

Breadsall Church Health and Safety Policy

Reporting and Recording Accidents and First Aid

1. Introduction

This document sets out the responsibilities, guidelines and control measures to ensure that all accidents, and any subsequent First Aid given, are dealt with and recorded appropriately.

2. General

- The First Aid box is kept in the Vestry and is accessible to adults.
- A person appointed by the PCC is responsible for making sure that the First Aid box is kept stocked.
- All events taking place in the church building, whether or not they have been organised by the church, should have at least one person who has some recognised and current First Aid training.
- All accidents, however small, should be recorded in the Accident Book which is kept in the Vestry. The person reporting the accident needs to fill in and sign the form, make sure it is dated and then file it in the church filing cabinet or, if this is locked, ensure that it is given to one of the Church Wardens to file.
- Any accidents that are caused by something that is faulty or damaged within the church building must be reported to the Church Wardens.
- Whenever children (under 18 years) are involved in activities in church, and their parents/carers are not present, the leaders of that activity need to ensure that they have contact details for each child and permission to administer First Aid. They should also have details of any allergies. Any accidents involving unaccompanied children must be reported to their parents/carers.

Health and Safety Committee, March 2018

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