



Document Title:	First Aid at Work Policy & Procedure
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1. Introduction

This document sets out the commitment of Royal Holloway Students' Union (RHSU), to meeting requirements of the Health and Safety (First-Aid) Regulations 1982 (as amended) to provide adequate and appropriate equipment, facilities and personnel to ensure that employees receive immediate attention if they are injured or taken ill at work.

2. Definitions

First Aid:	cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and;
	treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse (provided by a person trained to the Health and Safety Executive 3 day First Aid at Work (FAW), or 1 day Emergency First Aid at Work (EFAW)).

3. Responsibilities

Day to day responsibility for ensuring that the organisation's statutory obligations are met is devolved to departmental managers (and Health & Safety Coordinators). Each manager shall be responsible for assessing and identifying an appropriate level of first aid provision within their area of responsibility based on an estimation of the potential risk of accidents or injuries arising from departmental activities.

The assessment will form part of a departmental risk assessment. The following issues should be taken into account:

- Workplace hazards and risks.
- The number of staff in the department.
- The department's history of accidents and incidents.
- The nature and distribution of the workforce.
- Work patterns (i.e. employees who work shifts and out of hours)
- The remoteness of the sites and locations from emergency medical services.
- The needs of travelling, remote and lone workers.
- Annual leave and the absence of first aiders.
- Events where staff, students and the public are participating.

4. First aid training

First aid training and refresher training for all staff will be co-ordinated by the HR department. Two levels of qualification will be available and will be determined by the departmental assessments of need in their area:

1. First Aid at Work (FAW) – 18 hour advanced course focusing on detection of some illnesses as well as covering emergency first aid.
2. Emergency First Aid (EFAW) – 6 hour course

HR will ensure that a comprehensive list of all current first aiders is held, together with training records and copies of individual training certificates. This list is available to view on the N drive under Health & Safety.

Trained first aid personnel rendering assistance within the bounds of their formal training will not, in law, be considered to be negligent and, therefore, subject to legal action.

5. First Aid Facilities

The following first aid facilities will be provided at RHSU:

- First Aid Room located in the main Students' Union building and accessible during the day and night.
- First Aid kits are located at:
 - SU Helpdesk
 - SU First Aid Room
 - Trading Services Office
 - Staff Kitchenette (SU Building)
 - SU Tech Balcony
 - Tommy's Bar Office
 - Tommy's Kitchen
 - Student Opportunities Cupboard (and supplied to all Sports Clubs)
 - Union Minibuses
 - Medicine Office
 - Medicine Bar
 - Union Shop
 - The Packhorse Office
 - Packhorse Kitchen
- Allergy Emergency Kits are located at:
 - Staff Kitchenette (SU Building)
 - Tommy's Bar Office
 - Medicine Office
 - The Packhorse Office
 - Union Shop

Managers will ensure that the risk assessment conducted under section 3 above identifies, where necessary, the need for additional first aid equipment. It shall be the responsibility of the Manager for each area to ensure that the kit remains stocked with all necessary items (see **Appendix 1** for kit contents). First Aid boxes should be checked monthly to ensure they are fully equipped and items are in date. **Appendix 1** is a guide to the minimum stock of first aid items where no special risks arise in the workplace (i.e. standard first aid kit). Any additional first aid materials and equipment identified to be necessary from the risk assessment process must be approved by the Health & Safety Coordinator. Replacement supplies can be ordered from the Helpdesk Coordinator.

The Helpdesk Coordinator will ensure that records are maintained for First Aid box checks, and will be the central point of contact for the replenishment of standard first aid box items.

Due to the potential for allergy development and the possibility that a person requiring first aid may possess an existing allergy, the use of latex gloves in first aid kits is prohibited. Nitrile gloves are provided and must be used.

Allergy Emergency kits are located within the organisation and are allocated on risk based assessment or personal need. Risk assessments are developed to provide person specific information and response plans.

6. Procedure for requesting an ambulance

In the event that any person requires an ambulance at any time, they should, in the first instance, dial 444 (or 01784 443888 from an external line or mobile) to notify College Security, who will call for an ambulance.

In the case that a person dials 9-999 directly, they should contact Security on 444 (or 01784 443888 from an outside line or mobile) immediately following the call in order to notify them that an ambulance has been requested.

7. Automatic External Defibrillation (AED)

In the event of a known or suspected heart attack, automated external defibrillators (AED) are available for use as an emergency life-saving response. The devices are fully automated and can be used by any individual without the need for first aid training, however it is recognised that not all individuals may feel confident in their application.

First Aiders and Security Services personnel will be available to respond to such emergencies and will have experience in the use of AEDs

AEDs are located at:

- SU Building Main Foyer
- SU Building First Aid Room
- Medicine Foyer

There are a further 11 AEDs located across campus in the following locations:

- Founder's Security
- Huntersdale
- Sports Centre Reception
- Davison Building
- Shilling Building
- George Eliot Centre
- Katherine Worth
- Kingswood Halls
- Sports Centre Fitness Suite
- Jane Holloway Hall
- Campus Security Patrol Vehicle

8. Accident/Incident investigation and reporting

In accordance with RHSU's Accident/Incident Investigation and Reporting Procedure, all accidents and incidents, irrespective of whether injury results or notification is required to be made to the Health and Safety Executive, shall be reported using the online Cognito Accident/Incident report form. These forms should be completed comprehensively, recording brief details of the care / first aid treatment given. Submitted forms are shared with the College Health & Safety Office and the appropriate line manager for further investigation.

9. Lone working/out of hours working

Where lone working or working outside of 'normal' hours is a feature of the work of identifiable members of staff, then managers will need to ensure that such persons are provided with an adequate and appropriate level of first aid cover. Outside the hours of 8.00am to 6.00pm Monday to Friday, any person requiring first aid assistance should immediately contact Security on 444 (or 01784 443888 from an outside line or mobile).

10. Monitoring

Any incidents involving first aid treatment are recorded centrally and reported on termly at the H&S Committee. The training of staff in First Aid is also monitored and reported on a termly basis to ensure the adequate provision of trained staff at all times.

Appendix 1

First Aid Box Provisions

Description	Quantity to be maintained	Catalogue Reference
CPR barrier face shield	1	
Pack of airstrip assorted plasters	1 pack	
Eye Wound Dressing (7.5 x 5.5cm)	4	
Triangular Bandage (90 x 127 cm)	4	
Safety Pins size 3 – 4 cm	6	
Unmedicated dressing medium (12 x 12 cm)	8	
Unmedicated dressing large (18 x 18 cm)	4	
Nitrile rubber, non-sterile powder free gloves medium	4 (2 pairs)	
Nitrile rubber, non-sterile powder free gloves large	4 (2 pairs)	
Pack of 20 assorted blue plasters	1 pack	
7.5 x 2.5 cm blue plasters	20	
Blue Fingerstalls	2	

1. The above table is a guide to the minimum stock of first aid items where no special risks arise in the workplace
2. Any additional first aid materials and equipment identified to be necessary from departmental risk assessments must be approved by the Health & Safety Coordinator
3. Boxes should be checked at least monthly to ensure they are fully equipped and that are items are useable and within their use by date, completed checklists to be shared with the Helpdesk Coordinator.
4. Replacement items can be ordered through the Helpdesk Coordinator.