

First Aid at Work
Policy ✓ Code of Practice... Guidance... Procedure...
Organisation-wide ✓ Local...
<i>Approved by the University Health & Safety Committee</i>
Chairperson - Manuel Alonso Date Feb 2026 Review date 2029
The purpose of presenting this document to the University Health & Safety Committee Standard 3 year review ✓ Changes in practice and/or legislation... New policy document...

Table of Contents

1. Purpose	1
2. Scope	1
3. Policy details	2
3.1. Practical Arrangements of First Aid Provision	2
3.2. Insurance	2
3.3. The role of Individual First Aiders	2
3.4. The role the Security Team in First Aid	3
3.5. The role of the Health, Safety and Environment Team (HSET)	3
4. Responsibilities	3
5. Legal and other requirements	4

1. Purpose

The Health and Safety (First-Aid) Regulations 1981 require employers to make adequate and appropriate provision for first aid for employees who are injured or become ill at work.

This policy sets out the arrangements by which Brunel University of London meets its statutory duties and associated HSE guidance (L74 and INDG214), ensuring suitable first aid provision for staff and others affected by university activities.

2. Scope

This policy applies to all University employees and University-managed premises.

While the statutory duty relates to employees, the University will also take reasonable steps to ensure that students, visitors, contractors and members of the public receive appropriate first aid assistance where affected by university activities.

This policy also applies to off-campus activities, including fieldwork, placements and overseas travel. First aid provision for such activities must be considered as part of the relevant risk assessment, with reference to the Health and Safety Fieldwork (Off Campus)

3. Policy details

3.1. Practical Arrangements of First Aid Provision

Line managers reporting to a Senior Manager or equivalent shall assist in delivering the practical elements of first aid provision. In addition, if various Colleges or Services occupy the same building, they should be approached for a coordinated response, and the practical elements are summarised as follows:

- Identifying an appropriate number of first aiders in their areas through an assessment which considers, for example how staff and visitors (students and visitors) occupy the building or area, the hazards associated with the work undertaken in the building or area and its layout. Find out more on conducting a first aid assessment here [First aid needs assessment - First aid at work - HSE](#)
- Providing lists of first aiders that are displayed in rooms and key areas such as receptions, workshops and laboratories and libraries for which they have a responsibility, which must be kept up to date and lists are available from
- Providing first aid boxes are located in rooms for which they have a responsibility for e.g. laboratories, workshops, studios and that are checked by their staff on a regular basis; such as term time on recorded on the inspection form. This information should be kept locally and available to be audited.
- Ensuring that first aiders are appointed, have the time, authority and support to carry out their duties and responsibilities. People recruited to be first aiders should be based in the building, easily contactable and able to hold the position of first aider for 3 years

3.2. Insurance

Following advice from the Brunel University Insurers, Brunel University first aiders shall be covered by our Public Liability Insurance when administering first aid within Brunel University's vicinity, premises connected with the University. This also include any work and/or study carried out by staff or students for the purposes of teaching, learning and research or other activities while representing the Institution off site. In addition, each appointed qualified first aider is able to fulfil the requirements of the first aid role profile permitting them to attend to members of the public in emergencies.

3.3. The role of Individual First Aiders

Individuals trained as first aiders are responsible for ensuring that their skills are kept up to date and this should include attendance at the refresher training, where required. They

should further ensure that they complete the accident/incident form after their attendance at any incident.

First aiders must inform their respective Senior Manager of any situation where they will not be able to conduct their first aid duties e.g. long-term absence, secondment, etc and of any changes in their room, building or contact details in order that the database and corresponding first aid notices can be kept current. The Senior Manager shall then review the first aid provision again as in 3.2.

First Aiders must ensure that their First Aid Kit is appropriately stocked, the purchasing of First Aid Kit should be facilitated by departmental budgets. First Aiders should ensure that their listing on the first aider database and any local listing is accurate.

3.4. The role the Security Team in First Aid

In determining the appropriate number of first aiders in their area, the Senior Manager shall not be reliant on the Security Team to make up the appropriate number of first aiders. The Security Team are trained as First Responders, but Senior Managers should ensure that are locally trained individuals as part of their teams.

3.5. The role of the Health, Safety and Environment Team (HSET)

The Health, Safety and Environment Team is responsible for advising the respective College, Institute and/or Directorate's Senior Management on assessing first aid needs, ensuring that the first aider database is kept current and available for use by all interested parties and facilitate the training required to maintain an appropriate number of first aiders, which is reviewed on a regular basis.

4. Responsibilities

4.1. University Council / Vice-Chancellor & Leadership Team

The University's senior leadership — including Council, the Vice-Chancellor and President, and the Executive Board/Leadership Team — hold ultimate responsibility for health and safety governance. They are accountable for setting the strategic direction of the University, ensuring it reflects statutory duties (e.g., under the Health and Safety at Work etc. Act 1974), and that adequate resources, oversight, and organisational frameworks are in place. They champion a culture of safety and continuous improvement across the institution.

4.2. Senior Managers

Senior Managers — including Directors, Associate, Directors, Heads of Department, Executive Deans and equivalent roles — are responsible for translating policy into action within their areas of control. This includes implementing health and safety arrangements, ensuring risk assessments are conducted, supervising local operational committees, and making sure staff and students understand their health and safety duties.

4.3. Line Mangers

Line managers and supervisors play a critical operational role in maintaining safe environments day-to-day. They must ensure risk assessments are current and recorded, oversee induction and training, supervise safe systems of work, inspect local activities, lead incident investigations, and escalate issues appropriately. They also make sure new equipment is assessed for hazards and that relevant controls and competencies are in place.

4.4. Individual Staff and Students

All staff and students are expected to take reasonable care for their own health and safety and that of others. This includes following University policies and procedures, cooperating with safety arrangements, reporting hazards, incidents or near misses promptly, and engaging in required training and consultations. Staff must also ensure work areas and routines are safe and support continuous safety improvement.

4.5. Contractors, Visitors and Others on University Premises

Contractors, visitors, and external partners must comply with Brunel's health and safety policies while on campus. Those responsible for arranging visits must ensure contractors and visitors receive relevant safety information and understand emergency procedures and local hazards.

4.6. Competent Health & Safety Support

Brunel's Health, Safety & Environment Team (HSET) provide specialist advice, support, and training. They facilitate risk assessment guidance, promote best practice, help interpret legislation, and support organisational compliance activities. Managers and staff should seek specialist input where needed.

5. Legal and other requirements

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (First-Aid) Regulations 1981)
- HSE guidance (L74 and INDG214)