



## Health and Safety Policy

|                                    |                                                                                 |
|------------------------------------|---------------------------------------------------------------------------------|
| <b>Name of the organisation:</b>   | Birdline UK Ltd.                                                                |
| <b>Governing Body:</b>             | The Board of Directors of Birdline U.K. Ltd.                                    |
| <b>Registered Charity Numbers:</b> | 1125030 (England) & SC043288 (Scotland)                                         |
| <b>Registered Company Number:</b>  | 05925887                                                                        |
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## **1.0 Mission Statement**

- 1.1 Birdline Parrot Rescue U.K. Ltd.'s mission is to educate people in the best practices of bird care & husbandry, and to provide a refuge to every orphaned, unwanted, found, or injured parrot which the charity has the means to care for.

## **2.0 Introduction**

- 2.1 Birdline Parrot Rescue U.K. Ltd. [Birdline] operates across England, Scotland, and Wales to rescue, rehabilitate and rehome parrots and to raise standards in parrot care. Birdline is a not-for-profit organisation with charitable status and is run entirely on a voluntary basis. As such, Volunteers are involved at all levels of the organisation from the Directors to the rehoming and events team to the IT support.
- 2.2 The aim of this policy is to alert Volunteers to the possible risks which may arise during their Volunteering duties. It is not intended to raise anxiety unnecessarily, but to give Volunteers a framework for managing potentially risky situations.
- 2.3 Birdline has a duty of care to its Volunteer / unpaid workforce, members, and donors, and should take reasonable steps to prevent them from coming to harm. These steps including having guidelines and procedures in place and carrying out and acting on risk assessments.
- 2.4 We also accept that our activities may have an impact on the health and safety of other people, and factor this into our procedures and risk assessments. For this reason, Birdline maintains a current Public Liability Insurance Policy.
- 2.5 Whenever a Volunteer notices a health or safety problem, they must immediately alert their Area Coordinator, or Area Manager, who will take appropriate action.
- 2.6 The procedures set out in this policy, comply with relevant legislation and it is the responsibility of all Directors and Volunteers to follow the guidelines in order to achieve a healthy and safe work environment and to take reasonable care of themselves and others.
- 2.7 This policy should be read in conjunction with Birdline's other relevant policies including the Volunteer Policy.

## 3.0 Code of Conduct

3.1 When becoming a Volunteer or Director, there are certain conditions that an individual must agree to. These conditions are in place to protect the reputation of the organisation as a whole and to protect its Directors and Volunteers from harm, verbal and or physical abuse, and from the risk of unfair allegations and to ensure that they do not find themselves in compromising positions.

3.2 Therefore, all Volunteers will:

- Conduct themselves in a professional manner and act within the law at all times.
- Take every opportunity to read and understand Birdline's policies, guidelines and procedures and to put them into practice.
- Treat people with respect and act with honesty and integrity.
- Conform to the standards set by the service for appropriate dress and customer care.
- Take sensible precautions to protect themselves and others including using available tools such as risk assessments and Birdline's published guidance.
- Seek assistance from other Volunteers or Directors where appropriate.
- Refrain from using offensive language, making sexually suggestive comments or gestures, or making abusive or offensive comments or threats.
- Remain sober and not partake in, or be under the influence of alcohol and illegal substances whilst Volunteering for Birdline.
- Be aware of appearances and avoid any situations that may appear compromising.
- Avoid spending time with children or vulnerable adults unobserved.
- Keep any lost children in a public area where they can be clearly seen; and
- Report any reckless or endangering behaviour, suspicion of abuse or inappropriate behaviour to an appropriate safeguarding guardian or authorities and to the board of Directors.

3.3 Volunteers will not:

- Act unprofessionally or in such a way that will bring the organisation into disrepute.
- Take unnecessary risks to their health and safety or that of others.
- Touch or in any way engage in inappropriate or unnecessary physical contact with a child, vulnerable adult, or any persons.
- Administer first aid to a child or vulnerable adult without the presence and consent of that person's supervising adult.
- Travel alone in an enclosed private vehicle with otherwise unaccompanied children or vulnerable adults.
- Physically restrain any child or vulnerable adult, other than to prevent danger to the child or others, damage to property, or to prevent a criminal offence or serious anti-social behaviour, and even then, be careful to use only the minimum restraint necessary.
- Administer first aid if untrained (see section 7).

