STRADFAS is determined to adopt best practice by having a procedure in place to deal with first aid emergencies as part of the Society’s risk management policy.

1. To ensure that any member who is taken ill or is injured is properly taken care of and receives the necessary medical attention as soon as possible.
2. To minimise the amount of disruption caused to other members at lectures, days of special interest, outings or other events.

Every Trustee and Committee Member should be familiar with the Society’s first aid procedure.

**1. At Lectures**

The following basic measures are to be in place.

1. One or more Committee Members has a mobile phone or, in an area of poor reception, know the location of the nearest landline.
2. Know the postcode of the venue in case an ambulance needs to be called.
3. Know the name and location of the designated first-aider of the venue and how to contact them.

*NB: The Arts Society advises that there Is no requirement in law or in current TAS Insurance Policies that makes it necessary to have a trained first aider on site. This is a matter for the Trustees and Committee to consider.*

**2. Outings/Tours/Other Events.**

The guidelines for lectures apply equally for outings or tours, but further considerations are required when “out and about” with members.

1. When arranging outings and tours, ask for emergency contact details on the application form and make sure that these are on hand during the event.
2. When arranging outings and tours, consider the capabilities of the members likely to come. Do not be over ambitious if most members are elderly.

First Aid Guidelines