

University Occupational Health and Safety Standard

FIRST AID

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1. PURPOSE

The University of Strathclyde has moral and legal obligations to provide First Aid for its staff, students, visitors and contractors. The University is committed to meeting its obligations by ensuring that it has adequate arrangements, facilities and trained personnel, for the provision of First Aid.

The fundamental purpose of First Aid is to save lives and minimise the consequences of injury or illness. This Standard sets out the minimum requirements for the provision of First Aid at the University of Strathclyde to comply with relevant legislative obligations and University requirements.

2. SCOPE

This Standard applies to all University of Strathclyde staff, students, visitors and contractors including those who are involved in the management of First Aid arrangements or in providing First Aid assistance.

3. ABBREVIATIONS

AED	Automated External Defibrillator
CPR	Cardio-Pulmonary Resuscitation
DAT	Development and Training
DSC	Departmental Safety Co-Ordinator
EFAW	Emergency First Aid at work
FAW	First Aid at Work
MHFA	Mental Health First Aid
OHS	Occupational Health and Safety
SHaW	Safety, Health and Wellbeing
SIRIS	Strathclyde Incident Reporting and Investigation System

4. DEFINITIONS

- 4.1 Appointed person** - someone who is nominated to take charge of First Aid arrangements and is the minimum requirement for all departments in the absence of a qualified First Aider.
- 4.2 Emergency First Aid at Work First Aider** - someone who is qualified to administer lifesaving First Aid in the event of an incident, including the treatment of minor injuries, shock, choking and administration of CPR.
- 4.3 First Aid at Work First Aider** - someone who is qualified to administer lifesaving First Aid in the event of an incident, including the treatment of minor injuries, shock, choking and administration of CPR, and additionally be able to deal with a range of other injuries and recognise major illness.
- 4.4 First Aid** - administration of treatment for the purpose of preserving life and minimising the consequences of injury and illness where a person will subsequently need help from a medical practitioner or nurse, and for the treatment of minor injuries which would not need treatment by a medical practitioner or nurse.
- 4.5 First Aider** - someone who is qualified to administer First Aid in the event of an injury or illness. Within the scope of this Standard, includes EFAW, FAW, MHFA, and other specific First Aid qualifications.
- 4.6 Head of Department / School / Director** - includes Executive Deans, Chief Financial Officer and University Secretary where they are the Head of Service for their administrative areas.
- 4.7 Mental Health Crisis** - a situation in which there is imminent risk of harm to the person experiencing the crisis or others and judgement is impaired, viewed as a psychiatric emergency which may be the beginning, deterioration or relapse of a mental illness.
- 4.8 Mental Health First Aider** - someone who has been trained in Mental Health First Aid, has an understanding of mental health illness and disorders, can recognise the signs of a mental health crisis and can act appropriately.

5. ROLES AND RESPONSIBILITIES

The [University Standard on Roles, Responsibilities and Accountabilities](#) defines the organisational arrangements necessary to implement the Occupational Health, Safety and Wellbeing Policy Statement at each level of the organisation.

Specific roles, responsibilities and duties for the management of First Aid are detailed below.

5.1 Executive Officers

Responsible for performance monitoring of this Standard within their area of control including the University's significant partnerships, collaborations and wholly owned companies. They must ensure that departments are resourced such that this Standard is fully implemented.

5.2 Heads of Departments/Services/Schools/Directors of Professional Services

Hold delegated authority for the health and safety of all those personnel who work within their area of responsibility.

They will be assisted by the DSC or other nominated person, and any First Aiders to carry out delegated tasks as deemed appropriate. They must:

- Ensure suitable departmental arrangements are established and maintained to provide effective implementation of the First Aid Standard.
- Ensure that the First Aid Needs Assessment is in place, signed, dated, reviewed every 3 years or where a significant change occurs.
- Assign tasks to relevant personnel e.g. DSC and Departmental First Aiders.
- Appoint an adequate number of First Aiders/Appointed Persons and ensure that they undergo the necessary training as per the Needs Assessment.
- Provide sufficient resources, including time to attend training/incidents to fulfil the duties of their role whilst ensuring compliance.
- Monitor adherence to the First Aid Standard and address any issues identified.

5.3 Departmental Safety Co-ordinator

DSCs are responsible for coordinating safety arrangements within their department of responsibility, as delegated by the HoD.

