



First Aid at Work

Standard

This is a controlled document whilst viewed at www.leeds.ac.uk/safety. Once downloaded or printed it becomes an uncontrolled copy. Please check the website to ensure you are using the latest version.

Introduction:

The University is legally required to provide adequate equipment, facilities and personnel for employees to get prompt first aid attention if they are injured or ill at work. The University also applies this to visitors and students as best practice, but it is not a legal requirement.

Definitions:

First aid is the assistance given to any person suffering a sudden illness or injury; to preserve life, prevent the condition from worsening and promote recovery. It includes the initial assistance given for a serious condition whilst waiting for professional medical help to arrive (e.g. performing CPR whilst awaiting an ambulance) as well as the treatment of more minor conditions (e.g. applying a plaster to a cut).

Standard:

The University takes a management approach based on the adequate control of the risks backed up by the need for legal compliance, and expects that:

- Induction include how to gain first aid assistance and how to call emergency services.
- A first aid needs assessment is carried out and the findings implemented.
- People carrying out first aid roles are appointed and deemed competent in line with the Training Matrix.
- First aid notices are displayed detailing how to obtain first aid assistance (including out of hours), and kept up to date.
- University owned vehicles carry a first aid kit.
- First aid equipment is stored in an easily recognisable, accessible location and maintained.
- All accidents, incidents, near misses and cases of work-related ill health are reported on the University's online accident and incident reporting system (Sentinel).
- Locations of University defibrillators on campus are published.
- University defibrillators are checked using the inspection form.