

# The Camping and Caravanning Club

Greenfields House, Westwood Way, Coventry CV4 6JH

Green Paper Number: 3.8  
Subject: First Aid Cover at Large Meets  
To: As listed below  
From: Director General  
Direct Line No: 024 7647 5010

The National Council has agreed guidelines for the provision of first aid at large meets. The attached documents detail its recommendations and are based on more than 1,000 people being present.

It is appreciated that some meets will not attain those levels of attendance, therefore, organisers of meets should carry out risk assessments.

The attached guidelines enable meet organisers to calculate the number of first aiders that will be required. If meet organisers have any doubts as to how they should use the information, they should contact Nev Ramsbottom or Stan Spink for further guidance.

To National Councillors   
To Region Secretaries   
To Section National Secretaries   
To District Association Secretaries



*The friendly Club*

## **FIRST AID PROVISION AT LARGE MEETS**

It was recommended that First Aid provision be made available at Region Meets and Section National Meets. The recommendations are based on more than 1,000 people being present.

### **First Aiders**

In general six First Aiders will be required.

This figure would reduce to four if there is less than 1,000 members present or if the Risk Assessment indicates a lower level of risk.

### **Ambulance and Staff**

1 plus 2 attendants.

This facility may not be necessary if the organisers discuss the event with the local NHS Ambulance Service Co-ordinator, based on the ambulance service's anticipated response time and the location of the nearest A & E Department.

### **First Aid Post**

The First Aid Post needs to be in a prominent central position and of sufficient size to accommodate at least one lie-down couch and an area to treat casual callers.

The recommended equipment would consist of:

1 off 10 x 10 tent or similar with lighting dependant on the time of year

1 off couch

Table and chairs

Sink or bowl with warm and cold water. This could be provided via flasks and water container

Visual means of identifying First Aid Post

### **Night Time Cover**

A system needs to be in place for First Aid provision over night that is communicated to the members via any programme that is issued.

### **General**

1. At events such as Regional Meets and Section National Meets the Chief Camp Steward is responsible for the Meet.
2. Dependant upon the size of the Meet it would be acceptable for First Aid to be provided by qualified First Aiders who hold at least a 4-day qualification certificate. (i.e. equivalent to First Aid at work qualifications)
3. The Chief Camp Steward should notify the local NHS hospital A & E Unit of the event along with the ambulance service.

Cont'd...

## II

4. To ensure that adequate First Aid cover is provided the Chief Camp Steward should carry out a Risk Assessment of the activities/attractions that will occur during the Meet and consider the risks from these against the guidance given in the appended extract from the Health and Safety Executive publication The Event Safety Guide, HSG195 ISBN 0-71762456 -6.
5. A system for communicating with the First Aiders needs to be in place and for calling an ambulance in the event of an emergency.
6. Emergency access into the site needs to have been communicated in advance to the Ambulance Service.

**NOTE: Explanation on Use of Appendix**

To use the Appendix you need to consider each table and each area.

1. Table 1 A-D. Score once each area.
2. Table 2. E and F. Score once each area.
3. Table 3 G-K. Score once each area.
4. Add all scores from A-K, less any score given for L in Table 3.
5. Review Final score against Table 4 to arrive at recommended First Aid provision.

Table 1 Event nature

Item	Details	Score
(A) Nature of event	Classical performance	2
	Public exhibition	3
	Pop/rock concert	5
	Dance event	8
	Agricultural/country show	2
	Marine	3
	Motorcycle display	3
	Aviation	3
	Motor sport	4
	State occasions	2
	VIP visits/summit	3
	Music festival	3
	Bonfire/pyrotechnic display	4
	New Year celebrations	7
	Demonstrations/marches/political events	
	Low risk of disorder	2
	Medium risk of disorder	5
High risk of disorder	7	
Opposing factions involved	9	
(B) Venue	Indoor	1
	Stadium	2
	Outdoor in confined location, eg park.	2
	Other outdoor, eg festival	3
	Widespread public location in streets	4
	Temporary outdoor structures	4
	Includes overnight camping	5
(C) Standing/seated	Seated	1
	Mixed	2
	Standing	3
(D) Audience profile	Full mix, in family groups	2
	Full mix, not in family groups	3
	Predominately young adults	3
	Predominately children and teenagers	4
	Predominately elderly	4
	Full mix, rival factions	5
Add A+B+C+D	<i>Total score for Table 1</i>	

Table 2 Event intelligence

Item	Details	Score
(E) Past history	Good data, low casualty rate previously (less than 1%)	-1
	Good data, medium casualty rate previously (1% - 2%)	1
	Good data, high casualty rate previously (more than 2%)	2
	First event, no data	3
(F) Expected numbers	< 1000	1
	< 3000	2
	< 5000	8
	< 10 000	12
	< 20 000	16
	< 30 000	20
	< 40 000	24
	< 60 000	28
	< 80 000	34
	< 100 000	42
	< 200 000	50
< 300 000	58	
Add E+F	<i>Total score for Table 2</i>	

Note: Numbers attending may vary throughout the duration of longer events. Therefore, resource requirements may need to be adjusted accordingly.

Table 3 Sample of additional considerations

Item	Details	Score
(G) Expected queuing	Less than 4 hours More than 4 hours More than 12 hours	1 2 3
(H) Time of year (outdoor events)	Summer Autumn Winter Spring	2 1 2 1
(I) Proximity to definitive care (nearest suitable A&E facility)	Less than 30 min by road More than 30 min by road	0 2
(J) Profile of definitive care	Choice of A&E departments Large A&E department Small A&E department	1 2 3
(K) Additional hazards	Carnival Helicopters Motor sport Parachute display Street theatre	1 1 1 1 1
(L) Additional on-site facilities	Suturing X-ray Minor surgery Plastering Psychiatric / GP facilities	-2 -2 -2 -2 -2
Add G+H+I+J+K Subtract L	<b>Total score for Table 3</b>	

**Calculation**

To calculate the overall score for the event, do the following:

**Add the total scores for Tables 1+2+3 above to give an overall score for the event**

**Table 4 Suggested resource requirement**

Use the score from the above calculation to gauge the levels of resource indicated for the event.

**Note:** The following is an indication of the resources that may be required to manage an event based on an assessment of factors set out in the previous tables. It must be noted that this table, in conjunction with the medical chapter, is intended for guidance only. It cannot encompass all situations and is not intended to be prescriptive.

The score refers to the suggested resources that should be available on duty at any one time during the event and not the cumulative number of personnel deployed throughout the duration of the event.

Score	Ambulance	First aider	Ambulance personnel	Doctor	Nurse	NHS ambulance manager	Support unit
<20	0	4	0	0	0	0	0
21-25	1	6	2	0	0	visit	0
26-30	1	8	2	0	0	visit ✓	0
31-35	2	12	8	1	2	1	0
36-40	3	20	10	2	4	1	0
41-50	4	40	12	3	6	2	1
51-60	4	60	12	4	8	2	1
61-65	5	80	14	5	10	3	1
66-70	6	100	16	6	12	4	2
71-75	10	150	24	9	18	6	3
>75	15+	200+	35+	12+	24+	8+	3

**Note:** An ambulance paramedic crew, as a minimum, consists of a paramedic plus an ambulance technician trained to IHCD standards.