

NFWI First Aid Cover for Federation/WI Meetings, Events and Trips



1. Introduction

The Health and Safety Executive Guidelines only apply to employers and their employees therefore, as WI members are not technically 'paid employees' there is no duty of care under the first aid regulations. What Federations and WIs can do if they so wish is to follow the HSE guidelines as best practice. These can be found on the HSE website www.hse.gov.uk

2. WI meetings

The NFWI advise that the minimum standard of practice should be adopted by Federations and WI's. All WI groups and federations should have an appointed person who is responsible for a small first aid kit and a charged mobile phone in case they need to dial 999.

St John Ambulance and Association of Ambulances Chief Executives recommend that members of the public and organisations are aware of their nearest defibrillator, this can be done by visiting [Defib finder – find the defibrillators nearest you.](#)

Under the common law, voluntary organisations and individual volunteers have a duty of care to each other and others who may be affected by their activities.

Federations and WIs only have a duty of care to paid employees or any other paid person, such as speakers, at their meetings. If the Federation or WI is taking part in a large event such as a county show, the event organisers would be responsible for supplying first aid cover.

3. Events

At Federation Council Meetings, AGMs or other such large meetings where members have paid to attend, there is still no legal duty to provide first aid for non-employees, but the NFWI requires you include all attendees in your first-aid provision. If the Federation or WI is taking part in a large event such as a county show, the event organisers would be responsible for supplying first aid cover.

The NFWI recommends that the organiser of any large event contacts their local St John's Ambulance or Red Cross branch to ask for first aid cover. In some instances, this cover may be provided by the venue, so it is advised that you discuss first aid provision with the venue and undertake a joint risk assessment to establish what cover is needed. Please note that it is often less expensive to contact St John Ambulance directly than to pay the rate quoted by a venue for first aid cover, though some venues may insist this cover is part of the 'package' for the hire of the venue.

To request St John Ambulance first aid cover for an event, visit their website www.sja.org.uk to complete a request form, they require following information:

- Date and time
- Venue/location

- Type of event
- Numbers attending/participating.
- Any special requirements.

The completed form will be sent over to your nearest regional team at St John Ambulance, and they will be in contact with you within 7 working days.

4. Federations

Though some federations may have paid staff, due to the size of the staff body there is likely to be no requirement for a qualified first aider on site. If the Federation has more than 5 paid members of staff, they are required to have a qualified first aider on site. The federation can complete a risk assessment and determine if a qualified first aider is needed. At the minimum they should have an appointed person who is able to support if there was an emergency.

5. Trips

It is advised that a risk assessment form is completed for any trips taken by individual WI groups and kept for a record. WIs and federations must also be aware of any specific requirements of their insurer and check that any non-standard visits or activities are covered in their policy. A small portable first aid bag should be taken on trips and carried by either the first aider or appointed person. Any member who takes or requires medication is solely responsible for their medication and must carry it on their person.

6. First-aid box/bag

There is no mandatory list of items to put in a first-aid box/bag. As a guide, where activities involve low hazards, a minimum stock of first-aid items might be:

- A leaflet giving general guidance on first aid (e.g. HSE and/or St John Ambulance leaflets)
- Twenty individually wrapped sterile plasters (assorted sizes), best practise is to include hypoallergenic plasters.
- Two sterile eye pads.
- Four individually wrapped triangular bandages, preferably sterile.
- Six safety pins
- Two large, individually wrapped, sterile, unmedicated wound dressings.
- six medium-sized, individually wrapped, sterile, unmedicated wound dressings.
- Two pairs of disposable gloves.
- A plastic face shield or pocket mask for rescue breaths.

The first aid box/bag should be checked regularly, especially any sterile items as they will have an expiry date on the individual packaging. All expired items must be replaced and disposed of safely. For non-sterile items, these should be checked made sure they are fit for purpose. It is recommended that you don't keep tablets and/or medicines in the first-aid box.

7.Resources

NFWI policies/guidance:

- NFWI Health and Safety Policy
- NFWI Risk assessment form

- NFWI serious incident reporting
- NFWI Safeguarding Policy

The below organisations and statutes can offer further support and information:

- Health and Safety Executive (HSE)
- Action with Communities in Rural England (ACRE)
- St John Ambulance
- British Red Cross
- British Heart Foundation

The below legislation is relevant to this policy:

- Health and Safety at Work Act 1974
- The Health and Safety (First-Aid) Regulations 1981
- Management of health and safety at work 1999

8. Contact Information

For more information, please contact us via email membership@nfwl.org.uk You can also call 0207 371 9300 or write to us at NFWI, Membership and Engagement Team, 104 New Kings Road, London, SW6 4LY.

9. Updating this policy

This policy is under continuous review and will be updated annually or as required. Any updates will be communicated to federations, who should cascade this information on to WIs.

Version	Date Created	Last review date	Next Review date	Document author
1.	August 2023		June 2024	Membership and Engagement team