## 4.0 Risk Assessments

- 4.1 Risk assessments fulfil two key functions. Firstly, they act as evidence to show that we, as an organisation and as individuals have taken our duty of care seriously. Secondly, they are a tool to systematically look at potential areas of risk and take steps to make things safer.
- 4.2 Before undertaking any event or potentially hazardous activity a Risk Assessment must be undertaken to ensure that correct procedures are being followed. Things to consider include but are not limited to:
- The environment – location, security, access.
  - The context – nature of the task, any special circumstances.
  - Handling birds which have the potential to cause injury.
  - Handling or being in the proximity of birds which have the potential to pass on disease to another bird, animal or person.
  - Lifting and heavy lifting.
  - Using ladders.
  - Using knives and blades.
  - Handling breakable item such as glass.
  - Using chemicals such as disinfectants.
  - Attending the homes of strangers.
  - Attending events or situations where theft of birds or equipment has the potential to occur.
  - Working with children or vulnerable adults.
  - History – any previous incidents in similar situations; and
  - Any other special circumstances.
- 4.3 Birdline has a general risk assessment for events, which can be downloaded from the Director's area of the website. This is a useful reference guide when planning events. A template for a general first aid risk assessment can be found in Appendix B

## 5.0 Safeguarding

- 5.1 The Safeguarding Vulnerable Groups Act (2006) is in place to ensure that vulnerable people in our society are protected and treated fairly. This section considers the principles outlined in that Act, and how they have a bearing on Birdline's work, procedures, and policies.
- 5.2 The procedures outlined in this section are in place both to ensure Birdline and its Volunteers work within the framework of the law as well as to safeguard its vulnerable Volunteers, members and donors.
- 5.3 Risk assessments may show that Birdline (as a small Volunteer run bird rescue) does not have the infrastructure, skills, and capability to engage with children or vulnerable adults. This will be decided on a case-by-case basis and may vary depending on the individual circumstances and skill set of Volunteers involved.
- 5.4 For the purpose of this policy, children are defined as persons less than 18 years of age. If Volunteers bring under 18s to help at events or to help care for Birdline's birds in any way, it is their legal responsibility as parent / guardian to care for the child. Birdline does not accept any responsibility as the child's carer. At no time should any Volunteer under 18 years old be left in sole responsibility of a Birdline bird, or equipment.
- 5.5 A vulnerable adult is defined as a person over the age of 18 who is, or who may need community care services because of age, illness, physical or learning disability, or someone who is unable to take care of or protect themselves against harm or exploitation. Anyone over 18 is able to sign up as a member of Birdline, thus Birdline may have vulnerable adults within its membership, Volunteers or donors. However, some vulnerable adults may not have the mental capacity to enter into a legal agreement to safehouse or foster. Any concerns regarding legal competencies should be brought to the attention of the Area Coordinator, or Manager, who will, if necessary, escalate the issue for the attention of the Directors. Birdline must make every effort to ensure it does not enter an unenforceable contract with a person of limited capacity and in so doing, inadvertently put the stress of significant bird care responsibilities onto said vulnerable person.
- 5.6 Volunteer tasks should be age appropriate and not involve too much responsibility for a young person and should take into consideration people's health, physical and mental abilities.
- 5.7 The welfare of vulnerable Volunteers, members or donors is paramount, and all our Volunteers have a responsibility to raise any concerns or suspicions that may arise. Any suspicion or allegation of abuse will be taken seriously and responded to swiftly and appropriately.
- 5.8 It is best practice for all Volunteers working directly with children or vulnerable adults (to whom they are not related) to have a DBS check. Any Volunteer who has frequent contact with children or vulnerable adults, (i.e., once a month or more), intensive contact (i.e., 3 or more days in a 30-day period), or will be involved in activities which last overnight, MUST undergo a check. Given Birdline's

current activities this absolute requirement is unlikely to arise, however, the risk will be reviewed on a case-by-case basis and the potential need for a DBS check will be made evident when engaging new Directors or Volunteers. It is up to the Directors to judge this need and to ensure correct certification is in place, if required.

