



# **FIRST AID AT WORK**

## **POLICY AND GUIDANCE**

Name of Policy:	First Aid at Work – Health & Safety Policy
Purpose of the Policy:	Sets out procedures for First Aid at Work to comply with First Aid at Work legislation.
Policy Applies to:	All employees, Students and Members of the Public
Approved by:	Health & Safety Committee
Responsible for its Updating:	Head of Health & Safety
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Staffordshire University's commitment to equality and diversity means that this policy has been screened in relation to the use of gender neutral language, jargon free plain English, recognition of the needs of disabled people, promotion of the positive duty in relation to race and disability and avoidance of stereotypes. This policy is available in alternative formats on request.

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## 1.0 Introduction

- 1.1. The Health and Safety (First-Aid) at Work Regulations 1981 and revised Approved Code of Practice issued 1997, require employers to provide adequate and appropriate equipment, facilities and personnel to enable first-aid to be given to all employees at work if they are injured or become ill. Information must also be given to all employees about the provision of first aid, and the location of first-aid equipment, facilities and personnel.
- 1.2. Further to these requirements the University will extend its first-aid provision to its students and visitors. First-aid provision for others who are at work within the University, but are not its employees (e.g. contractors or tenants) remains the responsibility of their employers.

## 2.0 Definition of First Aid

First-Aid is defined as:

- treatment for the purpose of preserving life and minimising the effect of the injury/illness, until the arrival of paramedic assistance via the Emergency Services;
- treatment of minor injuries which would otherwise receive no treatment or are not sufficiently serious to require the services of a medical practitioner.

The aim of first-aid is to reduce the effects of injury or illness suffered at work. It does not include giving medication.

## 3.0 Duties and Responsibilities

The responsibilities regarding first-aid are as follows:

### 3.1. Duties on Managers

Senior Managers must ensure that:

- A first-aid needs assessment has been undertaken either solely for your School/Service or in conjunction with others who share your area/building;
- The required numbers of first aiders identified in your assessment are trained and that no less than the minimum number are available to provide assistance, except in exceptional circumstances (which does not include annual leave);

- Volunteers to become first aiders have all the necessary personal attributes and the ability to leave their normal duties in an emergency to enable them to undertake this role;
- The identity and contact details of first aiders are communicated to HSU and all staff within the area and posted in prominent positions around the building(s);
- Time is allowed for those people carrying out duties to maintain their competence (e.g. by training) and carry out their duties.

### 3.2. Duties on all staff

All staff should ensure that they are aware of who the first aiders are for the area where they normally work or are based, and how they can be contacted.

### 3.3. Duties on Health and Safety Unit (HSU)

HSU are responsible for:

- Providing appropriate first aid training courses to meet the training needs of the University.
- Providing guidance on implementation of the University policy.
- Maintaining an up-to-date list of qualified first aiders on the HSU website.

### 3.4. Event Managers

Event managers for all events must make sure that they provide adequate first aid cover for the type of event they are holding and the numbers likely to attend.

Where external parties book or hire premises, those responsible for hiring out the University premises (primarily Student and Academic Services) must ensure that the responsibilities for the provision of first aid are clearly agreed and understood.

It is important that there is no misunderstanding between the University and external hirers about who is providing first aid cover, and that the hirer does not assume that the University will provide cover. Normal practice is for the hirer to make their own arrangements.

### 3.5. First Aiders

First Aiders are responsible for:

- Responding promptly to calls for assistance within their area

- Providing support within their competence
- Summoning further help if necessary
- Reporting details of treatment provided
- Being familiar with the location of first aid boxes in the areas in which they normally work
- Checking first aid boxes at least once a month

First Aiders have the right to refuse to assist if there is a risk to their personal safety. In these circumstances an ambulance should be called if necessary.

Registered Healthcare Practitioners may be the first responder to an incident, in which case they may proceed as their training and professional obligations require, and not await the presence of a First Aider.

