

# CANOLFAN CEIRIOG CENTRE CYF

Company Registration Number: 4984871

Charity Registration Number: 1103898

New Road, Glyn Ceiriog, Llangollen, LL20 7HE

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## First Aid Policy

### 1. Policy Statement

The Canolfan Ceiriog CYF Trustees are committed to ensuring the health, safety, and welfare of all visitors, volunteers, staff, hirers, and contractors who use the hall and its facilities. This includes providing appropriate first aid arrangements in accordance with the Health and Safety (First-Aid) Regulations 1981.

### 2. Objectives

- To provide appropriate first aid equipment and facilities.
- To ensure all users know where first aid supplies are located.
- To encourage event organisers and hirers to have a designated first aider.
- To maintain accurate records of incidents and accidents.

### 3. First Aid Provision

#### 3.1 First Aid Kit

- A fully stocked **First Aid Kit** is available at the hall in a clearly marked location: **hanging behind the office door.**
- The kit is checked and restocked regularly by a nominated committee member.
- Additional kits may be provided for large events upon request.

#### 3.2 First Aiders

- The Trustees may not have a trained first aider on site at all times.
- Regular hirers and event organisers are encouraged to provide their own first aid cover.
- For high-risk activities, organisers must ensure a qualified first aider is present.

#### 4. Accident & Incident Reporting

- All accidents, incidents, and near misses must be recorded in the **Accident Book**, located: **hanging behind the office door**
- Serious incidents or hazards must be reported to the Trustees immediately.
- Records will be reviewed to help identify recurring risks and to improve safety.

#### 5. Emergency Procedures

In the event of a serious accident or emergency:

- Call **999** for emergency services.
- Clearly state the hall's address:  
**Canolfan Ceiriog CYF, New Road, Glyn Ceiriog, Llangollen LL20 7HE**
- Ensure someone is available to direct emergency services upon arrival.

#### 6. Responsibilities

- **Trustees:** Ensure the First Aid Kit is maintained and visible; oversee policy implementation.
- **Hirers:** Responsible for their own first aid provision during bookings, particularly for events or physical activities.
- **Volunteers:** Must familiarise themselves with the location of the First Aid Kit and how to report an incident.

#### 7. Training

- The Committee will consider supporting first aid training for regular volunteers.
- Hirers conducting higher-risk activities are advised to have their own qualified first aiders.

#### 8. Review

This policy will be reviewed annually or following any significant incident to ensure it remains appropriate and effective.

This policy is fully endorsed by the Canolfan Ceiriog Centre Trustees

Trevor Bates (Chair)  
June 2025