



First Aid at Work

Training Matrix

Final

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WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM

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ALL STAFF:

Induction includes how to gain first aid assistance and how to call emergency services.

All staff				
H&S training		Assessment mechanism		H&S competencies
Level 1	15mins	Induction	No assessment mechanism required	<input type="checkbox"/> Essential <ul style="list-style-type: none"> • How to gain first aid assistance • How to call emergency services
				<i>Add local requirements where necessary</i>

FIRST AIDERS (FAW):

They are trained to be able to make an assessment of causation [injury or disease] and respond appropriately.

First Aider				
H&S training		Assessment mechanism		H&S competencies
Level 2	Equivalent of 18 contact hours	Occupational Health (OH) Conventional First Aid course	Deemed competent by OH after having completed the course	<input type="checkbox"/> Essential <ul style="list-style-type: none"> • Provide emergency first aid at work: <ul style="list-style-type: none"> – Understand the role of the first aider including reference to: the importance of preventing cross infection; the need for recording incidents and actions; use of available equipment; assess the situation and circumstances in order to act safely, promptly and effectively in an emergency; – Administer first aid to a casualty who: is unconscious (including seizure); needs cardiopulmonary resuscitation; is choking; is wounded and bleeding; is suffering from shock; – Provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

				<ul style="list-style-type: none"> • Administer first aid to a casualty with: injuries to bones, muscles and joints, including suspected spinal injuries; chest injuries; burns and scalds; eye injuries; sudden poisoning; anaphylactic shock; • Recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes).
				<i>Add local requirements where necessary</i>

EMERGENCY FIRST AIDERS (EFAW):

They can stabilise a seriously ill or injured casualty and deal with minor events such as small cuts, bruises etc.

Emergency First Aider				
H&S training		Assessment mechanism		H&S competencies
				<input type="checkbox"/> Essential
Level 2	<i>Equivalent of 6 contact hours</i>	Occupational Health (OH) Emergency First Aid course	Deemed competent by OH after having completed the course	<ul style="list-style-type: none"> • Understand the role of the first aider including reference to: the importance of preventing cross infection; the need for recording incidents and actions; use of available equipment; assess the situation and circumstances in order to act safely, promptly and effectively in an emergency; • Administer first aid to a casualty who: is unconscious (including seizure); needs cardiopulmonary resuscitation; is choking; is wounded and bleeding; is suffering from shock; • Provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters)
				<i>Add local requirements where necessary</i>

FIELDWORK FIRST AIDERS:

They can provide appropriate first aid whilst out on fieldwork in hazardous locations etc.

Fieldwork First Aider				
H&S training		Assessment mechanism	H&S competencies	
			<input type="checkbox"/> Essential	
Level 2	1 day	Health & Safety Services (HSS) Fieldwork First Aid course	Deemed competent by HSS after having completed the course	<ul style="list-style-type: none"> • Provide all the H&S competencies shown under the First Aiders (FAW) matrix • Able to manage outdoor accidents/incidents prior to emergency services arriving at the scene • Able to obtain the correct type of help to the correct location by communicating the correct information • Understand how to improvise with what kit you have available in the field • Know how to apply first aid principles to real life situations in the outdoors
				<i>Add local requirements where necessary</i>

APPOINTED PERSON:

No formal first aid training is required, but the person needs to have an awareness of the availability of first aid facilities and know how to request an ambulance.

Appointed Person				
H&S training		Assessment mechanism	H&S competencies	
			<input type="checkbox"/> Essential	
Level 1	15mins	Local induction	No assessment mechanism required	<ul style="list-style-type: none"> • Know where the first aid facilities are located
				<i>Add local requirements where necessary</i>

This skill/training matrix forms part of the University Standard on First Aid at Work. It is auditable through monitoring mechanisms such as health and safety inspections and the HASMAP audit. The matrix identifies the minimum University training requirements for the specific roles listed below. Please add your own specific requirements and roles to the matrix where necessary. Please see www.leeds.ac.uk/safety for general health and safety training requirements.

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