

FIRST AID

Corporate Health and Safety Arrangement

January 2024

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Summary

What is this document about?

This arrangement is intended to enhance the safety of all staff, students and visitors with respect to the University's first aid provisions by making all Employees aware of their responsibilities and duties under the Health and Safety (First Aid) at Work Regulations. This arrangement aims to provide information on the responsibilities and requirements of the regulations, and practical advice on what must be done. With the vigilance of staff and students and the appropriate first aid provisions, it should be possible to reduce the risk and mitigate first aid-related adverse events.

Who is this for?

These arrangements are intended for all University staff and students, visitors and contractors who may be affected by the University's business and apply.

How does the University check this is followed?

Corporate Health and Safety monitor University activities to ensure compliance with legislation, best practices, University policies, arrangements and procedures associated with the safety of staff, students and visitors. Monitoring health and safety performance occurs in a number of ways. Active methods monitor management arrangements' design, development, implementation and operation. These tend to be preventive in nature. For example: inspections of premises; health surveillance to prevent harm and auditing to ensure effective implementation of arrangements. Reactive methods monitor evidence of poor health and safety practices but can also identify better practices that may be transferred to other parts of the University. For example: investigating accidents and incidents and monitoring cases of ill health and sickness absence records.

Who can you contact if you have any queries about this document?

Any questions about this arrangement should be directed to the [Corporate Health and Safety Team](#).

Introduction

The University is committed to ensuring the health, safety and welfare of all staff and others who could be affected by its activities so far as is reasonably practicable. This arrangement has been produced in order that all staff and others including contractors are aware of both the University's and their own responsibilities under the Health and Safety at Work Act in respect of first aid which is required by the regulations.

The University has a duty to ensure that appropriate first-aid arrangements are in place. In doing so the University has to consider the circumstances of all activities, staff and students and the health and safety risks that may be present. Some small low-risk areas and activities may only need a first-aid box and a person appointed to take charge of first-aid arrangements such as calling the emergency services and stocking the first-aid box. The appointed person does not need specific first-aid training. However, some of our activities and areas have a greater risk, for example, where machinery is used or hazardous materials are used, these areas and activities may require appropriately trained first aiders.

The need for a correct response and the provision of first aid treatment once an accident/incident has occurred can be of vital importance. In certain circumstances, the correct response can mean preventing further injury, even death. This arrangement has been developed to provide guidance on suitable and sufficient first aid provision.

First aid treatment has two functions in that firstly, it provides treatment for the purpose of preserving life and minimising the consequences of injury or illness until medical assistance can be obtained. Secondly, it provides treatment for minor injuries that would otherwise receive no treatment, or do not require treatment by an emergency department.

In order to establish what provision for first-aid is required an assessment of the first-aid needs appropriate to the circumstances must be undertaken and should include consideration of the workplace, the workforce, and the hazards and risks present.

To this end, the University has committed to operating and maintaining its first aid provisions to a suitable level in order to minimise risks, incidents/accidents and injury from its activities.

Scope

This arrangement shall have effect with a view to protecting staff and students against a risk to their health and safety, whether immediate or delayed, arising from University activities and applies to:

- All Managers
- All Employees and Students of the University
- All Contractors and Service Providers working on behalf of or in connection with the University

This arrangement applies across all areas of the University, the services that it provides and to all staff contracted to work in the University's properties whether owned, rented, leased or otherwise provided for the purpose of University-related activities (University property).

As the University may operate out of leased or rented buildings and carry out work on behalf of the landlord on occasions as detailed in lease/rental agreements, the relevant landlord's arrangement needs to be read in conjunction with the University's arrangement.

