

Park Street Performing Arts Centre First Aid Policy

1. Purpose

The purpose of this First Aid Policy is to ensure that Park Street Performing Arts Centre provides appropriate first aid arrangements, training, and equipment to deal with accidents and emergencies effectively. This policy outlines the responsibilities and procedures related to first aid within the organisation.

2. Scope

This policy applies to all employees, volunteers and visitors. It covers all activities and events.

3. Legal Framework

This policy is designed in accordance with the Health and Safety (First-Aid) Regulations 1981 (UK). Park Street Performing Arts Centre is committed to complying with all applicable health and safety laws.

4. Responsibilities

- **Management:** Ensure that the organisation complies with this policy and all relevant legislation. Provide resources for adequate first aid facilities and training, risk assessments and equipment.
- **First Aid Coordinator:** Appointed individual responsible for the implementation and maintenance of first aid arrangements and equipment.
- **Employees and Volunteers:** Follow first aid procedures as outlined in this policy and attend required training sessions.
- **First Aiders:** Provide first aid care, maintain first aid kits, and ensure that any incidents are reported and recorded accurately.

5. First Aid Personnel

- **First Aiders:** Park Street Performing Arts Centre will ensure that an adequate number of trained first aiders are available at all times during operating hours. First aiders will hold a valid certification from a recognised training provider.
- **Training:** First aiders will undergo initial training and refresher courses as required by law and organisational needs.

6. First Aid Equipment and Facilities

- **First Aid Kits:** First aid kits will be located at strategic points throughout Park Street premises. The First Aid Coordinator will regularly inspect and replenish the kits.

7. Procedures

- **In Case of Injury or Illness:**
 - The nearest first aider should be contacted immediately.
 - The first aider will assess the situation and administer first aid as required.

- If necessary, emergency services will be called, and the injured person will not be moved unless there is immediate danger.
- **Accident Reporting:**
 - All accidents, no matter how minor, must be reported to the First Aid Coordinator.
 - An accident report form should be completed in the accident report book and a copy of this submitted to Park Street Management Team within 24 hours of the incident.
- **Emergency Procedures:**
 - In the event of a serious accident or medical emergency, dial 999.
 - Provide clear information about the location and nature of the emergency.
 - Ensure someone is available to direct emergency services upon arrival.

8. Risk Assessment

Regular risk assessments will be conducted to identify potential hazards and determine the appropriate level of first aid coverage required. The First Aid Coordinator will review these assessments and make necessary adjustments.

9. Communication

The location of first aid kits, first aiders, and emergency procedures will be clearly communicated to all employees, volunteers, and visitors through signage, induction sessions, and regular reminders.

10. Review and Monitoring

This policy will be reviewed annually or after any significant incident or change in legislation. The review will include an evaluation of first aid incidents, the adequacy of first aid provisions, and compliance with this policy.

Policy reviewed by Park Street Trust and Management Team September 2025