



International Bible Training Institute
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FIRST AID POLICY STATEMENT

The following policy was agreed by the IBTI Trustees at a meeting held on **30th April 2019**.
This policy will be reviewed **annually** to monitor the progress which has been achieved. Our policy is to fulfil our obligation under the legal requirements of :-

Health and Safety (First-Aid) Regulations 1981

We are committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all the College's voluntary workers ('Voluntary workers' includes all long and short terms volunteers of the College), students, and any other persons who may work on, visit, or use its premises, or who may be affected by its activities or services.

We have a legal duty to make arrangements to ensure that our staff, students and visitors receive immediate attention if they are injured or taken ill.

We will ensure that there is provision of suitably qualified persons with adequate and appropriate training for rendering first aid to our staff, students and visitors if they are injured or become ill.

We will provide adequate and appropriate equipment, facilities and personnel to ensure that first aid is given to the staff, students and visitors if they are injured or become ill.

We have First-aid provision in the College that covers the arrangements that need to be made to manage injuries or illness suffered at work.

The College will therefore provide suitably stocked first-aid boxes in appropriate locations (see 1st Aid Policy Procedures doc)

Our College **Appointed First Aiders** (who will take charge of first-aid arrangements) are:-

Name: [Francesca Di Gioia](#) (Matron and First Aid person)

Email Address : francesca@ibti.org.uk

Mobile number : +447448040633

Name: [Valeria Scognamiglio](#) (First Aid person)

Email Address: valeria.grieco@ibti.org.uk

Mobile number : +339 333 332 99 00

Or in those persons' absence the H&S Officer, [Brunetto Paderi](#).

Email Address : bruno.paderi@ibti.org.uk

Mobile number : 07459 762 291

Signed : IBTI College Director _____
Signed : IBTI Trustee for H&S _____
Signed : IBTI Health & Safety Officer _____

Date : _____
Date : _____
Date : _____

A copy of this statement is to be displayed in the college and a copy sent to each of the Trustees.

Next review :- 30th April 2020



An approved ASIC & NCFE Centre



REGISTERED CHARITY
No. 1173899

FIRST AID POLICY PROCEDURE

1. Who is responsible?

The Principal of IBTI has overall responsibility for ensuring that the College has adequate and appropriate First Aid equipment, facilities and the minimum number of First Aid personnel and for ensuring that the correct First Aid procedures are followed.

The Principal is responsible for ensuring that all staff and students are aware of, and have access to, this policy.

The Principal delegates to the Health and Safety Officer and the Matron of the IBTI responsibility for ensuring that there is adequate and appropriate First Aid equipment available to the College.

The Principal delegates to the Matron responsibility for collating medical consent forms and important medical information for each student and staff member and ensuring the forms and information are accessible to staff as necessary.

The Matron will regularly (at least annually) carry out a **First Aid risk assessment** and review the College's First Aid needs to ensure that the College's First Aid provision is adequate.

The Principal is responsible for ensuring that staff have the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.

For more information please see <http://www.hse.gov.uk/firstaid/legislation.htm>.

2. Definitions¹

Incident: An *unplanned, undesired* event that hinders completion of a task and may cause injury, illness, or property damage or some combination of all three in varying degrees from minor to catastrophic. Unplanned and undesired do not mean *unable to prevent*. Unplanned and undesired also do not mean *unable to prepare for* Crisis planning [...] that occur that require response for mitigation.

Near Miss: A subset of incidents that could have resulted in injury, illness or property damage, if given a different set of circumstances, but didn't. [...].

Accident: Definition is often similar to incident, but supports the mindset that it *could not have been prevented*. An accident is the opposite of the fundamental intentions of a safety program, which is to find hazards, fix hazard, and prevent incidents. [...].

3. First Aiders

The following staff at IBTI have completed a First Aid course and hold a valid certificate of Emergency First Aid at Work (EFAW): Francesca Di Gioia, (the Matron) and Valeria Scognamiglio.

In the case that both first aid persons are absent, then the Health and Safety Officer, Brunetto Paderi, will act as the appointed person for first aid.

