



PONY PARTNERSHIPS



First Aid Policy

Name of Organisation: Pony Partnerships

Venue Address for which policy applies: All sites.

Date of last review: 1st September 2025

Date of next review: 31st August 2026

Name of Risk Assessor: Danielle Mills

1. Policy Statement

Pony Partnerships CIC is committed to ensuring the health, safety, and welfare of its employees, volunteers, clients, and visitors. We will comply fully with the Health and Safety (First-Aid) Regulations 1981 (as amended) and ensure best practice in first aid provision.

We aim to provide adequate and appropriate equipment, facilities, and trained personnel so that anyone who becomes ill or injured while on site or during Pony Partnerships activities receives immediate and suitable attention.

The responsible manager for First Aid is:

- Danielle Mills (Clinical Lead)

All staff have a duty to co-operate with this policy and to ensure first aid procedures are followed at all times.

2. Aims & Objectives

Our First Aid Policy will be achieved by:

- Conducting and reviewing a First Aid Needs Assessment to identify risks and ensure adequate provision.
- Providing a sufficient number of qualified first aiders and appointed persons at all times.
- Ensuring all staff know who the appointed persons/first aiders are and how to contact them.
- Providing and maintaining suitable first aid equipment and facilities, checked regularly.
- Recording and reporting accidents, incidents, and near-misses in line with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).
- Informing guardians/schools of incidents involving children or young people.
- Ensuring staff receive appropriate training, including any specialist first aid required for known client health needs.

3. Appointed Persons & First Aiders

At Pony Partnerships CIC, the following staff are appointed persons/first aiders (names displayed on First Aid signs):

- Danielle Mills
- Naomi Worrall
- Katy Parkinson
- Erika Ravaszova

- Charlotte Jordan
- Bryony Jones
- Sarah Bonner
- Claire Jacob

Appointed persons are responsible for:

- Taking charge in the event of illness or injury.
- Calling the emergency services where required.
- Checking and maintaining first aid kits.

Where clients have specific medical conditions (e.g., Type 1 diabetes, epilepsy, severe allergies), at least two staff members will be trained to support those needs and implement individual healthcare plans.

4. First Aid Equipment & Facilities

- First aid kits: Three fixed kits at the Etwall site (barn, stables, shed) plus portable kits for off-site activities.
- Checks: Contents checked every 3 months by appointed persons, recorded on a checklist stored with each kit.
- First Aid Area (Barn): Equipped with:
 - First aid box
 - Blanket
 - Chair
 - Telephone access
 - Running water
 - Basic cleaning materials

5. Procedures in the Event of an Accident or Illness

The first aider/appointed person will assess the casualty, provide first aid within their level of training, and determine whether further medical assistance is required.

An ambulance must always be called for:

- Serious injuries
- Head injuries
- Loss of consciousness
- Suspected fractures
- Severe asthma attacks
- Anaphylaxis where an EpiPen has been administered
- Any situation where the first aider is uncertain of severity or treatment

Children/Young People:

- Guardians/schools will be contacted as soon as possible.
- If a child requires hospital treatment and guardians cannot be contacted, a staff member will accompany them and remain until guardians arrive.

6. Recording & Reporting

All accidents/incidents requiring first aid must be recorded, including:

- Name of injured person

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- Name of first aider/appointed person
- Date, time, and location of accident
- Nature of injury or illness
- Treatment given/action taken

Records will be kept securely in accordance with GDPR.

Serious incidents will also be reported to guardians/schools and, where necessary, under RIDDOR.

7. Training

First aiders will hold a valid First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) qualification, renewed as required (every 3 years).

Appointed persons will receive refresher training to maintain confidence.

Additional training will be provided for specific risks (e.g., equine-related injuries, diabetes, epilepsy, anaphylaxis).

All staff will receive basic awareness training in first aid procedures and emergency response.

8. Monitoring & Review

First aid arrangements will be reviewed annually, or sooner if incidents, staffing changes, or risk assessments identify the need.

Lessons learned from incidents will be incorporated into future training and practice.

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