

Health and Safety Policy

First Aid Policy

USHP/26/FA/13

This document sets out in more detail the arrangements for compliance with University Health and Safety Policy at Budget Centre/College level and it gives guidance on how these requirements may be met. This document forms a part of the University Health and Safety Policy. It has been approved by the Joint Safety Advisory Committee and University Executive Board and it will be subject to review.

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First Aid

1. INTRODUCTION

1.1 Aims of the policy

The aim of the policy is to ensure that the University meets its statutory duties to staff under health and safety legislation and also meets its duty of care towards students to provide emergency first aid.

1.2 Scope of the policy

This policy applies to:

- Anyone employed by the University, whether directly or through an agency whilst on campus.
- All University of Birmingham students.
- Any student/employee on University activity but not on campus.
- All visitors to the University of Birmingham.

Compliance with this policy will ensure compliance with relevant statutory requirements i.e. Health and Safety at Work etc Act 1974, Management of Health and Safety at Work Regulations 1999 and The Health and Safety (First Aid) Regulations 1981.

1.3 Definition of First Aid

First aid is the initial management of an injury or illness suffered at work. It includes assisting in the giving of prescribed medications to individuals unable to take their medication to relieve symptoms in an emergency situation.

1.4 Types of Training

There are two types of training available at the University:

- Fully Qualified First Aiders at Work (FAW) can provide first aid assistance in almost all situations likely to occur in the University or as a result of its activities. To become a FAW an individual must attend and pass a 3 day training course in accordance with the Health and Safety (First Aid) Regulations 1981. The three day course must be repeated before the current certificate has expired. The certificate remains valid for 3 years.
- Emergency First Aiders at Work (EFAW) can deal with immediately life threatening conditions and look after someone who is unconscious. To become

an EFAW an individual must attend a one day course in accordance with the Health and Safety Regulations (First Aid) 1981. The one day course must be repeated before the current certificate has expired. The certificate remains valid for 3 years.

- FAW and EFAW must attend an annual half day refresher course.
- The first aid training that is provided must have been approved by the Occupational Health unit for quality of training and content.

2. POLICY

The governance of this policy follows the University Health and Safety policy.

2.1 Heads of Colleges and Corporate Services must make arrangements in areas under their control to ensure that:

- The level of first aid provision is appropriate to the work/activity being undertaken.
- A designated person per college as a minimum is identified as a First Aid Co-ordinator, where appropriate the College may identify a person for each of their Schools.
- Reviews of arrangements are made by the First Aid Co-ordinator when there are changes to the work being undertaken.
- All First Aid Co-ordinators are given sufficient time and support for them to fulfil their responsibilities. They should have access to the budget centre's Health and Safety Committee or equivalent.
- FAW and EFAW are given time to attend incidents and to attend training.

2.2 The First Aid Co-ordinator must ensure that:

- A local risk assessment of first aid requirements has been undertaken using the First Aid at Work Assessment Tool, HSE
<http://www.hse.gov.uk/firstaid/assessmenttool.htm>.
- Suitable and sufficient arrangements are in place whenever staff or students are in the building.
- Any joint cover arrangements with other Colleges/Corporate Services occupying the same buildings are arranged and recorded.
- FAW and EFAW undergo appropriate training.

- FAW and EFAW training and mandatory annual refresher training is up to date (see section 3.11).
- The names and telephone numbers of FAW and EFAW are detailed on the First Aid Information Notices (see Appendix 5) and these are then displayed in prominent positions within their area.
- Occupational Health is informed where there is a risk that requires specific first aid (see guidance) so that suitable and sufficient arrangements can be made with the local Accident and Emergency department.
- There is liaison with the Occupational Health Unit on first aid issues.
- An up to date list of FAW/EFAW is maintained within their area of responsibility and the First Aid notices are updated. The Health and Safety Unit is notified of any changes.
- A review of the adequacy and effectiveness of first aid arrangements is undertaken annually or where there are changes to the work being undertaken.
- There is a point of contact in a major emergency to co-ordinate first aid provision.
- Any specific first aid equipment that is identified by a risk assessment is provided (see section 3.8).
- Adequate first aid kit is provided and that each kit is the responsibility of a designated FAW.
- First aid kits are returned to the Health and Safety Unit or a First Aid Co-ordinator when a FAW moves department or leaves the University.

