

Surrey First Aid Training



Austen House, Station View, Guildford, Surrey, GU1 4AR
Tel: 01483 238 268 Email: enquiries@surreyfirstaid.com

www.surreyfirstaid.com

Event First Aider – Terms and Conditions

Once you have submitted an enquiry using the online booking form on our website you will receive a quotation (the “Quote”) containing contact details. Booking First Aid Cover for your Event Duration of this contract:

This contract is effective from the time we send you a booking confirmation email until the event has taken place. If we cannot accept your booking: If we are unable to accept your booking, we will inform you of this and will not charge you for the First Aid Cover.

This might be for a number of reasons, including (but not limited to) where:

- (a) we have already committed our resources for another event or purpose so we will not be able to fulfil your request on the date that you have requested; or
- (b) we do not consider the First Aid Cover that you have requested to be adequate for the size or risks of your Event or we have not received adequate information to enable us to assess a safe level of cover for the Event. If this happens, we will explain our rationale and suggest what we consider to be a suitable level of First Aid Cover. We are unable to accept your booking until we have both agreed a safe level of First Aid Cover.

Your responsibility to book a suitable level of First Aid Cover for your Event:

You acknowledge that:

- (a) you are solely responsible for booking a safe level of First Aid Cover for your Event; and
- (b) you are solely responsible for carrying out a satisfactory Risk Assessment for your Event.

We may carry out our own Risk Assessments and produce an Event Medical Plan in relation to the First Aid Cover, but these are for our own purposes only and not to be relied upon by you for any reason.

Making changes to your booking:

- (a) Your right to amend your booking If you wish to increase your First Aid Cover, you must contact us as soon as reasonably practicable. If we can support your request, we will update the Agreed Price and anything else affected by the request. The amendment will only become effective upon written confirmation from you that you are happy to proceed.
- (b) Our right to amend your booking If we become aware in advance of the Event, of information which means the level of cover agreed in your Quote is inappropriate, we can only continue with your booking if the level of cover is revised.

We will advise you in writing as soon as practicable if we have any reason to believe we are unable to provide cover at the original level agreed. Our obligations to you **Before the Event:**

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We will ensure that our Personnel are appropriately trained and insured to deliver the agreed First Aid Cover

We will provide you, upon request, with written confirmation that we have appropriate insurance cover in place.

During the Event:

- (a) we will appoint an Event Lead contact for your Event;
- (b) we will provide the agreed number of Personnel for your Event;
- (c) we will use reasonable endeavours to ensure our Personnel follow health and safety rules and regulations that you have made us aware of at the venue for the Event.
- (d) we will provide First Aid Cover at the Event with due care and skill in accordance with good practice in first aid.
- (e) our Event Lead will manage the deployment of our Personnel. They are responsible for the health, safety and welfare of our Personnel and have a legal obligation to them under relevant legislation, and;
- (f) our Event Lead will work with other agencies in the interest of the safe and effective delivery of the event whilst retaining overall management of our Personnel.

Before the event:

- (a) you must provide all information requested by us, and return this to us at least 10 working days before the Event;
- (b) should the Event be of such a size that you are using maps and plans you must provide our Personnel with them and other information and documentation we reasonably request as soon as practicable but, in any event, at least 10 working days prior to the Event.

You are responsible for providing us with an appropriate system and/or route of communication. If You have asked us to provide this communication equipment in the order form, arrangements will be made to facilitate this in advance of the Event. Irrespective of supply of hardware or Personnel for communications, you remain responsible for facilitating the appropriate route and/or system where necessary for effective communication in the interest of the safe delivery of the Event;

- (c) if you are providing radio equipment this must be checked, in working order and available for us to collect upon arrival on our first day on site;
- (d) you are responsible for ensuring our Event Lead can communicate with your key Event contacts at all times throughout the Event;
- (e) you must invite us to meetings, briefings and/or site visits which you deem useful or essential for us to be involved in, to assist in the safe delivery of our First Aid Cover.
- (f) you must have appropriate insurance cover in place, including adequate event cancellation insurance.