The DSC (or other nominated person) is responsible for:

- Undertaking the First Aid Needs Assessment if competent to do so or ensure that a competent person(s) is appointed to do so.
- Maintaining a departmental record of First Aiders/Appointed persons.
- Maintaining a departmental record of First Aid Needs Assessments.
- Maintaining suitable equipment and, where necessary, facilities for First Aid.
- Ensuring that the contact list on the First Aid poster is current.
- Ensuring the First Aid Standard is brought to the attention of all new members of staff and that they are reminded of their responsibilities at regular intervals.
- Ensuring that all staff are aware of locations of First Aid boxes/equipment and the procedures for summoning a First Aider.
- In the event of an Accident and Incident Form requiring completion, filling in the relevant section and submit to SHaW.
- Measure performance through inclusion of First Aid provisions in departmental safety inspections.

5.4 Departmental Safety Committee

The purpose of a Departmental Health, Safety and Wellbeing Committee is to assist the HoD in fulfilling their health and safety functions. The Committees duties include reviewing risks and issues in relation to First Aid.

5.5 Safety, Health and Wellbeing

SHaW are responsible for:

- Effective planning and implementation of the written First Aid Risk Control arrangements.
- Provision of advice on the implementation of the First Aid Standard.
- Monitoring performance as a whole and of individual components.
- Critical appraisal of the effectiveness of all elements of the University of Strathclyde's First Aid provision by means of audit.
- Assisting in co-ordinate the emergency services response by directing access for the emergency services.

5.6 University First Aid Co-Ordinator

Responsible for the management and organisation of First Aid at the University of Strathclyde. The First Aid Co-Ordinator is appointed through SHaW and is responsible for:

- Co-ordinating First Aid training.
- Maintaining a training record of First Aiders, including copies of certification.
- Acting as a point of advice and expertise on all issues relating to First Aid.
- Maintaining a database of reported First Aid incidents.
- The provision of advice on appropriate content of First Aid boxes across the University.
- Advising on the provision of First Aid for special functions e.g. graduation ceremonies, exams, out of hours activities, fieldwork, trips abroad.
- Disseminating important information to the University First Aid community.
- Ensuring adequate storage, maintenance and associated record keeping of the AEDs.

5.7 Security Services

All Security wardens are First Aid at Work qualified as a requirement of their post. They are trained to provide First Aid to the University community in an emergency, support departmental First Aiders, and are also the primary first responder during incidents occurring out of hours. Security wardens are responsible for:

- Maintaining a valid FAW certificate and any other relevant qualification.
- Providing First Aid assistance when requested.
- Providing First Aid in the absence of a departmental First Aider and during out of hours.
- Administering First Aid as first respondent within the limitations of their First Aid training.
- Promptly and effectively deploy AED in accordance with training where necessary.
- Co-ordinating the emergency services response or for less serious incidents arranging a taxi.

5.8 Departmental First Aider

Responsible for the provision of First Aid within their department commensurate with their level of training. Staff wishing to become a First Aider must do so on a voluntary basis. They must:

- Obtain and maintain a valid EFAW or FAW certificate or other relevant certificate e.g. Outdoor First Aid, based on the First Aid Needs Assessment.
- Attend First Aid incidents when called to do so.
- Administer First Aid as first respondent within the limitations of their First Aid training.
- Promptly and effectively deploy the AED in accordance with training where necessary.
- Notify the University First Aid Co-ordinator and the DSC in the event of a First Aid incident.
- Organise for the First Aid box to be adequately stocked and regularly monitor its contents.
- Ensure First Aid notices are displayed beside First Aid boxes.
- If the injured/ill person is taken to hospital by ambulance or taxi ensure that someone accompanies them.

5.9 Appointed Person

An Appointed Person is the minimum requirement for the provision of First Aid at the University of Strathclyde and is only advised for low risk areas as determined by the First Aid

Needs Assessment. Staff wishing to become an Appointed Person must do so on a voluntary basis.

Responsible for taking charge of First Aid arrangements within their area by:

- Responding in the event of a First Aid incident by taking charge of the situation and calling for a Security First Aider on Ext. 2222.
- Where the emergency services are required, calling 999 (9999 from an internal phone) and requesting an ambulance before calling Security on Ext. 2222 to request assistance and inform them of the call to the emergency services.
- Ensuring First Aid equipment is available, adequate and in date.
- Managing any First Aid facilities.

5.10 All Staff, Students, Visitors and Contractors

Responsible for:

- Responding in the event of a First Aid incident by summoning a departmental First Aider or calling for a Security First Aider on Ext. 2222.
- Where the emergency services are required, calling 999 (9999 from an internal phone) and requesting an ambulance before calling Security on Ext. 2222 to request assistance and inform them of the call to the emergency services.
- Following and abide by all instruction and information provided.
- Assisting during First Aid incidents where possible.