2.3 Workplace Wellbeing (Health and Safety and Occupational Health Unit) will:

- Provide guidance on the implementation of the University's policy.
- Offer advice to FAW/EFAW when required.
- Keep Heads of College, Corporate Services and First Aid Co-ordinators informed of any changes in first aid legislation and guidance.

2.4 Occupational Health will:

- Approve the providers of first aid training to the organisation.
- Oversee the course content and delivery to ensure that it is suitable and sufficient in relation to the University's activities.

- Ensure that the contents of the first aid manuals provided at the time of training complies with the latest HSE guidelines.
- Advise upon the appropriate levels of first aid.
- Offer hepatitis B vaccinations to all University FAW/EFAW.
- Keep a copy of completed First Aid Treatment forms.
- Inform the College/Corporate Services should any prospective or existing FAW/EFAW be precluded from undertaking first aid training and delivering first aid on the grounds of physical/mental impairment.
- Inform the Accident and Emergency services at the Queen Elizabeth Hospital where there is a risk that may require specific first aid (see section 3.6).

2.5 The Health and Safety Unit will:

- Provide standard first aid kits, mini first aid kits with a stock of basic contents (see appendix 2) and replenish contents as necessary.
- Recall FAW/EFAW for mandatory annual half day skills update and re-qualification training every three years.

<https://intranet.birmingham.ac.uk/hr/wellbeing/worksafe/courses/index.aspx#Firstaid>

- Keep up to date records of current qualified FAW/EFAW.
- Arrange payment of honorarium to FAW only.
- Keep copies of first aid certificates.

2.6 FAW and EFAW will:

- Hold a University approved first aid at work certificate by undertaking training provided and annual updates.
- Send a copy of their current first aid certificate to the First Aid Coordinator.
- Be competent both physically and mentally to perform their duties.
- Administer first aid when required and where appropriate assist casualty to take their own prescription medication such as an inhaler, GTN spray, Aspirin or EpiPen.
- Be familiar with the procedure for calling an ambulance.
- Complete a First Aid Treatment form (see appendix 3) where appropriate. The first aider should keep a copy of the form and send a copy to the Occupational Health Unit.

- Inform the Health and Safety Unit if moving location within UOB/leaving the University.

FAW will:

- Ensure that suitably stocked first aid kit/kits is/are kept in an easily accessible place/places.
- Organise replenishment of first aid supplies to comply with the standard contents list and ensure that the contents have not expired.

EFAW will:

- Inform FAW that has designated responsibility for the kit when they have used it.

2.7 Security Staff:

- Must all be qualified FAW and hold a current certificate from a University approved course provider.
- Must all be familiar with the procedure to be undertaken when calling an ambulance.

3. CODE OF PRACTICE

3.1 University Arrangements:

Colleges and Corporate Services through budget centres are responsible for organising their internal first aid provision for their staff, students and visitors. This includes:

- Local risk assessment to determine needs and resources (see appendix 1).
- Suitable and sufficient first aid equipment.
- Local display of information on how to obtain help.
- Periodic review of arrangements.

3.2 Selection of First Aid Co-ordinators:

- Ideally qualified in first aid at work or needs to have a basic understanding of first aid.
- Has the time and dedication to fulfil the duties of the role.

3.3 Selection of FAW/EFAW:

- **Personal qualities:** An effective FAW/EFAW is reliable, able to stay calm in an emergency and is fit enough to rapidly attend an incident. The person is willing to provide first aid to anyone at any time whilst at work and to attend training courses to obtain and retain their qualification.
- **Medically fit** to undertake both the training and the duties of a FAW/EFAW. The health questionnaire on the application form is completed and returned to Occupational Health (Appendix 5). An assessment of medical suitability is made before a place is offered on the course. A further assessment is made if concerns are raised about a current FAW/EFAW fitness to undertake the role.
- **Availability:** First aiders are selected from staff but in exceptional circumstances post graduate students who can be easily contacted and who are usually based in the area for which they are providing cover at the times when they are most likely to be needed.

