

## beYou First Aid Policy

Version 1

Completed Date: 15<sup>th</sup> January 2025

Review Date: 15<sup>th</sup> January 2026

### 1. Policy Statement

At beYou, we are committed to ensuring the health, safety, and well-being of all students, staff, volunteers, and visitors. Providing effective and timely first aid is a critical aspect of our commitment to maintaining a safe environment. This policy outlines the procedures and responsibilities for first aid provision at beYou.

### 2. Purpose

The purpose of this policy is to:

- Ensure compliance with the Health and Safety (First Aid) Regulations 1981.
- Provide clear guidelines for administering first aid during beYou activities.
- Minimise the risk of harm by ensuring first aid is administered promptly and appropriately.
- Define roles and responsibilities for staff and first aiders.

### 3. Scope

This policy applies to all:

- Students and young people attending beYou programmes.
- Staff, volunteers, and contractors.
- Visitors and external partners on beYou premises or attending activities.

### 4. Responsibilities

#### Management Team:

- Ensure adequate first aid arrangements are in place, including sufficient numbers of trained first aiders.
- Conduct risk assessments to identify specific first aid needs.
- Provide and maintain appropriate first aid equipment and facilities.

#### Designated First Aid Officer:

- Oversee the implementation of first aid procedures.
- Maintain records of first aid training and ensure certifications are up to date.
- Monitor and restock first aid kits regularly.

#### First Aiders:

- Administer first aid as needed, within the scope of their training.

- Record details of all incidents requiring first aid in the Accident Report Book.
- Report serious incidents to the Designated First Aid Officer or management team.

#### All Staff and Volunteers:

- Familiarise themselves with the location of first aid kits and trained first aiders.
- Report injuries and incidents promptly.
- Support the implementation of first aid procedures.

## 5. First Aid Provision

#### First Aid Kits:

- First aid kits will be available at all beYou locations and activities. Each kit will include essential supplies as recommended by the Health and Safety Executive (HSE).
- First aid kits will be inspected and restocked regularly by the Designated First Aid Officer.

#### Trained First Aiders:

- A sufficient number of trained first aiders will be present during all beYou activities.
- First aiders will hold a valid First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) certification.

#### First Aid Facilities:

- Adequate first aid facilities, including a designated first aid room or area, will be provided where required.

## 6. Procedures

#### Responding to Incidents:

- Assess the situation to ensure it is safe to provide assistance.
- Administer first aid within the scope of training.
- Call emergency services (999) for serious injuries or life-threatening situations.

#### Recording and Reporting:

- All first aid incidents must be recorded in the Accident Report Book, including the date, time, nature of the incident, treatment provided, and names of individuals involved.
- Serious incidents must be reported to the Designated First Aid Officer and, if applicable, to the Health and Safety Executive (HSE) under RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations).

#### Informing Parents/Guardians:

- Parents or guardians will be informed promptly if a student requires first aid, particularly in the case of head injuries or incidents requiring further medical attention.

#### 7. Training

- All first aiders will receive certified training and periodic refreshers to maintain their qualifications.
- Staff and volunteers will receive basic first aid awareness as part of their induction and ongoing professional development.

#### 8. Monitoring and Review

- The implementation of this policy will be monitored through regular audits of first aid arrangements and incident records.
- This policy will be reviewed annually or following any significant incident or changes in legislation.

#### 9. Contact Information

- Designated First Aid Officer: Toni Dearlove – [info@beyoueducation.co.uk](mailto:info@beyoueducation.co.uk)
- Emergency Services: 999 (or local equivalent).

Approval and Sign-Off This policy has been approved by the management team and is effective from 15/01/2025.

Signed:

Rob Brown

Managing Director

beYou, First Step Sports Group

