

## First Aid Policy

The Health and Safety (First Aid) Regulations 1999 are relevant to all activities carried out on the University campuses. The regulations set minimum standards for the provision of an appropriate number of first aid trained staff and suitably stocked first aid kits, all of which needs to be determined on a risk assessment basis.

This First Aid Policy applies to all of the University's campuses, including Gibbet Hill, Westwood and Wellesbourne and to activities carried out for and on behalf of the University under the control of University staff working off-campus (during field work for example). This Policy is supported by arrangements, instructions, and guidance on first aid, which are available on the University's Health and Safety web pages.

Under the provisions of Regulation 26, Safety Regulations and associated University Health and Safety Policy document, it is the duty of all staff, students and others working in the University to comply with this Policy, together with any other instructions, rules and guidance that may apply.

### Core Principles

1. The University has a mix of Emergency First Aiders (people who have completed a one day 'emergency first aid at work' (EFA) training course), First Aiders (people who have completed a three day 'first aid at work' (FAW) training course) and a suitable number of people who have received additional training for specific risks.
2. Every department regardless of size should have at least one EFA and every department with more than 5 people (staff and students) must have at least one EFA and one FAW.
3. Departments or teams with more than 50 people must have at least at least one EFA and one FAW, plus at least one additional FAW for every 50 people thereafter.
4. In assessing the number of EFAs and FAWs required, departments must take into account the potential impact of the safety hazards presented with their operation e.g. high risk environments such as engineering may require more first aiders. Availability of EFA's and FAW's must also be taken in account by departments during holidays times, shift work and out of hours work.
5. Departments must keep records of all FAWs and EFAs and liaise with the Health and Safety Department to ensure that they all such staff are trained accordingly and that refresher training is provided as required: all such training must include the use of Epipens and Defibrillators.
6. Departments must identify all FAWs and EFAs on local first aider notices and bring these to the attention of all staff and students: this list will be replicated for all departments on the Health and Safety web pages.
7. FAWs and EFAs must check the condition and content of first aid kits on a weekly basis, replacing items as and when necessary, and must also ensure that any provision of first aid treatment is recorded by the injured person or their supervisor/manager via the University's incident reporting system.

8. Every department must identify one of their appointed first aiders to act as the departmental First Aid Champion: First Aid Champions are responsible for carrying out and periodically reviewing the first aid needs assessment for their respective department, with help from the Health and Safety Department if necessary, which includes determining the number of first aiders required and the content of first aid kits.
9. Members of the Residential Life Team (RLT) are encouraged to become EFAs (and preferably FAWs) as part of their voluntary roles within student accommodation blocks.
10. Operational members of staff from Security are all trained FAWs, and are given additional first aid training to equip them with knowledge and skills relevant to their roles.
11. Additional training is also provided on a risk assessment basis, covering topics such as: hydrofluoric acid burns; phenol burns, cyanide poisoning; management of drowning casualties; and, paediatric first aid.

## Responsibilities

Heads of Departments are responsible for the implementation of this Policy with regard to ensuring that their respective departments have a sufficient number of appropriately trained first aiders in position and sufficient first aid provisions appropriate to the level and type of risk. Heads of Department must also ensure that there are local arrangements in place to support the administration of first aid to any person who works in an area of high risk, so that first aiders are not put at an unreasonable level of risk.

First Aiders (EFAs and FAWs) are responsible for responding to any accident (regardless of where they are located), for maintaining their first aid boxes so that they are appropriately stocked and up to date. They are also responsible for acting in accordance with the training they have been given. They have no additional responsibilities above other members of staff in relation to health and safety matters: the Social Action, Responsibility and Heroism Act 2015 provides additional protection for First Aiders who might be concerned about personal liability when administering first aid.

The Director of Health and Safety is responsible for advising on the standards and regulations that must be achieved in order to meet legal requirements; for ensuring suitable provision is made for the provision of relevant and approved EFA and FAW training; for keeping the University's Health and Safety website up to date with the related documents; and for ensuring that spot checks and audits are carried out to provide assurance that activities are being carried out in compliance with this Policy.

## Review

This policy will be reviewed when any legal requirements change or at least once every three years.

Document Control			
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