



First Aid Policy

Policy Reviewed	Next Planned Review date	Signed
September 2025	September 2026 - or as required	<i>K.Wootton</i>
September 2026	<i>September 2027</i> - or as required	<i>K.Wootton</i>

1. Purpose

New Pastures is committed to ensuring the health, safety, and welfare of all staff, volunteers, students, visitor and contractors while at the site. This policy outlines the arrangements in place for providing first aid and responding to accidents, injuries, and medical emergencies.

2. Scope

This policy applies to:

- Employees
- Students
- Volunteers
- Visitors
- Contractors

It covers all activities undertaken at New Pastures.

3. Policy Statement

New Pastures will:

- Provide appropriate first aid equipment, facilities, and trained personnel.
- Ensure first aid arrangements are suitable for the nature of activities carried out and associated risks.
- Maintain compliance with the Health and Safety (First-Aid) Regulations 1981.
- Record and review accidents and incidents to improve safety practices.

4. Responsibilities

Directors Responsibilities

Directors will:

- Ensure adequate numbers of trained first aiders are available.
- Maintain first aid kits and equipment.
- Ensure emergency contact information is accessible.
- Review first aid needs regularly through risk assessments.
- Ensure staff and volunteers know emergency procedures.

First Aiders

Qualified first aiders will:

- Provide immediate assistance within the scope of their training.
- Record all treatment given in the accident book.
- Monitor stock levels in first aid kits and report shortages.
- Contact emergency services when necessary.

Staff and Volunteers

All staff and volunteers must:

- Report accidents, injuries, or illnesses immediately.
- Cooperate with first aid arrangements and emergency procedures.
- Inform management of any medical conditions that may require support in an emergency.

5. First Aid Provision

First Aid Kits

Fully stocked first aid kits will be located in:

- Snug
- Small animal Barn
- Outdoor areas with bumbag kits

Kits will be checked regularly and replenished as required.

Trained First Aiders

A list of current qualified first aiders will be displayed prominently in the snug and can be freely accessible in an emergency.

6. Emergency Procedures

In the Event of an Injury or Illness

1. Assess the situation and ensure the area is safe.
2. Call a qualified first aider.
3. Provide appropriate first aid.
4. Call emergency services (999) if required.
5. Inform directors and complete an accident report.

Contacting Emergency Services

When calling emergency services provide:

- Name: New Pastures Care Farm
- Whitegates Farm, Chesterton Road, Harbury, Warwickshire. CV33 9NH
- Nature of the emergency
- Number of injured persons
- Any known hazards

A staff member should meet emergency services at the entrance where possible.

7. Reporting and Recording

All accidents, injuries, and near misses must be recorded in the accident book as soon as possible.

Incidents meeting the criteria under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) will be reported to the Health and Safety Executive (HSE) by management.

8. Specific Farm Risks

Due to the nature of the farm environment, particular attention will be given to:

- Animal-related injuries
- Slips, trips, and falls on uneven ground
- Injuries from tools or equipment
- Allergic reactions, bites, or stings
- Weather-related illness (heat exhaustion, hypothermia)
- Manual handling injuries

Appropriate risk assessments and control measures will be in place for all activities.

9. Medication

Staff will not administer medication unless:

- Appropriate consent has been obtained;
- Staff are trained and authorised to do so; or
- It is an emergency situation requiring immediate action (e.g. use of an EpiPen where trained).

10. Training

New Pastures will:

- Provide recognised first aid training for designated staff.
- Refresh training before certificates expire.
- Provide induction information on emergency procedures to all staff and volunteers.

11. Review

This policy will be reviewed annually or sooner if:

- There is a significant change in activities or staffing;
- An incident indicates changes are required;
- Legislation or guidance changes.