

Company Policy & Procedure

Untold Operations Ltd

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Policy Name:	First Aid Policy		Policy No:	2
Effective Date:	24/10/22	Date of Last Revision:	N/A	Version No: 1

Version History				
Version	Approved By	Revision Date	Description of Change	Author

After each review the following steps must be taken:

- 1. An updated PDF must be saved and the Version History Recorded (for example – “First Aid SOP (v1)”.*
- 2. The Operating Procedure Review Log must be updated. This can be found in the Accident Management Folder.*

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First Aid Policy

Overview

Untold Operations Ltd (and its associated trading names) will provide adequate first aid cover throughout all its events. It will take responsibility for first aid during activity time and during time where the “on call” supports the supporting client staff in overnight duty of care. We do not provide any form of transportation, therefore first aid during these times is the responsibility of the transportation provider.

First Aid During Activity & Events

“Activity” is deemed any point of an event that is Instructor Led. It is the responsibility of the instructor to deal with any first aid incident and make the necessary arrangements for further action. Should the activity be on a central site with an Event Manager present then the Event Manager will support the instructor and use the central first aid kit.

Instructor Responsibility

All qualified instructors must hold a valid first aid certificate in line with their National Governing Body Award. A copy of this certificate and all other relevant certificates will be kept on file.

In the instance where instructors hold awards that do not require a first aid certificate then the instructor will be expected to have attended a minimum 16hr first aid course that is relevant to the activity they are delivering. Instructors are expected to provide their own first aid kit that is suitable to the activity type, the location, and the size of the group.

Event Management

During all Events the Event Manager will be the named appointed person and will also be expected to hold a minimum 16hr first aid certificate.

Untold Operations Ltd will supply a large well stocked First Aid Kit as well as spare. A separate Blister Care Kit will also be provided to support existing First Aid supplies.

Any First Aid supplies used throughout an event should be recorded so that the kit can be replenished after each event.

First Aid Kit checks will run on a 3-month basis, this is to ensure that all medical items are within their three-month life span.

Minor Incident Reporting

All incidents that require medical attention no matter how small must be recorded on the “Minor Incident Recording Form” This form is considered protected data and must not be shared with anyone outside the organisation.

At the end of all events any information on the “Minor Incident Reporting Form” must be transferred to the “Incident Management Log” Once this has been done then the form can be destroyed or deleted.

Accident & Near Miss

By Law it is a requirement to report and keep records of the following

1. Work-related accidents which cause deaths.
2. Work related accidents which cause serious injuries (reportable injuries).
3. Diagnosed cases of certain industrial diseases.
4. Certain ‘dangerous occurrences’ (incidents with the potential to cause harm).

Any significant accident that takes place should be reported to RIDDOR – Contact No. 0345 300 9923 and should also be reported to the Duke of Edinburgh’s Award should the incident take place on an expedition.

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Accident & Emergency Response Plan

Accident & Emergency Response Plan Flow Chart

Ensure all participants and staff are safe from further harm

Assess the situation and casualties. Obtain accurate information relating to the incident and relay this to the Event Management Team

Send or Summon for Help – If Calling Emergency Services Dial 999 or 112 Explain the Situation Clearly and Follow Instructions

Treat casualties and manage group. Plan for evacuation and further treatment/monitor. Record Actions using Accident Report Forms

Establish the location of all other groups. If necessary, the Event Manager is to inform the instructor team that an incident has occurred and how they are to proceed.

If necessary, cease activities in order to free up instructors to assist with the incident.

Once the situation has been stabilised and the client staff on the scene with the Event Manager then activities should continue. If the group can continue with or without the injured party, then they may do so.

Submit Reports and Complete Relevant HSE Forms

The office will follow up with the school and if necessary, the parents of the participant.

Manager to Review and Adjust Company Policies, Update Training as Required