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# FIRST AID POLICY

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Version 1.0



## Version History

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## Contact Information

IGA Office	info@igauk.com / 0345 319 7000
Safeguarding Team	safeguarding@igauk.com
Kylie Downie	safeguarding@igauk.com



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## Introduction

This First Aid Policy outlines the comprehensive responsibilities, procedures, and expectations for affiliated clubs to ensure the health, safety, and well-being of all participants, staff, volunteers, and visitors. This policy is developed in strict compliance with the Health and Safety (First-Aid) Regulations 1981, the Health and Safety at Work etc. Act 1974, and other relevant UK legislation and guidance.

## Purpose

The purpose of this policy is to:

1. Ensure that all affiliated clubs provide adequate and appropriate first aid equipment, facilities, and trained personnel.
2. Establish clear, standardised procedures for responding to injuries and medical emergencies.
3. Foster a proactive approach to health and safety by promoting a culture of preparedness and compliance.
4. Address specific risks associated with the activities undertaken by the clubs, including sports and gymnastics.

## Scope

This policy applies to all affiliated clubs and encompasses:

1. **Personnel:** Club management, staff, volunteers, participants, and visitors, including contractors or external service providers during club activities.
2. **Activities:** All official club activities, such as training sessions, competitions, recreational events, and trips.
3. **Facilities:** Club-operated or affiliated venues, including rented or shared facilities.
4. **Injuries and Medical Emergencies:** This includes incidents related to physical injuries, medical conditions, and mental health crises that occur during club-related activities.
5. **Special Considerations:** Provisions for vulnerable individuals such as children, those with disabilities, or individuals with known medical conditions requiring specific first aid measures.
6. **Partnerships:** The expectations placed on third parties (e.g., visiting teams, hired event staff) to align with the club's first aid standards when collaborating on events or activities.

This scope ensures a holistic approach to safety and preparedness, providing clarity on the responsibilities and expectations for all stakeholders involved in club operations.



## Legal Framework

This policy is grounded in the following UK legislation and guidance:

- **Health and Safety at Work etc. Act 1974:** Requires employers to ensure, as far as reasonably practicable, the health and safety of employees and others affected by their activities.
- **Health and Safety (First-Aid) Regulations 1981:** Mandates that employers provide appropriate first aid arrangements.
- **Management of Health and Safety at Work Regulations 1999:** Stipulates risk assessment and the implementation of measures to manage health and safety.
- **Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR):** Details reporting requirements for work-related injuries and illnesses.
- **Guidance from the Health and Safety Executive (HSE):** Provides detailed instructions on first aid standards and practices.

## Responsibilities of Clubs

Affiliated clubs have the following responsibilities:

1. **Risk Assessment:** Conduct a thorough risk assessment to determine first aid requirements, considering the nature of activities, specific hazards, number of participants, and any vulnerable individuals (e.g., children or those with medical conditions). Appointed persons must be aware of the clubs risk assessment file's location.
2. **Appointed Persons and First-Aiders:**
  - Designate a sufficient number of trained first-aiders based on risk assessment findings.
  - Ensure first-aiders have access to ongoing training and refresher courses every three years.
3. **First Aid Equipment and Facilities:**
  - Provide fully stocked first aid kits, checked regularly for completeness and compliance with HSE standards.
  - Where necessary, maintain a dedicated first aid room or area that is clean, accessible, and properly equipped.
4. **Information and Communication:**
  - Clearly display the names and contact information of appointed first-aiders.
  - Communicate first aid arrangements to all staff, volunteers, and participants during induction and at regular intervals.
5. **Incident Reporting and Record-Keeping:**
  - Maintain an incident logbook to document all injuries and medical incidents.
  - Ensure compliance with RIDDOR by reporting serious incidents to the HSE.



## First Aid Training

All first-aiders must complete a course approved by the HSE or an equivalent recognised authority.

