“Senior Managers” are responsible for health and safety within their specified areas or as a consequence of their activities, and for any additional activities as agreed and delegated to them (eg where they accept responsibility for day-to-day safety arrangements for staff who have other line managers, for reasons of geographical or other convenience).

Senior managers may be Deans, Heads of School, Directors of Institutes, Directors and Heads of Service in non-academic areas, the University Librarian, the Directors of the Manchester Museum and the Whitworth Art Gallery, and their equivalents.

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Introduction

1. People at work can suffer injuries or fall ill at any time, regardless of whether the injury or illness is caused by the work they do or not. What is important is that they receive immediate attention and that an ambulance is called if required, so that lives can be saved and minor injuries prevented from becoming major ones.

2. The Health and Safety (First Aid) Regulations 1981 require that employers provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. The University’s arrangements are described in this chapter, and more detailed guidance is available at http://www.staffnet.manchester.ac.uk/services/occupational-health/first-aid/

First aid provision should be seen as an integral part of occupational health and safety management at the University.

Arrangements

3. The University of Manchester will, so far as is reasonably practicable:

   (a) provide adequate and appropriate first aid facilities, equipment and suitably trained personnel;

   (b) provide appropriate numbers of suitably trained staff members to render first aid to its employees, students, etc. if they are injured or become ill (“first aiders”);

   (c) ensure that first aiders are suitably trained to carry out these requirements and that this training is maintained;

   (d) provide adequate and appropriate finances, facilities and equipment to enable first aiders to render first aid to others and ensure that the facilities and equipment are suitably maintained; and

   (e) inform employees and students, and others who may need them, of the arrangements made for the provision of first aid and the location of facilities, equipment and first aiders.
Responsibilities

Senior Managers

4. Senior managers are responsible for:

(a) carrying out an assessment of the first aid needs in their school, directorate or institute, and implementing and monitoring the assessment findings;

(b) ensuring that all nominated first aiders undergo suitable training before taking up their first aid duties, as identified in the first aid needs assessment.

(c) allowing first aiders the time to carry out their duties and maintain their level of competence;

(d) informing the University First Aid Co-ordinator of the names of all first aider nominees, and any changes due to staff movement, retirements, etc;

(e) providing and maintaining suitable equipment and facilities for first aid treatment; and

(f) communicating and keeping up-to-date the identity and contact details of first aiders to all their staff and students.

University First Aid Co-ordinator

5. The First Aid Coordinator will ensure, so far as is reasonably practicable, that in all areas of the University, the requirements of the Health and Safety (First Aid) Regulations 1981 are complied with.

6. The duties of the First Aid Co-ordinator are:

(a) to maintain a current first aid certificate and keep abreast of current first aid knowledge and requirements, through continued professional development and expertise in the field;

(b) to undertake the teaching of, or procure the following courses:
   • First Aid at Work course;
   • First Aid at Work Requalification course;
   • Emergency First Aid at Work course;
   • Basic First Aid/First Aid Awareness courses;
   • any other first aid training required, including that for specialized areas and those involving high hazards e.g. cyanide work, HF, field trips, athletic and sporting activities; and
• to liaise with the Staff Training & Development Unit to maintain the quality of teaching and learning from the courses;

c) to provide regular updates for first aiders as required;

d) to supervise and audit the training records of first aiders;

e) to provide advice and guidance on how many first aiders to appoint, their training needs, records to be kept;

f) to provide advice and guidance on how to deal with emergency situations such as asthma attacks, epileptic fits, diabetic incidents and the emergency responses required;

g) to advise on first aid equipment for work in specialized and high hazard areas e.g. cyanide work, HF, and for off-site activities including field trips;

h) to advise on the provision of first aid services for special functions e.g. graduation ceremonies, exams, out of hours activities;

i) to advise first aiders on the most appropriate cost-effective suppliers of first aid equipment and goods;

j) to maintain an up to date database of the names and location of all first aiders (at http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=11029);

k) to advise on the appropriate provision of First Aid boxes across the University and how to ensure that the contents are in line with the regulations;

l) to co-ordinate the provision of up to date First Aid notices, stating the name, location and contact details of the nearest first aider, also including names and numbers for out of hours help;

m) to be a point of advice and expertise on all issues relating to first aid, not only for first aiders, but for other enquiries relating to first aid or emergency health response;

n) to promote first aid knowledge throughout the University including encouraging all staff to attend First Aid Awareness training;

(o) to provide information to Faculty, School, Centre or Directorate Safety Advisors on issues relevant to first aid;

(p) to work and contribute as a specialist member of the Health and Safety teams; and
(q) to review and update this arrangements chapter at appropriate intervals.

**First aiders:**

(a) should complete a First Aid Report Form
(http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=11027) and forward to the First Aid Coordinator, who will undertake any follow up action as required;

(b) if the incident is an accident associated with a work activity, the first aider should direct the injured person, or their manager, to complete an Accident Form (http://www.healthandsafety.manchester.ac.uk/handsdocs/). This should be sent to the University Safety Services at the earliest opportunity so that investigations can be undertaken as required;

(c) affix and update first aid notices in areas delegated to them by the First Aid Coordinator;

(d) maintain and practise their skills (eg through updates from the University First Aid Co-ordinator, relevant IT & media resources);

(e) ensure their first aid certificate is valid and in date, and liaise with the First Aid Coordinator to achieve this;

(f) respond to any call for first aid at any reasonable time and as far as he or she reasonably can within his or her designated area at work;

(g) keep additional records for reporting to their own school, directorate, safety committees, as required locally and

(h) keep first aid boxes fully stocked, and replenish after use, or delegate this task to nominated local staff.

**Occupational Health Service**

7. Occupational Health Service will give advice and guidance on first aid issues if required. However, the first point of contact in all first aid situations should be the Faculty, School, Centre or Directorate’s nominated first aider.
Security Staff

8. All Security personnel are trained in first aid in the workplace. Their role is to respond to out-of-hours emergencies and incidents in halls of residence. Security personnel will also facilitate the rapid access of the emergency services on to campus if required. In the absence of a local first aider, Security personnel will provide assistance and support.

All staff and students

9. In an emergency, all staff and students should be aware of the procedure for summoning assistance. To phone an ambulance, dial 9-999 (on an internal phone), or 999 on a mobile. IN ADDITION, they must also ring University Security.

10. In the event of an ambulance or other emergency services being called to attend an incident Security must be contacted on Ext No. 69966 – internal or tel no. 0161 306 9966 – external.

Automated external defibrillators (AEDs)

11. The University supports the provision of AEDs. Their locations can be found at http://www.manchester.ac.uk/discover/maps/interactive-map/ Further advice about their deployment can be obtained from the University First Aid Co-ordinator.

External Medical Referral During Working Hours

12. In the event of an employee becoming ill or injured at work, such that the responsible first aider considers that a medical referral is required for further assessment and/or emergency treatment, the following procedures should be adopted:

(a) appropriate transport should be arranged based upon an assessment of the person’s fitness, comfort and safety to travel;

(b) in some situations it may be appropriate to arrange an escort depending upon the individual circumstances;

(c) if an ambulance is required then the guidance in the Emergency Procedures section should be followed; and

(d) Arrange for any relevant persons to be contacted i.e. supervisor, friends, family, etc.
Bibliography

First Aid at Work – The Health and Safety (First-Aid) Regulations 1981
Approved Code of Practice and Guidance
ISBN: 07176 10 500
L74 – HSE Books

First Aid at Work Your Questions Answered
HSE leaflet INDG 214

Basic Advice on First Aid at Work
HSE leaflet INDG 347

Cyanide Poisoning
HSE Leaflet MISCO76

Hydrofluoric Acid Poisoning
HSE Leaflet INDG 307

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