Responsibilities

University Executive Board and Governors

Areas of responsibility in relation to the senior team i.e. University Executive Board, Board of Governors and associated committees are defined in the University Health and Safety Policy. This arrangement forms part of the University's Health and Safety Policy and should be read in conjunction with the Health and Safety Policy which outlines senior responsibilities. In particular, the following responsibilities are specific to this arrangement:

Corporate Health and Safety

Corporate Health and Safety are responsible for:

- 1.1. Protecting the health and safety of individual staff and students by the appropriate first aid provisions and ensuring support, advice and guidance is provided across the University.
- 1.2. Evaluation of existing control measures and identification of areas where improvements may be required.
- 1.3. Collect, maintain and use results and information to assist in determining and evaluating hazards to health for the prevention of harm.
- 1.4. Demonstrate compliance against regulatory requirements and provide assurance through the Health and Safety Framework and board by conducting periodic monitoring.
- 1.5. Review the First Aid Arrangements and Protocols at least every 3 years or more frequently if necessary.
- 1.6. Ensuring that suitable and sufficient first aid needs assessments are carried out.
- 1.7. Monitoring and providing support to services and schools to ensure that there suitable and sufficient first aiders in place in all services and schools.

Faculty Managers

Faculty Managers are responsible for ensuring:

- 1.15 This arrangement is effectively and suitably implemented by their respective faculties.
- 1.16 Systems, processes and resources are in place and monitored in relation to first aid.
- 1.17 Any relevant first aid equipment requiring replacement or removal, is brought to the attention of Corporate Health and Safety.
- 1.18 Managers are aware of their responsibilities in relation to this arrangement.
- 1.19 Appropriate reporting through the health and safety framework.

Heads, Managers and Supervisors

Managers and Supervisors are responsible for ensuring they are familiar with and adhere to this arrangement and Health and Safety Executive (HSE) Guidance and in summary must ensure that:

- 1.21. This Arrangement is effectively implemented in the area that they manage.
- 1.22. Corporate Health and Safety are informed and notified of any first aid equipment owned, planned to be purchased or disposed of by their departments in accordance with this arrangement.
- 1.23. First aid needs are assessed for their activities and areas, risk assessment is carried out and appropriate controls are in place to reduce risks.
- 1.24. There are suitable sufficient first aid provisions in their areas of control and are sufficiently stocked and all contents are within their use by date. Regular visual checks should be carried out and recorded.
- 1.25. Safety devices or systems and safety equipment are not interfered with.
- 1.26. All employees and students are aware through the provision of suitable and sufficient information, instruction, supervision and training of the actions required to ensure safe working practices are followed.
- 1.27. Processes for monitoring performance against this arrangement are in place and reported on appropriately, liaising with Corporate Health and Safety.
- 1.28. Appropriate first aid provisions are in place for any ad-hoc events.
- 1.29. All first aid and emergency signage notices are in prominent positions, ensuring that the location of equipment and details of designated first aiders or appointed persons are identifiable.
- 1.30. Where the assessment has identified the need to have a 'First Aider' that nominated staff are sent on an appropriate First Aid at Work Course, and that, suitable and sufficient time is given to allow First Aider's to update and maintain their knowledge and skills.
- 1.31. Induction of new staff or students includes the protocols for first aid including any names and contact details of first aiders and the locations of first aid equipment.

Employees and Students

All University staff and students must ensure that:

- 1.33 They comply with instruction, information and training provided.

- 1.34 Their own or others' health and safety are not put at risk when carrying out work activities and to take due care of their own and others' health, safety and well-being.
- 1.35 Adhere to the relevant risk assessments as appropriate.
- 1.36 Incidents are reported via the University's incident reporting procedure.
- 1.37 They do not, intentionally or recklessly, interfere with or misuse equipment provided by the University in the interests of health, safety and welfare.
- 1.38 Any defects are reported to their line manager or tutor and stop using the equipment if unsafe.
- 1.39 Co-operate with those taking control in the event of an emergency, for example summoning emergency help when reasonably requested to do so by a first aider or appointed person.

Contractors and Service Providers

Contractors and Service Providers are responsible for ensuring:

- 1.40 First aid provisions used in University workplaces/property are appropriately reported.
- 1.41 All defective first aid equipment is reported promptly to Corporate Health and Safety.
- 1.42 Not to intentionally or recklessly interfere with any safety devices.
- 1.43 Incidents are reported via the University's incident reporting procedure.

Occupational Health

Occupational Health is provided by Cordell Health, which must ensure that:

- 1.44 Support for first aiders
- 1.45 Advice on rehabilitation following sickness absence, regardless of how short term, if an employee needs support or advice or management are concerned.
- 1.46 Any incidents involving sharps or contamination with body fluids are reported immediately via the university hotline on 011 8207 6190.
- 1.47 Where there is a health problem, which may have been caused by or exacerbated by work Occupational health should be contacted.

Security

Security is provided by Mitie, who is responsible for ensuring:

- 1.48 The incident is logged and included in the daily security report.
- 1.49 If no facilities are available, security is to proceed to the scene of the event with first aid and defib equipment, the security team members are first aid trained so will provide a trained first aider in the absence of one.
- 1.50 The emergency services are given suitable access as required.
- 1.51 Maintain cordons where required and/or disperse crowds and manage any established cordons.
- 1.52 Ensure that an HS1 form has been submitted to Corporate Health and Safety.

First Aiders and Appointed Persons

All University-appointed first aiders and appointed persons must ensure that:

First Aiders:

- 1.53 Ensure that their First Aid at Work Certificate or Emergency First Aid at Work Certificate is kept current by undertaking training and refresher courses prior to the expiry of the certificate, with the approval of their manager.
- 1.54 Administer first aid as required acting responsibly, with due regard for their own safety and within their capabilities and training.
- 1.55 If necessary call for emergency assistance or instruct a named individual to do so.
- 1.56 Ensure that any items used are replaced in the first aid boxes as soon as possible after use.
- 1.57 Regularly check first aid boxes to ensure that they are kept stocked and that stocks are in date.
- 1.58 Make a personal decision regarding immunisation and contact the Occupational Health Department to arrange an appointment should it be considered appropriate and is supported by your line manager.

Appointed Person:

- 1.59 Take charge when someone is injured or falls ill and call for appropriate medical assistance. If necessary call for emergency assistance or instruct a named individual to do so.
- 1.60 Not attempt to give first aid for which they have not been trained to deliver.
- 1.61 Where there is no First Aider at the location, regularly check first aid boxes to ensure that they are kept stocked.

Arrangements

First Aid Provisions

The Health & Safety (First Aid) at Work Regulations require employers to ensure that there is adequate first aid provision for employees who are injured or become ill at work. The level of cover should be determined by carrying out an assessment of risk in the particular area. Additionally, the University is under a duty to ensure that adequate supplies of first aid equipment and appropriate signage are available on campus.

If you can't find a first aider, dial 3418 (internal) or 02392 9284 3418 (external) and you will be directed to the security lodge for assistance.

All University buildings should display a first-aid sign detailing the names and contact numbers of first-aiders. In certain situations, such as when first-aid is not readily available (such as during fieldwork trips or when working with hazardous substances outside of regular hours) or during special events (such as open evenings or graduation ceremonies), it may be necessary to make special arrangements to ensure compliance with First Aid Regulations to ensure that adequate first aid facilities and first-aiders are always provided. These arrangements should be made in consultation with Corporate Health and Safety. Those responsible for organizing such events are required to complete an event plan which includes first aid provisions.

To contact the Corporate Health and Safety Department, dial extension 3075 if calling internally or 023 9284 3075 if calling externally, or send an email to hsservicedesk@port.ac.uk.

The number of first aiders required by Faculties/Departments will be determined based on a first aid needs analysis, considering the risks associated with their activities. The analysis must be reviewed regularly with a maximum timeframe of three years or sooner in case of significant changes in activity type, staff numbers, or an increase in accidents/incidents.

First-aiders cannot administer medical treatment, diagnose, prescribe medication, or provide medical oxygen.

Contacting a First Aider

In the event that a first aider is required please follow these steps:

Refer to the green first aid notices by lifts/stairwells or the first aid web pages to locate the closest first aider. For assistance, dial 3418 (internal) 023 9284 3418 (external) and Security Lodge will send a first aid-trained caretaker or security staff member.