6. FIRST AID NEEDS ASSESSMENT

6.1 First Aid Needs Assessment

The requirement for adequate departmental First Aid provision should be determined by a First Aid Needs Assessment carried out by competent person(s) nominated by the DSC. An assessment of First Aid needs appropriate to the workplace circumstances (hazards and associated risks) must be completed using the [First Aid Needs Assessment Form](#).

Where departments span several floors of a building it may be appropriate to consider providing First Aid on a floor by floor basis. Where departments occupy several different buildings First Aid should be provided at each location based on the First Aid Needs Assessment. When undertaking the Assessment consideration should also be given to fieldtrips to remote areas, recording whether in the UK or abroad.

Further information on carrying out a First Aid Needs Assessment can be found on the [HSE website](#).

6.2 Review of First Aid Needs Assessment

First Aid Needs Assessments must be reviewed periodically, and at least every 3 years, and where there is reason to believe the assessment is no longer valid or there is a significant change (e.g. locations/nature of hazards/staff numbers or increase in the number of incidents occurring).

6.3 Shared Facilities

Where several departments/facilities share the same building/floor and have similar hazards it is acceptable to share First Aid resources. The DSCs of the areas involved should communicate regarding such provisions. Where a department has staff based in more than one building and the type of hazards differ then a separate assessment should be conducted for each location.

6.4 Records

The First Aid Needs Assessment must be in writing and a record kept and securely retained for a minimum of 3 years.

7. FIRST AID TRAINING AND COMPETENCY

7.1 First Aid Training Courses

All First Aiders must hold a valid EFAW Certificate or FAW Certificate or other relevant certificate e.g. Outdoor First Aid, as determined by the First Aid Needs Assessment. Details of available courses can be found in the Information Sheet on [First Aid Training Requirements](#) and can be booked through the University's online [DAT booking system](#).

There is no formal Appointed Person training required, however persons should be nominated to monitor the First Aid supplies/facilities. The DSC may brief the Appointed Person on departmental procedures for monitoring First Aid supplies. All staff and students should be made aware of the procedure for summoning First Aid by means of Safety Induction and statement in the Departmental OHS Arrangements.

7.2 Additional Training Needs

Training additional to the EFAW/FAW qualifications should be undertaken appropriate to the circumstances, for example working in confined spaces, working outdoors or working in remote locations. Further information can be sought by contacting the Safety Training Co-ordinator in SHaW on Ext. 2726 or by e-mailing safety.training@strath.ac.uk.

7.3 Competency: Refresher Training and Requalification

Training must be refreshed and the certificate renewed as per the Information Sheet on [First Aid Training Requirements](#) and can be booked through the University's online [DAT booking system](#).

7.4 Training Records

A record of training will be kept electronically through the online DAT booking system and should be kept in individual personal Training Records (formerly S17 Forms). Training records must be securely retained for a minimum of 3 years after the training assessment process has been completed and certificate issued.

8. PROCEDURE FOR SUMMONING A FIRST AIDER

The Information Sheet on [The Procedure for Summoning a First Aider](#) details the procedure to follow in the event of First Aid assistance being required, both in and out of normal working hours (Monday to Friday 9am to 5pm). A list of departmental First Aiders with contact numbers should be displayed on the First Aid Poster located next to First Aid boxes and in other areas where it is deemed appropriate. Contact details must also be laid out in the Departmental OHS Arrangements and information on nearest First Aiders conveyed during Safety Inductions and where changes occur. Security First Aiders are available 24/7 and may be called for assistance in any situation requiring First Aid, both within departmental buildings and for incidents arising outdoors.

9. FIRST AID KITS

9.1 First Aid Box Contents

The contents of a First Aid box will be dependent on the specific local area needs as determined by the First Aid Needs Assessment. The Information Sheet on the [Contents of a First Aid Box](#) details the items that should be considered when procuring First Aid supplies. The contents of First Aid boxes for remote travel and other special circumstances may require specialist items in addition to those listed for example a scald First Aid kit or making blue plasters available for work with food. Further information can be sought by contacting the First Aid Co-ordinator on Ext. 2726 or by e-mailing safety@strath.ac.uk. Emergency travel kits may be loaned from the University Occupational Health Service for a small charge. <http://www.strath.ac.uk/wellbeing/occupationalhealth/frequentlyaskedquestions/>

9.1 First Aid Boxes

All First Aid boxes must:

- be accessible at all times and not locked,
- have a white cross on a green background,
- be located next to a green First Aid information poster,

- be preferentially placed near hand-washing facilities,
- be adequately supplied, and the contents in date, and
- be protected from damp and dust.

