

## Accident and Incident Reporting

The CBBCA does not provide staff on the premises. Therefore, community centre users should make themselves familiar with the Health and Safety Policy displayed and must abide by the health and safety regulations in operation.

In the case of an accident requiring medical attention, community centre users are expected to have their own procedures with regard to calling an ambulance and administering First Aid.

There are three First Aid kits in the centre; one in the kitchen, one in the main hall and one in the small meeting room.

All accidents must be recorded in the Accident Book which is to be found with the First Aid kit in the main hall.

If you notice that the First Aid kits are low on any supplies, please email [chinleyca@gmail.com](mailto:chinleyca@gmail.com) or phone Phil Manford on 0771 787 2028