### 4.0 First Aid Training

There are two types of First Aider recognised by the Health and Safety Executive (HSE):

- A fully qualified **First Aid at Work** (FAW) First Aider, someone who has undergone an approved three-day First Aid at Work training course and holds a current FAW certificate.
- An **Emergency First Aid at Work** (EFAW) First Aider is someone who has undergone an approved one-day first aid training course and holds a current EFAW certificate.

In addition, there is a category called '**Appointed Person**'. In areas with very low numbers of staff, a qualified first aider may not be necessary, but there should be someone who looks after the first aid equipment, and knows how to summon help when required.

#### 4.1. Training Provided

##### a) First Aid at Work

The Health and Safety Unit will arrange first-aid training in accordance with the Guidance to the HSE Approved Code of Practice.

- Training of **new** first aiders will be undertaken by individuals attending external courses conducted by approved training providers.

- Training for the **re-qualification** of first aiders, where there is a continuing need for their service, will similarly be conducted by approved training providers.

In recognition of the anticipated infrequent use first aiders will make of their skills during the period of their qualification (3 years maximum) and to counter the inevitable skill decay:

- A **requalification** course will be offered in the last year before expiry of the certificate held.
- First Aiders can request to attend an Annual First Aider **Refresher** session. A first-aid trainer will provide information, guidance and practice in the refreshing of skills.

### **b) Emergency First-Aid at Work**

So far as is reasonably practicable the university's provision of fully trained persons as First Aiders will be adequate and appropriate. However, there will be circumstances where a fully trained person is assessed as not being necessary, e.g. where the injury risk is low and there are few staff present.

It may then be decided that an Emergency First Aider with training in emergency skills is the appropriate option (valid for 3 years).

*(NB: This role is not to be regarded as a substitute for a person with full First Aid at Work training.)*

## **4.2. Training for Specific Hazards**

In most instances, training and qualifications in general first aid will suffice. However, in certain cases where there is a serious risk of gassing, or of exposure to toxic chemicals a First Aider will need to undergo some additional training. In particular, additional training will be required in cases where there is:

- A danger of poisoning by certain cyanides or related compounds;
- A danger of burns from hydrofluoric acid; or
- A need for oxygen as an adjunct to resuscitation.

Further information relating to your training requirements and the availability of all types of first aid courses is available on the [Health and Safety Training and Induction](#) webpage or by contacting [Health and Safety Unit](#).

Where additional training in the treatment of specific hazards has been given and this requires the use of special antidotes these must be stored in or near the hazard area and the location clearly identified by appropriate signs.

When using hazardous substances, i.e. those substances which have been identified as Very Toxic, Toxic, Corrosive, Harmful or Irritant, steps must be taken to ensure a system of secure control and that the quantities used are kept to a minimum. First aid procedures, kits and antidotes must be checked prior to work and it is also essential to ensure that more than one person knows what substances are in use and when they are in use.

### 5.0 Legal Indemnity

- 5.1. The University's insurers will indemnify First Aiders against claims for civil liability arising out of the course of their duties provided that they have acted reasonably in the given circumstances. The word 'reasonable' has a very broad interpretation and obviously some kind of malicious intent would not be included within the definition of 'reasonable'. First Aiders should therefore act within the scope of the training given and use only those materials which they have been trained to use.

### 6.0 First Aid Provision – Assessment of Needs

- 6.1. Different work activities involve different hazards and therefore different first aid provision is required. Some areas of the University such as administrative and library accommodation have relatively low hazards whereas others such as science laboratories and machine workshop areas often have a greater degree of hazard. When assessing the level of provision, i.e. numbers of trained First Aiders and numbers of first aid boxes and their contents the following matters should be taken into account:
- Nature of the work, i.e. hazards and risks;
  - The number of staff and students;
  - The extent to which staff and students work in scattered locations;
  - Work patterns (i.e. employees who work shifts and out of hours);
  - The experience/expertise of those carrying out the work activity;
  - Staff/students with disabilities;
  - The distance from outside medical services;
  - The needs of travelling and lone workers;

