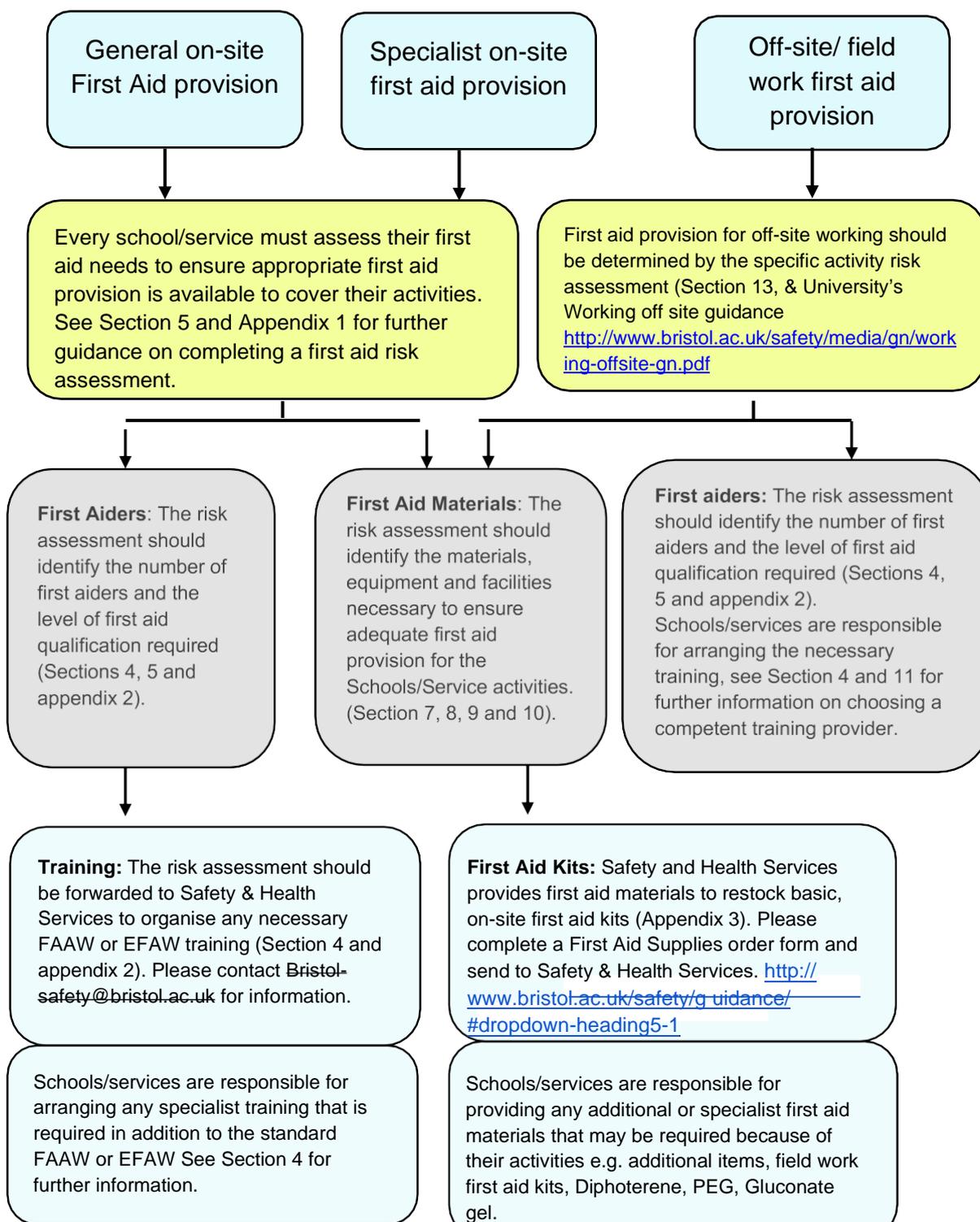


First aid guidance.

1. Quick reference to the guidance



2. Scope

The Health and Safety (First Aid) Regulations 1981 set out the essential aspects of first aid that employers have to address. This guidance note applies to all schools and services and provides advice on how compliance can be achieved.

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4. Introduction

The Health and Safety (First Aid) Regulations 1981 require the University to provide sufficient first aid personnel and facilities to:

- Give immediate assistance to casualties with both common injuries or illness and those likely to arise from specific hazards at work; and

- Summon an ambulance or other professional help.

This guidance note outlines the requirements for each school/service and the support that Safety and Health Services provides with regard to training and equipment.

5. Risk assessment

Every school/service must make an assessment of first aid needs appropriate to their circumstances. Things to consider include:

- workplace hazards and risk;
- the size of the school/service;
- the accident history;
- needs of travelling and lone workers;
- nature and distribution of the workforce;
- others on site including students and visitors (the University is not obliged to provide first aid for anyone other than employees under the regulations but ensure that any risk assessment makes provision for students in the school);
- annual leave and other absences of first aiders and emergency first aiders. It is important that adequate cover is available at all times that people are at work.

The minimum provision for any school/service is

- a suitably stocked first aid box;
- a first aid administrator to take charge of first aid arrangements;
- information for employees on first aid arrangements.

In low risk environments, such as office-based services employing small numbers of people, there is unlikely to be a need for more than the minimum provision. For larger services and schools, or those engaged in higher risk activities, then further provision will be required and the checklist in Appendix 1 should be used to help with the assessment. Significant findings of any risk assessment should be recorded.

Advice on completing the risk assessment can be provided by Safety and Health Services. First aid risk assessments are co-ordinated on a building-wide basis therefore schools/services should forward their first aid assessments to Safety and Health Services who will liaise with the local Facilities Manager/Building Safety Officer in cases where several schools or services occupy a building regards any updates or requests for additional or replacement first aiders.

The risk assessment should be reviewed regularly (recommend annually) or when circumstances change, such as operating changes, a first aider leaving or a major accident that highlights deficiencies in the existing arrangements to ensure the level of first aid cover is maintained.

6. First aiders

Where the first aid assessment identifies a need for people to be available to provide first aid, the school/service should ensure that they are available in sufficient numbers and at appropriate locations. There are no rules on exact numbers of first aiders. For example, a small service with low health and safety risks may not need a first aider but should have a first aid administrator who is designated to take appropriate immediate action. Where a school/service carries out activities that present a high risk to health and safety and/or the workforce is spread across a number of work areas, at least one first aider might be needed in each work area.

Trained first aiders do not necessarily need to be working in the immediate area, it may be sufficient for them to be from another school or in a nearby building.

Designated first aid personnel are those members of staff who have undergone a recognised training course and have been assessed for competence and appointed to fulfil the first aider allocation identified by the school/service risk assessment. Safety and Health Services keeps an up to date record of these individuals.

There are two different recognised qualifications, details are outlined in the table below;

First-aider at Work (FAAW)	Emergency First Aider at Work (EFAW)
<ul style="list-style-type: none">• 3 day initial training• 2 day retraining after 3 years• 3 hour refresher training annually• Certificated course	<ul style="list-style-type: none">• 1 day initial training• 1 day retraining after 3 years• 3 hour refresher training annually• Certificated course

Safety and Health Services arranges for all designated first aider training and retraining as indicated by the general first aid risk assessment and manage the recall of staff for retraining after three years. Members of staff are able to book themselves on to annual refresher training via the Safety and Health Services web site. An annual refresher is not mandatory but an update is strongly recommended to ensure that first aiders maintain their skills and are competent and confident in practical aspects. The Health and Safety Executive recommend that this update is undertaken in the two intermediary years between having acquired first aid at work certification and undertaking the appropriate refresher course every third year. Appendix 3 outlines the different course contents.

Staff who become trained, recognised, designated first aiders are entitled to an additional day's holiday in each year in addition to the entitlements of their role. This is detailed in the University's terms and conditions. This entitlement is given to trained first aid staff in recognition of them volunteering their services.

Schools/services are responsible for informing Safety and Health Services when their first aiders leave the University or move to other departments within the University so the central records can be updated and replacement first aiders appointed.

If schools/services identify a specialist first aid training requirement as a consequence of the school/service activities e.g. fieldwork, or wish to appoint additional first aiders over and above the numbers agreed for general first aid provision, they are responsible for providing that additional training. Where schools/services arrange additional first aid training, they should ensure they chose a competent trainer in accordance with HSE's guidance document GEIS3 'Selecting a first aid training provider' as HSE no longer approves first aid training providers. Training providers may be those who offer training through

- regulated qualifications recognised by a regulated awarding organisation (e.g. Ofqual, SQA or the Welsh Government)
- Voluntary Aid Societies e.g. St John Ambulance, British Red Cross, St Andrews First Aid.
- voluntary accreditation schemes
- operate independently.

When considering a provider who operates independently or through a voluntary accreditation scheme it is important to establish that the organisation meets the criteria outlined by HSE for delivering first aid training. This should include checks on:

- the qualifications of trainers and assessors
- course content must cover the requirements of the FAAW or EFAW syllabus (appendix 3)
- courses must be taught in line with current guidelines published by the Resuscitation Council (UK) and the current edition of the first aid manual of the Voluntary Aid Societies.
- Training providers should operate a relevant quality assurance and course evaluation system.

7. First aid administrator

Even in schools/services with low health and safety risks, there is always a possibility of accident or sudden illness. It is therefore important that someone is available to take immediate action, such as calling an ambulance and to ensure that the first aid equipment is kept up to date.

Schools and services must, in the absence of first aiders, appoint a person for this purpose who is designated as a first aid administrator. First aid administrators are not entitled to an additional day's leave.

It must be remembered that first aid administrators are not first aiders and so should not attempt to give first aid for which they have not been trained.

As a first aid administrator your priorities are to:

- assess the situation – do not put yourself in danger;
- make the area safe;
- send for help – do not delay.

Ambulance required - call 999. This enables the emergency medical dispatcher to give vital advice on how to deal with the situation directly to those involved with the incident while waiting for help to arrive. Then call Security Services on 112233 (0117 3311223) as soon as possible (or ask someone else to do this) so that they can direct the ambulance service to the incident or provide additional first aid support if necessary.

Prior to the ambulance service arriving, contact a local first aider who will be able to provide assistance.

8. Accompanying injured persons for further minor injury treatment.

In cases where an individual has received first aid treatment for a minor injury or illness and may require further immediate follow up at a GP surgery or minor injuries clinic, the decision as to whether they require someone to accompany them should be made on a case by case basis taking into consideration the nature of the injury or illness and also the wishes of the injured person - some people may feel comfortable about seeking further treatment themselves, others want someone with them for reassurance.

If the decision is made that someone is required to accompany an injured person, this need not be a first aider. Any staff member using their own car to transport an injured person for further treatment must ensure they have business cover included in their car insurance.

Where there is uncertainty over the severity of the injury or concern that the person's condition might worsen during travel then the emergency services should be called in preference to transporting independently.

9. Accident reporting.

If there has been an accident where medical attention has been required then an accident report must be completed. The report should be completed using the Safety and Health Services online accident reporting system by the immediate supervisor of the injured person or by the person in charge of the area where the incident

happened. The online accident reporting form can be found on the Safety and Health Services website, via the following link:

www.bristol.ac.uk/safety/accident

Any injury which is serious or likely to lead to lost time from work should also be notified to the Safety and Health Services immediately by telephone (0117 92 88780). Such accidents include (but are not limited to) those resulting in

- broken or fractured bones or dislocation of a joint
- loss of limbs, digits, sight (temporary or permanent)
- any injury leading to unconsciousness or requiring resuscitation
- any injury requiring admittance to hospital for more than 24 hours
- acute illness requiring medical treatment resulting from exposure to chemicals or to a biological agent

A Safety and Health Services advisor will ensure that necessary reports are submitted to the Health and Safety Executive as required by RIDDOR. For accidents that are reportable under these regulations, the advisor will usually also initiate and complete a full accident investigation.

A procedure regarding action to be taken in the event of a death of a member of staff or student is outlined in the [incident and crisis management framework](#).

10. First aid notices

All employees need to know the location of first aid equipment and personnel. Induction training for new staff and students should include this information, which should also be available on notices posted in prominent locations throughout the school/service. Where work takes place out of the hours when first aiders would normally be absent, information on obtaining help from University Security Services must also be made readily available. Blank first aid notices can be requested from the Facilities Manager for the building.

11. First-aid materials

The first aid risk assessment should identify the type and quantity of first aid materials needed to ensure the appropriate level of first aid provision is available to employees at all relevant times. Safety and Health Services provides first aid materials to restock basic first-aid boxes (as outlined in Appendix 4) however additional or specialist items relating to a Schools activities will be costed to the School/Service. An online order form is available at

<http://www.bristol.ac.uk/safety/guidance/> select First Aid Equipment Order.

Medicines must not be stored in first aid boxes.

There is a British Standard BS 8599 for first aid kits, it is not a regulatory requirement under the Health and Safety (First-Aid) Regulations 1981 to purchase kits that comply with this standard. Instead the contents of your first aid box should depend on the school/service first aid risk assessment.

A person, normally a first aider or first aid administrator, should be nominated to check and maintain the first aid container. Checks are recommended every 6 months as a minimum. Individuals should inform the responsible person if any items are taken from the container.

Schools/services are responsible for meeting the first-aid needs of their employees working away from the main site. The work activity risk assessment should determine whether those who are working off site should carry a personal first-aid kit.

Schools/Services are responsible for providing any specialist first aid materials that are identified by risk assessment as a result of particular hazardous work such as Diphoterene or Gluconate gel for treatment of HF exposure. Provision of first aid kits for off-site fieldwork is also the responsibility of the School/Service.

12. First aid rooms

A first aid room is usually only required as indicated by the regulations for high hazard areas. However, first-aid room rooms should be provided where the assessment of first-aid needs identifies this as necessary, please consult the University Safety and Health Service and the local Facilities Manager where a school/service believes they have identified such a need.

If possible, existing first aid rooms should be reserved specifically for providing first aid and a designated person (first-aider or administrator) should be given responsibility for supervising it. The room should be clearly signposted and identified.

A list of first aid and rest rooms is provided in Appendix 5.

13. Defibrillators

University Security Services hold a number of AED's providing effective cover for the whole University. If a defibrillator is required for first aid response contact Security Services on their emergency number 112233 (0117 331 1223). The AED's are operated and maintained through a partnership with South Western Ambulance Trust who also provides annual training to Security Staff.

AED units are also located and managed within the Indoor Sports Centre, and Coombe Dingle Sports complex. Staff at these facilities have been trained to use and maintain the units.

A number of Schools have installed and manage AED units within their buildings. A full list of locations is provided in Appendix 6.

Safety and Health Services can provide further advice and guidance to Schools/Services wishing to purchase and install an AED.

14. Emergency showers

Emergency showers are provided where risk assessment has indicated that there is need to be able to drench an individual's full body in an emergency. The maintenance and routine shower head cleaning of any emergency showers is the responsibility of the Estates Office, weekly flushing is the responsibility of the relevant school/service.

First aiders should make themselves aware of the location of any emergency showers and how to use them.

15. Off-site work

The specific activity risk assessment should outline the requirement for trained first aiders. It is recommended that for supervised fieldwork, at least one staff member should hold an approved first aider certificate. Ideally a second first aider should be in the group to give secondary cover. It may be also appropriate, for a specialist qualification to be obtained (e.g. mountain first aid certificate) depending on the nature of the fieldwork.

Further details of risk assessment requirement for off-site work
<http://www.bristol.ac.uk/safety/media/gn/working-offsite-gn.pdf>

Appendix 1 First aid risk assessment



School/Service	
Location	
Head of School/Service	
School/Service Safety Advisor	
Date	
Assessors	

Current number of first aiders and level of training:	
Approximate number of people working between 8.30am and 6.30pm:	
Approximate number of staff in area outside work hours (incl. weekends):	
Lone working carried out in the School/Service?	
Approximate number of students in working hours:	

Approximate number of students outside working hours:		
Is the School/Service spread out e.g. are there several buildings on the site or multi-floor buildings?		
Distance to Nearest major hospital: Travel time:		
Maximum distance to location of existing first aid kits:		
Summary of major incidents over the last 12mths:		
Do you have any work experience trainees, volunteers or honorary staff?		
List specific hazards in the area. E.g. slips & trips, work at height, plant or machinery, moving objects, electricity, radiation, chemicals, dust, manual handling.	Hazard:	Location:
Are there hazards or health concerns for which an extra first aid kit or specialised treatment is required. E.g. chemicals, potential for burn, eye injuries, field trips.	Details:	

Recommendations;

Contents of kit	
Number and location of kits	
Number and names of first aider at work agreed	
Number and names of emergency first aider agreed	
Number and names of first aid administrator agreed	
Additional recommendations	

Action list;

Items for Action	Completion Date	Date Signed Off	Initials

Appendix 2 Guidance on the first aid risk assessment

Numbers of first aiders

For low risk areas such as offices the minimum requirement is for a first aid administrator and a suitably stocked first aid box.

For larger numbers of employees, consider providing EFAW or FAAW suitably placed first aid boxes.

Number of staff	Recommended minimum provision
<25	first aid administrator
25 – 50	first aider (EFAW)
>50	a first aider (FAAW), plus one more for every 100 employed

For higher risk activities the recommended numbers of first aiders will need to be increased.

This figure is based on members of staff and does not take into consideration students or members of the public. Although there is no legal requirement to provide first aiders for non-employees, it is University policy that provision is made. The number of additional first aiders will depend on what activities the students are undertaking. For lecture based activities the current number of first aiders for staff may be sufficient. For those schools where students are undertaking higher risk activities; for example laboratory work, there may be a need to increase the number or competence of first aiders. Safety and Health Services will be happy to provide further advice where necessary.

Appendix 3 – First aid course contents

Annual refresher course

The course content is such that candidates demonstrate their competence to:

- assess the situation in an emergency;
- administer first aid to a casualty who is;
 - unconscious (including seizure);
 - wounded and bleeding;
 - suffering from shock; and administer
 - cardiopulmonary resuscitation;

Emergency first aid at work course (EFAW)

This is a one day initial training course which must be repeated every three years. Annual refresher training is recommended.

On completion of training, successful candidates will be able to:

- understand the role of the first-aider including reference to:
 - the importance of preventing cross infection;
 - the need for recording incidents and actions;
 - use of available equipment;
 - assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;

Administer first aid to a casualty who is;

- unconscious (including seizure);
- choking;
- wounded and bleeding;
- suffering from shock;
- administer cardiopulmonary resuscitation;
- and provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

First aid at work course (FAAW)

This is a three day initial training course with two days retraining after three years. Annual refresher training is recommended.

On completion of training, successful candidates should be able to:

- provide emergency first aid at work (see EFAW course content above);
- administer first aid to a casualty with:
 - injuries to bones, muscles and joints, including suspected spinal injuries;
 - chest injuries;
 - burns and scalds;
 - eye injuries;
 - sudden poisoning;
 - anaphylactic shock;
- and recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes)

Appendix 4 - Minimum first aid box contents

There is no mandatory list of contents for first-aid boxes and the Health and Safety Executive does not 'approve' or endorse particular products. Deciding what to include should be based on the school/service assessment of first-aid needs.

The Health and Safety Office provides the items below as a basic need. Each school/service can include additional items but this is at the cost of the individual school or service.

- a leaflet giving general guidance on first aid,
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work;
- two sterile eye pads;
- four individually wrapped triangular bandages, preferably sterile;
- six safety pins;
- two large, individually wrapped, sterile, unmedicated wound dressings;
- six medium-sized, individually wrapped, sterile, unmedicated wound dressings;
- a pair of disposable gloves;
- a resusci face shield;
- eye wash bottle (areas where mains water not available only, see below).

Optional items

- detectable plasters for commercial catering areas
- 2 x extra large dressing – high risk areas
- eye wash
- sterile cleansing wipes
- adhesive tape
- finger dressing
- conforming bandage
- foil blanket
- burn dressing

It is recommended that you don't keep tablets and medicines in the first-aid box.

Where mains tap water is not available for eye irrigation at least a litre of sterile water or saline (0.9%) in sealed disposable containers should be provided. Once the seal has been broken they should be discarded and not kept for re-use. The container should not be used after the expiry date. In areas where eye wash stations are provided the school/service must ensure that they are properly maintained and serviced and that all staff are given information, instruction and training on how to use the eye wash station correctly.

Appendix 5 – First aid and rest room locations.

Room description	Location
First Aid room	Biomedical Sciences Building
First Aid room	The Richmond Building
Rest room	Senate House
Rest room	Merchant Venturers Building
Rest room	Canyngge Hall
Rest room	Oakfield House

Appendix 6 – AED locations.

Building	Location
Coombe Dingle Sports Centre	Reception Desk
Geography South Building	Post Room
Life Sciences Building	Reception
Merchant Venturers Building	Reception
Queens Building	Reception
Richmond Building (Swimming Pool only)	Pool Reception
Tyndall Road Sports Centre	Reception
Royal Fort Lodge	Control Room
Transport Hub	Security Office
Langford	Security Office