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(g) you are responsible for obtaining all necessary licenses and permits needed to operate the Event and (ii) ensuring you comply with all the terms and conditions of those licences and permits.

(h) you must notify us in advance if you engage anyone to provide first aid, medical or safety services. It is your responsibility to provide instructions on how we will work with third parties to provide cover at your Event.

(i) you must make all Event staff and contractors aware of

(i) the location of the Designated Treatment Area, any first aid posts

(ii) how to notify our Personnel of any requests for assistance;

(j) you must allow us reasonable access to the Event Site ahead of the Event start time in order for us to set up. You must inform us of any access issues as soon as practicable prior to the Event. Where additional labour is required to facilitate access to the Event site, we may add Additional Charges to the Invoice;

(k) as the organiser of the Event, you are responsible for ensuring that a satisfactory Risk Assessment has been carried out for the Event and any necessary safeguards implemented. You must provide us with a copy of your Risk Assessment and Risk Management Plan at least 10 working days prior to the Event; and

(l) you must ensure that your Event has a Designated Treatment Area. You must provide us with a site plan showing the location of the Designated Treatment Area, showing access and egress routes, at least 10 working days prior to the Event.

Where (i) you are unable to provide a Designated Treatment Area; or

(ii) we do not deem the Designated Treatment Area to be satisfactorily safe, private or accessible; or

(iii) we deem that the scale of the Event requires more than one Designated Treatment Area, we will discuss this with you prior to the Event and will charge you for the cost of providing an alternative treatment facility (the details and cost of which will be set out in the Invoice as Additional Charges).

During the event:

(a) you must ensure that we have free and clear access and egress to and from each Designated Treatment Area and the Event Site at all times, and if we are providing vehicles as part of the First Aid Cover, ensure that there is adequate parking space for our vehicles;

(b) you must keep the Event Site free from hazards or anything that may prevent or hinder us from delivering the First Aid Cover;

(c) you must have sufficient signs on display to allow individuals to easily find each Designated Treatment Area;

(d) you must ensure you communicate with our Event Lead to ensure they are ready for the Event to open, and;

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(e) you must adhere to any reasonable request to stop the Event while treatment takes place. After the event: At our request, you must provide us with feedback in a format which we consider most appropriate.

Where we might not be able to provide First Aid Cover at the Event Suitable level of First Aid Cover: We rely on the information you provide us to determine a suitable level of First Aid Cover. If your Event is larger in size or a higher risk than that indicated by the information you have previously provided, the Event Lead we will inform you whether we will either:

- (a) immediately suspend the First Aid Cover and charge you the Agreed Price; or
- (b) increase the level of First Aid Cover and amend the Agreed Price to reflect the First Aid Cover we deliver at your Event. Leaving the Event to obtain additional medical care for Event participants: It may be necessary for our Personnel to leave the Event in the following (unlikely) circumstances:
 - (a) in order to obtain further medical care for any person they are treating. We accept no liability should this mean that the Event must cease due to such a reduction of First Aid Cover; or
 - (b) where there is a life-threatening situation occurring in the vicinity of the Event, any ambulance at the Event may be requested to respond (subject to reduced first aid provision remaining at the Event). In either of these circumstances, we reserve the right to leave the Event at any time. We accept no liability for any losses you may incur due to termination of the Event, should the cause be due to our full or partial withdrawal.

Stopping the Event early:

In the unlikely event of a declared Major Incident occurring elsewhere within the United Kingdom, we reserve the right at any time prior to or during the Event to cancel our attendance at the Event if we conclude that other demands for our services must take precedence. Where possible, we will inform you of cancellation due to a Major Incident as soon as reasonably practicable. In the event of cancellation due to a Major Incident, we will

- (i) not charge you for the full amount owed under the Invoice; and
- (ii) issue a partial refund in respect of any times not completed under the Invoice.

