

First Aid and Accident Reporting Notice

[X18 Sacred Heart of Jesus, Westhoughton](#) - Church



First Aid

If you need first aid go to:

If First Aid is required please speak to a Steward who will provide access to a First Aid Kit and assist where necessary.

The first aid kit(s) are kept at:

There are three First Aid Kits. One is located in the Parish Kitchen which is located between the Parish Hall and Meeting Room. The Kitchen is locked when not in use the key is kept in the Sacristy. The kit is on the shelf of the hatch to the small meeting room. The second is in the sacristy in the sink area.

The third is in the back sacristy.

There is a stock of 6 Bio-Hazard clean up packs in the sacristy in the sink area.

To report a problem with the first aid kit or other first aid equipment contact:

Margaret Wardach is responsible for maintaining the stock in the First Aid Kits, they are checked monthly.

The stock in the FA Kit in the parish kitchen & back Sacristy has an expiry date of 2027.

The stock in the FA Kit in the Sacristy has an expiry date of 2025.

If any shortages are found please speak to a Steward.

Accident Reporting

To report an accident or potentially serious incident:

Completed forms should be removed and handed to the Parish Priest who will ensure they are stored securely in the Parish Office.

The Parish Priest will notify the Health & Safety Representative at Salford Diocese if necessary.

The location of the accident book is:

If an incident occurs which leads to an individual being injured or could have led to an individual being injured it should be recorded on an Accident Form.

Please report the accident/incident to a Steward who will obtain an Accident Form from either the Sacristy or the Parish Kitchen and assist with completing it.

Blank Accident Forms are kept with each of the First Aid Kits.