

HEALTH AND SAFETY

First Aid Procedure

June 2024

KEY DOCUMENT INFORMATION	
Document Ownership and Date	
Document owner	Head of Operations & Estate
Date of this version	June 2024
Audience and Context	
Applies to	All staff and students
Related policies and procedures	Incident policy

1. FIRST AID ARRANGEMENTS

1.1. FIRST AID NEEDS ASSESSMENT

To ensure the appropriate provision for first aid across all RADA sites, the Head of Operations & Estate has established a First Aid Needs Assessment, which is regularly reviewed in consultation with our H&S Committee.

The First Aid Needs Assessment looks at our workforce, workplaces and our hazards and risk levels, among other factors such as access to emergency medical services. This information informs what first aid arrangements we need to put in place, including first aiders. The assessment can be found in section 2 of this document.

1.2. ROLE OF THE FIRST AIDER

The purpose of First Aid is to preserve life. First aid is the immediate help to someone who is injured or ill to keep them safe and to cause no further harm. The first aider calls 999 or 112 for emergency services if required.

1.2.1 RADA First Aiders

In addition, we train RADA staff as first aiders. These roles are voluntary. Most first aiders attend Emergency First Aid at Work (1-day).

Certain identified safety critical areas (usually in Technical, Production and Costume), e.g. stage, carpentry, maintain a minimum number of individuals who have received First Aid at Work training (3-day)

Ensuring local coverage of RADA first aiders is the responsibility of the local management. However, the Operations and HR teams monitor the coverage of first aiders and they will prompt the local management, if necessary.

1.3. ACCESS TO FIRST AID TRAINING

The HR department has a service level agreement with an accredited and reputable training provider to supply first aid training to employees who wish to become first aiders.

The course is delivered at the provider locations. There are a range of training courses available to employees: from 1-day Emergency First Aid to 3-day First Aid at Work, and also the Schools First Aid.

Please contact the Head of HR in HR to request training. Every request will be considered in relation to the First Aid Needs Assessment and the job role.

1.4. FIRST AID BOXES

RADA's Senior Duty Manager is responsible for regularly checking local first aid box(es) (First Aid Kits) in all areas of work and maintaining the supplies. They should always be restocked after use.

The contents of first aid boxes may vary dependent on location and the types of work being carried out there. However, the minimum contents of all first aid kits will follow BS 8599-1 as below:

Contents	<u>Small (standard)</u>	<u>Medium (as required)</u>	<u>Large (touring)</u>
First aid guidance leaflet	1	1	1
Medium sterile dressing	2	4	6
Large sterile dressing	2	3	4
L/A Dressing	2	4	6
Triangular dressing	2	3	4
Eye dressing	2	3	4
Plasters	40	60	100
Alcohol-free cleansing wipes	20	30	40
Adhesive tape	1	2	3
Nitrile gloves	3	6	12
Face shield	1	1	2
Foil blanket	1	2	3
Burn dressing 10 x 10cm	1	2	2
Eye Wash Bullets	4	6	10
Burn Gel	10	20	30
Clothing cutters	1	1	1
Crepe Bandage	1	2	4
Conforming bandage	1	2	2
Finger dressing	2	3	4
Contents list	1	1	1

Location of First Aid boxes by site:

Building	Location
Gower Street	<ul style="list-style-type: none"> • Reception desk (LG) • Box Office (LG) • FOH Office (LG) • Scenic Art Workshop (L-1) • Construction Workshop – Metal (L-1) • Construction Workshop – Wood (L-1) • GBS Running Room (L-1) • Gielgud Running Room (L1)

	<ul style="list-style-type: none"> • Vanbrugh Stage (L2) • Vanbrugh Running Room (L2) • LX Workshop (L3) • Wardrobe (L4)
18-22 Chenies Street	<ul style="list-style-type: none"> • Reception desk (LG) • Wolfson Gielgud Studio (LG) • GBS Studio (LG) • Props Workshop (L-1) • Vanbrugh Studio (LG)
16 Chenies Street	<ul style="list-style-type: none"> • Reception desk (LG) • Studio Theatre Tech Box (L1) • Green Room (L-1)
Scala Street	<ul style="list-style-type: none"> • Level 1 office (L1) • Level 2 office (L2) • Level 3 office (L3) • Level 4 office (L4) (ordered early April 24')

[First Aid Box Location Images](#)

1.5. AED OR DEFIBRILLATORS

We have one defibrillator in the RADA building(s) in the following location(s):

Building	Location
Gower Street	Located on the wall between the RADA Bar and the theatre's

The FOH team are responsible for the maintenance and servicing of defibrillators and keep a log of all items.

1.6. COMMUNICATIONS

The Operations Team sends out first aid bulletins to RADA first aiders twice a year with updates and reminders, usually at the beginning of the academic year/September and the beginning of the calendar year in January.

There is an intranet page providing information about First Aid and a Microsoft Teams site to maintain contact with and between first aiders. When someone becomes a first aider, the Operations team add them to the First Aiders Group on Teams.

First aiders can contact the Operations Team for assistance either via the Teams site or email and telephone.

2. FIRST AID NEEDS ASSESSMENT

2.1. GOWER STREET / MALET STREET

Gower Street / Malet Street	Information
Staff numbers	50+ staff, freelancers, casuals and contractors
Student numbers	50+ students
Audience / visitor numbers	183 patrons per Vanbrugh Theatre performance, 70 per GBS Theatre performance, 50 per Gielgud Theatre performance and regular small groups of visitors through the day
Opening hours	The café is open to the public Monday-Friday 10:00-17:00.
Risk level	Low with small pockets of high-risk in workshops and stage areas
Access to Accident & Emergency (A&E)	2 minutes' drive or 6 minutes' walk to University College Hospital (UCH) A&E
Current first aid arrangements	Duty Managers and Reception team staff are all first aiders (1-day or 3-day First Aid at Work).
Other considerations	Touring: dependant on country and specific needs assessment required but staff travel with first aid kits. External events: for UK-based events it is the venue's responsibility.

