

St Michael and All Angels

H&S Policy and Procedure

ACCIDENTS, ILLNESS AND FIRST AID

POLICY

Our policy is to deal with all accidents efficiently, sensitively and within the guidelines laid down by the Ecclesiastical Health and Safety Documentation.

INFORMATION

First Aid box is located in: Choir Vestry

Trained/qualified First Aiders are: **INSERT**

The accident book is located in: Choir Vestry

PROCEDURE FOR DEALING WITH AN ACCIDENT/ILLNESS IN CHURCH.

1. All accidents and illnesses at St Michael and All Angels shall be reported to a Churchwarden, Verger or a church representative.
2. The Churchwarden, Verger or church representative shall assess the situation and if he / she feels they cannot handle it then they should ask for assistance from a member of the congregation trained in medical / first aid skills.
3. After the initial assessment the casualty should be moved, if it is deemed possible and does not pose a risk to them, to a private place – the Lady Chapel.
4. First Aid shall be administered and if required medical assistance shall be summoned.
5. The door to the Lady Chapel shall be unlocked and made available if necessary for the emergency services.
6. If the church bells are in use the ringers shall be asked to vacate the tower or if possible remain within the tower until advised differently.
7. A record of accident and illness shall be completed in the Accident book.
8. In the case of illness the points overleaf should be noted before moving them to a place of privacy.
9. Unless a qualified First Aider or medical professional is available, the patient should be made as comfortable as possible and an emergency call made for an ambulance by dialling "999". Someone in the congregation will have a mobile phone.
 - Ensure that the operator is given the correct address: St Michael and All Angels, Fish House Lane, Stoke Prior, Bromsgrove, B60 4JT
 - Give a contact phone number,
 - Give any relevant details of the patient's condition. Tell the operator if the patient appears to have stopped breathing, or whether a heart condition is thought to be the cause.
 - If the patient is bleeding, anyone assisting must wear protective gloves before attending to the patient.

St Michael and All Angels

Some signs and symptoms of possible ailments are.....

	SYMPTOMS	ACTION
Fainting	Feeling faint. Pale skin. Sweaty. After a brief period of being unresponsive should improve. Pulse – slow at first.	The casualty should be allowed to remain lying down with legs raised until they feel able to sit up gradually.
Angina	Gripping chest pain, often spreading to the left jaw and arm. Pain subsides with rest. Sudden feeling of weakness. Pain or tingling in the hand. Skin very pale. Alert. Short of breath. Pulse may seem normal or a little rapid and weak.	If conscious sit comfortably and reassure. Monitor Airway, breathing. Help casualty take their own medicine if available. If pain persists send for an ambulance.
Heart Attack	Crushing, vice like pain radiating from the heart. Pain may begin while at rest. Pain not helped by rest. Discomfort high in the abdomen, like indigestion. Sudden faintness or giddiness. A sense of impending gloom. Skin pale or grey with blue lips. There may be a history of heart conditions but often there is no previous history. Alert initially, consciousness deteriorates, collapses without warning. Breathing will be fast, shallow, gasping, may stop. Pulse will be weak, irregular, may stop suddenly.	Minimise the work of the heart. Arrange urgent removal to hospital. If unconscious, send for an ambulance immediately. If the heart stops commence CPR.

10. All accidents and incidents shall be recorded in one of the following ways:

- Minor accidents e.g. not requiring treatment at health centre or hospital shall be entered in the accident book which is located in the Choir Vestry.
- Accidents requiring more extensive treatment shall be entered into the accident book and then reported to a Churchwarden.
- All accidents should be recorded as soon as possible either by the injured person or a representative.

11. When the church is let to an outside organisation, they shall be told in writing that in the event of an accident, details must be entered in the accident book.

12. Accident books and accident records shall be regularly reviewed by the Churchwardens. Details shall be discussed at Standing Committee and if required at PCC to determine if further action is necessary and if any lessons were learn from the incident requiring attention.

St Michael and All Angels

13. The First Aid boxes shall be checked regularly and refilled as necessary.

14. RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Fatal accidents, major injuries and dangerous occurrences shall be reported immediately by a responsible person by the quickest practicable means (normally the telephone) to the relevant enforcing authority (for churches this will most probably be the Local Authority Environmental Health Department) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Following the initial notification, a written report on the approved form F2508 must be sent to the enforcing authority within ten days of the accident or occurrence. If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the Health & Safety Executive should be obtained.

The following is a summary of the injuries or occurrences that must be reported (for further information, refer to the Regulations or contact the HSE or Environmental Health Officer):

- Any fatality to employees or nonemployees including volunteers
- Major injuries to employees (this includes fractures, amputations, dislocations,
- loss of sight, electric shock, exposure to harmful substances, any injury resulting admission to hospital for more than 24 hours and any accident that causes more than three consecutive days off work)
- Injuries to non-employees that require the injured person to be taken straight to hospital for treatment