



**JOB SKILLS TRAINING
ASSOCIATION**

Registered UK Charity: 1207351

First Aid Policy Job Skills Training Association

Effective Date: March 2024

Last Reviewed: May 2026

Next Review Due: May 2027

www.jobskillstraining.org.uk



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1. Policy Statement

At Job Skills Training Association, we are committed to providing a safe and healthy environment for all staff, volunteers, trustees, learners, young people, visitors, and contractors participating in our activities.

We recognise that accidents and medical emergencies may occur during our programmes, training sessions, workshops, community events, and other activities. This policy outlines our arrangements for providing appropriate first aid and responding promptly to illness or injury.

The Charity is committed to ensuring that appropriate first aid arrangements are in place to minimise the effects of accidents and medical emergencies while complying with relevant UK health and safety legislation.

This policy should be read alongside the Charity's Health and Safety Policy, Safeguarding Policy, and Accident and Incident Reporting Policy.

2. Scope of the Policy

This policy applies to:

- All employees
- Trustees
- Volunteers
- Interns
- Contractors
- Learners
- Young people participating in Charity activities
- Visitors attending Charity premises or events

The policy applies to all activities organised or delivered by Job Skills Training Association, including:

- Training sessions
- Workshops
- Employability programmes
- Community events
- Outreach activities
- Online and hybrid activities where appropriate
- Partner venues
- External meetings

3. Legal and Regulatory Framework

This policy is informed by relevant UK legislation and guidance, including:

- Health and Safety at Work etc. Act 1974
- Health and Safety (First-Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Equality Act 2010

4. First Aid Principles

Job Skills Training Association is committed to ensuring that:

- Appropriate first aid arrangements are available during Charity activities.
- First aid equipment is maintained and easily accessible.
- Injured or unwell individuals receive prompt assistance.
- Medical emergencies are responded to appropriately.



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- All accidents requiring first aid are recorded.
- Emergency services are contacted without delay where necessary.
- Staff and volunteers understand how to obtain first aid assistance.

5. Roles and Responsibilities

5.1 Board of Trustees

The Board of Trustees is responsible for ensuring that suitable first aid arrangements are maintained across the Charity.

The Board will:

- approve this policy;
- monitor compliance;
- ensure appropriate resources are available;
- review the policy annually.

5.2 Managers and Activity Leaders

Managers and activity leaders will:

- assess first aid requirements before activities;
- ensure first aid equipment is available;
- know how to contact emergency services;
- record accidents requiring first aid;
- report serious incidents in accordance with Charity procedures.

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5.3 Staff and Volunteers

- All staff and volunteers must:
- take reasonable care of themselves and others;
- report injuries immediately;
- seek first aid when required;
- cooperate during medical emergencies;
- report damaged or missing first aid equipment.

6. First Aid Equipment

The Charity will ensure that suitable first aid kits are available at its premises and, where appropriate, during organised activities held at external venues.

First aid kits will:

- be clearly identified;
- be easily accessible;
- be checked regularly;
- be replenished after use;
- contain appropriate first aid supplies.

Where activities are delivered at partner venues, the Charity will confirm that adequate first aid arrangements are available before activities commence.

7. First Aid Procedures

- Where an accident or illness occurs:
- The injured person should be assessed immediately.
- Appropriate first aid should be provided where safe to do so.
- Emergency services should be contacted by dialling **999** if the injury or illness is serious.



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- The injured person should not be moved unless necessary to prevent further harm.
- Parents, guardians or emergency contacts will be informed where appropriate.
- All incidents requiring first aid should be recorded.

8. Emergency Procedures

Emergency services should be contacted immediately where an individual:

- loses consciousness;
- experiences breathing difficulties;
- suffers a suspected heart attack or stroke;
- sustains a serious head injury;
- has severe bleeding;
- experiences a seizure lasting longer than normal;
- suffers a suspected fracture;
- experiences a severe allergic reaction;
- requires urgent medical attention.
- Staff should remain calm, follow emergency operator instructions and ensure emergency services have clear access to the location.

9. Recording First Aid Incidents

All first aid treatment should be recorded as soon as reasonably practicable.

Records should include:

- date and time;
- name of injured person;
- description of injury or illness;
- treatment provided;
- name of person providing assistance;

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- whether emergency services attended;
- any follow-up action required.
- Serious incidents must also be reported in accordance with the Charity's Accident and Incident Reporting Policy.

10. Training

Job Skills Training Association will ensure that appropriate first aid training is provided where required.

Staff and volunteers will be informed of:

- first aid arrangements;
- emergency contact procedures;
- accident reporting procedures;
- location of first aid equipment.
- Where designated first aiders are appointed, refresher training will be completed before certificates expire.

11. Monitoring and Review

The Charity will monitor first aid arrangements regularly to ensure they remain effective.

This policy will be reviewed:

- every 12 months;
- following significant incidents;
- where legislation changes;
- where operational changes affect first aid requirements.

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12. Organisation-Specific First Aid Scenarios

Example 1 – Training Session

- A learner feels faint during an employability workshop.
- A member of staff assists the learner to a safe area, provides appropriate first aid, and monitors their condition. If symptoms persist, emergency medical assistance is sought and the incident is recorded.

Example 2 – Community Event

- A visitor trips and suffers a minor cut during a community event organised by the Charity.
- First aid is provided using the available first aid kit. The incident is recorded, and the area is checked to remove any hazard that contributed to the accident.

Example 3 – Medical Emergency

- During a mentoring session, a participant experiences chest pain.
- Emergency services are contacted immediately by calling **999**. Staff remain with the individual until paramedics arrive and complete an incident report following the event.

13. Board Approval and Version Control

Policy Owner: Job Skills Training Association

Approved by: Board of Trustees / Management Committee

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Review Cycle: Every 12 months



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14. Contact Details

For questions regarding this policy, please contact:

Job Skills Training Association

Email: info@jobskillstraining.org.uk

Telephone: +44 7558 999784

Document Declaration

By working or volunteering with Job Skills Training Association, all trustees, employees, volunteers, interns and contractors acknowledge that they have read, understood and agree to comply with this First Aid Policy.

Failure to comply with this policy may result in appropriate action being taken in accordance with the Charity's policies and procedures.

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