5.9 Birdline recognises its responsibility to:

- Respects the rights of all children and vulnerable adults.
- Ensure all Directors and Volunteers are aware of the need to protect children and vulnerable adults.
- Provide a service which takes the needs and safety of children and vulnerable adults into account and protects them from abuse.
- Ensure Directors and Volunteers working with children and/or vulnerable adults are fully aware of and follow Birdline's procedures and policies at all times.
- Ensure any accompanying individuals (parents, guardians, carers, schoolteachers) are aware of their own responsibilities in relation to safeguarding.
- Ensure that all Volunteers likely to have contact with children and/or vulnerable adults are carefully recruited, and security cleared through a check with the Criminal Records Bureau (CRB).
- Ensure that teachers, group leaders and any other relevant parties are advised of Birdline's policy and procedures regarding the safeguarding of children and vulnerable adults.
- Ensure that Birdline's complaints procedure is accessible to all.

## 6.0 Lone Working

- 6.1 Working alone can introduce new hazards, e.g., lack of assistance if needed, first aid cover, emergency situations and violent attack. Birdline acknowledges that there may be an increased risk to the health and safety of its Volunteers when lone working and the purpose of this procedure is to help mitigate these risks.
- 6.2 Whilst employment legislation does not apply to the Volunteers who undertake roles with Birdline Parrot Rescue, the organisation feels it is important to align itself as closely as possible to working regulations, and the sensible safety protocols therein. Therefore, Birdline has taken note of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 in formulating lone working procedures.
- 6.3 Within this document, 'lone working' refers to situations where Volunteers, in the course of their duties, work by themselves without close or direct supervision. Most Birdline Volunteers lone work at some point. Areas of risk dealt with in this section of the policy include but are not limited to: going outside of their own home to represent the organisation alone and being physically isolated from Volunteer colleagues and without access to immediate assistance. Incidences when these scenarios are most likely to occur are at home checks, rescues and events.
- 6.4 Birdline, its Directors and each individual Volunteer, have a duty to assess and reduce the risks which lone working presents, to take all reasonable precautions to ensure their own safety and not take unnecessary risks.
- 6.5 Directors and Volunteers should:
- Be aware that even ex-Directory and mobile numbers will show up on Caller Display and can be retrieved on 1471. To maintain privacy and prevent the person you call accessing your number dial 141 before their number (or check the instructions for your particular mobile phone).
  - Not attend rescues or home visits alone or otherwise put themselves in vulnerable situations.
  - Where Volunteer support is not available, a Volunteer should ask a friend or family member to accompany them or make alternative arrangements with their Volunteer line-Manager for the completion of the task.
  - Let someone know the full details of where they are going, and their itinerary.
  - Carry a fully charged mobile phone.
  - Carry an easily accessible functioning personal alarm - remember that a personal alarm is primarily for use as a distraction, to allow you to escape from a threatening situation. It is recommended that you discard the personal alarm so that any assailant's attention is diverted to silencing the alarm and not following you.
  - Ensure you know where you are going and have downloaded a map if needed.
  - If advised of an emergency situation whilst travelling or at a meeting venue, follow the advice of the emergency services.

- If advised of the potential for trouble/conflict in a specific area, avoid or leave the area at the earliest opportunity. If meetings are planned, consider postponement.

## 6.6 Using Public Transport

- Have the right change, card, or electronic device, ready for your fare.
- Know where you are going, and which stop you need.
- If you have a bag/briefcase/laptop, sit with it under your arm, preferably on the inside by the window.
- When getting off a bus/train/tube after dark or in an unfamiliar area, attach yourself to groups of people and walk purposefully to your destination.
- When waiting for transport, stand in a well-lit place near groups of people.
- Late at night, sit near the driver or with other people. Avoid empty carriages.