3.4 Becoming a FAW/EFAW:

The level of FAW/EFAW provision is identified through risk assessment.

- Staff volunteers are requested for the area/ department concerned.
- The volunteer/s completes the Health Assessment Form and returns it directly to Occupational Health in a sealed envelope marked 'Private & Confidential'.

- Occupational Health advises the Manager/Supervisor and the First Aid Co-ordinator whether or not the individual is deemed medically fit to fulfil the duties of a FAW/EFAW.
- If the individual is deemed medically fit the supervisor contacts Health and Safety Unit to arrange training.
- The individual is offered a place on the next available course.

3.5 Determining First Aid Provision:

Risk Assessments:

- The risk assessment is undertaken by the First Aid Co-ordinator in conjunction with the Health and Safety Coordinator. The assessment and decisions based on it are recorded.
- Where a College and/or Corporate Services is located in several buildings, separate local risk assessments are undertaken and sometimes in conjunction with other Colleges/Corporate services located within the same building.
- Further advice is available from the Occupational Health Unit.
- The assessment provides answers to:
 1. How many FAW and/or EFAW are needed in the college/ building.
 2. Where they are needed.
 3. When they are needed.
 4. What equipment is needed.
 5. Where the equipment should be located.
 6. Where notices are to be located.

Hazards:

When activities that carry significant risks are identified by the risk assessment as being undertaken e.g. in teaching/research laboratories, workshops, plant rooms, kitchen, a FAW is available within the area/building.

- Specific arrangements are necessary to cover work with a substance that may have an immediate serious health effect such as hydrofluoric acid, cyanide, phenol, cryogenic liquids. The person in charge of the work should address these in the hazardous substances risk assessment for that particular work. Further advice is available from Workplace Wellbeing.
- The local emergency services and NHS Trust should be informed of the site where hazardous substances or processes are in use.
<https://intranet.birmingham.ac.uk/hr/documents/public/hsu/hsupolicy/15HS.pdf>

- **Out of hours working:** Adequate first aid provision is available outside normal working hours to cover specific areas such as halls of residence, libraries and Conference Park. This can involve the use of Security staff for first aid provision.

Foreseeable absences of FAW/EFAW, holidays, sick leave, work commitments away from the person's usual location have to be taken into account when calculating levels of provision.

Numbers of FAW/EFAW. The number of FAW/EFAW should be no more than is necessary to meet the objectives of the University policy. Appointing excessive numbers of FAW/EFAW can make it more difficult to provide an effective first aid response; FAW/EFAW skills can be lost through a lack of opportunity to use them.

Review: The adequacy and effectiveness of first aid arrangements is reviewed annually by the college Health and Safety Committee.

3.6 Off Campus First Aid:

- **Fieldwork.** Departments with fieldwork commitments must carry out an assessment of first aid needs and ensure that a safe system is in place for all participating staff and students. Additional training may be required for specific situations such as remote locations/high risk activity. These situations are College specific and as such a local policy covering these aspects will be agreed with Occupational Health.
- **Abroad/away on University business.** Colleges/Corporate Services are responsible for meeting the first aid needs of employees working or researching away from the main campus. The risk assessment determines whether these individuals should carry a personal first aid kit (see appendix 2).

<https://intranet.birmingham.ac.uk/hr/documents/public/hsu/hsuguidance/24twa.pdf>

- **Sports facilities.** All the lifeguards in the Munrow Centre have a recognised life saver qualification (National Pool Lifeguard Qualification, NPLG through IQL UK Ltd). They attend monthly training and renew their qualification within 2 years.
- **Halls of residence.** All student residences have a first aid kit available at all times via the FAW/EFAW. At least one FAW/EFAW is available at nights and weekends and this may be via Security Services provision.
- **Nursery staff** are all trained in paediatric resuscitation.

3.7 First Aid Kit:

At least one first aid kit is readily available in a building whilst the building is occupied. The kit is kept near to the FAW's working area for convenience. The kit's

location is detailed on the first aid information notice. In large buildings, or where a building is occupied by more than one department, each department maintains its own kit(s). The content of the first aid kit complies with appendix 2 of the guidance. Sufficient materials should be to hand to cover the usual maximum occupancy of the area covered. First aid kits are only to be used by qualified FAW/EFAW unless there is an emergency situation where a FAW/EFAW is not available. If a non-FAW/EFAW uses a first aid kit, they must inform FAW.