Contacting the Emergency Services

- Shout for Help
- Check for Danger

Take a look around to make sure you are safe and the area is safe.

- Dial 999.

If you are unable to phone yourself, ask a colleague nearby or a helper to call. In the event of a cardiac arrest, ask the nearest person to find the nearest deliberator. If you're unsure, contact security on 3333 or 02392 843 333

- Ask for the ambulance service.

Be prepared to give details of what has happened i.e. the nature of the injury, the condition of the casualty, and your location (Include the building name, floor, room number etc.)

- Provide Location and details

Every university building has A 'What3words' – see Technical note below. This allows for a more precise location for the emergency services. Provide the phone number you are calling from.

- Call Security.

When it is safe to do so and if security is not already at the scene, phone the University security on 3333 or 02392 843 333 to alert them that an ambulance has been called. (If you can ask a colleague or helper nearby to phone security if you are still on the phone with the emergency services)

- Provide location and details to security.
- Be prepared to ask someone to look out for security.
- Continue helping and providing reassurance to the casualty until the professional help has arrived.

If someone has been affected by chemicals through inhalation, ingestion, or contact with their skin or eyes, it's important that the Safety Data Sheet (SDS) or COSHH risk assessment accompanies them if they go to the hospital (or details are passed on to the ambulance crews). If the injured person doesn't want to go to the hospital, the first aider should make a note of this on the HS1 form and try to get the injured person's signature, if possible.

Non-Emergency First Aid

If the injured person needs medical care that is not an emergency, they have several options available to them, including referral to St. Mary's NHS Treatment Centre, referral to their general practitioner, or referral to a local pharmacist.

In case the patient or casualty needs urgent transportation and emergency vehicles are delayed, it is recommended to use a taxi.

Departments that have their own account number:

- Contact Aqua cars on 02392 654321

- Provide your account number & Purchase Order (PO)
- Details of location

Departments without an account number:

- Contact Corporate Health and Safety on 02392843075 for a PO (Office hours only)
- Account number to use is U067
- Then phone Aqua Cars on 02392 654321
- Provide Aqua Cars with the PO and account number
- Details of location

If you require a taxi outside of office hours please contact security Lodge on 02392 843 333 or dial 999.

Please note, that this account is only applicable for transport to and from hospitals or walk-in centres and must be referenced on the accident/incident report to Corporate Health and Safety.

There are situations where taking a taxi to a medical facility may not be appropriate. These include

- If the injured person has body fluids on them or is at risk of becoming contaminated during the trip (such as with blood, urine, or faeces).
- If the injured person is under the influence of drugs or alcohol and poses a risk to the taxi driver.
- If the injured person has mental health issues that could endanger the taxi driver.
- If the person is vulnerable and there are concerns about their safety.
- If the injured person is under 18 and not accompanied by a parent or guardian.
- If the injured person refuses to take a taxi.

If a taxi refuses to take a casualty to the hospital, Dial 999.

If a first aider uses the taxi account, this MUST be recorded on the incident report (HS1 form) and sent to Corporate Health and Safety.

For further information about this service, please contact Corporate Health and Safety via