## 6.7 Travelling by car

- Keep your car in good working order and have it serviced regularly.
- Make sure you have enough fuel for your journey.
- Plan your route before setting off.
- Tell someone the route you will be taking and when you expect to arrive.
- Have a map and directions with you so that you do not have to stop to ask the way.
- Keep anything of value, such as bags or mobile phone out of sight.
- Lock the doors whenever you are in the car, except when travelling on motorways.
- When parking in daylight, consider what the area will be like after dark.
- At night, park in a place which is well-lit and, if possible, busy.
- If you see an incident or accident, or someone tries to flag you down, ask yourself is it safe to stop? Might it be safer and more useful if you went for help or rang the police?
- If you think you are being followed, keep driving until you come to a busy place such as police, fire or ambulance station, or a pub or garage forecourt.
- If a car pulls up alongside you, ignore them and don't make eye contact.
- If a car pulls up in front of you and forces you to stop, never switch off the engine. Stay calm and ensure all your doors and windows are locked.
- If the driver leaves their car to approach you, reverse as far as you can (without blocking yourself in) while continually sounding the horn and activating your hazard lights.
- Avoid confrontation / road rage incidents, especially if you have birds in the car.
- If you break down pull off the road as far as you can and switch on your hazard lights. Use your mobile phone and call your breakdown service and a friend/colleague.
- If you break down on a motorway, leave your vehicle via the passenger door and move as far away from the traffic as you can, standing on the verge or behind the crash barrier. If this is not possible, or you do not feel safe, you should sit in the front passenger seat, put your seat belt on and lock all the doors.

- If you decide to stand on the verge, take your keys with you and leave the passenger door wide open so you can get in quickly if you need to. If you are transporting birds, remove them inside their carriers from the car and place them as far away from traffic and fumes as possible. Make sure they are sheltered from excessive heat, rain, wind etc.

#### 6.8 When going into a home:

- Be aware of potential hazards.
- Assess the surroundings as you approach and do not enter if you have any doubts about your safety.
- Stand well clear of the doorway after ringing or knocking.
- If on arrival at the property the occupants appear to be under the influence of drink and/or drugs and is presenting a risk of harm to themselves or others, or gives any other cause for concern, do not enter the property, and make your excuses and leave.
- Show your ID badge if you have one, explain who you are and what your role is.
- Follow the occupants in when entering a house; do not go in front of them.
- Note available exits and position yourself where practicable in a way that will make escape easier in an emergency.
- If you feel unsafe at any point, remove yourself from the property immediately and contact the emergency services if necessary. You must also inform your line Manager and the Directors of your concerns so they can be aware and alert other Volunteers to potential risks, or if necessary red list the member.

#### 6.9 Anticipating conflict

There may be times when you encounter conflict – for instance if it is necessary to remove a Birdline safehouse or foster bird, from a situation where they are not being cared for appropriately. Never go into a potential situation:

- On your own
- Without making the Directors aware of the situation.
- Without accessing the need for backup support from Directors or emergency services. If a breach of the peace is likely, advise the police by calling 999 before entering the premise.

#### 6.10 Managing conflict

You may be able to diffuse the situation by using some of the following behaviours:

- Stay calm, speak gently, slowly, and clearly, and do not necessarily stop talking because the other person does not answer.
- Adopt a sympathetic, understanding approach, and attempt to show some affinity with the other person's position.

- Avoid confrontation and do not argue, remain polite.
- Do not disagree where it is not necessary to.
- Breathe slowly to control your own tension.
- Stand with an open posture; avoid body language which may be misinterpreted such as hand on hips, folded arms, raised arm, and any physical contact.
- Avoid sudden movement, especially with the hands.
- Always remain balanced and ready to move away.
- Buy time to think, to plan, to obtain assistance.
- Be prepared to leave the situation if necessary.
- Assess possible ways you can escape if the situation worsens.

#### 6.11 Escaping Conflict

If the conflict escalates you may need to retreat or escape for your own safety and that of the birds, so keep in mind the following:

- Try to prevent the person blocking any possible escape route.
- Never turn your back, if you are trying to get away, move gradually backwards.
- Maintain distance.
- Using blocking techniques to stop any physical contact or harm to yourself.
- Never enter or intervene in a physical conflict incident.
- If you are in immediate physical danger, move towards a place of safety - if necessary, leave, keep calm, and try and keep others away from the situation.
- Call the police using 999.
- Report the incident to your area Manager or Director ASAP, they may wish you to fill in an incident report form (Appendix G), so try and be observant and make a note of as many details as possible.

