



# FIRST AID POLICY

Seaside Learning Ltd

May 2024

# Health and Safety Policy

## Our Commitment

At Seaside Learning we prioritize the well-being and safeguarding of all children, youth, staff, and visitors.

As an organisation we are committed to creating a secure environment for those we engage with. This includes our assurance of having appropriate and effective first aid measures in place. We ensure the presence of adequately trained personnel and maintain sufficient supplies of first aid equipment. Additionally, we equip our staff with the necessary information to seek and provide first aid assistance when needed.

- Policies and Procedures are reviewed annually or as deemed necessary
- First Aid Kit checks are carried out by the Director who has undertaken Health and Safety training

## Commitment to First Aid

Our commitment to providing first aid is guided by the Health and Safety (First Aid) Regulations 1981. These regulations necessitate a risk assessment to determine the appropriate first aid facilities and personnel required for our operations. We periodically review this assessment to ensure ongoing adequacy. Our assessment takes into account factors such as operation size, historical incidents and proximity to emergency services.

## First Aid Essentials

First aid involves the ability to assist individuals who are injured or unwell before professional help is available. Its goal is to prevent the worsening of injuries or conditions, safeguard the affected individual, and aid in their recovery. In certain situations, prompt action can even be life-saving.

## Responsible Personnel

The Director/ Health and Safety Officer, James Lumber holds the responsibility and oversight for first aid provision and staff training. They ensure that all staff members are aware of appropriate actions to take in case of accidents or illnesses.

## Trained First Aider

James Lumber (Director and Health and Safety Officer) is a Qualified First Aider. He is trained to provide First Aid at Work according to their qualifications. Staff members will be required to have completed an Emergency First Aid at Work training course.

Adequate access to a mobile phone will be ensured for emergency service contact.

## First Aid Kits

Portable First Aid kits will be carried by all staff. are used off-site. The Director is responsible for maintaining and replenishing First Aid Kits.

## **Responding to Incidents**

In the event of an incident, staff members should assess the situation and the affected individual promptly. If First Aid is required and the staff member is qualified, they can provide assistance. Otherwise, they should hand the task over to a competent First Aider. Nearby individuals should be moved away, and if necessary, emergency services should be contacted.

## **Review and Reporting**

Incidents should be promptly recorded in the Accident Book and the digital Incident Log. Reportable accidents/incidents and near misses should be documented using the appropriate forms, which are then sent to the Director and Health and Safety Officer for investigation. A review and risk assessment will be conducted by the Director and Health and Safety Officer, with resulting recommendations implemented promptly.

## **Support and Communication**

During incidents, ensure affected individuals and staff are informed of the situation and any actions taken. Communication is crucial to address concerns and reassure everyone of our commitment to safety. Medical records and allergies are considered, and records are securely kept for the required durations.

## **References**

[Health and Safety First Aid Regulations 1981](#)  
[St Johns Ambulance app](#)

## **Contact Details**

Seaside Learning Director: James Lumber [info@seasidelearning.co.uk](mailto:info@seasidelearning.co.uk)  
Health and Safety Officer: James Lumber [info@seasidelearning.co.uk](mailto:info@seasidelearning.co.uk)

## **Nearest Hospitals**

Poole Hospital NHS Foundation Trust: Longfleet Road, Poole, Dorset BH15 2JB  
The Royal Bournemouth Hospital: Castle Lane East, Bournemouth, BH7 7DW