

Safety Code of Practice 08

6th Edition, October 2019

FIRST AID



Contents

1	Introduction	3
2	Scope and Application.....	3
3	Definitions	3
4	Responsibilities.....	4
5	Requirements.....	5
6	Emergency Preparedness	6
7	Competence Requirements	6
8	Review & Audit.....	6
9	Records & Retention Requirements	6
10	Relevant Legislation.....	7
11	Useful Links	7
	Appendix 1	8
	Appendix 2	11

1 INTRODUCTION

The University has a legal obligation to ensure that it has adequate arrangements, facilities and trained personnel, for the provision of first aid. This Code of Practice sets out what Schools/Functions should do to ensure adequate first aid provision.

2 SCOPE AND APPLICATION

The requirements established in this Code of Practice apply to University of Reading (UoR) work activities under UoR control on the following premises: UoR campuses (including the Henley campus and the Sportspark), Bulmershe Pavilion, the UoR Boat House, Sonning Farm and Hall Farm. It applies to planned study and field trips, to the extent that Schools can arrange and ensure first aid provision, given local circumstances. Where work activities require University Drivers to drive UoR vehicles, managers of those work activities should ensure first aid provision is assessed and planned in accordance with this Code of Practice. (See CoP 52 Driving for Work Purposes for definition of "University Drivers").

The University is not legally obliged to include students as part of first aid needs assessment. However, it is University policy that first aid should be available for students.

This Code of Practice does not apply to work activities or premises under the control of commercial or private tenants of UoR or Reading University Students Union. It does not apply to building sites on UoR land under the control of a Principal Contractor. It does not apply to the University of Reading Malaysia, where separate local arrangements have been established.

3 DEFINITIONS

First Aid - Actions to preserve life and minimise the consequences of injury and illness until help from a medical practitioner is obtained. It is also the treatment of minor injuries which do not need treatment by a medical practitioner.

First Aid Needs Assessment (FANA) – The written record of an assessment taking into account relevant factors, such as hazards present, previous incidents and the nature of people affected by work activities, to determine necessary first aid arrangements.

First Aider – A person who holds a certificate of competence in either first aid at work (FAW – a higher level of training, appropriate for providing treatment for minor injuries) or emergency first aid at work (EFAW – a lower level of training, appropriate for preserving life until paramedical assistance or transport to other medical assistance can be obtained).

Appointed person – A person who has not received either FAW or EFAW training but has been appointed to take charge of first-aid arrangements in a low hazard environment where a trained first aider is not required. This role includes looking after the first-aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover, within their role and competence, where a first aider is absent due to unforeseen circumstances.

First Aid Training – Formal FAW or EFAW training provided by qualified persons, such as that provided by Health & Safety Services

First Aid Supplies – Any material provided for first aid use which has an expiry date and/or may need disposal and replenishment after use, such as eye wash bottles, plasters, scissors, gloves.

Defib – (Automatic Emergency Defibrillator or AED) A devices which can be used, preferably by a trained person, to attempt to restore a healthy heartbeat. Some defib components are one-use-only and/or have an expiry date and so may be included within first aid supplies.

4 RESPONSIBILITIES

Heads of Schools/Functions are responsible for ensuring that first aid provision is assessed, provided and maintained. They should ensure equipment and training of personnel is appropriate for operations and appropriately resourced.

Where Schools/Functions share buildings/facilities, Heads of Schools/Functions are responsible for coordinating with other Schools/Functions to ensure effective and efficient first aid arrangements are available to all users. This includes reaching agreement on funding for, and procurement of, first aid supplies. Separate Schools/Functions should cooperate to produce a joint FANA for a building.

Heads of School/Functions should formally assign staff to undertake responsibilities, perform specific tasks and monitor arrangements to ensure first aid requirements are fulfilled. Heads of School/Function should ensure that staff nominated to act as Appointed Persons or first aiders are willing and available to act in that role for the University. They should ensure Appointed Persons receive a suitable briefing giving instructions on their role and first aiders receive appropriate first aid training.

Health & Safety Coordinators are responsible for advising and assisting Heads of School/Functions and nominated staff to understand requirements, assess needs and confirm compliance.

Local Health and Safety Committees are responsible for reviewing the effectiveness of the School/Functions First Aid arrangements and driving improvement where necessary.

Staff are responsible for ensuring they know who the first aiders are for the area(s) where they normally work or are based, and how they can be contacted. Staff should also ensure they know how to contact emergency medical services in the absence of a first aider, or in response to instructions from a first aider attending to an injured/ill person. Every member of staff summoning emergency services is expected to contact Security Staff to aid routing to the correct location and all staff are responsible for ensuring they know how to contact Security Services for this purpose. Where staff make use of first aid supplies, including a defib, they are responsible for alerting a local first aider or appointed person to the need for replenishment.

Building Support Officers (BSOs) are responsible for maintaining a specified set of first aid stations in specified buildings, including first aid boxes and their contents and defibs. They are also responsible for maintaining posters indicating the current Appointed Persons/Emergency First Aiders/First Aides for the building or area.