## 7.0 First Aid

- 7.1 The Health and Safety (First Aid) at Work Regulations 1981 and revised Approved Code of Practice 1997, requires company owners to provide adequate and appropriate equipment, facilities, and personnel to enable first aid to be given to its workforce (irrespective of whether they are paid or unpaid) if they are injured or become ill. Information must also be given to all workers about the provision of first aid, and the location of first aid equipment, facilities, and personnel.
- 7.2 Birdline's responsibility towards' Volunteers' First Aid Needs extends to any gathering such as events, training, meetings, as well as when Volunteers are conducting Birdline business such as transporting birds and undertaking home checks.
- 7.3 First Aid is defined as:
- Treatment for the purpose of preserving life and minimising the effect of the injury/illness until the arrival of paramedic assistance via the Emergency Services.
  - Treatment of minor injuries which would otherwise receive no treatment or are not sufficiently serious to require the immediate services of a medical practitioner.
- 7.4 The aim of First Aid is to reduce the effects of injury or illness suffered. It does not include giving, dispensing or administering medication (apart from the administration of prescribed epinephrine by trained first aiders). A list of duties of assigned First Aiders can be found in Appendix A.
- 7.5 Birdline is committed to taking reasonable steps to ensure that:
- A Risk Assessment including First Aid needs, is undertaken for all relevant tasks, duties, projects and programmes – see Appendix B for guidance.
  - The organisation and its Volunteers only undertake activities if suitable cover is provided.
  - Funding for first aiders will be provided if determined necessary.
  - Anyone considered for the role of First Aider will have all the necessary personal attributes and be sufficiently available to enable them to undertake this role.
  - Event organisers keep first aid kits fully stocked; a first aid kit is taken to all events – see Appendix C for a list of required contents.
  - Accident / medical records are used and kept confidential and stored in a safe secure place - see Appendix D for a sample accident record sheet.
- 7.6 The onus is on individual Volunteers to:
- Ensure that there is adequate first aid cover for the type of event and number of attendees they are organising.
  - Ensure that the identity and contact details of First Aiders (whether provided by Birdline or by a host

venue) are communicated to all Volunteers present.

- Find out about first aid provision if they have not already been briefed.

#### 7.7 Birdline's Organisational First Aid Needs Assessment

When assessing the level of provision, i.e., type of training, numbers of trained First Aiders and numbers of first aid boxes and their contents, the following matters should be taken into account:

- Nature of the work i.e., hazards and risks.
- The extent to which Volunteers work in scattered locations.
- The amount of people Birdline is responsible for in any given situation.
- The experience/expertise of those carrying out the work activity.
- Whether any Volunteers have disabilities or medical conditions such as heart conditions or asthma.
- The distance from outside medical services.
- The needs of travelling and lone workers.
- General availability of First Aiders.
- Birdline's accident history.

#### 7.8 Birdline's First Aid Needs Assessment has determined that there should:

- Be at least one Birdline first aider present at any event where birds and or the public are present, and the host venue does not provide first aid coverage. In effect this **may** mean that each events team needs two trained first aiders (to ensure coverage is always available).
- No specific hazard training or enhanced skills training such as AED training has been identified as necessary at the current time. Where possible, Birdline should seek to use Volunteers who have existing first aid training certification provided by a reputable organisation such as the Red Cross or St. Johns Ambulance. The Directors may (at their discretion) fund first aid training for key event Volunteers if it is financially viable to do so. It is up to the event organiser to ensure that Volunteer first aid qualifications are appropriate and in date. If no Birdline Volunteer trained first aiders are available and none are provided by the host of the event, then the risk assessment should advise that the event should not go ahead.
- The Needs Assessment should be reviewed annually, or when circumstances change, for instance operational changes such as a First Aider leaving or a major incident / accident that highlights deficiencies in arrangements.

#### 7.9 First Aid Incident Reporting

- First Aiders should make a record of all incidences and any treatment and / or advice given using the treatment record form (see Appendix D). Directors must review incidents and consider whether they are of a nature serious enough to report to their insurance company, Charity Commission and the

Health and Safety Executive.

- Due to data confidentiality, completed forms must be kept in a safe and secure place. These records are important for the monitoring and assessment of First Aid need and utilisation, and are helpful for insurance, investigative, risk assessment and mitigation purposes.

