



Old Farnley & District Community Association

Trading as Farnley Community Centre

Charity Number: 1206552

FIRST AID POLICY

Effective from: 01/09/2025

Review by: 01/09/2026

First Aid Policy

Hillside Hall,

Cross Lane,

Farnley ,

Leeds,

LS12 5AA

0113 460 4702

info@farnleycommunitycentre.co.uk

www.farnleycommunitycentre.co.uk

1. Policy Statement

Old Farnley & District Community Association, trading as Farnley Community Centre, is committed to providing adequate and appropriate first aid facilities, equipment, and trained personnel to ensure immediate and effective response to accidents, injuries, and medical emergencies. This policy complies with the Health and Safety (First Aid) Regulations 1981.

2. Responsibilities

Trustees will:

- Approve and annually review this policy.
- Ensure adequate resources are allocated for first aid provision.
- Monitor compliance with statutory requirements.

The Chair of Trustees (Peter Allison) will:

- Act as First Aid Lead.
- Ensure appropriate numbers of trained first aiders are available.
- Oversee the maintenance of first aid kits and equipment.
- Ensure accidents and incidents are recorded and reviewed.

All staff and volunteers will:

- Familiarise themselves with the location of first aid kits and appointed first aiders.
- Report all accidents and incidents immediately.
- Co-operate with first aid arrangements.

3. First Aid Provision

- First aid kits will be located in the kitchen.
- Kits will be checked monthly and replenished as necessary.
- At least one trained first aider will be present during public sessions and events.
- Emergency contact numbers will be displayed on noticeboards.

4. Accident & Incident Reporting

- All accidents and incidents must be recorded in the Accident Book.
- Serious incidents will be reported to the Health & Safety Executive (HSE) under RIDDOR requirements.
- Trustees will review accident reports to identify trends and take corrective action.

5. Training

- Appointed first aiders will undertake accredited training (e.g. Emergency First Aid at Work).
- Refresher training will be provided every 3 years, or sooner if required.
- All staff and volunteers will receive basic first aid awareness during induction.

6. Emergency Procedures

1. Call 999 for any life-threatening emergency.
2. Provide first aid treatment within the limits of training and competence.
3. Ensure the safety of the casualty and others.
4. Record details of the incident in the Accident Book.
5. Inform the First Aid Lead and Chair of Trustees as soon as possible.

7. Monitoring & Review

The Board of Trustees will monitor first aid provision and review this policy annually, or sooner if incidents or legislative changes require.

8. Policy Governance

- Approved by the Board of Trustees of Old Farnley & District Community Association on 01/09/2025.
- Next review due annually.
- Policy owner: First Aid Lead (Peter Allison).