

First Aid at Work				
Policy...	✓	Code of Practice...	Guidance	Procedure...
Organisation-wide✓		Local...		
Presented to the University Health & Safety Committee for Consultation				
Chairperson Dr Derek Millard Healy		Date Oct 2023	Review date 2026	
<p>The purpose of presenting this document to the University Health and Safety Committee</p> <p>Standard 3 year re-fresh... Changes in practice and/or legislation New Policy. ✓.</p>				

Contents	Page
1. Introduction	1
2. Scope	2
3. Responsibilities	2
4. Insurance	3
5. Practical Arrangements of First Aid Provision	3
6. First Aid Training	4
7. Number of First Aiders	4
8. Transportation to Hospital	5
9. Defibrillators	6
Appendix 1 Designated First Aid Application Form and Role Profile	8
Appendix 2 First Aid Box Inspection Form	10

1 Introduction

The Health and Safety (First Aid) Regulations 1981 require that all workplaces have suitable and sufficient cover for providing first aid to staff who are injured or who become ill at work. The purpose

of this guidance is to set out the requirements for providing adequate first aid arrangements to meet those requirements.

2 Scope

This guidance shall apply in the main to the activities on campus, but shall also be considered in activities that require staff and students to operate off campus; such as fieldwork or foreign travel and reference is made in the Health and Safety Fieldwork (Off Campus) Policy regarding first aid.

3 Responsibilities

3.1 Executive Board /Leadership Team (*This group typically consists of the Vice-Chancellor and President, Secretary, Chief Operating Officer, Executive Deans and Directors*).

The Executive Board/Leadership Team is responsible for supporting the *Vice-Chancellor and President* in the implementation of this policy within their areas of responsibility.

3.2 Senior Managers (*This group may include Deputy Deans/Directors, Subject/Divisional Leads and Directors of Research*)

Senior Managers are responsible for supporting the Executive Board/ Leadership Team in implementation of this policy within their areas of responsibility by;

- Bringing this policy to the attention of those within their areas via the communication and induction channels established; and
- Ensuring that their area of responsibility is adequately covered in terms of first aid through an assessment of first aid provision, which will identify a number of first aiders that are required.

3.3 Health, Safety and Environment Team

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.

3.4 Responsibilities 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.

3.5 Security Team's Role 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.

4 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 or premises when connected with the business. 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.

5 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 <https://www.staff.brunel.ac.uk/directorates/health-safety-and-environment>
- 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.

6 First Aid Training

Staff can volunteer to be first aid at work trained, which is a nationally accepted qualification. They will need either their Senior or Line Manager's permission. The requirements of the area may determine training priorities and those selected to become first aiders are required to complete the Designated First Aid and Role Profile Application Form (Appendix 1).

With the approval given, names should be forwarded to the Health, Safety and Environment Team, by emailing copy of the form to healthandsafety@brunel.ac.uk and the employee will be placed on a waiting list.

As the first aid training is funded through the Health, Safety and Environment Team, failure to attend without a valid reason or at short notice could mean that the cost of the place is re-charged to the respective area.

7 Numbers of First aiders

The following guidelines are given by the HSE (INDG 214 guide to First Aid at Work). It is intended to be used as a guide when determining the numbers of First Aiders or Appointed persons that may be required. It takes into consideration a range of environments and the numbers employed at any location.

Category of risk	Numbers employed at any location	Suggested number of first-aid personnel
Lower risk e.g. shops and offices, libraries	Fewer than 50 50-100 More than 100	At least one appointed person At least one first aider One additional first aider for every 100 employed
Medium risk e.g. light engineering and assembly work, food processing, warehousing	Fewer than 20 20-100 More than 100	At least one appointed person At least one first aider for every 50 employed (or part thereof) One additional first aider for every 100 employed
Higher risk e.g. most construction, slaughterhouses, chemical manufacture, extensive work with dangerous machinery or sharp instruments	Fewer than 5 5-50 More than 50	At least one appointed person At least one first aider One additional first aider for every 50 employed

8 Transportation to Hospital

Where the injury/illnesses appear to be serious enough to require an ambulance, an ambulance should be called. Although a First Aider should always be called in this situation, it is not necessary to await the arrival of a First Aider before calling an ambulance.

Should an injury/incident not be serious enough to require an ambulance then the journey to hospital; if required should be made by car. It is currently recommended that a taxi should be called to transfer the injured party to hospital and charged to the College/Service or Institute of the injured person.

Staff may offer to use their own car to drive the injured party to hospital. In these circumstances it is preferable if the member of staff is of the same gender as the injured party and staff should ensure that their car insurance policy covers such journeys. It has to be emphasised that each case and

individual person will be unique and that each situation should be judged individually in light of the specific circumstances of that case.

