

FIRST AID POLICY

Introduction

AfreakA Aerials LLP ('the Partnership') is a limited liability partnership run for the following purpose:

Providing Aerial and Circus based sport/fitness classes to allow students to develop themselves and have the opportunity to perform in a safe and inclusive environment.

The Partnership conducts its business at OXSRAD, Court Place Farm, Marsh Lane, Marston, Oxford, OX3 0NQ.

The registered office of the Partnership is 22 Broadhurst Garden, Littlemore, Oxford, OX4 4YQ.

The Partnership is registered in England at Companies House number: OC385136.

The Partnership has adopted this first policy and expects every adult working or helping at the Partnership to support it and comply with it. Consequently, this policy shall apply to all partners, instructors (directly employed or contracted), volunteers, students or anyone else working on behalf of the Partnership.

Purpose of the Policy

The Partnership recognises and accepts its responsibilities under the Health and Safety at Work etc. Act 1974, the Health & Safety (First Aid) Regulations 1981 (as amended) and other associated Regulations ("the Acts").

The purpose of this policy is to ensure:

- compliance with the Partnership's legal obligations under the Acts.
- where a person (staff or student) needs help from a medical practitioner or nurse, treatment is provided for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained,
- where for treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse, such treatment is provided in a timely manner.
- any staff administering First Aid assesses the situation, protects themselves and the casualty from further danger, deal with any life-threatening condition and, where necessary, obtains medical assistance or refer the casualty to hospital as quickly as possible.

Personnel

Because of the nature of the activities undertaken in teaching and performing Aerial Arts and Circus skills it involves working at heights (up to 8m), so the workspace in which the Partnership operates is considered as a Higher Hazard environment.

The partnership is required to have one appointed person present when operating at its place of business, who is responsible for ensuring this policy is adhered to. Where 5 or more persons are present, this includes instructors and students, a trained first aider (EFAW) must be present who will usually act as the appointed person. Where multiple instructors are present who are also trained first aiders, they will agree between themselves who will act as the appointed person.

Shared Environment

The building in which the Partnership conducts its business is a shared environment with OXSRAD and its own staff and clients, as well as other organisations who conduct their business at the same location. For the purposes of this policy, OXSRAD are the lead organisation, and they are responsible for setting policy for the building as a whole. OXSRAD are also responsible for maintaining all onsite first aid equipment, including kits and defibrillator. All the Partnership staff need to be aware of OXSRADs First Aid policy and be familiar with the location of all first aid equipment.

Our policy will run second to OXSRADs, in that in the event of an incident or emergency, the Partnership's appointed person will liaise with the appointed person from OXSRAD in terms of courses of action and where necessary contacting emergency services. This liaison may occur after the event if immediate action is required by the appointed person/first aider. This liaison will also need to ensure that both organisation's responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) regulations for reporting injuries in the workplace are undertaken.

When the Partnership is operating outside OXSRAD's normal working hours and there are no OXSRAD staff present then the Partnership will act as the lead organisation and perform its responsibilities accordingly in the event of an incident or emergency. Dependent on the nature of the incident the appointed person will endeavour to contact OXSRAD's out of hours emergency contact at the time of the incident or if less serious during office hours the following day to inform OXSRAD of the incident and where necessary comply with RIDDOR regulations.

Information and Training

To effect this policy the Partnership will ensure that :

- an adequate number of trained personnel are available at all times,
- locations of the first aid kits/boxes will be made known to all staff,
- all First Aiders have regular updates/refreshers as required to keep their knowledge current, Training records and copies of certificates will be retained by the partners,
- First Aiders are given sufficient time for training and for carrying out their responsibilities,

- the procedures for dealing with any accident or incident within the workplace will be made clear to all staff to ensure trained personnel are summoned to deal with any accident,
- the First Aider will be responsible for ensuring the accident book is completed and that serious incidents are reported under the RIDDOR regulations.

Personal safety

No staff member, whether trained in first aid or not, will be expected to put themselves in danger at any time.

All first aid trained staff will assess the risks to their own safety or wellbeing before entering a hazardous situation and will only enter if they feel it is safe to do so.

Students

If a student participating in activities at the Partnership's place of business is taken ill or requires first aid, the Partnership First Aid staff will be summoned immediately.

The First Aider will assess the situation and will decide if an ambulance is required.

No Partnership First Aiders or staff will be permitted to administer any medication except for an 'Epipen'.

First Aid Personnel

In the event of an injury/ill health situation, the First Aider will provide first aid assistance or advice within their training.

First Aiders will seek support from the emergency services where necessary.

Data Protection

Personal data collected during the provision of first aid (including information about the health of individuals) will be handled in accordance with the Partnership's data protection policy, see Other Policies below.

Other Policies

We have referred within this document to the following other important policies which should be read in conjunction with this policy:

- Our Data Protection policy (available at <https://www.afreakaerials.com/policies>)
- Our Safeguarding policy (available at <https://afreakaerials.com/policies>)

This Policy is approved and robustly endorsed by Afreaka Aerials LLP and will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

Signed:  _____

Name: GANNA SLOAN

Date: 14/02/2023