

FIRST AID POLICY

for

DALGETY COMMUNITY TRUST

Introduction

DALGETY COMMUNITY TRUST (the Trust) is a registered charity as well as a company limited by guarantee. The Trust is run for the following purpose:

The Trust has been formed to benefit principally those parts of the KY11 9 and KY11 7 postcodes which lie within the Community Council area of Dalgety Bay and Hillend Community Council, as defined from time to time by Fife Council. The objectives of the Trust are:-

1. The advancement of community development (including urban and rural regeneration) principally within the community
2. The advancement of citizenship
3. The advancement of environmental protection or improvement
4. The provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended
5. The advancement of the arts, heritage, culture or science
6. The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage

The Trust is a company limited by guarantee and a Charity, registered in Scotland and based at:

3 St David's Business Park,
Dalgety Bay,
Dunfermline,
Fife
KY11 9PF

Registered Charity Number: SC052690

Company Number: SC637544

Policy Statement

The Trust is committed to providing a safe and healthy environment for all Trustee-Directors, volunteers, and visitors to any events it holds. As part of its commitment, the Trust has established a first aid policy to ensure that appropriate first aid measures are available and accessible in the event of an emergency.

This policy is developed in accordance with the Health and Safety at Work etc. Act 1974, the Health and Safety (First-Aid) Regulations 1981, the Management of Health and Safety at Work Regulations 1999, and, where applicable, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The level of first aid provision will be proportionate to the nature, size and risk profile of each activity or event organised or supported by the Trust.

First Aid Responsibilities

All Trustee-Directors, volunteers and visitors to events the Trust holds have a responsibility to report any first aid incidents or emergencies to the designated First Aid Officer(s) or emergency services immediately.

The Board of Trustee-Directors has overall responsibility for ensuring appropriate first aid arrangements are in place.

A risk assessment will be undertaken for each event or activity to determine the appropriate level of first aid provision required.

First Aid Officers

At events where a risk assessment identifies that first aid provision is required, the Trust will designate or identify an appropriately trained First Aid Officer. First Aid Officers may be Trustee-Directors or volunteers of the Trust or alternatively they may be identified individuals representing other parties or groups at an event.

Where events are delivered in partnership with other organisations or at hired venues, the Trust will clarify in advance which party is responsible for first aid provision.

Notwithstanding this, the Trust will be responsible for maintaining first aid kits and ensuring that first aid supplies are readily available at any event it holds or attends.

The Trust will ensure that a sufficient number of trained persons are available, taking into account the scale and nature of the activity. At any time, the Trust will aim to have a minimum of two current trained first aiders within its Board or volunteer group, subject to risk assessment and operational need.

First Aid Kits

Where the Trust controls or manages an event space, first aid kits will be located in visible and accessible areas. Where events are held in third-party venues, the location of first aid facilities will be identified in advance. The First Aid Kits will contain the minimum supplies as required by the Health and Safety (First-Aid) Regulations 1981 and associated HSE guidance] and will be periodically inspected to ensure that they are complete and up-to-date.

Emergency Response Plan:

The Trust will ensure that emergency procedures appropriate to the activity and venue are identified in advance of each event. This may include a documented Emergency Response Plan where required by risk assessment. Any plan will include emergency contact details, evacuation procedures, and an emergency communication system.

Emergency contact details for local emergency services will be made available to event organisers and First Aid Officers.

Training

The Trust will encourage Trustee-Directors and key volunteers to undertake basic first aid awareness training.

The Trust will seek to maintain at least two individuals with current accredited first aid certification, subject to risk assessment and operational requirements.

The Trust will monitor training expiry dates and ensure refresher training is undertaken as required

Record Keeping

The Trust will keep and maintain an up-to-date accident book. Accident records will be maintained in accordance with HSE guidance and retained securely. The accident book will record details of any accident; injury or first aid treatment provided in connection with Trust activities.

The accident book is a way of ensuring that incidents resulting in injury are properly recorded and will include details of the injury suffered, the type of accident as well as the injured person's name and date of the incident.

Personal data contained within accident records will be processed and stored in accordance with the Trust's Data Protection Policy and UK GDPR requirements.

Where an incident meets the reporting threshold under RIDDOR 2013, the Trust will ensure that a report is submitted to the Health and Safety Executive within the required timescale

Review:

The Trust's first aid policy will be reviewed periodically to ensure that it remains current and relevant. The review will include an assessment of first aid incidents and response times, and any changes to relevant laws and regulations.

This policy will be communicated to all Trustee-Directors and volunteers and will be made available on the Trust's website www.dalgetycommunitytrust.co.uk

A copy of this policy will be made available to partner organisations on request.

This Policy is approved and robustly endorsed by DALGETY COMMUNITY TRUST.



Signed: _____ PHILIP
EVANS (CHAIR)

Date: 1st March 2026

Status Control

Version	Date	Status	Prepared By	Reason for Revision
1.1	March 2023		Lesley Sinclair	Original Document
2.0	March 2026		Phil Evans	Document strengthened to reflect up to date legislation/requirements