Additional Provision:

- **Defibrillators:** An automated external defibrillator is only advised in areas where there is a higher risk of persons having sudden cardiac arrest such as when using maximal effort. The Munrow Centre has one Automated External Defibrillator located in the Munrow Centre and it is only for use within the centre by FAW/EFAW who have been trained in its use. The centre is responsible for its maintenance and ongoing staff training needs.
- **Hydrofluoric Acid burns:** Calcium Gluconate gel is an antidote to Hydrofluoric Acid burns. The FAW in areas where hydrofluoric acid is used have training in its use as part of their first aid training. Calcium Gluconate gel is available from Occupational Health upon request.
- **University vehicles** may carry a mini first aid kit in a sealed box (see appendix 2). The trigger for reporting injury is when the seal is broken for the contents to be used.

<https://intranet.birmingham.ac.uk/hr/documents/public/hsu/information/firstaid/Recommended-contents-first-aid-kits.pdf>

3.8 First Aid Information:

Accurate, accessible information on first aid provision is essential for an effective response.

- **Induction:** All new staff and students in a College/Corporate Services are provided with information at induction on how to obtain first aid assistance.
- First aid notices are displayed in areas such as lift lobbies, entrance halls and in areas where enquiries on where to find a first aider are likely; for example, reception desks, general offices, laboratories, kitchens and workshops notice boards and department websites. Notices are easily recognisable through the use of the standard first aid symbol, a white cross on a green background and provide information on: The name, location and extension numbers of FAW/EFAW and the location of the first aid kit(s) within the building or department.
- Stickers displaying the white cross on a green background should be put on the door of the rooms where the first aid kit is kept.

- All first aid notices are checked regularly for accuracy and updated by the First Aid Co-ordinator.
- The Expert Advisory Service and the First Aid Co-ordinator are informed when a FAW/EFAW leaves the organisation or moves departments.

3.9 Summoning first aid:

- If someone is injured or becomes unwell and requires first aid, the nearest FAW/EFAW is contacted and asked to attend. The FAW/EFAW will assess the situation, provide help, request assistance from other FAW/EFAW if necessary, and stay with the casualty until recovered or an ambulance has arrived.
- If attempts to summon a FAW/EFAW fail Security Services are contacted on Extension 43000 to request that a FAW attends the accident/incident. Failure to obtain an effective first aid response from within the College/area or via Security services should be reported as an incident to the Health and Safety unit.
- Obtaining further help. If an ambulance is required, it is called by dialling 999. A FAW/EFAW stays with the casualty until the ambulance arrives. Security services are informed that an ambulance has been called by telephoning 43000 and detailing the precise location of the casualty. If an ambulance is not required but the casualty is in need of assessment at the nearest Accident and Emergency department a taxi is provided. The FAW/EFAW accompanies the casualty in this instance.

3.10 Controlling Risk of Infection and Disposal of Clinical Waste:

This is the responsibility of the FAW/EFAW and is completed before work can recommence.

Cleaning up spillages of blood, vomit and other body fluids:

- Cover all breaks in your skin with waterproof plasters.
- Put on disposable gloves and a disposable apron.
- Keep people away from the contaminated area.
- For spills of body fluids use a spillage kit.
- Contact cleaning services to disinfect the area.
- Dispose of all clinical waste in a clinical yellow bag. Each FAW/EFAW makes their own arrangements for the safe disposal of clinical waste in a clinical waste bin if the college has one. If not the FAW/EFAW contacts Occupational Health to arrange disposal of clinical waste or put it in a sanitary bin.
- Avoid hand-mouth contact and hand-eye contact.

- Wash hands thoroughly with antibacterial soap and water.

3.11 Record keeping:

After giving treatment FAW/EFAW completes the Record of Treatment form. (see 2.6).

