

BUBWITH LEISURE & SPORT CENTRE
CHARITY

FIRST AID POLICY

VERSION	**V0.1**
DATE APPROVED/ADOPTED	**November 2026**
REVIEW DATE	**November 2027**
AUTHOR	**Alison Craven**

THIS DOCUMENT SHOULD BE READ IN CONJUNCTION WITH BLSC HEALTH & SAFETY POLICY AND FIRE SAFETY POLICY

1. POLICY STATEMENT

Bubwith Leisure and Sports Centre Charity is committed to protecting the health, safety and welfare of employees, volunteers, trustees, hirers, contractors, visitors and members of the public using the Centre.

In accordance with the **Health and Safety at Work etc. Act 1974** and the **Health and Safety (First-Aid) Regulations 1981**, the Community Centre will provide adequate and appropriate first aid arrangements based upon an assessment of the risks associated with its activities.

2. PURPOSE

The purpose of this policy is to:

- Ensure compliance with the Health and Safety (First-Aid) Regulations 1981.
- Provide appropriate first aid arrangements.
- Ensure suitable equipment is available.
- Ensure accidents are recorded and managed appropriately.
- Ensure emergency medical assistance can be summoned without delay

3. SCOPE

This policy applies to:

- Employees
- Volunteers
- Trustees
- Contractors
- Hirers
- Visitors
- Members of the public using the Community Centre

4. FIRST AID ARRANGEMENTS

The Trustees will ensure that:

- Adequately stocked first aid kit is provided in a clearly identified location.
- Emergency contact numbers are displayed prominently. **(APPENDIX A)**
- Access for emergency services is maintained at all times.
- Emergency procedures are communicated to staff, volunteers and hirers.
- A first aider is present at large scale (over 100 people) events organised and run by Bubwith Leisure and Sport Centre Charity.

5. RESPONSIBILITIES

Trustees' Committee

The Trustees are responsible for:

- Ensuring suitable first aid arrangements are in place.
- Reviewing the First Aid Needs Assessment.
- Providing appropriate first aid equipment.
- Monitoring accident records.
- Reviewing this policy annually.

Responsible Person

The responsible person is either:
a member of staff or a trustee if the event has been organised by BLSC.
Or:
The event organiser or group leader if the event/class is being run by a user or hirer.

Whenever the Centre is occupied by staff, volunteers or hirers a Responsible Person will:

- Ensure first aid equipment is accessible.
- Contact the emergency services where necessary.
- Assist with coordinating the response to an incident.
- Ensure accidents are recorded.
- Report defects in first aid equipment.

The Responsible Person is **not required to provide first aid beyond their level of knowledge or confidence** and should seek emergency assistance whenever necessary.

Staff and Volunteers

All staff and volunteers and hirers should:

- Take reasonable care for their own safety and that of others.
- Report accidents or hazards promptly.
- Know the location of the first aid kit.
- Contact the emergency services when appropriate.
- Cooperate with the Centre's emergency procedures (Fire and Health & Safety).

6. FIRST AID EQUIPMENT

The Community Centre will provide:

- Clearly marked first aid kits.
- Disposable gloves.
- Sterile dressings and bandages.

- Adhesive plasters.
- Eye wash where appropriate.
- Resuscitation face shield
- Guidance on contacting emergency services. **(Appendix A)**

First aid kits will:

- Be inspected monthly.
- Be replenished after use. (instructions for requesting replenishment are contained within the first aid kit)
- Be maintained in good condition by the Health & Safety Lead for the centre.
- Be accessible whenever the building is open.

Medication will not be kept within first aid kits.

7. EMERGENCY PROCEDURES

In the event of an accident or sudden illness:

1. Assess the situation and ensure it is safe to assist.
2. Contact the Responsible Person.
3. Use the first aid kit if it is safe and you are confident to do so.
4. Call **999** immediately if emergency medical assistance is required.
5. Follow the advice provided by the emergency operator.
6. Do not move the casualty unless they are in immediate danger.
7. Stay with the casualty until assistance arrives where it is safe to do so.
8. Record the incident in the Accident Book.

8. ACCIDENT REPORTING

All accidents requiring first aid or resulting in injury must be recorded.

Records should include:

- Date and time.
- Location.
- Name of injured person.
- Nature of injury or illness.
- Action taken.
- Whether emergency services attended.
- Name of person completing the record.

Accident records will be maintained securely in accordance with data protection legislation.

9. RIDDOR REPORTING

Where required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the Trustee Committee via its representative will ensure that reportable incidents are notified to the Health and Safety Executive within the prescribed timescales. **(APPENDIX B)**

10. INFECTION PREVENTION

Anyone assisting an injured person should:

- Wear disposable gloves where available if contact with blood or bodily fluids is likely.
- Wash their hands after providing assistance.
- Dispose of contaminated materials safely.
- Report any accidental exposure to blood or bodily fluids should be recorded in the accident book and medical advice should be sought if an individual has been directly exposed and has concerns.

11. HIRERS

Organisations hiring the Community Centre are responsible for ensuring they have suitable first aid arrangements appropriate to their own activities and participants.

The Community Centre's first aid equipment is available for emergencies but does not replace the hirer's responsibilities under health and safety legislation.

12. TRAINING & INFORMATION

As part of their Induction Training, Committee members, employees, volunteers, and regular users will be required to read this policy and familiarise themselves with it’s contents and their general and specific role and responsibilities.

13. MONITORING & REVIEW

This policy will be reviewed:

- Annually.
- Following changes in legislation.
- Following any serious incident.
- Following significant changes in the Centre's activities or premises.
- Following changes in personnel (specifically first aiders)

Approved by: Bubwith Leisure and Sport Centre Trustee Committee

Date: November 2026

APPENDIX A

EMERGENCY CONTACT NUMBERS

Fire 999
Ambulance 999
Police Emergency 999
NHS 111
Police (not emergency) 101
Centre Address:
Bubwith Leisure Sport Centre
Main Street
Bubwith
YO8 6LX

What3words MUNCH.STUD.PARTS

Mayfair Security: Fire & Intruder Alarm
Tel: 0177 701596 Mon- Friday 08.30 – 17.00hrs
Tel: 080091793855 24hours per day, 7 days per week
Emergency contact person for the centre – contact Mayfair/First County Monitoring
Electrical Emergencies 105

APPENDIX B

REPORTING INCIDENTS TO THE HEALTH & SAFETY EXECUTIVE (Legal requirements)

What must be reported:

Work-related deaths and Specified Injuries

Any fatality of a worker or member of the public due to a work related incident must be reported without delay (by phone for fatal/specified injuries 0343009923, or online) with a formal report submitted within 10 days.

Specified injuries to workers: Fractures (other than fingers, thumbs, or toes) amputations, any injury leading to a permanent loss of sight, crush injuries to the head or torso, serious burns (covering > 10% of the body or damaging vital organs/respiratory system) scalping, and loss of consciousness caused by head injury or asphyxia.

Over-7-day injuries: Must be reported online within **15 days** of the accident.

Occupational Diseases: Must be reported online **immediately** upon receiving a formal written diagnosis.

Dangerous occurrences: Must be reported **without delay** and followed up with a report within **10 days.**

How to report:

Online: Submit reports directly via the official **HSE RIDDOR Reporting Portal.**

Telephone: Call the incident contact centre at **03453009923** (Monday to Friday .30 am to 5.00pm) strictly for fatal and specified injuries