

## Health and Safety Office

### First Aid Risk Assessment Guidance Note

<b>Topic:</b>	First Aid
<b>Date:</b>	April 2007 Updated October 2009
<b>Version:</b>	2.0
<b>Legislation:</b>	Health and Safety at Work etc Act 1974 Management of Health and Safety at Work Regulations 1999 The Health and Safety (First-aid) Regulations 1981
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#### 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.

#### Risk Assessment

Every Department must make an assessment of first aid needs appropriate to circumstances. Things to consider include:

- workplace hazards and risk;
- the size of the Department;
- 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 Department);
- annual leave and other absences of first aiders and appointed persons. It is important that adequate cover is available at all times that people are at work.

Example of a risk assessment is contained in Appendix 1. Advice on completing your risk assessment can be provided by the Health and Safety Office. All Departments will have completed a first aid risk assessment in 2009 with the assistance of the Health and Safety Office, this produced an agreed figure on the number of first aiders required. However, this process did not take into account the provision of first aid materials, equipment and facilities. Departments must review their risk assessment regularly (recommend annually) or when circumstances change such as operating changes, a first aider leaving or a major accident that highlights deficiencies in arrangements.

#### First Aiders

Where the first aid assessment identifies a need for people to be available for rendering first aid, the Department will 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

Department with low health and safety risks may not need a first aider but will need a first aid administrator who is designated to take appropriate immediate action. Where a Department carries out activities that are high risk to health and safety and the workforce is spread across a number of work areas, at least 1 first aider might be needed in each work area.

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

Designated first aid personnel are those members of staff who have undergone a recognised training course, been assessed for competence and are listed on the Health and Safety Office database.

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

First-Aider at Work (FAAW)	Emergency First Aider at Work (EFAW)
3 day initial training 2 day refresher after 3 years 3 hour refresher training annually Certificated course	1 day initial training 1 day retraining after 3 years 3 hour refresher training annually Certificated course

The above courses are required to be delivered by an organisation whose training and qualifications are approved by the Health and Safety Executive.

The Health and Safety Office arranges for all First Aid training and retraining as necessary. Staff who become a trained and departmentally recognised first aider 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 to Departments.

### **First Aid Administrator**

Even in Departments 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.

Departments must, in the absence of first aiders, appoint a person for this purpose who are designated as first aid administrators. 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.

### **First Aid Notices**

Departments must manage their first aid staff in a manner that suits the department and building but the names must be displayed on notices in prominent positions. The notices are available from the Health and Safety Office. Larger departments may wish to consider having duty first aiders who would be available on a pager system that could be passed to the next on duty person when a specified time period has elapsed.

### **First-aid Materials**

Following the first aid risk assessment, Departments must provide the materials, equipment and facilities needed to ensure the level of cover identified will be available to employee's at all relevant times. The Health and Safety Office provides first aid materials to restock first-aid boxes, details are available at; <https://www.bris.ac.uk/safety/uobonly/forms/health/falist.doc>

### **Remote or lone workers**

Departments are responsible for meeting the first-aid needs of their employees working away from the main site. The risk assessment should determine whether those who are continuously mobile should carry a personal first-aid kit.

### **Field Trips**

A first aid risk assessment will form part of the risk assessment required for all fieldwork. It is a requirement of the Head of Department to ensure that risk assessment is carried out and to ensure that a safe system of work has been established for all participating staff and students.

It is strongly recommended that at least one member of staff attending a field trip should as a minimum hold a HSE approved first aid at work certificate. It may be appropriate that other supervisors should be trained in emergency first aid and all members briefed in specific procedures (cuts, bites, etc.). Further guidance is available by contacting a University Health and Safety Advisor.

A field trip first aid risk assessment is contained within Appendix 2.

### **Summary of Departmental Responsibilities**

Departments must;

- carry out a risk assessment of first aid needs,
- ensure the Department has adequate first-aid materials,
- ensure the Department has an adequate number of first aiders. If the Department circumstances have changed since the risk assessment in 2009 please contact the Health and Safety Office with a request providing the updated risk assessment form. A member of the team will contact you with the dates of forthcoming courses. Ensure that the Health and Safety Office is informed of any changes to first aid personnel.
- update risk assessment (recommended annually or when circumstances change),
- ensure staff are aware of the Departmental arrangements by displaying notices (available from the Health and Safety Office).

**Appendix 1  
First Aid Risk Assessment**



The first aid risk assessment process is to assist in the determination of the appropriate first aid facilities and number of trained first aiders for a specific area (i.e. School, building and/or level).

The Head of Department must consult with staff of the area on all aspects of the provision of first aid (suggested through Departmental/area health and safety committee meetings).

<b>Department</b>	
<b>Location</b>	
<b>Head of Department</b>	
<b>Departmental Safety Advisor</b>	
<b>Date</b>	
<b>Assessors</b>	

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 Department?	
Approximate number of students in working hours:	
Approximate number of students outside working hours:	
Is the Department 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**  
**Field Work First Aid Risk Assessment**



The first aid risk assessment process is to assist in the determination of the number of trained first aiders for a specific field trip.

The Head of Department must consult with staff of the area on all aspects of the provision of first aid.

Department	
Head of Department	
Departmental Safety Advisor	
Field Course	
Date of Course	
Assessors	
Date Completed	

Is the Field Course in the UK or abroad?	
Number of students on course	
Number of staff on course	
First aid qualifications of staff attending course	
Is there anyone at greater risk going on the fieldtrip?	
Hazards: Examples: extreme weather, caves, water, sea, roadside, marshes, biological hazards, use of chemicals, use of machinery, animals etc	
Will students be working alone or unsupervised?	
Distance to nearest major hospital:	
Travel time:	

Number of first aid kits available	
List incidents over the last 12mths:	
Is an emergency plan in place?	
Is communication via mobile phones possible?	
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.	<b>Details:</b>

**Recommendations:**

Contents of kit(s)	
Number and location of kits	
Number of first aiders required	
Additional qualified staff	
Additional recommendations	

**Action list:**

Items for Action	Completion Date	Date Signed Off	Initials