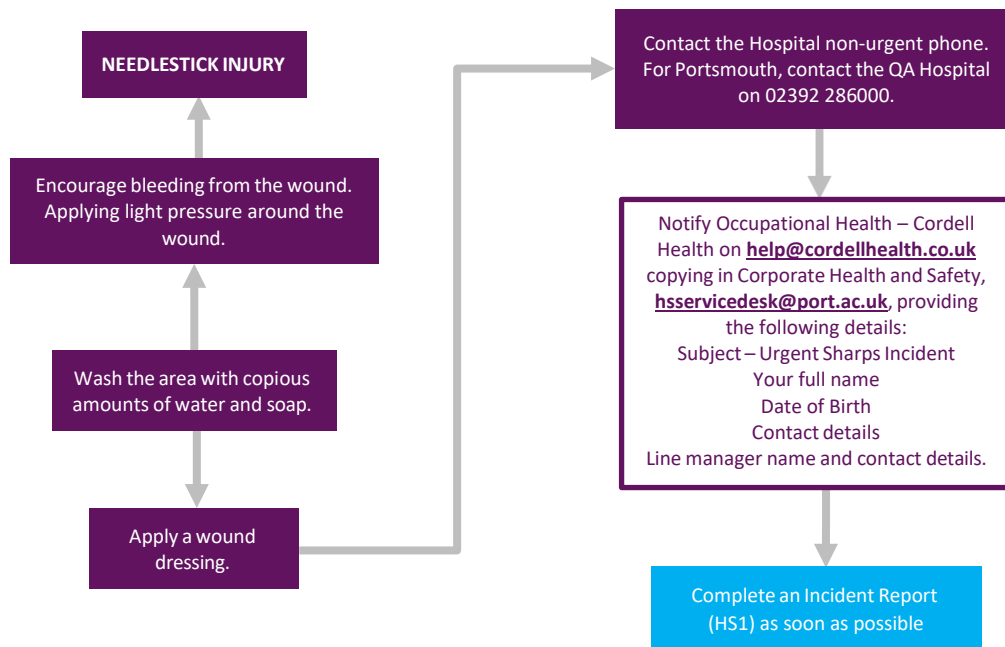
hsservicedesk@port.ac.uk or ext. 3075.

Needlestick Injuries

Please see attached a flow chart for dealing with Needlestick injuries, also known as SHARPS injuries, which are caused by skin punctures or cuts from items such as needles, scalpels, razor blades, glass ampoules, sharp instruments, and spicules of bone and teeth.

If you have experienced a needlestick injury involving sharps that have been contaminated with human body fluids or potentially infectious material, this should be done within the first hour following exposure. It is also necessary to follow this procedure if there is any doubt about whether the sharps were contaminated. For further details on sharps injuries, please refer to NHS England webpage [LINK](#)

In the event of a sharps/contamination incident occurring outside of regular working hours while conducting University business, the staff member or student involved should immediately attend the Accident and Emergency Department. An incident report must be made to Corporate Health and Safety.



Disposal of contaminated waste arising from First Aid

All waste from First Aid should be treated as clinical waste and placed in a yellow clinical waste bag. These waste bags are available in the first aid boxes or Corporate Health and Safety.

If the first aid waste is particularly small in quantity, such as a plaster or singular bandage, dispose of it in a medical waste bin found in all buildings, usually in disabled toilets. Contact building caretakers for locations.

Should there be a large amount of first-aid waste, disposal will need to be arranged appropriately. To arrange disposal, contact the Estates and Campus Services Helpdesk at 6677 (internal) or 023 9284 6677 (external).

If you are looking for guidance on how to dispose of clinical waste, we recommend referring to [TGN MS05 - Hygiene Guidance for First Aiders](#).

In case of body fluid spills, please contact the Estates and Campus Services Helpdesk at 6677 for assistance.

It is important to note that SHARPS should only be disposed of in properly constructed sharps containers to ensure safety. For more detailed information on how to handle biological hazards refer to [TGN BH02 - Dealing with biological hazards from blood, tissues, and secretions in non-laboratory situations.](#)

Use of automated external defibrillators

The University campus now has Public Access Automatic Emergency Defibrillators (AED) installed for safety purposes. You can find more information about their locations on the Health & Safety web pages or in the [Guidance MS04](#), which outlines the arrangements for using Automated External Defibrillators on University premises.

First Aid (Fieldwork)

The webpage contains all the necessary information [Fieldwork and Field Trips web page.](#)

If you're planning to travel to less developed countries or undertake fieldwork, it's a good idea to have first aid equipment on hand. You can get a first aid kit and a defib loan from Corporate Health and Safety. These kits come equipped with sterile needles, syringes, and basic dressings to help you stay prepared and safe on your travels.

Training Requirements

All training in relation to first aid must be kept on the individual's employment record where appropriate. Suitable training should be provided for new first aiders by an appropriate person who is competent to do so.

All first aid training is organised by Corporate Health and Safety, for further information, please contact hstraining@port.ac.uk.

