



Safety, Health and Wellbeing

The Code of Practice on

First Aid

March 2020

Introduction

1. Health and Safety Legislation

1.1 Employer

The employer's duty to provide first aid is specifically dealt with by the Health and Safety (First Aid) Regulations 1981 (as amended). An Approved Code of Practice (ACOP L74) gives further guidance on the Regulations.

It is the duty of the University as an employer: to provide first aid;

- ✓ to inform employees of the arrangements made in connection with first aid;
- ✓ to provide adequate first aid cover at all times when employees are at work.

1.2 Responsibility

This Code of Practice is formed under the Safety Health and Wellbeing Policy of the University. Deans and Heads of Services are responsible for ensuring so far as is reasonably practicable that this Code of Practice is adopted in all areas under their control. First aid procedures and the identification of special hazards should be dealt with in the local instructions for the School or Service areas.

2. Delivery of First Aid

2.1 Definition

First aid can be defined as: Treatment for the purpose of preserving life and minimising the consequences of injury and illness, until help, from a medical practitioner is obtained. It also applies to the treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

2.2 First Aiders

These are persons who have been trained in first aid and tested to prescribed standards. The provision of First Aiders is based on the degree of risk but in relatively low risk situations there should be at least one First Aider for every 50 employees. More hazardous areas should have more than the minimum number and allowances should be made for shift working, holidays and other foreseeable absences. Students and their activities are taken into consideration when determining the level of first aid provision (see also section 6).

2.3 Appointed Persons

These are persons appointed to take charge of the situation in the absence of a First Aider, e.g. to call an ambulance. They can be appointed as a minimum standard of cover in certain circumstances where there is a low degree of risk. Appointed persons will be trained to give emergency first aid and will take charge of first aid equipment in the absence of a First Aider.

2.4 Access to First Aiders and Appointed Persons

The current First Aid information notice (green and white) is displayed in all University buildings alongside the Fire Action Notice (predominantly blue and white) and alongside, or adjacent to, each First Aid box.

Each First Aid information notice gives the following local details: The location of the nearest First Aider(s);

- ✓ Building name and postcode
- ✓ The location of the nearest trained AED (defibrillator) assistance
- ✓ The location of the nearest First Aid box/
- ✓ Other emergency contact points/Accessible Phone;.

The names and telephone numbers of the nearest First Aiders can also be obtained from:

1. Telephonist/Receptionist Ext 0
2. Security Control Office, City Campus, Ext 23154,
3. Security Control Office Headingley, Ext 23165,
4. Student Hubs
5. Health & Safety Intranet pages
6. By ringing Ext 4444.

Current lists of First Aiders and appointed persons are held by Health and Safety Office and are regularly updated by Occupational Health and Wellbeing, and can be accessed on the [SHW A-Z](#).

2.5 Staff, Students and Visitors

All staff and students should receive information on how to access first aid at their initial induction to the University. This should also extend to visitors and contractors when appropriate.

2.6 First Aid Boxes and Materials

First Aid boxes are provided and maintained by the University to standards set by Occupational Health and Wellbeing which are at least equivalent to those set out in the Approved COP. Stocks are replenished by the Health and Safety Team or School/Service First Aiders and appointed persons responsible for requesting replenishment of items used and ensuring that first aid notices have up to date information.

First Aid boxes are located at vantage points in all premises used by employees including minibuses. In addition or as an alternative, a First Aider may be issued with a travelling first aid kit. The rooms where boxes are held are marked with the standard first aid sign, i.e. a white cross on a green background.

3. Training in First Aid

3.1 Provision of Training

As an employer, the University undertakes to provide initial, renewal and refresher first aid training for suitable persons. First Aid training is provided by Carnegie Coaching – <http://www.leedsbeckett.ac.uk/sport/coaching-development/leeds-first-aid-courses/>

3.2 First Aiders

After initial training, First Aiders are approved for a period of three years. At the end of this period renewal training must be undertaken at three yearly intervals. Annual refresher training is now also provided.

3.3 Appointed Persons

After initial training, appointed persons are approved for a period of three years. Re-appointment for a further three years is dependent on the completion of Renewal/refresher training.

3.4 AED (defibrillator) training

After initial training, defibrillator training is now included/also provided via the annual first aid refresher training. A list of defibrillator locations can be accessed on the [SHW A-Z](#) under F

4. Accident Action and Reporting by University Employees

The nearest employee should ensure the environment is safe, remain with a person (if injured) and help as appropriate until attention is received.

Contact one of the following according to the nature of the injury and geographic location:

(a) Nearest First Aider - see local green/white notice

(b) If a local First Aider is not available – then first aid assistance is available via security – please contact security via the emergency number, stating clearly the assistance that you require, location and the nature of the injury - 4444 (internal)

(c) As a First Aider, if the Ambulance Service is required immediately, please contact them via - 9-999. Respond to all the questions asked of you by the ambulance service, and give clear location and direction information. You must make a follow up with call to Security - 4444 (internal) # to inform them of this action

(d) If you have been unable to contact a First Aider, or security, and the situation requires an ambulance urgently – please ring -999 or 999 via Skype. You must make a follow up with call to Security to inform them of this action – 4444(internal) #

#Note: This will ensure that correct locations are given and that the ambulance will be met by the security service.

An injured person, or person acting on her/his behalf, should inform her/his immediate supervisor or appropriate contact and ensure that details are recorded on a HS1 report form.

The responsible member of staff, (this could be the injured person, a supervisor or First Aider) should ensure that all relevant information is recorded; that she/he signs the form; that the form is countersigned by the appropriate manager; that a copy is kept for local records in a secure and confidential location and further copies forwarded without delay to the Health & Safety Team, Human Resources(Payroll) and Occupational Health and Wellbeing in Leighton Hall, Headingley Campus. A sealed envelope marked “Confidential, HS1” should be used.

Contact numbers:

Health & Safety office - Ext 23814, 29665, 23941

Occupational Health and Wellbeing Administrator - Ext 23185

Outside office hours contact duty Security on - Ext 23165

Cases of illness should be reported to Occupational Health , Headingley

Campus Ext 23185

5. Sports Activities and Field Trips

First aid requirements such as travelling first aid kits and any special training needs should be considered by those in charge of sporting activities and planning field trips. Arrangements should take account of specialised or unusual hazards, e.g. potholing, mountaineering and diving. It is advised that a trained First Aider is available wherever there is a significant risk of injury. A travelling first aid kit should be available in all cases of journeys or trips using a minibus.

6. National Health Service Facilities

A major aim of first aid is to stabilise a casualty until she/he can be moved to hospital. It is important that there is no delay in making contact with the ambulance service in an emergency. Where there are special hazards, such as a remote site or as in certain laboratories, risk assessment measures should not base their reliance on the emergency services, however emergency situations must be considered in advance and appropriate measures agreed.

7. Additional Information

7.1 Further Advice

HS1 forms are available in pads from the Health and Safety Office and an electronic copy can be downloaded from the [SHW A-Z](#) under A.

7.2 Remuneration

In addition to its legal obligations, the University recognises that First Aiders provide a valuable resource. Training will be provided at no cost to the trainee and qualified First Aiders will receive a monthly payment subject to qualification and designation as a recognised First Aider.

7.3 Further first aid information can be found on the HSE's web site -

<http://www.hse.gov.uk/firstaid/>