The main duties of First Aiders are to give immediate First Aid to students, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the Principal.

The First Aiders will undergo update training **every three years**.

All staff should read and be aware of this Policy, know who to contact in the event of any illness or injury and ensure this Policy is followed in relation to the administration of First Aid. All staff will use their best endeavours, at all times, to secure the welfare of the students. Anyone on the College premises is expected to take reasonable care for their own and others' safety.

¹ BLR®—Business & Legal Resources, "Workplace Safety News", [website], 2017, <https://safety.blr.com/workplace-safety-news/safety-administration/workplace-accidents/11zll01-Incident-vs.-Accident-Whats-the-Difference/>, (accessed 15 December 2017).

4. Procedure in the event of illness

If a student is unwell during lessons then they should consult the tutor and the tutor will talk to the First Aider in charge who will assess the situation and decide on the next course of action. If a student is unwell before the lessons they should inform the Matron, who is also a First Aider of the college, or the Student welfare person.

If a voluntary worker is feeling unwell he/she should inform the Matron and both will assess the situation and decide on the next course of action. In case the voluntary worker is not able to decide then the Matron or other First Aider will take the next course of action.

5. Procedure in the event of an injury, an accident or an incident

If an injury occurs, then the First Aiders should be consulted. The First Aider will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance on **999**. If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the accident site.

Arrangements should be made to ensure that any student or volunteer is accompanied in the ambulance if necessary, or followed to hospital by a member of staff. If the student or volunteer remains in the hospital the First Aider has to contact and inform the parents or next of kin.

5.1. Action at the scene of an injury

In cases of obvious serious injury the first aider will be expected to:

- Assess the situation.
- Make the area safe.
- Give emergency aid according to guidelines set by First Aid training agencies.
- Get help - Use the nearest available telephone and call **999** for an ambulance.
- Direct the ambulance to the nearest convenient point (site of injury if possible). Explain the appropriate College entrance (usually Cuckfiel Road RH15 8RF, opposite of the Oak Barn Burgess Hill Golf Centre).
- Send a guide to the gate as necessary.

6. Procedure in the event of contact with blood or other bodily fluids

The First Aider should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure.
- If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:
 - wash splashes off skin with soap and running water;
 - wash splashes out of eyes with tap water or an eye wash bottle;
 - wash splashes out of nose or mouth with tap water, taking care not to swallow the water;

- record details of the contamination;
- report the incident to the Health and Safety Officer and take medical advice if appropriate.

7. Recording Accidents and Injuries

All accidents, incidents and injuries, including near misses, will be recorded in a written form and such records will be **kept for a minimum of three years**. The record of any first-aid treatment given by first aiders and other competent persons will include:

- the date, time and place of the incident
- the name and of the injured or ill person
- details of the injury or illness and what first aid was given
- what happened to the student or member of staff immediately afterwards (e.g. went home, resumed normal duties, went back to class or went to hospital)
- the name and signature of the first aider or person dealing with the incident.

Serious or significant incidents will be reported to parents by the Principal or the Head of Students' Welfare.

7.1. When the IBTI has outside organizations on campus

When the IBTI has outside organizations on campus, instructions are to be given to the responsible person of the group. For all accidents, incidents and near misses the Matron, the Health and Safety officer or another member of the management must be informed and they must be entered into the **Accident book** by the First Aiders.

The **Accident Book** is kept in the General office and accident records are to be regularly reviewed by the Health and Safety officer at least **every 3 months** and reported also to the Management team meeting when needed.

8. Accident and Incident Reporting to Health and Safety Executive (HSE)

It is the responsibility of all voluntary workers to ensure that all accidents, incidents occupational ill-health and dangerous occurrences/near misses are reported to the Matron or Health and Safety Officer. Such an accident, incident and near misses which are covered by RIDDOR will be further proceeded to the HSE. Accident reporting to HSE is covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The HSE is not an emergency service.

All incidents covered by RIDDOR can be reported online (<http://www.hse.gov.uk/riddor/report.htm>) and without delay. Alternatively, a telephone service is also provided for reporting **fatal/specified, and major incidents only** for which you call the Incident Contact Centre on **0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm)**.