- Annual leave and other absences of First Aiders;
  - Accident history within the School/Service;
  - Events where staff, students and the public are participating.
- 6.2. An example of a risk assessment is contained in **Appendix 1**. Advice on completing your risk assessment can be provided by the HSU.
- 6.3. Departments must review their risk assessment regularly (recommended annually) or when circumstances change, such as operational changes, a first aider leaving or a major accident that highlights deficiencies in arrangements.
- 6.4. The table below suggests the number of first aiders that should be available, based on an assessment of risks and the number of occupants.
- 6.5. Where there are special circumstances, such as shift work, sites with separate buildings or lone workers there may need to be more first aid provision than set out below. Increased provision will also be required to cover absences.

<b>Category of risk</b>	<b>Numbers of Persons at any location</b>	<b>Suggested Number of First Aiders</b>
<b>LOW</b> – office, library, lecture theatre	Less than 50 50 – 100 More than 100  Students:	At least 1 EFAW First Aider 1 additional EFAW First Aider 1 additional EFAW First Aider per 100 persons At least 1 EFAW First Aider per 200 students
<b>MEDIUM</b> – stores facilities, light engineering / electrical workshop	Less than 20 20 – 100 More than 100  Students:	At least 1 EFAW First Aider At least 1 FAW First Aider 1 additional FAW First Aider per 100 persons At least 1 FAW First Aider per 200 students
<b>HIGH</b> – laboratories, engineering workshops, field trip, etc.	Less than 5 5 – 50 More than 50  Students:	At least 1 EFAW First Aider At least 1 FAW First Aider 1 additional FAW First Aider per 50 persons At least 1 FAW First Aider per 100 students

### Note

Where there are visitors regularly present it is advisable to consider their numbers along with those for staff.

## 7.0 First Aid Boxes

7.1. First Aid boxes are provided in all laboratories, workshops and studios in which there are hazards significantly in excess of those in offices and classrooms. In addition, reception areas, libraries and administrative units are all provided with first aid boxes. First Aiders should familiarise themselves with the location of these boxes in relation to the areas in which they will normally be working. Those members of staff, e.g. First Aiders, Health and Safety Advisers and Supervisors responsible for these facilities should check that:

- First aid boxes are made of suitable materials designed to protect the contents from damp and dust.
- Boxes are properly identified. The markings used must be a white cross on a green background in accordance with the Safety Signs & Signals Regulations 1996.
- Boxes are located in clearly identified and readily accessible positions. Appropriate signs and arrows must be displayed, as appropriate, in order to achieve this.
- Where possible, boxes in unprotected locations such as laboratories and workshops should be the 'wall mounted' type.
- Boxes contain only those items which First Aiders have been specifically trained to use.
- The contents of boxes should be replenished as soon as possible after use in order to ensure an adequate supply of all materials.
- Items are withdrawn from service if the expiry dates shown on the packets have lapsed and/or the materials are defective.
- Boxes are checked at least once every month and that an appropriate formal record ([First Aid Box Checklist](#)) of such checks is maintained (and kept adjacent to the box) to indicate who carried out the check and when.
- The sealed 'treatment protection pack' is located either adjacent to or in first aid boxes.
- Sufficient quantities of each item are available and in good condition.

- 7.2. Additional first aid boxes and replenishment supplies must be purchased by Schools/Services from reputable suppliers and conform with the requirements of the Health and Safety (First-Aid) Regulations 1981 and associated Code of Practice and Guidance 1997.
- 7.3. The administration of tablets and/or medicines falls outside the definition of first aid in the Health and Safety (First-Aid) Regulations 1981. These items must not, therefore, be stored/contained in first aid boxes.
  - List of First Aid box contents (see **Appendix 2**)

### **8.0 Defibrillators**

- 8.1. In some areas of the University the assessment has indicated the need for an automated external defibrillator (AED). AEDs can be used by people with no prior training, the machines give spoken directions which instruct the user how to set them up and prompt if, and when, a shock should be given.
- 8.2. Details of people trained to use AEDs and training courses can be obtained from the Health and Safety Unit.

