

# MEMORY LANE CAFÉ CALDERDALE

## Accident Policy

### 1. Introduction

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intention to prevent as many as possible.

### 2. Our prevention strategy

We aim to reduce the risk of accidents by:-

- making risk assessments for foreseen risks. By doing risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- regularly checking premises and equipment.
- educating volunteers to be aware of hazards and how to minimise/eliminate them.
- educating volunteers to care about their environment and their colleagues.
- educating volunteers to identify and report hazards and risks.

### 3. Training

We offer First Aid training to all volunteers.

### 4. Recording of accidents

All accidents affecting any of our volunteers or visitors will be recorded in the Memory Lane Cafe Calderdale Accident Book. This recording process applies to each of the locations listed below and in addition to any location-specific recording requirement. All accidents are reviewed to see if anything can be done to prevent recurrence.

#### (a) St Paul's Methodist Church

Provision of First Aid Kit and reporting documentation is provided and maintained by the church. We follow their specific procedures.

#### (b) Maurice Jagger Centre

Provision of First Aid Kit and reporting documentation is provided and maintained by the Centre. We follow their specific procedures.

#### (c) Other public locations

At external events (e.g. markets, supermarket etc) we rely on the First Aid provisions of those locations and will follow their specific procedures.

#### (d) At Trustee and/or Volunteer meetings

At Trustee and/or Volunteer meetings we rely on the First Aid provisions of the venue and will follow their specific procedures.

**This policy was approved by Trustees of Memory Lane Cafe Calderdale on 30-1-20 and will be reviewed every 2 years. Next review date is 30-1-22**