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## 8.0 Volunteering during a viral pandemic

8.1 This section provides the framework for the Charity's response to a pandemic such as the Covid 19 outbreak which occurred in 2020. The aim being to minimise the effect on people using our services – i.e., Volunteers, members, donors, and their respective households.

8.2 The World Health Organisation (WHO) defines a viral pandemic as when: “a new virus emerges and spreads around the world, and most people do not have immunity” and it can:

- Infect people, rather than, or in addition to, other mammals or birds.
- Spread readily from person to person causing illness in a high proportion of the people infected.
- Spread widely because most people have little or no immunity to the new virus and will be susceptible to infection.
- All age groups are likely to be affected, but children, the elderly and those with other serious medical conditions could be at greater risk.
- The virus is transmitted from person to person through close contact. Transmission is by droplet and through direct or indirect contact.

### 8.3 Risk Mitigation

The risk of infection will change throughout the course of a pandemic and thus mitigation advice will necessarily be agile. The UK Government Department of Health information, warnings and advice should be always followed and will override any pre-existing instructions given to you by your line Manager.

- Infectious control practices as outlined by the UK Government must be complied with strictly.
- Hand washing is recognised as the single most effective method of controlling infection. If it is not possible to wash hands, then carry and use a <70% alcohol based antibacterial gel.
- Isolate yourself if you believe you are unwell.
- Limit non-essential travel – this means not undertaking events or home checks until the risk has reduced.
- Minimise contact with infected or potentially infected people.
- Where rescues / collections are considered urgent and necessary, only undertake these if you feel comfortable doing so, you are well and not living with anyone who is meant to self-isolate. Follow the guidance below to mitigate risk:
  - Spend as little time as possible with the donor - capture necessary information (such as for a Lifelong Care Agreement) by phone in advance.
  - Wear a mask and gloves and if possible, collect from the curb side.
  - Stay 2 meters apart from the donor at all times.
  - Keep hands away from the eyes, mouth and nose.
  - Use anti-bacterial gel or wash hands as soon as possible.

- Be aware that viruses can linger on surfaces (and potentially on animals) for up to 72 hours – disinfect equipment with F10 or similar as soon as possible. NB. Do not spray the bird with disinfectant.
- Make sure your Manager has provided you with a letter from Birdline which states your status as an essential worker, in case you are stopped and questioned by the police.

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## 9.0 Implementation and Review

- 9.1 Overall responsibility for the implementations, monitoring and review of the policy and procedures lies with the Board of Directors. Implementation and adherence to this policy is the responsibility of all Volunteers within the organisation.
- 9.2 The policy will be reviewed at least annually and any identified corrective measures will be adopted as part of the policy.
- 9.3 This policy will remain under permanent rolling review based on the lessons learned from actual incidents.

## 10.0 Contact details

- 10.1 Any queries in relation to this Volunteer Policy may be directed to the Directors by email at [Directors@birdline.org.uk](mailto:Directors@birdline.org.uk) or by post to the registered address: Birdline U.K. Ltd., International House, 12 Constance Street, London, E16 2DQ

## Appendix A: First Aider Duties

First Aiders are responsible for:

- Responding promptly to calls for assistance.
- Offering support within their competence.
- Summoning further help if necessary.
- Advising casualties to seek formal medical advice after any incident, however insignificant the incident may appear to be.
- Documenting details of accidents and assistance provided using the treatment record forms located in the appendices.
- Reporting details of any serious incidence treatment provided to the Directors, who will in turn report relevant incidences to the HSE<sup>1</sup>;
- Maintaining first aid supplies and taking them to Birdline events or ensuring the event organiser does.
- Be familiar with evacuation procedures at event locations and communicating them to all Birdline Volunteer attendees.
- Be familiar with the location of first aid supplies and procedures at event locations and communicating them to all Birdline Volunteer attendees.
- Stay in the attendance of the casualty until such time as a trained medical professional is present and has indicated the First Aider may stand down. This may include attending hospital with the casualty.

First Aiders have the right to refuse to assist if there is a risk to their personal safety.