9.2 Medication

Medication should not be kept in a First Aid box. Individual workers are responsible for their own medication including epipens and inhalers. The First Aider's role is limited to helping them take or administer their own treatment when incapacitated and contacting Security Control on Ext. 2222 from an internal phone or 0141 548 2222 from a mobile or external phone for further assistance/ambulance.

9.3 Procurement of First Aid Supplies

Look for the British Standard (BS) 8599 when buying a first aid kit. First Aid supplies may be purchased through the University Financial Management System (FMS) or from a recognised supplier. Visit the University of Strathclyde [Procurement web page](#) for further information.

10. ADDITIONAL FIRST AID REQUIREMENTS

10.1 First Aid Room

A First Aid room may be required as indicated by the First Aid Needs Assessment. This room does not need to be a dedicated First Aid room, but one that can be vacated in the event of being required. Current locations of dedicated First Aid/welfare rooms are:

Curran Building Level 4 (Room 417)
 Hamnett Wing Level 2 (Room 214)
 John Anderson Level 5 Building (Room 510)
 McCance Building Level 4 (Room 450)
 Student's Union Level 1 (Room 106)
 Technology and Innovation Centre Level 2 (Room 205)

The DSC will advise on gaining access to these rooms as access may be by permission only and may be subject to key/keycode access.

10.2 First Aid Signage

First Aid posters must be displayed next to First Aid boxes and in other areas where it is deemed appropriate. First Aid signs should list Local First Aiders, the nearest AED and contact details of Mental Health First Aiders. Contact details must be kept up to date and all staff informed of any changes. [First Aid posters](#) are available for download.

10.3 First Aider Identifiers

First Aider lanyards and badges are available from SHaW. These should be used by appointed trained First Aiders to enable easy identification. Contact safety@strath.ac.uk to arrange collection.

10.4 High Risk Activities

The First Aid Needs Assessment may identify that specific First Aid provisions are necessary, for example, an emergency shower, a neutralising agent, or specific training on dealing with electrocutions. Further information can be sought by contacting the First Aid Co-Ordinator on Ext. 2726 or by e-mailing safety@strath.ac.uk.

10.5 Fieldwork and remote working

Remote First Aid and Outdoor First Aid training courses are available through the online [DAT booking system](#). Further information on these courses can be sought by contacting the Training Co-Ordinator on Ext. 2726 or by e-mailing safety.training@strath.ac.uk.

10.6 Vehicles

University vehicles must have a mobile First Aid kit. First Aid kits must either be visible or have a sign in an appropriate position (e.g. on the glove box). The items that should be considered in the contents of a mobile First Aid kit are detailed in the [Information Sheet Contents of a First Aid Box](#).

11. DISPOSAL OF WASTE ARISING FROM FIRST AID

In the event of an incident that generates a substantial amount of waste bodily fluid (e.g. vomit, blood, urine) or for disposal of contaminated waste material contact Cleaning Services on X4975. Contaminated waste, for example used plasters and minimally contaminated swabs, can go directly into the domestic waste stream.

12. FIRST AID COVER DURING OUT OF HOURS WORKING

When working out of hours it is likely that Departmental First Aid cover will be significantly reduced or absent. For out of hours work Security Control should be called on Ext. 2222 from an internal phone or 0141 548 2222 from a mobile or external phone to respond to an incident requiring First Aid assistance. In higher risk environments out of hours working is likely to be subject to a general risk assessment and authorisation required. Red card and buddy systems may also be required, further information should be sought from the DSC, and Security Control notified of late working.

13. MENTAL HEALTH FIRST AID

Security Services' staff should be called to respond in the event of a mental health crisis where someone presents a psychiatric emergency in which there is imminent risk of harm to themselves or others and their judgement is impaired. In such an event Security Control should be called on Ext. 2222 from an internal phone or 0141 548 2222 from a mobile or external phone.

Departments may choose to appoint a local mental health First Aider based on the First Aid Needs Assessment, the training for which can be booked through the University's online DAT booking system. Further information on Mental Health is contained in the following [Mental Health and Wellbeing Policies for staff](#) and for [students](#).

Both of these documents include useful information, links to organisations and basic advice for mental health First Aid and continuing support.