3.12 Insurance:

All University staff that are qualified in FAW/EFAW administering first aid during the course of their daily duties, or during their lunch break or journey into or from work are indemnified under the University Public Liability insurance policy. However FAW/EFAW must ensure their certificate is current and that they operate within the scope of their training.

Sources of further information:

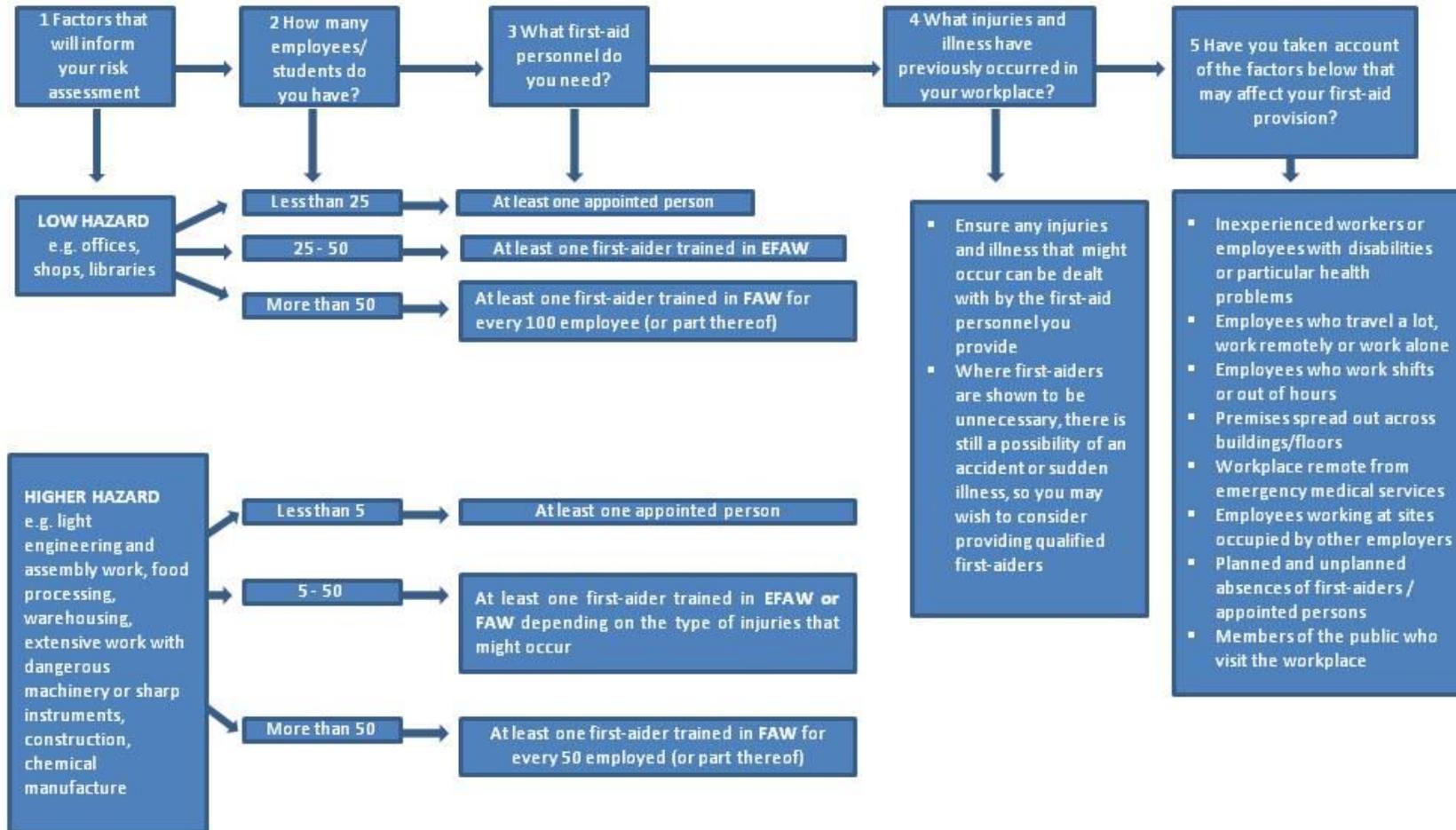
HSE First Aid at Work, The health and safety (First Aid) Regulations 1981 Approved Code of Practice and Guidance. (Second Edition 2009), HSE books 2009.

