



## **TWMAD First Aid & Emergency Procedures**

**Approved by:** Directors

**Applies to:** All staff, volunteers, contractors, and visitors

**Review cycle:** Annually or following a first aid or emergency incident

**Related policies:** Safeguarding Policy, Health & Safety Policy, Risk Assessment Procedures

### **1. Purpose**

TWMAD CIC is committed to ensuring the safety and wellbeing of all children, young people, staff, volunteers, and visitors during all mentoring activities and events. This policy provides clear guidance for:

- managing first aid incidents
- responding to emergencies
- ensuring compliance with UK health and safety regulation.

### **2. Scope**

This policy applies to all:

- staff and volunteers of TWMAD CIC
- children and young people participating in mentoring sessions
- visitors attending TWMAD CIC activities
- locations where TWMAD CIC activities take place, including off-site visits

### **3. Responsibilities**

#### **3.1 TWMAD CIC**

- Ensure adequate first aid provision for all activities
- Maintain first aid kits and ensure they are accessible and regularly checked
- Provide staff and volunteers with first aid and emergency procedure training
- Record all incidents, accidents, and near misses

#### **3.2 Staff and Volunteers**

- Familiarise themselves with the location of first aid kits and emergency exits
- Report all accidents and incidents immediately to the designated first aider or supervisor
- Follow emergency procedures promptly and calmly
- Support children and young people during incidents

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### 3.3 First Aiders

- Hold a valid recognised first aid qualification
- Provide first aid in accordance with training
- Maintain and check first aid equipment regularly
- Complete accurate incident and accident records

## 4. First Aid Provision

- A qualified first aider must be available at all TWMad sessions and events
- First aid kits must be **readily accessible** and checked at least monthly
- The kit should contain items suitable for treating minor injuries, burns, cuts, and bleeding
- Staff must **not administer medication** unless trained and authorised to do so

## 5. Reporting and Recording Incidents

- All injuries, accidents, or near misses must be recorded in the **Accident/Incident Log**
- Records must include:
  - Date, time, and location
  - Person(s) involved
  - Nature of the injury or incident
  - First aid administered
  - Action taken and outcome
  - Witnesses, if any
- Parents/guardians must be informed of any incidents involving children or young people

## 6. Emergency Procedures

In the event of a serious incident or emergency:

1. **Assess the situation** — ensure your own safety first
2. **Call emergency services** (999 in the UK) if needed
3. **Administer first aid** if safe and trained to do so
4. **Evacuate the area** if necessary, following fire/evacuation procedures
5. **Alert senior staff or the designated safeguarding lead**
6. **Inform parents/guardians** for children or young people involved

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## 6.1 Fire and Evacuation

- Emergency exits must be clearly marked and unobstructed
- Staff and volunteers must familiarise themselves with evacuation routes and assembly points
- A roll call should be completed after evacuation to ensure all individuals are accounted for

## 6.2 Serious Medical Emergencies

- For life-threatening injuries or conditions (e.g., cardiac arrest, severe bleeding, anaphylaxis):
  - Call 999 immediately
  - Follow first aid procedures until professional help arrives
  - Keep the person comfortable and do not leave them unattended

## 7. Training

- All staff and volunteers receive induction training on first aid and emergency procedures
- Designated first aiders complete accredited training and maintain certifications
- Refresher training is provided at least every 3 years or as required

## 8. Off-Site Visits and Mentoring Sessions

- Risk assessments must be completed before any off-site visit
- First aid kits and contact information for emergency services must be taken
- Staff/volunteers must be aware of nearest medical facilities
- Emergency procedures must be reviewed and communicated to all participants

## 9. Monitoring and Review

- This policy will be reviewed annually or after any first aid or emergency incident
- Updates will reflect changes to legislation, best practice, or TWMad CIC activities

## 10. References

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- First Aid at Work Regulations 1981 (as amended)
- Working Together to Safeguard Children (DfE, statutory guidance)

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