



First Aid Policy

The Directors at The Teignbridge Community Project are responsible for ensuring that those benefiting from us or working with us are not harmed in any way. The Directors of The Teignbridge Community Project, have a legal duty to act prudently and this means that they must take all reasonable steps within their power to ensure that no one is harmed. It is particularly important where beneficiaries are vulnerable persons or children in the community.

This policy applies to all those involved in The Teignbridge Community Project, including, but not exclusively; Directors, Management, Team Leaders, Employees, Contractors and Volunteers.

Employers' legal duties

The Health and Safety (First-Aid) Regulations 1981 require employers to: **provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.**

Legislation

The Health and Safety at Work Act 1974

The Health and Safety (First-Aid) Regulations 1981

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)

Policy statement

- The Health, Safety and Environment Service has delegated responsibility to ensure that adequate arrangements are put in place to provide sufficient first aid provision in the work place. It will do this via a First Aid Needs Assessment.
- Although there is no requirement in law to provide first aid to anyone other than employees and clients, **The Teignbridge Community Project** will make provision for the benefit of all who come into contact at The Teignbridge Community Project's premises.
- In recognition of this; **The Teignbridge Community Project** have more than the required level of trained First Aiders who are employed by the company.

Responsibilities

The **Managing Directors** are responsible for carrying out a fully comprehensive Risk Assessment to identify and analyse the first aid needs of all premises of **The Teignbridge Community Project**.

The **Managing Directors** have the overall day to day responsibility for health and safety matters at all premises of The Teignbridge Community Project. The Managing Directors delegates responsibility for undertaking aspects of these duties through line management and identified roles.

The following people are identified as having **First Aid** responsibilities for the management of first aid in those areas, and for those relevant persons, that fall under their control:

- **Colette Palmer**
- **Anna Lofthouse**

Mental Health First Aider

We also have a qualified Mental Health First Aider in the Workplace;

- **Colette Palmer**

The Well-Being Officer at Turning Heads is: **Colette Palmer**

The Managing Directors are responsible for ensuring that:

- any authorised first aiders under their control are provided with sufficient time to attend training and to maintain the first aid equipment for which they are responsible.
- all new starters are given basic health and safety information relating to first aid provision and how this can be accessed in their first month at work.
- any first aid equipment, including any automatic external defibrillators (AEDs), under their control is adequately maintained, stored in a safe place, accessible to first aiders and ready for use at all times.
- records are kept for all AED equipment under their control to demonstrate a suitable and sufficient maintenance and testing programme.

Directors

Directors are responsible for ensuring that their team is made aware of the first aid provision and procedures available within their department.

Safety, Health and Employee Wellbeing

Safety, Health and Employee Wellbeing will:

- ensure that **The Teignbridge Community Project** has a sufficient number of trained first aiders by carrying out a first aid needs assessment and reviewing this assessment every three years or after any significant change, whichever is the sooner.
- ensure that first aiders receive adequate and timely training.

- consider any request for additional first aid provision made by a qualified First Aider. Any additional provision not considered necessary may be refused.
- review and revise this policy every three years or after significant change, whichever is the sooner

Directors

Directors are responsible for ensuring suitable and sufficient first aid signage is provided and maintained. They are also responsible for ensuring sufficient, adequate in date, first aid resources are readily available. These first aid resources will be located in designated areas. This will be indicated on appropriate signage for all to see. Accident/First Aid books will be available for completion at these locations.

First aiders

First aiders will:

- attend any mandatory training arranged for them in respect of first aid
- attend any first aid emergency as necessary and will administer first aid as appropriate and in accordance with the training they have received
- maintain simple, factual records and provide information to the emergency services as required
- ensure the first aid kit for which they are responsible, is kept fully stocked and up to date

Monitoring

Directors are responsible for monitoring and reviewing this policy. Reviews will be carried out every two years from the date of approval.

Document control

Appointed Person

An appointed person should be made known to staff, volunteers and clients alike; as the designated person to whom concerns should be addressed.

The appointed person at Turning Heads is: Colette Palmer

Contact number: 07790930938

If the concern is about this designated person, please report to: **Anna Lofthouse**

Contact number:07445158419

Reviewed: 1st August 2024

Next Review: 1st August 2026

Signed:



Date: 1st August 2024

Colette Palmer, Director

Signed:



Date: 1st August 2024

Anna Lofthouse, Director