First Aid at Work. Your questions answered, HSE books 2009, leaflet INDG21 (rev 1)

www.hse.gov.uk/firstaid

Appendix 1: Risk assessment pro forma

Factors that will inform your risk assessment



Adapted from Appendix 3 Health and Safety Executive First Aid at Work

Appendix 2: First aid equipment

Standard first aid kit (50 people)		Mini first aid kit		Personal first aid kit	
Guidance leaflet	1	Guidance leaflet	1	Guidance leaflet	1
Sterile plasters	40	Sterile plasters	10	Sterile plasters	10
Cleansing wipes	10	Cleansing wipes	10	Cleansing wipes	10
Disposable nitrile gloves	4 pairs	Disposable nitrile gloves	1 pair	Disposable nitrile gloves	1 pair
Medium wound dressing	4	Medium wound dressing	2	Medium wound dressing	2
Large wound dressing	2	Large wound dressing	2	Large wound dressing	2
Eye pad	2	Eye pad	1	Eye pad	1
Triangular bandages	2	Triangular bandages	1	Triangular bandages	1
Resuscitaide	1	Resuscitaide	1		
Spillage kit	1	Spillage kit	1		
Disposable aprons	2				

Standard kit: This forms the contents of a basic first aid kit. The risk assessment may indicate that additional materials are needed and this can be discussed with the Occupational Health Unit before further materials are procured.

Mini first aid kit: These kits may be used in University vehicles.

Personal first aid kit: These kits may be used when travelling for work purposes or for field trips. Additional kit that may be required for personal use when going on field trips is detailed in the Field Safety policy

Additional Kit that may be identified through risk assessment:

- High visibility sterile plasters for use in catering.
- Sterile eye wash bottles (only if tap water is not available).
- Calcium gluconate gel available in areas where hydrofluoric acid is used.
- Blanket due to a colleague's underlying health condition or prolonged exposure to the elements.
- Scissors to remove clothing where there has been a chemical spillage.
- Easy ice in areas where there is a significant risk of musculoskeletal injuries (such as sprains, strains and bumps).

Appendix 3: Record of first aid treatment form

**UNIVERSITY OF
BIRMINGHAM**

**Occupational Health Unit
Record of First Aid Treatment**

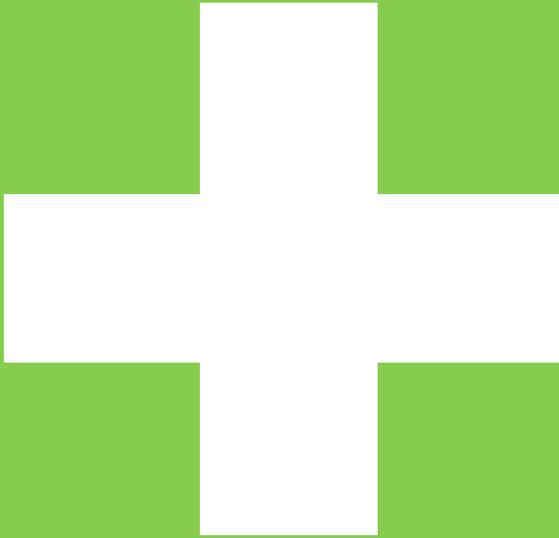
College/Corporate Services: _____

Record ALL treatments on this form. Send to the Occupational Health Unit who will retain the original document and maintain a database of all treatment for the management of anonymised data.

Name of Person Treated:		Address:	
Staff Payroll or Student Number:			
Staff / Student / Other (please state i.e. contractor, visitor)			
Date and time of injury / illness : Location of incident:			
Initial assessment:			
Details of how incident is managed, including times of action taken (where appropriate):			
Referred to: - Occupational Health / own GP / Hospital / Back to work / other (please indicate)			
Accidents only: has an accident report form been completed?			Yes / No
Print name of First Aider:			
Signature of First Aider:			Date:

Appendix 4: First aid information notice

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FIRST AID

AREA NAME

Local First aiders are:

	Room number	Telephone number

LOCATION OF FIRST AID BOXES:

If you need to call an ambulance telephone **999** or **112 (mobile only)** followed by security on **43000** to let them know one is on the way
If you can't contact a first aider call security on **43000**

FIRST AID TRAINING HEALTH ASSESSMENT

In confidence to Occupational Health Staff only

The information you are being asked to provide will be used to assess whether you have a health condition that may affect your ability to undertake the role of a First Aider at Work. Please complete the form as fully as you can and return to the Occupational Health Unit in a sealed addressed envelope marked as Private and Confidential.

