

Temple Sowerby Victory Hall

First Aid and Accidents Policy

Registered Charity Number 523081

| Audit details | |
|----------------------|-------------------------------|
| Status and date | Approved by Committee 29/6/17 |
| Next review date | By 29/6/18 |
| Version | 1.0 |

First Aid

A well stocked and appropriately labelled First Aid Box is available in the medicine cabinet inside the ladies toilets and another in the kitchen

Accident Book

This book is used to record all cuts, bumps, falls etc as well as more serious accidents. It is kept in the kitchen

The important details to be recorded are:

- The name of the casualty
- The date, time and place that the incident / accident occurred
- The cause of the accident, ie. what happened
- A brief description of the injury (if any) sustained
- The first aid (or other) treatment administered and by whom
- Whether or not medical aid had to be sought
- The name of the person who dealt with the incident.

In Case of Accidents

1. Details of the nearest Minor Injuries and Accident and Emergency Units, together with open hours is on the noticeboard in the entrance.
2. First Aid Boxes are located in the medicine cabinet inside the ladies toilets and in the kitchen
3. The Accident Book is located in the kitchen. This must be completed whenever an accident occurs. All accidents, even minor ones, must be reported.
4. The following major injuries or incidents must be reported on RIDDOR forms
 - Fracture, other than to fingers, thumbs or toes.
 - Amputation.
 - Dislocation of shoulder, hip, knee or spine.
 - Loss of sight (temporary or permanent).
 - Any penetrating injury to eye (including chemical).
 - Injury from electric shock / burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
 - Any other injury leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation or requiring admission to hospital for more than 24 hours.
 - Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent.
 - Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion, or through skin.
 - Acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.

Should there be an incident / accident in The Village Hall that requires the completion of a RIDDOR form then contact the booking secretaries who will involve a member of the committee: