



First aid at work

Guidance

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WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM

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Introduction

The University is legally required to provide adequate equipment, facilities and personnel for employees to receive 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).

Suggested roles and actions

The health and safety responsibilities of staff, students and visiting personnel are set out in the University Health and Safety Policy (www.leeds.ac.uk/safety). In this protocol, the following actions are proposed for the role-holders as listed below.

Staff and students

- Be aware of and follow the local arrangement to contact first aiders and an ambulance.
- Report all accident and incidents.
- Report use of any first aid equipment (so it can be replaced).

Appointed Person for First Aid

- Take charge following illness or injury at work.
- Maintain first aid equipment – ensuring the first aid box is stocked and restocked.

First Aider

- Provide first aid within the limits of their certified competence as follows:
- The Emergency First Aider at Work (EFAW) can stabilise a seriously ill or injured casualty pending further assistance as well as deal with minor events such as small cuts, bruises etc. These roles may be all that is required in office areas.
- The First Aider at Work (FAW) is trained to make an assessment of causation [injury or disease] and respond appropriately; as they also have the EFAW competencies, they may be required in many laboratory areas, some field trips etc.

Fieldwork First Aider

- Provide first aid to fieldworkers in hazardous/ remote locations (e.g. in remote or mountainous areas) within the limits of their certified competence with the Health and Safety Services fieldwork first aid extension training.

Heads of School/ Service

- Ensure that a first aid needs assessment has been carried out, that identifies
 - the various roles to appoint people to.
 - the number and type of first aid boxes and equipment required.
- Make sure people know how to contact a first aider.
- Ensure School / Service purchased defibrillators AEDs are maintained and inspected.

Occupational Health

- Deem first aider roles competent.
- Provide replacement pads for Occupational Health provided defibrillators.
- Repairs / Replaces Occupational Health provided defibrillators.

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Direct Labour Organisation (DLO) staff - Estates

- Maintain the AEDs including recorded inspections and inventory (for University AEDs provided by Occupational Health only).

GUIDANCE

• Induction

Staff must be given a health and safety induction, as set out in the protocol on 'Health and safety training and competencies' (available via www.leeds.ac.uk/safety) which includes the core health and safety items in the HR induction checklist (<http://www.sdduonline.leeds.ac.uk/welcome/home/welcome/induction/>).

All Inductions including students and contactors need to include information on:

- i. How to gain first aid assistance (e.g. location of signs explaining where to find defibrillators, first aid boxes and first aiders).
- ii. How to contact the emergency services on and off campus. On campus call Security on x32222 or 0113 34 32222 who will manage getting the emergency services to your location. However if you have already called 999 (best practice is to ask for the ambulance to go to the University Main Entrance by the Parkinson Building) please call Security to let them know so they can meet and direct the emergency services to the appropriate location.
- iii. Off campus either follow the local process for the site or call 999 or 112.
- iv. How to report any accident/ incident or near miss.

• First Aid needs assessment

A First Aid needs assessment will need to be completed - this can be for each building, location or for the school/ service as a whole. It can be recorded on paper or electronically in a template or by some other means; it should be reviewed regularly or if circumstances change (e.g. when school/ service staff move building or the building layout changes, significant change in the size of the staff/ student body, change in activities etc.) The findings help to identify the number and type of first aid staff required, and first aid materials required (e.g. first aid boxes, eye wash stations, green notices, etc.) Once the assessment has been completed the findings will need to be implemented. In addition to the First Aid needs assessment, some specific protocols (e.g. fieldwork) expect staff to consider first aid provision when working/ studying off site.

• People carrying out first aid roles are appointed and deemed competent

The range of first aid roles which exist at the University are listed under roles and actions at the beginning of this Guidance – you may need some or all of them. The roles highlighted as required in the First Aid needs assessment will need appointing. These roles are usually filled by volunteers who will need specific training. Certificated training is managed by Occupational Health Service who will deem them competent.

• First aid notices are displayed detailing how to obtain first aid assistance (including out of hours), and kept up to date

First Aid notices need to be displayed around school/ service; and it is useful if the following information is provided. It should be clear who is responsible for keeping these up to date.

- i. Name, extension and room number of first aiders.
- ii. Location of the first aid box.
- iii. Location of nearest defibrillator (see defibrillator location map).
- iv. FD Security's number for emergencies (including out of hours assistance).
- v. How to obtain an ambulance (if different to iv).

A sample poster is attached to this protocol which your staff could adapt and use in their own area.

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- University owned vehicles carry a First Aid kit**
Any vehicle owned by the University will need to carry a first aid kit. You may also wish to consider including any vehicles the University is hiring on a medium/ long term agreement.
- First Aid equipment is stored in an easily identifiable, accessible location and maintained**
Arrangements need to be in place to ensure that First Aid kits are available, contents are within their 'use by' dates and local staff can order replacement stock when necessary. Local managers can decide how frequently these should be checked and by whom (Appointed Person, First Aider, Health and Safety Coordinator etc.), based on how often they are used – for best practice checks should usually be around every six months and be recorded. All old / non-operational first aid boxes should be removed.
- 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).**
All staff and students need to know that they need to report accidents, incidents, near misses and work-related ill health – and how to do this. This should be part of every staff member and student's induction.
- Locations of University defibrillators on campus are published**
There are defibrillators at static locations across campus; in addition one of the Security vehicles also has a mobile defibrillator which they can bring to any location when required - this is another good reason to inform Security when calling an ambulance. A map showing the locations of all defibrillators at the University is available in downloads.
- University defibrillators are checked**
It is important that regular checks are done to ensure that the defibrillators are still in place, working correctly and that the pads are replaced in line with manufacturer's requirements. These checks will need to be recorded in line with the checklist available in downloads.

For more support and advice speak to your Health and Safety Manager or the Occupational Health Service.

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