Acceptance of all events is subject to the availability of staff: In the unlikely event that insufficient Personnel are available for an Event, every reasonable effort will be made to locate resources from elsewhere, including the use of third-party contractors (approved by our Quality Assurance Team). Should adequate resources remain unavailable, we will let you know with at least 48 hours' written notice that we intend to provide significantly reduced resources. We accept no liability for any losses you may incur due to the cancellation or reduction of the Event. Payment and Charges We will invoice you: Once we have agreed that we will cover your Event, we will raise an Invoice for the full amount of the Agreed Price (and, where applicable, any Additional Charges). This invoice is payable within the time frame set out in your invoice. Unless we agree otherwise with you in writing, we only accept payment by bank transfer to the account details set out in the Invoice.

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We may also decide not to provide any First Aid Cover at your Event. If you owe us monies under an outstanding Invoice, we reserve the right to decline to cover your Event until your account is settled with us.

If your Event runs past the finish time: You must inform the Event Lead as soon as possible about any likely overrun to the Event. Whilst we will endeavour to accommodate your new requirements, you acknowledge that we are only obliged to provide First Aid Cover up to the finish time set out in the Quote.

If you inform us regarding any likely overrun, our Event Lead will decide and confirm that either:

- (a) we can continue to provide First Aid Cover past the agreed finish time. The Event Lead will confirm the newly agreed finish time. The Event Office will subsequently advise you of any Additional Charges incurred. These will be included in the Invoice; or
- (b) we are unable to provide First Aid Cover past the new finish time (in which case we will continue to provide First Aid Cover up to the agreed finish time).

Our Personnel at the Event:

If we encounter staff shortages, we may engage additional Personnel, third party contractors or lower numbers of higher grade staff. For events where the duration is greater than either (i) five hours or (ii) the period initially set out in the original quotation

- (a) we reserve the right to charge you (including for any increased or overtime rates) more for staffing costs and will advise you of such costs as soon as practicable; (b) our Personnel may be entitled to breaks (to be decided by the Event Lead). will have in place, for your Event:

- (b) **Professional Indemnity Insurance to the sum of £2 million in the aggregate.**

Insurance cover you must have in place: You should have in place: (a) Public liability insurance cover in the insured sum of at least £10million in aggregate to mirror our obligations, and We strongly recommend you have a suitable level of event cancellation insurance.

Patient Information We may at our discretion provide you with information requested by you in order to assist you in complying with your reporting obligations under RIDDOR 2013 for work related injuries and such information may include patient personal data. We will not otherwise provide you with any personal data of patients treated by us without evidence that this is with their consent. Following the Event, we will provide you upon request with information regarding the services we have provided at the Event which will be in summarised form, in order to protect patient confidentiality. If you receive a request for patient information from another person or organisation, you should ask them to request this from our Data Protection Officer directly by email at enquiries@surreyfirstaid.com

If there is a problem Complaints (a) if you wish to raise a concern about the services you have received under this Contract, please inform the Event Lead

- (b) if a patient is unhappy with the treatment we provided, further information or the patient can contact us directly by emailing complaints.

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Disputes

- (a) Witness statements: All requests for witness statements should be referred to the Event Lead on the day of the Event, or the Administrations Officer thereafter.
- (b) In the event of a dispute arising out of or in connection with the Agreement, including limitation, any question regarding its existence, validity or termination, we both agree to discuss the dispute in good faith and to seek to reach a resolution as soon as practicable.
- (c) If within 20 working days of the dispute arising a solution has not been reached, the matter will be escalated to senior management within our organisations who will seek in good faith to reach a solution as soon as practicable.
- (d) If we are unable to resolve the dispute, no part of these terms and Conditions will prevent either party from starting or continuing legal or court proceedings at any time in order to pursue or preserve any rights or remedies (whether provided by law, equity or this Agreement).