Health and Safety Services are responsible for co-ordinating the provision of first aid training.

Security Services are responsible for assisting and routing the emergency services to the preferable location to provide timely emergency medical assistance. (Security Services do train their staff to a minimum of Emergency First Aid at Work, within a reasonable time period from starting employment with the University and can provide some first aid assistance. However they do not receive additional training for special hazards and therefore any work activities which require additional or specialist first aid provision should have this arranged by the responsible School/Function. During normal working hours, and out of hours on sites where there is no permanent Security Services presence e.g. London Road, Bulmershe, Greenlands and other 'remote' sites, the primary responsibility for providing first aid assistance rests with the relevant School/Function.)

Event managers for events organised by Schools/Functions are responsible for ensuring they provide adequate first aid cover for the type of event they are holding and the numbers likely to attend.

Campus Commerce and others hiring out University premises are responsible for ensuring that responsibilities for the provision of first aid are clearly agreed and understood.

Contractors working on UoR campuses are responsible for making their own first aid arrangements.

Procurement are responsible for ensuring procurement arrangements facilitate the purchase of first aid supplies to replenish used or expired items.

5 REQUIREMENTS

Schools/Functions are required to undertake a First Aid Needs Assessment (FANA) and record the significant findings in writing, preferably using one of the templates available on the HSS website. The FANA should identify relevant special hazards and the appropriate first aid response, the nature and number of appointed persons or first aiders required, and equipment and training needs. (Further guidance on factors to consider can be found in Appendix 1.) The FANA should take account of the minimum set of first aid stations maintained by the BSOs.

In accordance with their FANA, Schools/Functions should make arrangements including

- provide first aid boxes
- provide other facilities as required by the first aid needs assessment e.g. emergency showers, first aid rooms
- appoint an appropriate number of Appointed Persons and/or Emergency First Aiders and/or First Aiders, making it clear who is also responsible for monitoring and replenishing first aid supplies
- make the first aid arrangements known to staff and students by adequate signage and information during induction procedures etc
- ensure there are means to summon the emergency services if required
- provide training for first aiders
- provide adequate time for first aiders to carry out their duties.

6 EMERGENCY PREPAREDNESS

A minimum set of first aid stations, including first aid boxes and their contents and defibs, is maintained by BSOs in specified buildings. A map indicating the location of these stations is available on the HSS website. Schools/Functions may take account of this provision when completing its FANA and establishing its own first aid needs. However, none of these stations provides resources for specialist hazards, such as hydrofluoric acid, and provision for those should be made locally by relevant Schools/Functions.

7 COMPETENCE REQUIREMENTS

Schools/Functions should nominate appropriate staff to take on the role of Appointed Person, EFAW first aider, or FAW first aider, as the relevant FANA specifies.

Appointed persons should be given a local briefing on their role.

Where a need for FAW or EFAW trained first aiders has been identified in the FANA the staff member should book appropriate training through HSS. Line manager approval for the booking is required.

Where a School/Function requests places on first aid training courses in excess of the legal minimum requirement, or where there is late cancellation or non-attendance a charge will be made from HSS to the relevant School/Function.

8 REVIEW & AUDIT

Heads of School/Function should ensure the FANA is reviewed following relevant changes in work activities and at least annually, whichever happens first.

Local Health & Safety Committees should consider the effectiveness of first aid arrangements at least annually and where incident investigation indicates first aid arrangements were not effective or require improvement.

9 RECORDS & RETENTION REQUIREMENTS

FANAs should be retained for a minimum of 4 years.

Records of inspections of first aid equipment and supplies should be retained for a minimum of 4 years.

Record of local Health & Safety Committee reviews of the effectiveness of first aid arrangements (preferably including minutes of meetings) should be retained for a minimum of 2 years.

10 RELEVANT LEGISLATION

The Health and Safety at Work etc Act 1974

The Health and Safety (First-Aid) Regulations 1981

11 USEFUL LINKS

1. First Aid Needs Assessment Form

<http://www.reading.ac.uk/internal/health-and-safety/hs-training/TrainingCourseDetails/FirstAidTraining.aspx>

2. Example First Aid Needs Assessment

<http://www.reading.ac.uk/internal/health-and-safety/hs-training/TrainingCourseDetails/FirstAidTraining.aspx>

3. Example First Aid Equipment Guidance

<http://www.reading.ac.uk/internal/health-and-safety/hs-training/TrainingCourseDetails/FirstAidTraining.aspx>

Guidance documentation or assistance:

The Health and Safety (First-Aid) Regulations 1981. Guidance on Regulation - HSE

<http://www.hse.gov.uk/pubns/books/l74.htm>

St John Ambulance

<https://www.sja.org.uk/>

British Red Cross

<https://www.redcross.org.uk/first-aid>

APPENDIX 1

FACTORS TO BE CONSIDERED WHEN ASSESSING FIRST AID REQUIREMENTS AND ESTABLISHING ARRANGEMENTS

Chemicals

Work in laboratories and other areas that involve working with toxic substances, such as cyanide or phenol, or corrosive substances such as hydrofluoric acid, require appropriate medicaments to be readily available. First aiders should be trained to administer special medicaments and should be available to treat any injuries. Therefore, work with such substances should not be undertaken if either the medicament or appropriately trained first aider is not readily available.

