

Accident and first aid guidance

This guidance is to be read in conjunction with All Saints risk assessment, health and safety policy and working alone policy. The aim of this guidance is raise awareness of hazards and to minimise the risk of accidents or injury.

The PCC will endeavour to take all reasonable steps to ensure the safety of those entering the church building.

If someone is taken ill or is injured it is important that immediate assistance is provided to them. Prompt treatment may prevent minor injuries becoming more serious. There is a land line in the church office / vestry which can be used to call emergency services in the event that a mobile phone signal is not adequate. The church office/vestry is open during services on Sunday mornings and on Monday, Wednesday and Thursday mornings during the week. (The land line will not work in a power cut).

The guidance applies to employees of the church, all volunteers and visitors.

An appointed person will replace trained first aiders. The role of the appointed person (Tracy Garland) is to look after the first aid equipment and facilities and call emergency services when required. In the absence of the appointed person (during services and events) this role will be undertaken by the Priest, Church Warden or sides persons. All volunteers need to be aware of the location of first aid boxes (on the shelf behind the font, window sill in north transept, church office).

If emergency services are called the incident should be recorded and include:

- Date, time and circumstances of the accident or incident, name of the person
- Details of the illness/injury and any assistance given
- What happened afterwards (went home or to hospital).

The accident book can be used for this purpose (located with the first aid box on the shelf behind the font). Accident forms should be completed immediately or at least within 24 hours. Completed accident forms should be placed in an envelope and put in the box in the porch.

In the event of collapse a defibrillator is located outside the village hall.

Date: September 2026