RADA First Aid Personnel	Required Yes / No	Number needed
First Aider with a First Aid at Work (FAW) certificate (3-day)	Yes	This is a minimum number. High-risk areas Back of House: <ul style="list-style-type: none"> • Stage technical areas: 3 • Workshops: 2
First Aider with an Emergency First Aid at Work (EFAW) certificate (1- day)	Yes	FOH team – duty managers and receptionists (3) Costume (1-2)
First-aiders with additional training (specify)	No (contractor)	N/A
Appointed Person	No	N/A
First Aid Equipment and Facilities	Required Yes / No	Number needed
First Aid container	Yes	Reception At other key locations: stages, workshops and some departments/offices.
Automated external defibrillator (AED)	Yes	One – Located on the wall between the RADA Bar and the theatre's
Travelling first aid kit	Yes	Touring
First Aid Room	No	N/A

2.2. 18-22 CHENIES STREET

18-22 Chenies Street	Information
Staff numbers	30+ staff, freelancers, casuals and contractors
Student numbers	10+ students
Audience / visitor numbers	None
Risk level	Medium
Access to Accident & Emergency (A&E)	3 minutes' drive or 8 minutes' walk to University College Hospital (UCH) A&E
Current first aid arrangements	Duty Managers and Reception team staff are all first aiders (mix of 1-day and 3-day First Aid at Work).
Other considerations	None

RADA First Aid Personnel	Required Yes / No	Number needed
First Aider with a First Aid at Work (FAW) certificate (3-day)	Yes	This is a minimum number. High-risk areas Back of House: <ul style="list-style-type: none"> Workshops: 1-2
First Aider with an Emergency First Aid at Work (EFAW) certificate (1- day)	Yes	FOH team – duty managers and receptionists (2)
First-aider with additional training (specify)	No (contractor)	N/A
Appointed Person	No	N/A
First Aid Equipment and Facilities	Required Yes / No	Number needed
First Aid container	Yes	Reception At other key locations: workshops and some departments/offices.
Automated external defibrillator (AED)	No	Use AED located in Gower
Travelling first aid kit	No	N/A
First Aid Room	No	N/A

2.3. 16 CHENIES STREET

16 Chenies Street	Information
Staff numbers	5+ staff, freelancers, casuals and contractors
Student numbers	2+ students
Audience / visitor numbers	200 patrons per Studio Theatre performance
Risk level	Low with small pockets of high-risk in stage areas
Access to Accident & Emergency (A&E)	3 minutes' drive or 8 minutes' walk to University College Hospital (UCH) A&E
Current first aid arrangements	Duty Managers and Reception team staff are all first aiders (mix of 1-day and 3-day First Aid at Work).
Other considerations	External events: for UK-based events it is the venue's responsibility.

RADA First Aid Personnel	Required Yes / No	Number needed
First Aider with a First Aid at Work (FAW) certificate (3-day)	Yes	This is a minimum number. High-risk areas Back of House: Stages: 1-2
First Aider with an Emergency First Aid at Work (EFAW) certificate (1- day)	Yes	FOH team – duty managers and receptionists (2)
First-aider with additional training (specify)	No (contractor)	N/A
Appointed Person	No	N/A
First Aid Equipment and Facilities	Required Yes / No	Number needed
First Aid container	Yes	Reception At other key locations: stage and technical office.
Automated external defibrillator (AED)	No	Use AED located in Gower
Travelling first aid kit	No	N/A
First Aid Room	No	N/A

2.4. 24-25 SCALA STREET

24-25 Scala Street	Information
Staff numbers	10+ staff, freelancers, casuals and contractors
Student numbers	None
Client numbers	6+ for coaching
Risk level	Low
Access to Accident & Emergency (A&E)	5 minutes' drive or 10 minutes' walk to University College Hospital (UCH) A&E
Current first aid arrangements	Several RB Operations and client services staff are first aiders (mix of 1-day and 3-day First Aid at Work).
Other considerations	External events: for UK-based events it is the venue's responsibility.

RADA First Aid Personnel	Required Yes / No	Number needed
First Aider with a First Aid at Work (FAW) certificate (3-day)	Yes	1-2
First Aider with an Emergency First Aid at Work (EFAW) certificate (1- day)	Yes	2
First-aider with additional training (specify)	No (contractor)	N/A
Appointed Person	No	N/A
First Aid Equipment and Facilities	Required Yes / No	Number needed
First Aid container	Yes	4
Automated external defibrillator (AED)	No	Use AED located in Gower
Travelling first aid kit	Yes	External events
First Aid Room	No	N/A

2.5. FIRST AIDERS

Use this link to view all of the below groups [FIRST AIDERS MENTAL HEATH FIRST AIDERS.docx](#)

- RADA First Aiders
- RADA Business First Aiders
- RADA Mental Health First Aiders
- RADA Business Mental Health First Aiders

REFERENCES

1.1. RADA POLICIES AND PROCEDURES

- Incident Reporting Procedure
- Health & Safety Policy

1.2. LEGISLATION

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety (First-Aid) Regulations 1981

DOCUMENT HISTORY AND REVIEW

Version and Approval History			
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1	June 2024	Original version created	Helen Slater
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