

Accident, Incident & First Aid Policy

This policy explains what to do in the event of an accident or incident, where first aid provisions can be found, and the steps to follow in an emergency. It helps ensure a prompt and appropriate response while supporting a safe environment for all guests.

1. First Aid Provision

- A basic first aid kit is available on site.
- The kit is intended for minor injuries such as small cuts, grazes, and bumps.
- Supervising adults are responsible for administering first aid where appropriate.

If first aid supplies become depleted or damaged, please notify us.

2. Responsibility During Incidents

- Supervising adults are responsible for responding to accidents involving children in their care.
 - Activities should stop immediately if an injury occurs.
 - Equipment involved in an incident should not continue to be used if it may be unsafe.
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3. Reporting Accidents & Incidents

All accidents or incidents should be reported as soon as reasonably possible, especially where:

- first aid is administered
- medical attention is required
- equipment is involved
- there is damage to the venue
- there is a near miss or safety concern

Reports help us maintain a safe environment and address potential hazards.

4. Emergency Situations

In a serious emergency:

1. Call 999 and request the appropriate emergency service.
 2. Provide the venue address and clear details of the situation.
 3. Follow the instructions given by emergency services.
 4. Ensure access routes remain clear for responders.
 5. Contact Tovah using the emergency contact details provided.
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5. Keeping the Area Safe

Following an incident:

- keep the surrounding area clear
- remove any hazards if safe to do so

- prevent further use of unsafe equipment
 - supervise other children away from the area
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6. Access for Emergency Services

If emergency services are required:

- ensure doors are unlocked or accessible
 - guide responders to the correct location
 - keep entry routes clear
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✓ Agreement

By attending a booking, supervising adults accept responsibility for responding appropriately to accidents and following emergency procedures where necessary.