



# **Brynmill and District Angling Club**

## **First Aid Policy and Arrangements**

## **First Aid Policy Statement**

Brynmill and District Angling Club is committed to ensuring that it will do all that is reasonably practicable to prevent injury and damage to property. We will have due regard for protecting all other people who come into contact with the Clubs activities.

When dealing with health and safety issues, officials, members, and volunteers carrying out activities have a clear understanding of the need to operate within the context of this policy and arrangements.

Officials, members and volunteers involved in events or work parties will take all reasonable steps to safeguard all those taking part in activities and those who may be affected by them.

Brynmill and District Angling Club will cooperate with other organization's (landowners etc) to ensure risks are properly controlled

### **1. Duty of Care**

Brynmill and District Angling Club requires that all people involved in organising activities, work parties and day to day management consider the consequences of their acts and omissions and ensure that those acts/or omissions do not give rise to a foreseeable risk of injury to any other person.

### **2. Risk Assessment**

Brynmill and District Angling Club will ensure that suitable risk assessments are carried out and the results of the assessments are implemented. The aim of risk assessment is to avoid harm and to promote the health, safety and welfare of all involved or who may be affected by an activity (work or leisure). As members of Brynmill and District Angling Club, administrators and event organisers have not only a moral but also a legal responsibility to ensure that club activities and any organised events are as safe as practicably possible. Risk assessments will be carried out with a view of minimising risk as well as reducing the likelihood of accidents happening; in the event of an accident it will also reduce the chance of serious injury or ill health

The Risk Assessment document will be completed and signed by the responsible person (administrator or organiser), key actions will be conveyed (where appropriate read and understood) to all participating so that they know and understand what is expected of them.

### **3. First Aid**

All Authorised Bailiffs have access to a First Aid Kit and be encouraged to attend basic first aid instruction.

First Aid Kits are not stored at any of the waters that the clubs control as this would be impractical, no safe location is available at an outdoor lake.

Should a member of the club require first aid treatment an Authorised Bailiff should be summoned by the quickest available means. NB. A qualified Authorised Bailiff should be in attendance at all club sessions.

Most emergencies can be resolved by an on the spot response, however in the event of a serious incident, which could range from an injury or illness requiring medical treatment to a fatality, formal procedures must be in place i.e.:

**Minor Injury** e.g. small cut, graze, bumps, bruises

Take appropriate First Aid action

Make provision for the injured person to rest or continue as appropriate

Record any incident or injury and complete the accident book/ forms.

## **Major Injury**

Arrange for injured person to be taken to hospital or ring for an ambulance. Use your discretion as to whether to administer First Aid.

Telephone the next of kin.

### **4. Contacting the emergency services**

When calling the emergency services it is important that they are given the full information. Remember, when calling 999 for the police, ambulance or fire brigade, the 'control room' for these services may not be local, do not expect the operator to know where you are located.

Procedure:

- Keep calm, speak clearly
- Give your name - state the service(s) that you require
- Give full name, address and telephone number of the club/ facility/ school
- Location, details and time of the accident/ incident
- Number of casualties and their condition together with the details of any treatment which is being administered or has been given
- Access point for ambulance
- Someone should be instructed to meet the ambulance which will aid the medics to reach the casualty as quickly as possible.

### **5. Accident and Incident Reporting**

Any accident or incident that occurs must be reported to the clubs committee and the bailiff attending must complete an accident report form, and the committee will make a detailed record in the accident book of the accident/dangerous occurrence and decide if the HSE should be informed.

All incidents which require police involvement (i.e. theft, assault) must be recorded in writing by completing an accident report form. The Club will keep accident and incident records for a period of 3 years.

### **6. Person in charge (e.g. Chairman)**

- Ensure this policy is adhered to
- Ensure Risk Assessments have been carried out
- Brief other officials/participants on all matters relating to organisational activities especially risk management and allocation of equipment and resources