First aid courses are as follows:

- First aid (3 days)
- Emergency First aid (1 day)

A re-certification course must be taken every three years before the current certificate expires. First aiders are strongly recommended to attend in-house refresher workshops run by Corporate Health and Safety regularly throughout the year.

If you need specialized first aid training, we offer courses in the following areas:

- Wilderness First Aid

If you want more information about any of these courses, Or for specialised first aid training you can reach out to Corporate Health and Safety at hsservicedesk@port.ac.uk or call ext. 3075.

Monitoring Compliance

Element to be monitored	Lead	Tool	Frequency	Reporting Arrangements
Responsibilities under this arrangement	Head(s), Line Manager(s), Those with Line Management Responsibilities, Faculty Managers and Health and Safety Coordinators	Determined by each individual School/department or team.	Periodically at least Annually or following a significant change or incident, whichever soonest.	Faculty Health, Safety and Wellbeing Committee(s) quarterly reports and minutes of meetings submitted to Corporate Health, Safety and Wellbeing Committee.
Arrangement Suitability, Effectiveness and Implementation	Corporate Health and Safety Estates and Campus Services Faculty Managers and Health and Safety Coordinators	Audit and Inspection Programs Staff News, H&S Newsletters, University Communications. All details including risk assessment and training. Arrangement review	Periodically at least every three years or following a significant change or incident, whichever is soonest.	Corporate Health, Safety and Wellbeing Report, Audit reports and inspection reports. Estates and Campus services reports submitted to the Corporate Health, Safety and Wellbeing Committee.
Incidents and complaints	Senior Manager/Managers in	Incident reports, reviews and investigation. Risk Register(s).	When reported; ad-hoc and	Corporate Health, Safety and Well-being Reports,

	conjunction with Corporate Health and Safety and Estates and Campus Services	Fault reporting records and compliance statistics.	periodically when necessary.	Individual incident reports and Faculty quarterly reports. Estates and Campus Services compliance reporting. Health and Safety Committee quarterly reports.
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Legislation

The work equipment provided by the University may fall under more than one set of regulations. For example, some equipment is covered by PUWER and LOLER. The relevant key sets of legislation are:

- [The Health and Safety at Work Act \(HASWA\)](#)
- [The Management of Health and Safety at Work Regulations \(MHSWR\)](#)
- [The Provision and Use of Work Equipment Regulations \(PUWER\)](#)
- [The Health & Safety \(First Aid\) Regulations](#)
- [The Personal Protective Equipment at Work Regulations](#)
- [The Reporting of Injuries, Diseases and Dangerous occurrences Regulations](#)

Associated Documents

University Arrangements

- [Health & Safety Web Pages: Automated External Defibrillators \(AED's\)](#)
- [Health & Safety Web Pages: Fieldwork and Fieldtrips](#)

University Forms

[First aid Risk assessment](#)

[First aid needs assessment \(FANA\)](#)

[What 3 Words – List of university buildings](#)

University Guides

- [laboratory situations](#)
- [Technical Guidance Note MS04: Arrangements of the Use of Automated External Defibrillators on University Premises](#)
- [Technical Guidance Note MS05 – Hygiene Guidance for First Aiders](#)
- [Report of an Injury or Near Miss \(HS1 Form\)](#)

Health and Safety Executive Guides

- <https://www.hse.gov.uk/firstaid/>
- <https://www.redcross.org.uk/first-aid/learn-first-aid>
- <https://www.hse.gov.uk/simple-health-safety/firstaid/what-to-put-in-your-first-aid-kit.htm>

Technical Guidance Notes

This Arrangement should be used in conjunction with the technical guidance notes which provide guidance on areas such as:

- Portable Appliance Testing Frequency (UoP-CGHS-TN-09)
- Suitability of Work Equipment
- Risk Assessment
- Maintenance and Inspection
- Misuse of Work Equipment
- Information and Training on Work Equipment
- Verbal instructions for machinery and signals
- Lifting Equipment

Document Control

This Arrangement is issued and managed by Corporate Health and Safety.

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