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<sup>1</sup> Further information on the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) can be found on the HSE website, [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

## Appendix B: First Aid Risk Assessment Template

The Risk assessment template is to assist in the determination of appropriate first aid facilities and number of trained First Aiders for a specific location or event.

|                  |  |
|------------------|--|
| <b>Location</b>  |  |
| <b>Event</b>     |  |
| <b>Date</b>      |  |
| <b>Organiser</b> |  |

|                                                                                                                                                                                                                                        |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Type of Event / Task</b>                                                                                                                                                                                                            |  |
| <b>Number of Volunteers present</b>                                                                                                                                                                                                    |  |
| <b>Total number of expected attendees</b>                                                                                                                                                                                              |  |
| <b>Does the host venue provide first aid facilities?</b>                                                                                                                                                                               |  |
| <b>Is the event / task spread out e.g., does it include several buildings or multi-floor buildings?</b>                                                                                                                                |  |
| <b>Distance to nearest major hospital</b>                                                                                                                                                                                              |  |
| <b>Travel time to nearest major hospital</b>                                                                                                                                                                                           |  |
| <b>Location of nearest avian vet</b>                                                                                                                                                                                                   |  |
| <b>Summary of major incidents over the last 12 months in the location</b>                                                                                                                                                              |  |
| <b>List specific hazards in the area. e.g. slips &amp; trips, work at height, moving heavy equipment, erecting facilities such as marquees, fumes – from cars, cooking etc, radiation, chemicals, dust, exposure to sun, cold etc.</b> |  |

|                                              |  |
|----------------------------------------------|--|
| <b>Recommendations</b>                       |  |
| <b>Number and location of first aid kits</b> |  |
| <b>Number of first aiders required</b>       |  |
| <b>Additional Recommendations</b>            |  |

|                         |                        |                        |                 |
|-------------------------|------------------------|------------------------|-----------------|
| <b>Action List</b>      |                        |                        |                 |
| <b>Items For Action</b> | <b>Completion Date</b> | <b>Date Signed off</b> | <b>Initials</b> |
|                         |                        |                        |                 |
|                         |                        |                        |                 |
|                         |                        |                        |                 |
|                         |                        |                        |                 |

## Appendix C: First Aid Box Contents

A First Aid kit should be taken by Event Managers or First Aider(s) when conducting events. First aid boxes and replenishment supplies must be purchased from reputable suppliers and conform with the requirements of the Health & Safety (First Aid) Regulations 1981 and associated Code of Practice and Guidance 1997.

First Aid boxes should:

- Be made of suitable materials designed to protect the contents from damp and dust.
- Be properly identified with a cross.
- Be located in clearly identified and readily accessible positions.
- Contain only those items which First Aiders have been specifically trained to use.
- Have enough of each item available and in good condition.
- be replenished as soon as possible after use in order to ensure an adequate supply of all materials.
- Not contain tablets and / or medicines as these items fall outside the definition of first aid in the Health & Safety (First Aid) Regulations 1981. These items must not, therefore, be stored/contained in first aid boxes and first aiders must not dispense tablets or medicines from their personal supplies.
- Not have items which have past their expiry dates; and
- Be checked at least once every six months and an appropriate formal record of such checks should be maintained to indicate who carried out the check and when.

As a guide a minimum stock of first aid items for events should include:

| ITEM                                                         | QUANTITY |
|--------------------------------------------------------------|----------|
| First Aid In An Emergency Booklet - Single                   | 1        |
| Medium first aid dressing, 12 x 12cm - sterile               | 4        |
| Large First aid dressing 18cm x 18cm - sterile               | 4        |
| Disposable triangular bandage, 90 x 90 x 130cm - non-sterile | 1        |
| First aid finger dressing, 3.5 x 3.5cm - sterile             | 10       |
| Conforming bandage, 7.5cm x 4.5m - single                    | 2        |
| Eye pad first aid dressing - sterile                         | 4        |
| Wash proof Low Allergy Plasters Assorted (Pk 10)             | 1        |
| Sterile Cleansing Wipes (pk 10)                              | 2        |
| Microporous tape, 2.25cm x 10m - single                      | 1        |
| SJS Nitrile Powder Free Gloves (large)                       | 4        |
| Disposable heat retaining adult foil blanket                 | 3        |
| Burnshield® Dressing- 10 x 10cm                              | 2        |
| Tuff Kut Scissors (green)                                    | 1        |
| Eye bath                                                     | 1        |
| Eye wash bottle 500 ml saline                                | 2        |
| Small clinical waste bag                                     | 4        |

