

## University Health & Safety Arrangements: Chapter 19



### First Aid & First-aiders

Key word(s) :	First aid; first-aiders; first aid kits, first aid training
Target audience :	Senior managers responsible for appointing first-aiders and assessing first aid needs; appointed first-aiders; safety advisors

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**Note.**

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

## **Introduction**

1. People at work can suffer injuries or fall ill at any time, regardless of whether it 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.healthandsafety.manchester.ac.uk/toolkits/firstaid/>

The provision of First aid is managed 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 appropriate numbers of staff members who can render first aid to its employees, students and visitors etc. if they are injured or become ill ("first-aiders")
  - b) Ensure that first-aiders receive suitable training to carry out these requirements and, so far as is practicable, that their competence is maintained
  - c) 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
  - d) 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. Managerial ownership of health and safety provision is required at a local level in line with existing health and safety strategy. Therefore, senior managers are responsible for ensuring:
  - a) An assessment of the first aid needs is carried out in their area of responsibility - this should be based upon hazards and risk profile associated with that area, and include:
    - Number of first-aiders required is appropriate
    - Training needs of those first-aiders appropriate to hazards present
    - Numbers, locations and contents of first aid kits, first aid rooms, eye wash stations etc.
  - b) The assessment findings are implemented and monitored

- c) The assessment is reviewed regularly to ensure it is fit-for-purpose with regard to on-going activities and legal requirements
- d) That all nominated first-aiders undergo all appropriate training and requalification in a timely manner
- e) Where required, nominated first aiders undertake refresher training
- f) First-aiders are provided with the time to carry out their duties and maintain their competence
- g) That an up-to-date list of all first-aiders and their locations is maintained, and that their information on the online directory is accurate
- h) The accuracy of the centrally-held list of first-aiders (available from the First Aid Administrator) as part of the annual monitoring report process
- i) Suitable equipment and facilities identified for first aid treatment (e.g. first aid rooms, first aid kits, eye wash stations etc.) is provided and maintained, including AEDs purchased by schools/institutes/directorates

5. The cost of *First Aid at Work*, *Emergency First Aid at Work*, *First Aid Requalification* and *First Aid refresher* training will be borne by the Directorate of Compliance and Risk. Any other first aid training identified, including additional and bespoke First Aid at Work courses and those for specialized areas or involving high hazards e.g. cyanide work, HF, field trips, athletic and sporting activities etc. will be borne by the Faculty, School, Centre or Directorate.

### **Safety Services – University First Aid Administrator**

6. The University First Aid Administrator will:
- a) Maintain a current list of all first aiders, their competence, qualification expiry date, contact details and location
  - b) Maintain webpage content giving contact details for first-aiders in individual buildings
  - c) Provide information on the number of first-aiders and their locations to University Safety Co-ordinators for monitoring purposes
  - d) Send a reminder to all current first aiders at the beginning of the Academic year if they need to attend a re-qualification course in the next 12 months. This email details the window during which they can re-qualify (3 months prior to expiry)
  - e) Co-ordinate the production of up-to-date first aid notices for posting within buildings, stating the name, location and contact details of the nearest first-aider, also including names and numbers for out of hours help
  - f) Communicate updates to first-aiders as appropriate or as directed
  - g) Maintain a list of the locations of all Automatic Emergency Defibrillators .

- For school-owned AEDs, confirm maintenance has been carried out and consumables replaced as necessary
- For AEDs owned by Compliance and Risk, ensure they are maintained and replace consumables as necessary

h) Liaise with local emergency services as appropriate

### **Safety Services – University Safety Co-ordinators**

7. University Safety Co-ordinators will:

- a) Monitor the adequacy of first aid provision Faculty, School, Centre or Directorate using existing proactive and reactive processes
- b) Keep up-to-date with first aid legislative requirements and guidance
- c) Provide advice, support and guidance on compliance with regard to first aid provision
- d) Circulate information to Faculty, School, Centre or Directorate Safety Advisors on issues relevant to first aid, as appropriate
- e) Provide advice on the provision and contents of first aid kits in line with HSE guidance