Reporting on **fatal/specified, and major incidents must be done only** by the Principal of the College or Health and Safety Officer and when possible in consultation with the Chairman of the Trustee Board (other Trustees informed).

There is no longer a requirement to report occupational injuries that result in more than three days of incapacitation, but you must still keep a record of such injuries in the Accident Book. (Incapacitation: that the voluntary worker is absent from work or unable to do work that they would reasonably be expected to so as part of their normal work).

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a '**specified injury**' (see below).

9. When do I need to report accidents and incidents to the Health and Safety Executive (HSE) ?

Not all accidents need to be reported, other than for certain gas incidents. A “RIDDOR” report is required only when:

- the accident is work-related
- it results in an injury of a type which is reportable

The following types of accidents will be reported to the HSE by the Principal or Health and Safety Officer as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) for further proceeding:

a) accidents resulting in the death of any person

All deaths to voluntary workers and non-workers (students, members of the public), with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a voluntary worker or non-worker.

b) accidents resulting in specified injuries to workers

The list of ‘specified injuries’ in RIDDOR 2013 replaces the previous list of ‘major injuries’ in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - cover more than 10% of the body
 - cause significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

For further guidance on specified injuries please visit <http://www.hse.gov.uk/riddor/specified-injuries.htm>.

c) non-fatal accidents requiring hospital treatment

- Accidents to voluntary workers, students or non-workers (e.g. members of the public) must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury.
- Accidents that prevent the injured person from doing their normal work and result in them being away from work for more than **SEVEN consecutive days**, not including the day of the accident **but does include weekends and rest days**. The report must be made **within 15 days** of the accident.

d) dangerous occurrences

Dangerous occurrences are certain specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

e) Gas incidents

Incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with gas.

f) Occupational diseases

IBTI volunteers must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Further guidance on occupational diseases is available on <http://www.hse.gov.uk/riddor/occupational-diseases.htm>.

10. First Aid Boxes

In accordance with the Health and Safety (First Aid) Regulations 1981, the College will provide adequate and appropriate equipment, facilities and personnel to ensure that first aid is given to the staff if they are injured or become ill at work. The College will also provide first aid to students and visitors when required to do so.

a) Suitable stocked first-aid boxes

There are a number of first-aid boxes at the College:

- Main hall - entrance corridor (opposite the fireplace)
- Main building at the cloakroom/tea area
- Main building on the first floor (opposite the Principal's office)
- Kitchen
- Annexe 1 (inside the entrance)
- Annexe 2 (inside the entrance)
- Study Centre (inside the entrance)
- IT room
- Laundry
- Tool shed
- Gym

The first aid boxes are kept fully stocked by the Matron of the College as appropriate. However, staff may contact the Matron or the other First Aider if they cannot find an item which should be in one of the first aid boxes. The Matron will check the First Aid boxes monthly to renew any supplies needed and to file any accident report forms that have been completed.

a) Vehicles used for transporting students

First aid boxes will be provided in all vehicles used for transporting students according to the

passenger number. It is the responsibility of the Matron (First Aid) to ensure that the contents of the first aid box checks with the contents list attached within the box. Drivers using any items from the first aid box should notify the Matron (First Aid) as soon as is practicable.

11. Wheelchair Access to the Buildings

There is a wheelchair ramp stored on the ground floor under the main stairs which can be used to give access to any building at IBTI. In case a wheelchair is needed we will provide it by a short-term loan of a wheelchair from the Red Cross in Crawley (Mobility aids, tel: 01293 649079, Monday and Wednesday 10:00am-12:00 noon; Tuesday, Thursday and Friday 10am-1pm)

12. Mechanisms for Feedback

Constructive comment for the continued improvement of this policy and procedures is welcomed and should be forwarded to the Data protection officer at: policies.data@ibti.org.uk.

13. References and further information

- <http://www.hse.gov.uk/riddor/reportable-incidents.htm>
- <https://safety.blr.com/>