- Training should include:
  - Basic life support (BLS), including CPR.
  - Use of automated external defibrillators (AEDs).
  - Management of common injuries such as fractures, sprains, and head injuries.
  - Responding to sport-specific and gymnastics-related injuries.

Clubs are encouraged to provide additional training tailored to their activities, such as spinal injury management.

## First Aid Kits

Clubs must ensure that:

### 1. First Aid Kits:

- Are located in easily accessible areas and clearly marked.
- Contain supplies such as sterile dressings, bandages, adhesive plasters, scissors, gloves, and resuscitation devices.
- Are inspected monthly, with expired or used items replaced promptly.
- Meet the requirements based on the number of people within the building, as follows:
  - For fewer than 25 people: A small first aid kit containing essentials such as plasters, sterile dressings, and disposable gloves.
  - For 25–50 people: A medium-sized first aid kit with additional items like eye pads and triangular bandages.
  - For more than 50 people: At least one large first aid kit per 50 individuals, with supplies proportionate to the number of occupants.

### 2. Travelling First Aid Kits:

- Must be carried during off-site activities such as competitions, trips, or outdoor training sessions.
- Should be tailored to the specific risks of the activity and include essential items such as adhesive plasters, bandages, sterile dressings, scissors, gloves, antiseptic wipes, and a resuscitation face shield.
- Kits should be inspected before departure to ensure completeness and readiness.

For more information on First Aid: [First aid at work](#)



## AED's

“automated external defibrillator”

- Clubs hosting high-risk activities or large events should maintain an AED on-site or need to know where their closest is.
- Staff should be trained in the proper use of AEDs.

## Emergency Procedures

In case of an injury or medical emergency:

1. The nearest trained first-aider must be informed immediately and take charge of the situation.
2. Emergency services must be contacted for serious injuries or conditions by dialing 999 or 112.
3. Key details (e.g., nature of injury, location, and patient details) must be relayed to emergency responders.
4. Parents or guardians of minors must be notified without delay.
5. The injured individual should not be moved unless their safety is at immediate risk.
6. The incident must be recorded in the club's logbook, including actions taken and outcomes. Please refer to our RIDDOR Policy for further guidance on recording and reporting injuries.

## Specific Requirements for Sports and Gymnastics

Given the inherent risks in sports and gymnastics activities, clubs must:

1. Address specific risks such as:
  - Overuse injuries (e.g., tendinitis, stress fractures).
  - Acute injuries (e.g., sprains, fractures, dislocations).
  - Severe injuries like concussions or spinal damage.
1. Ensure that:
  - First-aiders are equipped to handle injuries related to high-impact or repetitive activities.
  - Participants are educated on injury prevention and self-care techniques.
2. Provide pre-event briefings to all staff and volunteers, highlighting emergency protocols.
3. Collaborate with local healthcare providers to ensure rapid response capabilities.

## Monitoring Compliance

- **Regular Audits:** Clubs must conduct quarterly audits of their first aid arrangements, including equipment checks and policy adherence.
- **Feedback Mechanisms:** Establish channels for participants and staff to report concerns or suggest improvements related to first aid.
- **Compliance Enforcement:** Failure to comply with this policy may lead to corrective actions, including additional training, policy revision, or in severe cases, suspension of club activities.



## Appendix 1 - Staffing

The number of first aiders required will be determined based on the following considerations:

- **Size and Layout of the Workplace:** Larger or multi-story premises may require more first aiders to ensure quick access to first aid assistance.
- **Nature of the Work and Hazards:** Workplaces with higher-risk activities or hazardous substances may require more first aid cover.
- **Number of Employees and Visitors:** The following general ratio should be adhered to in ensuring sufficient first aid provision:

Number Of Employees On Site	Minimum Number of Employees
1-25	At least 1 appointed person
26-50	At least 1 fully trained first aider
51-100	At least 2 fully trained first aiders
101-200	At least 3 fully trained first aiders
2001-300	At least 4 fully trained first aiders
300+	Additional first aiders based on risk assessment

### Additional Considerations:

- **First Aiders for Specific Areas:** For larger sites, such as multi-building campuses, additional first aiders may be necessary for each building or section to ensure swift assistance in case of an emergency.
- **High-Risk Activities:** Where high-risk activities additional first aiders should be trained in specialised first aid, such as emergency response for CPR.
- **Visitors and Contractors:** Employers must consider the number of visitors and contractors present on-site and adjust first aider provisions accordingly, particularly in areas where visitors may not be familiar with the workplace hazards.

