out the Church's organisational arrangements for First Aid
3. **Broad Guidelines** are as follows:
  - a. Once agreed, this First Aid Policy should be applied consistently and followed by all members of the church community.
  - b. This First Aid Policy should enable the PCC to be confident that all reasonable and practical steps are taken to ensure that adequate First Aid welfare is available for those using the Church areas.
  - c. The policy aims to provide a clear framework to establish as structure for the on-going review of First Aid issues.
4. **Conclusion.** A clear First Aid Policy, which is followed by all, is for the mutual benefit of all members of the Church and its host community. We aim to promote such a policy that is available to all who take part in activities at St John's, adults and children, and is the subject of regular review.

## **First Aid Policy**

5. **Promoting Health and Safety** . In producing this First Aid Policy, the PCC demonstrates its regard for the availability of First Aiders and seeks to conform to those regulations of Oldham Metropolitan Borough Council.
6. The Church Wardens are legally responsible for advising the PCC and for the implementation of the First Aid Policy within the Church and Hall. They are also responsible for ensuring that First Aiders perform their duties and co-operate with the policy when called upon. The Church Wardens will ensure that arrangements are made to bring the policy to the notice of all responsible adults and children; and the relevant sections to visitors and contractors.
7. It is acknowledged that with a variable makeup of a congregation and social event it is possible that a first Aider may not be in that group on every occasion. It is hoped that sufficient people will be there who have a basic first aid knowledge to render assistance until help is summoned.
8. Notwithstanding para 7 above the policy of the PCC is to:
- a. provide First Aid equipment and replenish stocks.
  - b. promote the development and maintenance of sound First Aid practices;
  - c. formulate effective procedures for First Aid emergencies.
  - d. ensure all people carrying out First Aid are qualified and that requalification after 2 years is carried out.
  - e. ensure that all First Aiders are competent to do their tasks and to give them adequate training;
  - f. review and revise this policy as necessary at regular intervals.
  - g. ensure that external groups using the buildings are aware of the need to follow their group directives re First Aid.
9. **Responsibilities.** Overall and final responsibility for First Aid rests with the PCC. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Church Wardens. The Church has no legal duty to supply First Aid to members of the public who use the paths around the Church and the graveyards, except those performing duties explicitly sponsored by the PCC.

## **Arrangements**

10 **Training.** The PCC will seek to arrange for emergency First Aid training for all Church members who wish to receive it. The number of First Aiders may be restricted if such training requires a fee. The training is to be limited to allowing the First Aider to provide effective emergency treatment before professional help arrives. Such training is deemed to be valid for two years, after which time refresher training will be required.

11. **Procedures concerning First Aid and accident/dangerous occurrences**  
It is the responsibility of each user group to appoint a designated First Aider. The PCC recommends that a trained First Aider is present at all times when the Church

or Hall is occupied. It is the responsibility of outside organisations using the church to provide their own first aid cover.

12. Minor accidents will be dealt with by any responsible adult (with reference to the First Aider where appropriate).

13. All users are to be made aware of the location of the First Aid boxes in at the rear of the Church and Hall kitchen.

14. All incidents/injuries are to be recorded in the accident book (with regard to all relevant data protection issues). The books are collocated with the first aid box.

15. The church will, therefore, take all necessary steps within its power to meet its responsibilities so far as is reasonably practicable by, among other arrangements, providing appropriate First Aid cover at all church events and gatherings.

16. A list of all emergency First Aiders with current training is to be recorded in the "Policies and Procedures" file at the back of church.

17. At least one Portable First Aid box should be taken on any church event that takes place off the church premises. This First Aid box to be taken by, and be the responsibility of, the First Aider nominated to cover that event.

18. **Contractors and safety.** All contractors must adhere to the First Aid policies of their parent company. All contractors will be informed of the above points before starting work on Church-owned property.

19. **Monitoring of First Aid issues.** The Wardens are to ensure that every three months an inspection is made of the contents of First Aid boxes and used items are replaced. They are to maintain a waiting brief on the all First Aid issues.

20. It is the responsibility of the PCC to identify and plan for appropriate First Aid training.

21. It is the responsibility of the PCC to monitor the Accident Book and Accident/Incident Forms arising from First Aid being carried out on individuals at any particular time whilst in the Church, Hall or in the Church grounds.

## 22. **Safe and healthy environment**

- a. All First Aid boxes will be labeled clearly.
- b. Group leaders must follow the guidelines provided by their National Body.

## 23. **Safe plant and equipment**

- a. The PCC will carry out annual checks on all First Aid equipment on site.
- b. The PCC will identify First Aid equipment needing maintenance, and will oversee that maintenance.
- c. Any problem(s) with First Aid equipment must be reported to the Wardens. The PCC will check that any new First aid Equipment meets standards before it is purchased.

24. **Consultation with users.** All regular users of Church-owned property will be given a copy of this policy and invited to give feedback to the PCC.