Work outside normal hours working

The procedures to be followed when working outside normal hours periods are detailed in Code of Practice 7. The FANA should take account of working outside normal hours in considering the appointed person/ emergency first aider/first aider coverage needed. As a minimum anyone working outside normal working hours should know how to summon help in an emergency – both emergency services and Security.

Where work involves anything for which additional first aid training is required, this work should not be undertaken unless there is a first aider within the vicinity who has received this training.

Cleaning staff

Particular care should be given to ensuring cleaning staff are aware of the location(s) of the health and safety notices giving details of the nearest first aid facilities and telephone(s) in the areas in which they work, and instructions on how to contact the University Security Control. Staff should be advised to store the University Security telephone number in their mobile telephone, if they have one.

Peripatetic workers

Peripatetic workers employed by the University, i.e. employees whose duties require that they work out of doors or in varied locations throughout the University, e.g. gardeners, security patrols, maintenance staff, academic staff on fieldwork, etc, should have access to first aid kits, either in the buildings near where they work, or in University vehicles close to their work. Staff should have ready access to information e.g. via a departmental health and safety noticeboard which will tell them what the first aid provisions are in their base area and how to obtain information about the first aid provisions in the area(s) they visit during the course of their duties.

Vehicles

Consider including travelling first aid kits in University vehicles - including tractors - so that peripatetic workers using the vehicle as a work base have access to a first aid kit. If first aid kits are fitted in an inconspicuous position, or kept in a glove compartment, a first aid kit sign should be used to identify it. Ensure monitoring and replenishment arrangements include vehicle-based kits.

Fieldwork

The first aid provisions to be made for fieldwork and field classes vary depending on the number of persons involved, the length of the trip, distance from qualified medical treatment, and hazards

associated with the work or location. Consequently the first aid measures to be taken on specialised/potentially hazardous field classes should be discussed with the local Health & Safety Co-ordinator, Health & Safety Services or the a suitably qualified first aid training provider well in advance of the trip so that the necessary first aid measures can be designed and implemented. Fieldwork procedures are described in Safety Guide 32. One-day Fieldworkers First Aid Course can be organised on demand, provided there are sufficient numbers of attendees. Contact Health & Safety Services for advice.

Farms and outlying areas

In some areas where University employees and students work, additional first aid provision may be required due to the remoteness of the site, the number of employees at risk, and the high risk factors associated with the work carried out. These areas include:

- Animal Production and Research Unit (APRU)
- Centre for Dairy Research (CEDAR)
- Crop Protection Research Unit
- Oldhouse Farm - Shinfield
- Plant Environment Laboratory (PEL) - Shinfield
- Shinfield Field Unit
- Sonning Farm

The need to provide additional protection for casualties whilst awaiting an ambulance (blankets, weatherproof coverings, etc), stretchers, etc, should be considered. Farm staff and research workers on the farms and related areas should be encouraged to attend the one day emergency first aid at work course.

First aid boxes

First aid boxes should be provided so that they can be rapidly accessed in an emergency. First boxes should be kept stocked and a person should be nominated to regularly check the box to ensure that it is fully stocked.

First aid signs and notices

Throughout the University the signs and notices used to indicate first aid facilities should comply with "The Health and Safety (Safety Signs and Symbols) Regulations 1996" and the associated British Standard. First aid signage can be purchased from University-approved suppliers.

All areas should provide first aid notices which detail:

- the names, locations and telephone extension numbers of area first aiders
- the location(s) of first aid boxes
- the locations of telephones
- instructions for summoning an ambulance to the area.

Eye irrigation

In areas where the FANA identifies contamination of the eye could occur, such as laboratories, workshops, etc, a clean supply of cold tap water should be readily available for eye irrigation. Where

tap water is not available, sterile normal saline (0.9%) in disposable containers, each holding at least 500ml should be provided and identified using an appropriate sign on the container. All such sterile eye wash supplies should be replaced with new, unopened containers after use or when the 'use by' date is reached, whichever comes first.

Emergency showers

In areas where gross contamination of persons with chemicals could occur, emergency showers should be provided, and appropriately signed. A person(s) should be made responsible for checking the operation of the shower(s) each month.

Access to a telephone

A telephone(s) should be readily available to contact the ambulance service either directly or via the University Security Control.

APPENDIX 2

VERSION CONTROL

Issue	Date	Nature of revision	Prepared by	Approved by
6	October 2019	Major re-write using new HSS template for CoP, emphasising use of FANA and clarifying responsibilities of staff.	Nick Bathurst Jenny McGrother	UHSWC October 2019