### Review and Monitoring:

The number of first aiders on-site will be reviewed annually or following significant changes to the workforce, the physical site, or the nature of the work. The workplace risk assessment will guide any additional training requirements or adjustments to the first aid provisions.





## Appendix 2 First-aid kits

**There is no mandatory list of items to be included in a first-aid container. The decision on what to provide will be influenced by the findings of the first-aid needs assessment.** As a guide, where work activities involve low hazards, a minimum stock of first-aid items might be:

- a leaflet giving general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work);<sup>6</sup>
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
- two sterile eye pads;
- two individually wrapped triangular bandages, preferably sterile;
- six safety pins;
- two large, sterile, individually wrapped unmedicated wound dressings;
- six medium-sized sterile individually wrapped unmedicated wound dressings;
- at least three pairs of disposable gloves (HSE has guidance on selecting latex gloves – <https://www.hse.gov.uk/skin/employ/latex-gloves.htm>).

Employers may wish to refer to British Standard BS 8599 which provides further information on the contents of workplace first-aid kits. Whether using a first-aid kit complying with BS 8599 or an alternative kit, the contents should reflect the outcome of the first-aid needs assessment.

### **Travelling first-aid kit contents**

There is no mandatory list of items to be included in first-aid kits for travelling workers. They might typically contain:

a leaflet giving general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work);<sup>6</sup>

- six individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary);
- two individually wrapped triangular bandages, preferably sterile;
- two safety pins;
- one large, sterile, unmedicated dressing;
- individually wrapped moist cleansing wipes;
- two pairs of disposable gloves (HSE has guidance on selecting latex gloves – <https://www.hse.gov.uk/skin/employ/latex-gloves.htm>).

Either of the above should be considered as suggested contents lists only.



## Appendix 3 Additional training

Additional training	When additional training may be required
Management of a casualty suffering from hypothermia or hyperthermia	Extensive exposure to the outdoor environment due to, for example, regular maintenance activity.
Application of haemostatic dressings, wound packing and/or tourniquets for life-threatening bleeding	Sectors such as agriculture, forestry and construction, and working locations in remote areas. Employers of people working in hospitality, events or other relevant sectors should consider additional training to prepare for injuries to colleagues or the public, resulting from terrorist acts or other violent incidents
Recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes)	Wherever the environment is low hazard but you have identified a risk, either based on the known health profile, age and number of employees or a need to consider members of the public
Paediatric first aid, as required by the Department for Education or local authorities, which complies with the syllabus produced by OFSTED for first-aid provision for children in a school or other childcare setting	Schools and nurseries

# Emergency Contact Details

**In case of an emergency call 999**  
**For Ambulance, Police or Fire**

**This site address is:**

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**Site telephone number:** \_\_\_\_\_

**Nearest hospital A&E casualty:**

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## First Aid

**Our First Aiders are:**

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**FIRST AID**

**TODAY'S FIRST AIDER IS:**



**FIRST AID**

**TODAY'S FIRST AIDER IS:**

**FIRST AID BOX LOCATED:**

# FIRST AIDERS ARE



A series of 12 horizontal white lines are stacked vertically, providing a space for writing the names of first aiders.