### **9.0 First Aid Kits for Travelling Abroad on University Business**

- 9.1. The risk assessment for the activities to be carried out abroad and the health advice given by the Foreign and Commonwealth Office will dictate the requirements for a “personal” first aid kit. The sensible action is to not over-prescribe, i.e. give just enough for the visit.
- 9.2. The British Standard guidance document BS8848:2007 + AI : 2009 – Specification for the provision of visits, fieldwork, expeditions and adventurous activities outside the UK, identifies that first aid and medical kits should be provided and be relevant to the venture and country. Medical advice should be taken when considering the contents for high risk countries – for example sterile needle kits, access to screened blood, etc.

### **10.0 The Provision of First Aiders on Visits, Fieldwork, Expeditions and Adventurous Activities**

A ‘Field Trip’ covers any trip taken by University staff or students that is in support of the educational research activities of the University and which takes place in locations that are not under the direct control of the University.

The University has a responsibility to help protect the welfare of its staff or students whether they are working or studying on University premises or engaging in University field trips.

It is strongly recommended by the Universities and Colleges Employers Association (UCEA) in the publication Guidance on Safety in Fieldwork, that at least one member of staff attending a field trip should, as a minimum standard, hold a HSE approved First Aid at Work certificate (i.e. three day training). Other supervisors should be trained in Emergency First Aid and all members briefed in specific procedures (cuts, bites, etc.).

A risk assessment incorporating an examination of the need for First Aiders must be undertaken before any proposed field trip. Consideration must be given to the type of activity being undertaken, the location, access to media services and availability of emergency services in the immediate area.

### 10.1. Ventures outside the United Kingdom

For each venture outside of the United Kingdom, the person appointed to organise the trip should take on the role as Venture Leader. They must ensure that the team leaders have received training in the use of the medical kits used on the venture.

The level of first aid provision provided must be proportionate to the assessed risks associated with the individual visit expedition or activity. So, for example, for visits to remote regions with limited access to medical facilities the Venture Leader should ensure that one or more of the team has a First Aid at Work qualification.

These First Aiders are appointed by each school for this specific role and are not necessarily University designated First Aiders.

The Venture Leader must assess the medical hazards associated with the venture, taking into account pre-existing medical conditions and any medication being taken by participants.

The Venture Leader must also ensure that all participants are informed about vaccinations and prophylaxis necessary for the venture and advise them to seek guidance as to the health implications of travel to the intended destination from their GP.

## 11.0 Casualty Transportation by Ambulance

Important: Use your judgement. If you feel that the casualty requires hospital treatment you must call for an ambulance (Key 9-999) and inform duty staff \*44. Repeat the emergency call if help does not arrive within ten minutes.

## 12.0 Casualty Transportation by Taxi

If private transport is not available Schools/Services should book a taxi via the Campus Control Room \*44.

- It is intended that such arrangements should cover situations where injuries are not considered to be serious enough to call an ambulance but do, nevertheless, require further medical attention.
- A friend or colleague should accompany the casualty and organise return transport if necessary.

## 13.0 Records

First Aiders should make a record of the treatment they give and a form is provided for this purpose (see **Appendix 3**, First Aid Treatment Record). This record is important for the monitoring and assessment of first aid need and utilisation, and is helpful for insurance and investigate purposes.

**Note:** It is not the First Aider's duty to act for an injured person in the recording of an accident on an Accident Report form, but the First Aider would normally remind the casualty of the requirement for accidents to be reported and indicate the method of doing so. Neither should the First Aider act in the place of management in the investigation of accidents, although their assistance with information may be sought.

## Appendix 1

### First Aid Risk Assessment

The first aid risk assessment process is to assist in the determination of the appropriate first aid facilities and number of trained first aiders for a specific area (i.e. School, building and/or level).

