



First Aid Policy for Riverside Church (Southwell)

Riverside Church is committed to providing appropriate First Aid measures both for regular Church members, guests and visitors. To meet this commitment, the following policy has been implemented by the Senior Leaders and Trustees

The First Aid Boxes are located at the CD reproduction table in the Minster School and in the disabled toilet at the Riverside Centre. The locations are clearly signed, and the boxes regularly checked and replenished as necessary. This will come under the responsibility of the First Aid Team Leader and the Church Operations Manager

First Aiders

Riverside Church maintains a list of currently trained First Aiders from amongst staff, volunteer and members – these lists are kept with First Aid boxes. For Sunday services, there will be two designated First Aiders on duty. The Church Operations Manager and the security team will be aware of who is on duty should there be a need to call upon their help in an emergency. For other events and group meetings, the organiser should risk assess the level of First Aid they may require for their event and ensure that the appropriate cover is in place. Should the event need the attendance of a First Aider, the Event Organiser should ensure that the whole group is aware of who that person is. Event Organisers and Group leaders should make themselves aware of the locations of the First Aid Boxes

In the event of a Medical Emergency or incident requiring First Aid the First Aider will:

- ❖ Assess the medical emergency/injury
- ❖ Provide immediate First Aid and assess if external medical assistance is immediately required. If in any doubt, do not hesitate to call the Emergency Services dialling 999
- ❖ Liaise with the emergency services on their arrival and provide any assistance required by them
- ❖ With the permission of the casualty (if possible) contact next of kin to advise them of the situation. Any injuries or illnesses involving children should be disclosed to parents/carers ASAP.
- ❖ Advise the Operations Manager or the person responsible for leading the service of the situation.
- ❖ Record any incidents requiring the application of First Aid or attendance by the emergency services in the Church Accident Book (held by the Church Operations Manager or designated deputy). Incident reports should be kept securely for three years by the Church Operations Manager.
- ❖ Provide a list of supplies that need to be replaced