

## **BECCLES BAPTIST CHURCH**

# First Aid Policy

### **Church details**

Charity number: 1195502

Church address: Station Road, Beccles, Suffolk NR34 9QQ

Internal Church contact: The First Aid Coordinator, details on Church Suite

External contact email via [safeguarding@becclesbaptistchurch.co.uk](mailto:safeguarding@becclesbaptistchurch.co.uk)

As of 1<sup>st</sup> April 2026

Last reviewed: March 2026

The next review is due on: March 1<sup>st</sup>, 2027

## General Policy

The Trustees are responsible for the provision of adequate first aid training and facilities to staff, volunteers and the public and for reporting accidents and dangerous occurrences to the Health and Safety Executive.

The main first-aid box is kept in the Back Hall, and two grab bags are available for external activities, one in the church office and one in the cupboard in the main foyer. The first aid kits are maintained by the First Aid Coordinator.

The risk of injury to employees and attendees is considered to be low. Leaders will be reminded annually that all minor accidents or near misses are to be recorded on an accident form and returned to the First Aid Coordinator or Church Administrator. The forms are kept with the first aid kit.

All major accidents and incidents and cases of work-related ill-health will be reported to the Health and Safety Executive (HSE). Full details of reportable accidents and incidents can be found in Appendix 1.

The Senior Pastor and Assistant Pastor will each hold and maintain a certificate in Emergency First Aid at Work (EFAW). At the time of writing this policy, the Deacon for Safeguarding is also qualified in EFAW.

The First Aid Coordinator will be supported and resourced to support the arrangements in this policy.

All staff and volunteers will be made aware of this policy and the requirement to follow it in the event of any accidents and incidents.

When the church is open, at least one of the following will be present.

- A leader who is qualified in Emergency First Aid or:
- A church member who has consented to being on a list of people who has a valid first aid certificate obtained elsewhere.

## First Aid Coordinator

The First Aid Coordinator is a volunteer who is a member with a valid DBS Certificate who will:

- Undertake a monthly stock check of the contents of first aid kits, and restock as necessary
- Review the accident forms and inform the Senior Pastor if action is required to reduce risks.
- Provide a quarterly report to the Elders to the schedule below on page 2.

## First Aid Kits and Defibrillator

First Aid Kits are in the following locations:

- 1 Large Kit is in the back Hall- this kit contains a face mask for CPR.
- 2 Small Kits are located in the cupboard in the foyer and the church office. One of these should be taken off site if activities take place away from the main church building.

There is **no defibrillator** in the building. In the event of a Cardiac Arrest, it is best to dial 999 since you will then be supported to manage the situation and be directed to the nearest available defibrillator. Please note that not all publicly accessible defibrillators are available all of the time.

## The Accident Book

The Accident Book is located next to the large first aid kit in the back hall.

A form must be completed by an appropriate person for every incident, with the details kept confidential and secure by placing in an envelope and placing in the Safeguarding Waller in the Church Office. Please alert the First Aid Coordinator within 48 hours so that they can plan to review.

Once the First Aid Coordinator has reviewed them, the completed forms will be logged and filed electronically by the Church Administrator. The paper copy will be securely shredded.

## Reporting Schedule

January (October, November, December)

April (Jan to Mar),

July (April, May, June)

October (July, August, September)

## Church qualified First Aiders 2026

Tom Fenning, Senior Pastor

Ben Deeley, Assistant Pastor

Julie Smith, Designated Safeguarding Lead

A list of other Church members who hold qualifications obtained elsewhere who are willing to help on an ad-hoc basis is kept with the First Aid Kits.

# Appendix 1: Accident Recording and Reporting at Beccles Baptist Church

Beccles Baptist Church will take all reasonable action necessary to prevent accidents to employees, voluntary workers, visitors and others who may visit church premises.

We are governed by RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). RIDDOR guidance stipulates that certain accidents or 'dangerous occurrences' (that is near-miss events) must be recorded and reported to the HSE using the official form found at:

[www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

Good practice would suggest that all other accidents requiring first aid treatment should be recorded on an accident form which can be found with the first aid kit in the Back Hall. This enables monitoring of accidents to allow poor practice and high-risk activities to be identified.

If a major accident occurs or a near-miss occurs, the responsible person (usually the group leader) should inform the First Aid Coordinator or one of the Elders immediately. Further details of what constitutes a major accident can be found below.

The following occurrences must be recorded on accident form which is located with the main first aid kit in the Back Hall. The First Aid Coordinator must be informed as soon as possible by email.

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## For employees:

- Any accident which causes death.
- Any accident which causes major injury, including:
  - fracture (other than to fingers, thumbs and toes);
  - amputation.
  - dislocation of the shoulder, hip, knee or spine;
  - loss of sight (temporary or permanent);
  - chemical or hot metal burn to the eye or any penetrating injury to the eye;
  - injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
  - any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
  - unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent.
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.

- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
- Any accident which results in the individual not being able to carry out their normal work duties for seven consecutive days following (but not including) the day of the accident.

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### **For members of the public (i.e. all non-staff users of the church premises):**

- Any accident which causes death.
- Any accident which results in the individual being taken to hospital for treatment from the scene of the accident.

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### **Dangerous occurrences**

The following near-miss incidents are also recordable and need reporting:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- Explosion, collapse or bursting of any closed vessel or associated pipe work
- Failure of any freight container in any of its load-bearing parts
- Plant or equipment coming into contact with overhead power lines
- Electrical short circuit or overload causing fire or explosion
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion
- Accidental release of a biological agent likely to cause severe human illness
- Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period
- Malfunction of breathing apparatus while in use or during testing immediately before use
- Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent
- Collapse or partial collapse of a scaffold over five meters high, or erected near water where there could be a risk of drowning after a fall
- Unintended collision of a train with any vehicle
- Dangerous occurrence at a well (other than a water well)

- Dangerous occurrence at a pipeline
- Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains
- A road tanker carrying a dangerous substance overturn, suffers serious damage, catches fire or the substance is released
- A dangerous substance being conveyed by road is involved in a fire or released

## Appendix 2 Reporting Template

Quarterly First Aid Update

Reporting Period ( )

From xxxxxxx, First Aid Coordinator

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There were 4 MINOR reported first aid incidents in this period.

There were 0 MAJOR incidents.

There were 0 reports to the HSE.

**Details of any learning from the incidents**

**Details of any actions identified**

Details of any Training needs or resources required.