14. AUTOMATIC EXTERNAL DEFIBRILLATOR

14.1 Training and Use

Training in the use of AEDs is included in the EFAW and FAW courses. In the event of cardiac arrest call Ext. 2222 and request an ambulance, alert the nearest available First Aider and send another person to fetch the nearest AED. It is preferable that trained First Aiders use the AED, however an untrained person may use the device by switching it on and following the voice prompts.

14.2 Locations and Storage

There are several AEDs at different locations across the University of Strathclyde [John Anderson campus](#), at the PNDC and the AFRC. AEDs must be stored in locations that are signed, visible and immediately accessible during normal working hours (Monday to Friday, 9am to 5pm). Security Services' First Aiders have access to the AEDs 24 hours a day 7 days a week.

14.3 Maintenance

The AEDs are self-testing and have a status indicator. Maintenance checks are regularly carried out by Security Services to ensure that they are in full working order and that components and accessories are in date. Records of maintenance checks are kept by Security Services.

15. PNDC AND NMIS

The Power Networks Demonstration Centre (PNDC) and the National Manufacturing Institute Scotland (NMIS) are situated in locations remote from the John Anderson campus and do not have Security Services' First Aiders to provide 24/7 cover. These centres have their own arrangements for First Aid. For further information on the First Aid provisions at PNDC and NMIS refer to your OHS Induction Part 2, Departmental Safety Arrangements, or DSC.

16. EMPLOYEE ASSISTANCE PROGRAMME

In the event of a member of staff requiring assistance to ensure their wellbeing following a First Aid incident the University has engaged an external, independent, Employee Assistance Programme.

PAM Assist is accessible 24/7 to provide support on a range of issues relating to personal or work circumstances, for example, stress and anxiety. PAM Assist can be accessed by phone on 0800 882 4102. Both online and a face to face services are also available. Further information can be found on the [PAM Assist website](#).

17. DOCUMENTATION AND RECORDS

17.1 The requirements to meet the University Standard for First Aid are described in this document. Some aspects are covered in more detail in other documents which are referenced throughout.

17.2 Written records to be maintained to comply with this Standard are the First Aid Needs Assessment, AED maintenance record, First Aid training records (including certificates), First Aid Response Record.

17.3 The requirement for managing documents can be found in the University Standard on Document Control, Records Management and Retention (currently under development).

18. COMMUNICATION AND REPORTING

18.1 This Standard will be communicated to staff, students, contractors and visitors through appropriate routes. The requirements are available in the University Standard on Communication and Consultation (currently under development).

18.2 A copy of the latest Standard will be available on the [SHaW website](#)

18.3 Departments are expected to report on compliance with this Standard as part of regular OHS performance monitoring which is explained in the University Standard on Performance Management, Monitoring and Evaluation (currently under development).

18.4 With regard to this Standard departmental First Aiders must report First Aid incidents using the [SIRIS incident reporting webform](#), or for Security Services' First Aiders via the IMP system, as soon as possible after the incident. If more than one person is involved in an incident then a separate incident reporting webform should be submitted for each individual involved. Detailed requirements for incident reporting are available in the University [OHS Incident Reporting and Management](#).

Some incidents may be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). These regulations require that certain work related injuries, cases of ill health and dangerous occurrences are reported to the Health and Safety Executive (HSE). SHaW manage the reporting of incidents under RIDDOR.

19. LIABILITY

Trained First Aiders working within their level of training and competency whilst at work are acting in the course of their employment and as such are covered for by the terms of the University of Strathclyde's employers' liability compulsory insurance policy and where a member of the public is the claimant concerned by the University of Strathclyde's public liability insurance policy.

20. TOOLS

Forms

- [First Aid Needs Assessment](#)

Information Sheets

- [Contents of a First Aid Box](#)
- [First Aid Poster](#)
- [First Aid Training Requirements](#)
- [Procedure for Summoning a First Aider](#)
- [Map of Locations of Defibrillators \(John Anderson Campus\)](#)

21. COMPLIANCE

This Standard aims to meet the requirements of:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Managing for Health and Safety HSG65 (2013)
- Leadership and Management in Health and Safety in Higher Education Institutions, USHA (2015)
- Health and Safety Management Profile (HASMAP) USHA (2015)
- OHSAS 18001:2007 Occupational Health and Safety Management Systems-requirements
- Health and Safety (First-Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

22. DOCUMENT HISTORY

Changes to this document are maintained in the SHaW Document Control Register.