

FIRST AID POLICY

General:

CCC is committed to providing appropriate First Aid measures. To meet this commitment, the following policy has been put into effect.

Equipment & Training:

CCC will provide clearly marked First Aid boxes, available to any person for events held within the premises. First Aid box locations will be the Foyer Area, and the Church House. The locations will be clearly signed. The boxes will be regularly checked and replenished.

CCC will provide fixed landline telephones for calling emergency services, located in the kitchen area.

CCC will undertake to provide basic First Aid training to "First Aid Appointed Person Level" for a nominated group of church members and make the list of these trained Appointed Persons available for specific church activities.

Attention ALL Event Organisers / Group Leaders

It is the responsibility of the Event Organiser to appoint one (or more) "Responsible Persons" appropriate to the event.

The Event Organiser will be considered to be the Responsible Person unless otherwise specified.

Prior to the Event:

The Event Organiser should assess the level of First Aid they may require for their event and ensure the chosen cover is in place. For example, a large children's event is likely to be very different compared to an adult bible study. (If unsure please contact CCC Facilities Management Team for advice).

Depending on the outcome of the assessment (above), this may require the attendance of a person trained to "First Aid Appointed Person" level.

The Event Organiser should ensure that the whole group is aware who the Responsible Person is.

Any relevant medical and other information (particularly in the case of children and young adults) should be known and in the possession of the Responsible Person.

The Responsible Person must familiarise themselves to the location of the First Aid boxes and emergency telephones.

If the event is external to the building, special separate consideration must be made as to the availability of First Aid boxes, available methods of contacting the emergency services and time it may take the emergency services to reach the injured person.

In the event of a Medical Emergency:

The Responsible Person will bear the following duties in the event of a medical emergency:

- Assess the medical emergency/injury and decide if external medical assistance is immediately required. IF IN ANY DOUBT, DO NOT HESITATE TO CALL THE EMERGENCY SERVICES.
- If external medical assistance is immediately required, contact the emergency services using 999 (UK emergency number).
- Liaise with the emergency services on their arrival and provide any assistance required by them.
- Make contact with "next of kin" to advise them of the situation.
- Contact any one of the Pastors, Elders or Facilities Management Team to advise them of the situation.
- The Responsible Person must record any incidents requiring the application of First Aid or attendance by the emergency services in the Church Accident Book (located in the church office) and notifying the Facilities Management Team. (Full Contact Details are provided on the Notice Board outside the toilets in the main buildings)

Event Organisers:

Please sign and date this document to indicate you have read, understood and agree with the above First Aid Policy.

I have read, understood and agree to comply with the CCC First Aid Policy as laid out above.

Signature:..... Date:.....

Print name: