

To Dame Nancy Rothwell, Mr Will Spinks, Profs Colin Bailey, Keith Brown, Ian Greer and Martin Schröder

From Dr Patrick Seechurn, Head of Safety Services

Date 21 July 2017

cc Prof N Thakker, Dr S Chiu, HOSs, DOFOs, HOSAs, Directors, School Safety Advisors, Safety Representatives

Reference Safety Circular 2/2017

First Aid Arrangements

Please note that:

- (1) With effect from the 1 August 2017, the administration of First Aid training will transfer from the Directorate of Student Experience to the Directorate of Compliance and Risk and will be managed by Safety Services.
- (2) The University Chapter on First Aid and First Aiders ([Chapter 19](#)) and associated guidance have been revised.

- Under the new arrangements, First Aid training will be procured from an external training provider accredited by an awarding organisation which will mean there is no due diligence required by the University to assure first aid training competence.
- As in the previous Chapter, the senior manager for the administrative unit will be responsible for ensuring first aid assessments are completed and that appropriate equipment, facilities and certified personnel are in place within their area of responsibility.
- All first aid courses will be organised by the First Aid Administrator within Safety Services and individuals will be able to book themselves onto the courses via the [Training Catalogue](#) on the Staff Learning and Development website.
- Building signage and information on the first aid webpages will be prepared centrally, and is based upon information contained in the training catalogue & staff directory. It is therefore important that the location details of the first aiders are up-to-date in the staff directory so accurate information can be made available.
- A new combined accident/incident/near miss/first aid treatment [form](#) will replace all previous forms and should be sent to Safety Services after an incident.

Dr Patrick Seechurn
Head of Safety Services