



The Church of England  
Diocese of Ely

# Accidents & Incidents & First aid Policy

## All Saints' Church, Walsoken



Please refer to Church document H&S\_Doc\_001 for all General Health & Safety requirements

### Specific Policy

This Health & Safety (H&S) sub-policy controls accidents, incidents and first aid at church.

Our church will provide, and keep updated, basic first aid provisions and treatment may be given within the personal capabilities of those providing the first aid (providing the casualty is willing to accept such treatment). Where the situation warrants, either the emergency services will be called, or friends & family will be asked to attend.

All contractor or visitor injury or illness should be reported to the church if it occurs in the Church building.

There will be two first aid boxes in church at all times located according to highest perceived risk. The contents of these boxes will be checked each 6 months to ensure the correctness of quantity and expiry date.

A discreet list of volunteer first aiders will be maintained in church.

All first aid and illness cases must be reported in the vestry accident book. Where there is a legal requirement to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2005, this will be carried out by the Church H&S Officer.

It must be understood that these are guidelines & each incident will be assessed according to its needs.

### Reference Documents

Health and Safety at Work etc Act 1974

The Health and Safety (First Aid) Regulations 1981

Diseases and Dangerous Occurrences Regulations 2005

### Procedure

When an accident occurs that require first aid happens first aid will be self-administered using the first aid supplies, or if appropriate, or others may assist up to their level of first aid competence. Privacy will be assured where possible.

The guidelines concerning accompanying people away from Church are.

- 1) Where sensible the wishes of the patient will come first.
- 2) Where injuries or health issues are of a personal nature effort will be made to ensure privacy.
- 3) Where possible, and sensible, they will be driven home accompanied by two church members acceptable to the patient.
- 4) No person who is ill or injured will be left unattended unless the patient feels it is OK to do so.
- 5) Where it is obvious the emergency services (or A&E) are required, any person accompanying the patient will be at the discretion of the patient, where possible.

All accidents, incidents, first aid and any 'near misses' type events will be reported. A near miss (or close call) are events that didn't harm anyone - but could have.

### Forms

None

### Diagrams

None

### Appendices

None

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## All Saints' Church – Walsoken

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