Surname: _____ First name: _____

Date of Birth: _____ Payroll/ID number: _____

Department: _____ Ext No: _____

1 Are you taking any prescribed or over the counter medicine/medication? Yes No
If yes, please give details :

2 Do you have any pain, stiffness or restricted movement affecting your waist, neck, upper or lower limbs? Yes No

3 Do you have a condition which may cause a sudden loss of consciousness? Yes No
(e.g. epilepsy, diabetes)

4 Do you have heart disease? Yes No

5 Do you have a history of mental health problems? Yes No
(including anxiety, depression, dementia)

6 Do you have a condition which may prevent you from being independently mobile in medical emergencies? Yes No

7 Are you able to lower yourself to the floor safely and easily? Yes No

8 Do you experience shortness of breath on climbing a flight of stairs? Yes No

Relevant Medical History: _____

Data Protection Act 1998

I understand that all information supplied will be stored electronically and/or as paper records and will be processed in accordance with the Data Protection Act 1998. I further understand that this information will be retained by the University after my employment has ceased in accordance with the University's records management procedures and then destroyed in a secure manner.

Declaration

The information I have provided above is true and accurate to the best of my knowledge.

Signed: _____ Date: _____

Appendix 6: Booking Form

MEMORANDUM

From	Frances Wakefield Health and Safety Unit	To	Supervisor
	14 th June 2012	Tel	45251
		Fax	43309
Emai	F.L.Wakefield@bham.ac.uk	cc	
I			

RE : **First Aid at work training course**

The cost of employing the trainer is £150 vat inc and the small remuneration paid to qualified First Aiders is paid by your department. It is assumed that permission for you to become a First Aider and attend training has been obtained by your Head of Department or relevant person.

Below are the available dates at present. If you would please make a selection, complete the form at the bottom of the page and return as soon as possible to: f.l.wakefield@bham.ac.uk or fax it to 43309. If you have not received booking confirmation within the next 2 weeks, please contact me for further advice.

Venue: Health and Safety Unit, 54 Pritchatts Rd, G5 Seminar room.

First Aid at Work courses:

<https://intranet.birmingham.ac.uk/hr/wellbeing/worksafe/courses/index.aspx>

Time: 9.30 – 4.30

.....

NAME.....DEPT.....PHONE.....

1st. Choice

Dates.....

2nd. Choice

Dates.....

Name of person to receive invoice.....

Purchase Order Number.....

Appendix 7: Requisition form

**REQUISITION FORM
REPLACEMENTS FOR FIRST AID KIT**

NAME DEPARTMENT

DATE

ITEMS	Standard Kit	Mini Kit	Personal kit	NUMBER REQUIRED	NUMBER ISSUED
Triangular Bandages	2	1	1		
Large Wound Dressing	2	2	2		
Medium Wound Dressings	4	2	2		
Sterile Eye Pads	2	1	1		
Sterile Plasters	40	10	10		
Guidance Card	1	1	1		
Disposable Aprons	2	0	0		
Disposal Nitrile Gloves (Med/Large - please specify)	4 pairs	1 pair	1 pair		
Resuscitaide	1	1	0		
Response (spillage) pack (contains disinfection spray, granules, scraper, yellow clinical waste bag)	1	1	1		
Cleansing Wipes	10	10	10		

The number in columns 'kit' represents the number you should have in your kit, please identify the type of kit to be replenished in the header row.

To obtain replacement supplies, please email/send this form to:-

**Frances Wakefield
 Health and Safety Unit
 54 Pritchatts Road
 Ext. 45251 or Fax 43309
 f.l.wakefield@bham.ac.uk**