# RISK ASSESSMENT FORM

Date of assessment:

Location of activity/workplace:

Name of assessor(s):

Role/Position:

Reviews By (Supervisor):

Date of next review:

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## 1. Activity/Work Description

*Describe the activity or task being assessed (e.g., gymnastics class, sports training session, etc.).*

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## 2. Risk Assessment Objectives and Scope

*Provide a brief explanation of the purpose of the risk assessment, the scope of the activity, and any relevant background information (e.g., assessing the safety of a gymnastics class, evaluating equipment hazards, considering participant experience, etc.).*

***Purpose of Risk Assessment:***

***Scope of Activity/Task:***

***Background Information (if applicable):***

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# Hazard Identification

*Describe the activity or task being assessed (e.g., gymnastics class, sports training session, etc.).*

Hazard	Likelihood (Low/Medium/High)	Severity (Low/Medium/High)	Existing Controls or Measures



# Risk Evaluation

*Describe the activity or task being assessed (e.g., gymnastics class, sports training session, etc.).*

Hazard	Risk Rating (Likelihood x Severity)	Action Required to Control/Reduce Risk	Person Responsible	Action Deadline

# RISK ASSESSMENT FORM

## 4. Risk Control Measures

*Specify any measures required to control or mitigate risks (e.g., equipment checks, first aid provisions, staff training).*

- Control Measure 1: \_\_\_\_\_
- Control Measure 2: \_\_\_\_\_
- Control Measure 3: \_\_\_\_\_
- Control Measure 4: \_\_\_\_\_

## 5. Emergency Procedures

*Outline the procedures to follow in case of an emergency, including first aid provision, evacuation plans, or emergency contact details.*

- First Aiders on Site: \_\_\_\_\_
- Emergency Contact Details: \_\_\_\_\_
- Evacuation Procedure: \_\_\_\_\_

## 6. Review and Monitoring

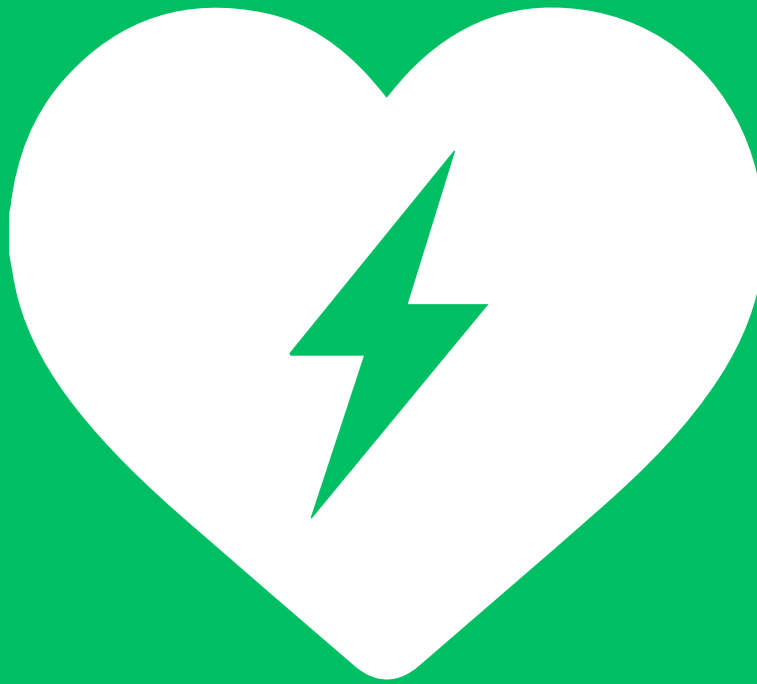
*Specify how and when the risk assessment will be reviewed to ensure ongoing safety and compliance.*

- Review Date: \_\_\_\_\_
- Review Criteria: \_\_\_\_\_
- Person Responsible for Review: \_\_\_\_\_

## 7. Signatures

- Signature of Assessor \_\_\_\_\_
- Date: \_\_\_\_\_
- Signature of Supervisor \_\_\_\_\_
- Date: \_\_\_\_\_

# Automated External Defibrillator



**Call  
999**

**Start  
CPR**

**Switch On  
Defibrillator**

**Follow its  
Instructions**

**Our Defibrillator is situated at**

A large white rectangular box intended for the location of the defibrillator.