

## **THE ARTS SOCIETY FYLDE** **SAFETY AND FIRST AID PROCEDURE.**

The following procedure is based on and is fully compliant with the guidelines on first aid and the Insurance Policy of The Arts Society, 8 Guilford Street, London, WC1N 1DA.

The Arts Society Fylde is affiliated to The Arts Society.

The procedure is in place to deal with first aid emergencies to:

- Ensure that anyone who is taken ill or is injured is properly taken care of and receives the necessary medical attention as soon as possible.
- Minimise the disruption to others attending the event.
- Emergency (ICE) Cards: Often individuals will carry a card on them (or mobile phone) on which key personal contact and other details are noted in case of emergency. It is helpful to remind members that these are useful but their use is not a requirement.

**It is important that every Committee member is familiar with the Society's Safety and First Aid Procedure policy. A designated committee member should be nominated the emergency co-ordinator he/she will take charge in the event of a medical emergency and will act as the emergency contact person. This person need not be trained in first aid but will be an individual who can act quickly and robustly in an emergency: he/she should have a mobile phone: he/she should dial the emergency services or assign a committee member to do so: he/she should have details of the first aider at the venue, if there is one, and how to contact them and/or the venue's emergency contact person: he/she should be aware of the location of the venue's defibrillator.**

### **First Aid Procedure for Lectures.**

1. All Committee members should know the venue's address and post code in case it is necessary to call an ambulance. The address which must be given is **The Lowther Pavilion, Lowther Terrace, Lytham, FY8 5QQ**
2. **Only qualified people \* should touch the patient** [\*practising nurse/doctor; holder of current First Aid Certificate; member of Red Cross or St. John Ambulance]. St John Ambulance Service issue guidance called 'essential first aid advice'. It would be helpful for the emergency co-ordinator and committee to have a basic familiarity with it and for it to be on hand.
3. Do **not** give medication to anyone. If the patient has medication with him/her for emergencies and he/she wishes to take it, make sure you know what it is and the quantity taken in order to tell the paramedics/doctor and the emergency co-ordinator.
4. If the patient seems recovered, they should not be left alone and try to keep him/her sitting quietly away from the others and try to persuade him/her to get someone to take them home or to take a taxi.

### **First Aid Procedure for visits/tours/other events.**

**The tour / visits / event organiser should obtain the following information from participants:**

- Ask for emergency contact details on the application form and have these to hand during the tour / visit / event.
- Host a briefing meeting before an overseas tour, if appropriate.
- The tour/ visits / event, organiser must take a mobile phone in case of emergency and ensure all participants have the organiser's mobile telephone number. For tours and visits it is advisable for a nominated participant to act as an assistant / helper to the organiser.

- Ask all tour/ visits / event, participants who have a medical condition and take regular and important medication to provide details of both on a piece of paper sealed in a named envelope and to be given to the organiser at the start of the tour / visit / event. These will be kept by the organiser and will only be used if a participant has a medical emergency. The envelopes will be returned to participants at the end of the tour / visit / event.

This form should also contain emergency contact details and telephone number. The completeness and accuracy of this information remains the responsibility of the individual.

Participants who carry an (ICE) card should inform the organiser.

5. When arranging outings etc consider the capabilities of the average membership and when advertising, make it clear what level of activity is anticipated. Also advise on footwear and clothing if appropriate. *[The organiser for visits should visit the venue (if appropriate and possible), and complete a Risk Assessment Form for the activity before it is advertised.]*
6. Risk assessment forms are available from the Secretary.
7. The organiser / assistant helper to check that members are coping and for one of them to stay with a member who is taken ill.

#### **Fire Precautions for lectures, SIDs and other events**

8. All members, lecturers, guests, must be aware of the fire precautions in the meeting places.
9. It is the responsibility of the Committee to know the location of the exits and their accessibility to wheel-chair users and members should be informed of these before each lecture / SID / event.
10. The emergency co-ordinator should know who the manager / emergency contact person is, if there is one, and how to contact them.

#### **Reporting incidents to The Arts Society**

Relevant incidents should be reported to Tim Nicholls, Finance & Resources Director, The Arts Society House, 8 Guilford Street, London, WC1N 1DA or [tim@theartsociety.org](mailto:tim@theartsociety.org)

A relevant incident is one where someone has been harmed and where it could potentially be the fault of the society or another individual.

#### **Updated by**

C. McHugh  
Secretary  
30.07.20

Revised 25.08.09, 23.07.13

#### Footnote:

In the event of a national or global emergency situation, such as an epidemic or pandemic, the Society would be subject to and directed by government advice and protocols.