9 Defibrillators

There have been an increasing number of enquiries in relation to provision of AEDs within BUL. Currently there are 13 AEDs in Brunel University intended for use by First Aiders in the event of someone experiencing cardiac arrest. The current locations are the Sports Centre, IAC, Sports Pavilion, Eastern Gateway Reception, Lecture Centre Foyer, Bannerman Entrance, Lancaster Hotel, AMCC Building, Joseph Lowe, Antonin Artaud and the Security Vehicles.,

9.1 What is an AED?

An AED is a device which a lay person can use to attempt to restart a heart after a cardiac arrest. AEDs are easy to use, compact, portable and very effective. The machines guide the operator through the process by verbal instructions and visual prompts. They are safe and will not allow a shock to be given unless the heart's rhythm requires it. They are designed to be stored for long periods without use and require very little routine maintenance

They are available in a variety of community settings perceived to have the potential for high risk activities, settings or occupants/ visitors, and may be positive in terms of preventing avoidable deaths.

9.2 Practical Arrangements of consideration of Defibs on Campus

The following information may help in considering whether it is necessary to install further AEDS at Brunel University.

- At present there is no statutory legal requirement under law to provide a defibrillator. Purchase of an AED should be considered in the context of the risk of a member of staff, student or member of the public sustaining a cardiac arrest at any given facility balanced against the ease and speed of access to NHS emergency services, the cost of purchase, installation, and maintenance of AEDs, and of initial and ongoing training of staff to use the devices.
- If the likely time between call out and arrival of a paramedic unit is greater than 5 minutes then AED's *may* be a relevant consideration.
- The Resuscitation Council guidelines indicate that if the frequency is 1 arrest every 2 years then evidence supports the use of AEDs. The best chance of successful resuscitation will be when defibrillation and other first aid procedures are carried out with the minimum delay (ideally within in the first three minutes). The chances of resuscitation fall by at least 10% with every minute that defibrillation is delayed so there is a very real advantage in having an AED that can be accessed and used within the time of 3-minute time from all parts off the campus.

9.3 Training and Maintenance

All Designated First aiders are trained in the use of defibrillators Part of this training details the maintenance and inspection that is required for AEDs.

Defibs must be routinely checked to ensure that they are operational. It advisable that this done four times annually to ensure the Defibs are not damaged and battery replacements are ordered on time. Records need to be kept locally of these checks.

Location	Responsible for checks
Sports Centre	Sports
IAC	Sports
Sports Pavilion,	Sports
Eastern Gateway Reception	Reception Team
Lecture Centre Foyer	HSET
Bannerman Entrance,	HSET
Lancaster Hotel,	Hotel Team
AMCC Building	BCAST
Joseph Lowe	CEDPS
Antonin Artaud	CBASS
Security	Security Team
Concourse (External Wall Sports Centre)	HSET
Concourse (External Wall Galbraith)	HSET

Appendix 1

Designated First Aider Application Form and Role Profile

Name:

College/ Service or Institute:

Building:

Floor:

Position:

Contact number:

Line managers name

Preferred Course

Emergency First Aid at Work (1 day) Yes/No (delete as required)

First at a Work (3 days) Yes/No (delete as required)

My line manager and I understand that if I do not show up for a course or cancel within one working week of the course date my department will need to cover the cost of my place.

Role Profile

1. Respond to a request for first aid treatment by members of staff.
2. Respond to a request for first aid treatment by members of public (students and/or visitors) when on University premises or connected with the business;

3. Maintain your first aid box keeping it fully stocked and alert the health and safety team in any change in details regarding your location, telephone number(s) and attendance at work (long term absence)
4. To attend any training required in the fulfilment of the first aide role.
5. Where appropriate, to refer individuals to the emergency's services in line with the training provided and complete the accident/incident form after attendance at any incident; and
6. Support any internal and/or external investigation in the capacity of a first aider for the University if requested.

I want be considered as a designated first aider for Brunel University and I have discussed this with my College and/or Line Manager and received their support.

I can confirm that I have no knowledge of any physical or mental impairment that would prevent me from fulfilling the duties of a designated First Aider for Brunel University, and I have made myself familiar with the requirements of the role profile.

Signed: _____

Date: _____

Please forward to Healthandsafetytraining@brunel.ac.uk who will then inform you of the dates of the next first aid course.

Appendix 2

First Aid Box Inspection Form

Perform the inspection by visually evaluating each item in the first aid kit and confirm that the contents agree with the list of contents located in the First Aid Box and not damaged.

Enter the date, your initials or name, and the outcome of the inspection. Record a “YES” if the condition is acceptable.

Note any observations and the date and nature of any remedial action. Note if any expiration dates have been exceeded and arrange to replace these items immediately.

Maintain this record in the First Aid Box or a separate location locally.

Date	Inspection carried out by:	Condition acceptable Yes/ NO	Notes