The Dean/Director must consult with staff of the area on all aspects of the provision of first aid (suggested through Departmental/area health and safety committee meetings).

<b>Department</b>	
<b>Location</b>	
<b>Dean/Director</b>	
<b>Departmental Safety Adviser</b>	
<b>Date</b>	
<b>Assessors</b>	
Current number of first aiders and level of training:	
Approximate number of people working between 8.30am and 6.30pm:	
Approximate number of staff in area outside work hours (incl. weekends):	
Lone working carried out in the Department?	
Approximate number of students in working hours:	
Approximate number of students outside working hours:	
Is the Department spread out, e.g. are there several buildings on the site or multi-floor buildings?	
Distance to nearest major hospital: Travel time:	
Maximum distance to location of existing first aid kits:	
Summary of major incidents over the last 12 months:	
Do you have any work experience trainees, volunteers or honorary staff?	

<p>List specific hazards in the area. <b>E.g. slips &amp; trips, work at height, plant or machinery, moving objects, electricity, radiation, chemicals, dust, manual handling.</b></p>	<p><b>Hazard:</b></p>	<p><b>Location:</b></p>
<p>Are there hazards or health concerns for which an extra first aid kit or specialised treatment is required? <b>E.g. chemicals, potential for burn, eye injuries, field trips.</b></p>	<p><b>Details:</b></p>	

**Recommendations:**

<p><b>Contents of kit</b></p>	
<p><b>Number and location of kits</b></p>	
<p><b>Number of first aiders required</b></p>	
<p><b>Number of appointed persons required</b></p>	
<p><b>Additional recommendations</b></p>	

Action list:

<p><b>Items for Action</b></p>	<p><b>Completion Date</b></p>	<p><b>Date Signed Off</b></p>	<p><b>Initials</b></p>

### Appendix 2

#### First Aid Boxes

First aid boxes and travelling first aid kits should contain a sufficient quantity of first aid materials and nothing else. As a guide, where no special risk arises in the workplace, a minimum stock of first aid items would be:

#### Contents

- Leaflet giving general guidance on first aid – available from HSE Bookshops.
- Twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment, e.g. highly visible (coloured) for use by food handlers.
- Two sterile eye pads.
- Four individually wrapped triangular bandages (preferably sterile).
- Six safety pins.
- Six medium sized individually wrapped sterile un-medicated wound dressings (approx. 12cm x 12cm).
- Two large sterile individually wrapped un-medicated wound dressings (approx. 18cm x 18cm).
- One pair of disposable gloves.
- A sealed 'treatment protection pack' (located in or adjacent to the first aid box).

Where mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, the containers should not be kept for reuse. The container must not be used after the expiry date.

#### Travelling First Aid Kits

The contents of travelling First Aid kits should be appropriate for the circumstances in which they are to be used. At least the following should be included:

- Leaflet giving general guidance on first aid (e.g. HSE leaflet Basic advice on first aid at work).
- One large sterile un-medicated dressing (approx. 18cm x 18cm).
- Two triangular bandages.
- Two safety pins.
- Individually wrapped moist cleansing wipes.
- One pair of disposable gloves.

Appendix 3

**FIRST-AID TREATMENT RECORD**

<b>Date:</b>	<b>Time first-aider summoned:</b>  am/pm
<b>Location of casualty:</b>	
<b>Name of First-Aider(s) in attendance:</b>	
<b>How summoned:</b>	
<b>Name of casualty:</b> staff / student / other* (*please state .....)	
<b>Assessed condition or injury suffered:</b>	
<b>Treatment and advice given:</b>	
<b>Ambulance summoned: Yes / No</b>	
<b>Outcome (including return to work, sent home, sent to hospital, etc.):</b>	
<b>Time first-aider released from duties:</b>	am/pm
<b>Problems/Difficulties encountered:</b>	
<b>Signature:</b>	

(First Aiders may take a copy for personal records but the filed original is available from the health and Safety Unit for future reference.)