



# Bournemouth Council for Voluntary Service

Registered charity No. – 108381 Company Reg'd in England & Wales No. 4024662

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## 4. RISK ASSESSMENT AND ARRANGEMENTS FOR THE PROVISION OF FIRST AID

### 1.0 Risk assessment

- 1.1 The BCSV office situated at Boscombe Link has up to 7 BCSV employees based at the premises and has several visitors a day (work colleagues and members of the public). At Boscombe Link there are also workers from other organisations working in the premises. Some staff members regularly attend meetings away from the office but these are held in locations which do not pose a significant risk. Work is low-risk and the employees do not have special needs in relation to first aid. The risk presented by accident and/or illness at work is low.

### 2.0 Arrangements

- 2.1 The appointed person for First Aid is Amy Dowling who is responsible for stocking, maintaining and checking on a fortnightly basis the first aid box.
- 2.2 The first aid box is situated in the kitchen of Boscombe Link.
- 2.3 Should any item from a first aid box be used the relevant appointed person must be informed afterwards to enable the box to be re-stocked.
- 2.4 In the event of an incident occurring where a person requires urgent medical assistance the ambulance service should be called by dialling 999 by the person discovering the situation. The address should be given in full.
- 2.5 Persons who have not received training in First Aid should not attempt to treat the casualty unless following the instructions of a suitably qualified individual such as the ambulance service telephone operator.

**Risk assessment reviewed by P.Turner, Jan 2013**

**To be reviewed by Jan 2015.**