

Box Parish Council

First Aid Policy

Policy no. 56



Date Approved	June 26
Review Date	June 28
Committee	Buildings

Parish Council First Aid Policy

1. Purpose

The Parish Council is committed to ensuring that adequate arrangements are in place to provide first aid to employees, councillors, volunteers, contractors, and members of the public who may be affected by council activities.

2. Scope

This policy applies to all council employees, councillors, volunteers, and anyone participating in or attending council-organised events and activities.

3. Responsibilities

The Parish Council

The Council will:

- Assess first-aid needs arising from its activities.
- Provide suitable first-aid equipment and facilities (including 2 x defibrillators).
- Ensure first-aid kits are regularly checked and maintained.
- Arrange appropriate first-aid training where required.
- Record and investigate accidents and incidents as necessary.

Employees and Volunteers

Employees and volunteers must:

- Report accidents, injuries, and near misses promptly.
- Familiarise themselves with first-aid arrangements.
- Use first-aid equipment appropriately.
- The Open Spaces Manager and Worker will attend regular First Aid training – the Clerk will hold their certificates.

4. First Aid Provision

First Aid Kits

First-aid kits will be available at:

- The council office (if applicable).
- The Open Spaces workshop and mule vehicle.
- Council-owned facilities.
- Council-organised events where appropriate.

Defibrillators:

- The Council is the guardian of the defibs at the Pavilion and Post Office. These are checked by the OSM monthly.
- Other defibs are located at the Rudloe CC and Kingsdown GC.

Kits will be checked regularly and replenished as necessary.

First Aiders

Where a risk assessment identifies the need, trained first aiders will be appointed and their contact details made available.

5. Emergency Procedures

In the event of a serious injury or illness:

1. Call emergency services (999) immediately if required.
2. Provide first aid within the limits of training received.
3. Inform the Clerk or responsible officer as soon as possible.
4. Record the incident in the accident book.

6. Accident Reporting

All accidents and incidents must be recorded and reported to the Parish Clerk. Incidents meeting legal reporting requirements must be reported in accordance with relevant legislation.

7. Events and Public Activities

Before council-organised events:

- A risk assessment will be completed.
- First-aid arrangements will be considered.
- Appropriate emergency contact information will be available.

8. Review

This policy will be reviewed annually or sooner if legislation, council activities, or circumstances change.

Adopted by: [Parish Council Name]

Date Adopted: [Date]

Review Date: [Date]

If you need a policy specifically aligned with UK parish councils and current health and safety requirements, I can also provide a more detailed version suitable for formal council adoption.

