

## WOODHOUSE COMMUNITY HALL TRUST



### Accident Procedure

In accordance with good health and safety practice all hall users are required to report accidents so we can ensure the hall is kept safe for everyone to use and enjoy. The Hirer of the hall is responsible for the safety of their users and has a duty to report any accidents or near misses.

#### First Aid Box and Accident Book

You will find the First Aid Box stored in the Kitchen cupboard next to the oven.

- ✓ Enter the details of the accident in the Accident Book.
- ✓ For Serious Accidents notify the administrator or caretaker as soon as possible who will then alert the Village Hall Health and Safety Lead. Their contact details are as follows:

Administrator – Sandra 07585234556

Caretaker - Amelia 07960303965

#### Reportable Incidents:

Serious accidents include:

1. Any fracture, other than to the fingers, thumbs or toes.
2. Any amputation.
3. Dislocation of the shoulder, hip, knee or spine.
4. Loss of sight (temporary or permanent).
5. A chemical or hot metal burn to the eye or any penetrating injury to the eye.
6. Any injury resulting from electric shock leading to unconsciousness, requiring resuscitation or admittance to hospital for more than 24 hours.
7. Any other injury
  - a) leading to hypothermia, heat-induced illness or to unconsciousness,
  - b) requiring resuscitation, or
  - c) requiring admittance to hospital for more than 24 hours.
8. Loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent.

- 9. Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin
  - a) acute illness requiring medical treatment, or
  - b) loss of consciousness.
- 10. Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent, its toxins or infected material.
- 11. Any accident requiring a member of the public to receive hospital treatment or be attended to by an ambulance.

Policy Implemented: June 2022

Review Date: June 2023

A handwritten signature in black ink, appearing to be 'R. O. O. O.', written over a horizontal line.

Signed: .....

Position: Chairman

Date: 29<sup>th</sup> June 2022