Limitation of liability

- (a) We do not exclude or limit liability for death or personal injury caused by our negligence or fraudulent misrepresentation but, subject to this and the requirements of the law, our liability to you in contract, tort or otherwise for any damage, loss, liability, costs or expenses suffered or incurred by you or any other person arising directly or indirectly out of our provision of the First Aid Cover under the Agreement or otherwise will be limited as follows:
 - (i) our liability for loss or damage to land or property belonging to you or any other person caused by an act or omission of our Personnel, employees, agents or contractors will not exceed £10,000.
 - (ii) our liability for all other loss or damage suffered by you in any 12 month period and caused by an act or omission of our personnel, our agents, employees or contractors will not exceed the total of the Agreed Price and (where applicable) any Additional Charges which are paid by you;
 - (iii) you agree that we will not be liable in any way for any loss of profits, nor will we be liable for any indirect, consequential or special loss or damage arising from our provision of the First Aid Cover or your benefit from the First Aid Cover;
 - (iv) we will not be liable for any delay or failure to comply with our obligations where the failure is caused by fire, flood, inclement weather, strikes, industrial action, pandemic, government action or any other reason or circumstances beyond our reasonable control; and
 - (v) we will not accept liability for any loss which you incur in relation to cancellation which could have been covered by event cancellation insurance.
 - (vi) (b) Unless the law provides otherwise (and except because of a breach by us of our obligations under this contract or our negligence or where we are otherwise liable at law for such damage, loss, liability or expenses) and without prejudice to our other rights and remedies, you will indemnify us against all or any of the following
 - (i) all damage, loss, liability or expenses which we may suffer or incur as a result of a claim by a third party; and

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(viii) (ii) all costs and expenses (including enquiry agents, debt collection agents and legal costs on a full indemnity basis) incurred or sustained by us in enforcing any terms of this contract. How to end this contract How to end our contract with you: This contract is valid for the period set out as above, but either of us can end the contract earlier in the following circumstances:

(a) In the event of insolvency or an equivalent financial event: Where either of us suffers distress or execution or commits any act of bankruptcy or becomes insolvent, or enters into an arrangement or composition with any of our creditors or if a receiver or administrator is appointed over the whole or any part of our business or assets then, without prejudice to our other rights and remedies, we may each terminate this contract immediately upon sending written notice to the other person.

(b) If you have not paid us on time: Where you have not paid us within 30 days of the date of the Invoice or Event date (whichever is sooner), we reserve the right to: (i) decline to cover your Event until your account is settled with us;

(ii) terminate the Agreement immediately upon sending you written notice;

(iii) refuse First Aid Cover at any other Events you have booked with us or any other Events you might request in the future.

(c) If you do not have a valid licence or insurance. Whilst we each agree to try to resolve any dispute between us, either of us is able to terminate the Agreement immediately upon sending written notice to the other person if we have been unable to agree to a resolution within 20 working days of the dispute arising. If you wish to reduce or cancel the First Aid Cover: You should inform the Administration Officer in writing as soon as possible. Depending on how long before the Event notice is given, some or all of the Agreed Price and any Additional Charges may be payable, as follows:

Authority to enter the Agreement: If you enter into the Agreement on behalf of another person, you warrant that you have the appropriate and necessary authority to enter into the Agreement on behalf that other person and to bind that other person to the terms of the Agreement. Amounts due under the Invoice:

Even if we delay in enforcing, or do not enforce, our rights, we still have the right to enforce them later.

If we do not insist immediately that you do anything you are required to do under these terms, or if we delay in taking steps against you in respect of your breaking this contract, that will not mean that you do not have to do those things or prevent us from taking steps against you at a later date.

This is our entire agreement with you. These terms together with the terms set out in the Quote and our written confirmation to you of coverage constitute the entire agreement between relating to the First Aid Cover.

You acknowledge that you have not relied on any statement, promise, representation, assurance, or warranty made or given by or on behalf of us which is not set out in these

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terms and that you will have no claim for innocent or negligent misrepresentation or negligent misstatement based on any statement in this agreement.

These terms are governed by English law.

These terms are governed by (and are to be interpreted in accordance with) the laws of England and Wales. The English and Welsh courts will have exclusive jurisdiction for any disputes arising out of this contract.

Our right to amend this document: We reserve the right to amend and update these terms and conditions periodically.

ULEZ Charging.

All in-house bookings located within the ULEZ area will be subject to an additional charge of £12.50 per trainer booked. This is to off-set the amount the trainer will be charged travelling to your venue.