## Appendix D: First Aid Treatment Record

|                                              |                                   |                |
|----------------------------------------------|-----------------------------------|----------------|
| <b>DATE:</b>                                 | <b>Time First Aider summoned:</b> | <b>AM/ PM</b>  |
| <b>Location of casualty</b>                  |                                   |                |
| <b>Name of First Aider(s) in attendance:</b> |                                   |                |
| <b>How summoned:</b>                         |                                   |                |
| <b>Name of casualty:</b>                     |                                   |                |
| <b>Staff/ volunteer / other</b>              |                                   |                |
| <b>Assessed condition or injury suffered</b> |                                   |                |
| <b>Treatment and advice given</b>            |                                   |                |
| <b>Ambulance summoned</b>                    | <b>Yes</b>                        | <b>No</b>      |
| <b>Time first aider released from duties</b> |                                   | <b>AM / PM</b> |
| <b>Patient handed over to</b>                |                                   |                |
| <b>Problems / Difficulties encountered</b>   |                                   |                |
| <b>Signature</b>                             |                                   |                |

## Appendix E: CPR Form

|                                                                                                                        |  |
|------------------------------------------------------------------------------------------------------------------------|--|
| <b>Date</b>                                                                                                            |  |
| <b>Location</b>                                                                                                        |  |
| <b>Attending people</b>                                                                                                |  |
| <b>Name of Casualty</b>                                                                                                |  |
| <b>Time casualty was found</b>                                                                                         |  |
| <b>Time started checks - for consciousness, breathing, blocked airways, obstructions in mouth</b>                      |  |
| <b>Time of phone call to 999</b>                                                                                       |  |
| <b>Time started compressions and breaths x 2: (Only do 2 breaths if have mouth guard / facemask / or breathing bag</b> |  |
| <b>Time inserted oropharyngeal airway: (only if specifically trained to do so)</b>                                     |  |
| <b>Time AED (defibrillator) machine applied to casualty</b>                                                            |  |
| <b>Time paramedics arrived and took over</b>                                                                           |  |

## Appendix F: Register of Trained First Aiders

| NAME | CONTACT DETAILS | TYPE OF QUALIFICATION | VALID UNTIL |
|------|-----------------|-----------------------|-------------|
|      |                 |                       |             |
|      |                 |                       |             |
|      |                 |                       |             |
|      |                 |                       |             |
|      |                 |                       |             |

## Appendix G: Incident Reporting Form

REPORTED BY: \_\_\_\_\_

DATE OF REPORT: \_\_\_\_\_

TITLE / ROLE: \_\_\_\_\_

INCIDENT NO.: \_\_\_\_\_

### INCIDENT INFORMATION

INCIDENT TYPE: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

CITY: \_\_\_\_\_

COUNTY: \_\_\_\_\_

POSTCODE: \_\_\_\_\_

SPECIFIC AREA OF LOCATION (*if applicable*): \_\_\_\_\_

### INCIDENT DESCRIPTION

### NAME / ROLE / CONTACT OF PARTIES INVOLVED

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### NAME / ROLE / CONTACT OF WITNESSES

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

POLICE REPORT FILED? \_\_\_\_\_

STATION: \_\_\_\_\_

REPORTING OFFICER: \_\_\_\_\_

PHONE: \_\_\_\_\_

### FOLLOW-UP ACTION

SUPERVISOR  
NAME: \_\_\_\_\_

SUPERVISOR  
SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

|                  |           |
|------------------|-----------|
| 1. Completed by: | 5. Place: |
| 2. Signature     | 6. Date:  |
| 3. Date:         | 7. Time:  |
| 4. Exhibit No.   |           |

8. Hair/hat

9. Moustache/beard

10. Eyes/glasses

11. Upper clothing

12. Height

13. Colour

14. Age

15. Build

16. Accent

17. Marks/scars/tattoos

18. Hands/gloves/jewellery

19. Lower clothing

20. Footwear

21. Baggage