### **First-aiders**

8. First-aiders will:

- a) Hold valid First Aid certification at all times and attend re-qualification and refresher courses at the appropriate time
- b) Keep a copy of any first aid certificate in either electronic or paper form and be able to provide it on demand whilst at work
- c) Respond to any call for first aid at any reasonable time and as far as they reasonably can within their designated area at work
- d) Become familiar with the nearest AED location and know who maintains it and report any issues to them
- e) Requalify in a timely manner to maintain a valid certificate (within a 3 month window prior to the requalification date on the current certificate.
- f) First-aiders should complete an Accident/Incident/Ill Health Report Form to record the details of an event involving the administration of first aid. Please always download the latest version, available at:

<http://www.healthandsafety.manchester.ac.uk/toolkits/firstaid/>

This should include summary details of the treatment given. Alternatively, the injured person or their manager should be directed to complete one as appropriate. Forms should be sent to the University Safety Office or via email to

[safetyoffice@manchester.ac.uk](mailto:safetyoffice@manchester.ac.uk) at the earliest opportunity so that investigations can be undertaken as required

- g) Keep additional records locally for reporting to their own school, directorate, safety committees, as required
- h) Keep first aid kits fully stocked, and replenish after use, or delegate this task to nominated local staff
- i) Maintain their knowledge and skills (e.g. through refresher training, updates from the University First Aid Administrator, or relevant IT & media resources)
- j) Inform Senior Managers of any changes to their certification, location or contact details and maintain accurate information in the online directory

### **Estates and Facilities - Security**

9. University Security Staff will:

- a) Be trained in first aid in the workplace and maintain their competency
- b) Provide assistance and support in the absence of a local first-aider
- c) Respond to out-of-hours emergencies and incidents in residences
- d) Respond to any call for first aid at any reasonable time and as far as he or she reasonably can
- e) Facilitate the rapid access of the emergency services on to campus if required

### **Estates and Facilities – Fire Team**

10. The University Fire Team will:

- a) Affix first aid notices in areas as directed by the First Aid Administrator

### **All staff and students**

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

### **Emergency Procedures**

12. To telephone an ambulance from a University extension, dial 9-999.

13. In the event of an ambulance or other emergency services being called to attend an incident Security **must** be contacted

- Extension number: 69966 (internal)
- Telephone number: 0161 306 9966 (external)

14. Security staff will ensure that the emergency vehicles gain access, and are directed to the incident as quickly as possible. All Security personnel are trained in first aid in the workplace, and they will be able to provide further first aid support for the injured party.

### **Automated External Defibrillators (AEDs)**

15. 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 these locations can be obtained from the University First Aid Administrator.

### **Getting a medical assessment during working hours**

16. In the event of an employee becoming ill or injured at work, such that the responsible first-aider considers that a medical assessment is required, 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 (it is not appropriate to use a private vehicle rather than a taxi) to a local walk-in centre or Accident and Emergency (A &E) Department
- b) In some situations it may be appropriate to arrange an escort depending upon the individual circumstances
- c) Arrange for any relevant persons to be contacted i.e. supervisor, friends, family, etc.
- d) If an ambulance is required then the guidance in the Emergency Procedures (paragraphs 14-16) should be followed

### **Further reading**

- First Aid at Work The Health and Safety (First-Aid) Regulations 1981 Guidance on Regulations (L74)  
(<http://www.hse.gov.uk/pubns/priced/l74.pdf>)
- HSE leaflet INDG214 Basic Advice on First Aid at Work  
(<http://www.hse.gov.uk/pubns/indg214.pdf>)
- HSE leaflet INDG347 Cyanide Poisoning  
(<http://www.hse.gov.uk/pubns/indg347.pdf>)
- Cyanide poisoning - Recommendations on first aid treatment for employers and first-aiders (HSE Webpages)  
(<http://www.hse.gov.uk/pubns/misc076.htm>)

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