

First Aid at Work Policy

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1.0 Introduction

1.1 The University has a legal obligation to ensure that it provides a safe workplace and that it complies fully with applicable Gibraltar legislation with regard to provision of first aid to all employees, students and others who may be injured or fall ill on University premises.

1.2 References

<http://www.legislation.gov.uk/ukpga/1974/37/contents>

<http://www.legislation.gov.uk/uksi/1981/917/contents/made>

2.0 Definition

2.1 First-aid means:

- a) in 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
- b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse;

The Health and Safety (First-Aid) Regulations 1981 (UK)

3.0 Duty of employer

3.1 The Safety (First Aid) Regulations 1981 (UK), state that there is a duty on employers to make provision for first aid at work through carrying out the following:

- Ensuring that there is adequate and appropriate equipment and facilities available for enabling immediate help to be given to employees if they are injured or become ill at work.
- Ensuring that there are sufficient suitable first aiders available for the number of employees who may be injured or become ill at work: first aiders would not be considered suitable unless they have undergone adequate training.
- Ensuring information is provided to employees on arrangements for provision of First aid and procedures for first aid, including location of equipment, facilities and personnel.

4.0 Roles and responsibilities of first aiders

4.1 General roles and responsibilities

- First aiders must have a valid First Aid at Work Certificate in order to be able to offer first aid assistance.
- First aiders are responsible for ensuring First Aid boxes are adequately supplied and within expiry date.
- Any accident/ incident must be reported to the Campus Operations department by completing the appropriate Accident/ Incident Report form – refer to Appendix 2.

- If the first aider wishes to cease acting as a first aider or expects to leave the University, he/ she must inform the Campus Operations department.

4.2 Operational roles and responsibilities

- Emergency call-outs must be responded to immediately. The first aider must assess the situation quickly and safely and where appropriate summon extra help, within the limitations of the training provided by the University.
- At all times first aiders must protect themselves, casualties, and others at the scene, from any possible danger.
- In order to prevent cross-infections between the first aider and the casualty, first aiders must wear gloves and wash hands before (if possible) and after providing first aid.
- Disposal of waste arising from first aid must be carried out in accordance with the required procedures.

5.0 First aid provision and procedures

- 5.1 In typical circumstances, first aiders will be available on site Monday to Friday 08:00 -20:00 excluding University vacation times.
- 5.2 In the event of a different scenario such as a special event, appropriate arrangements should be made if possible, guided by the requirements of the UK First Aid Regulations.
- 5.3 The number of first aiders required will be determined by a first aid analysis, taking into account the suggested numbers of first aid personnel to be available in different workplaces as per Appendix 1. This analysis will be carried out and kept up to date by the Campus Operations department.
- 5.4 An inspection of first aid stock should be carried out on a regular basis by a nominated first aider.
- 5.5 Heads of Department are responsible for ensuring all new members of staff are made aware of the provision and procedures of first aid in their induction training.

6.0 Contacting a first aider

- 6.1 In the event that a first aider is required:
 - Call the nearest first aider. Lists are displayed at the Campus Operations department, Student Common Room, classrooms, and other prominent locations.
 - Alternatively, report the incident promptly at the reception desk. The Welcome Desk administrator will locate and dispatch a trained first aided to assist.

7.0 Disposal of waste arising from first aid

- 7.1 Waste arising from first aid must be disposed of in a yellow waste bag, which must be disposed of in accordance with applicable Health & Safety laws.
- 7.2 For large amounts of clinical waste, contact the Campus Operations department on Ext 801/ 803 to arrange disposal of the clinical waste bag.

8.0 Reporting of Incidents

8.1 It is important that all accidents/ Incidents should be reported to the Campus Operations department regardless of whether injury has been caused or not. This information will help prevent any reoccurrence and identify additional controls or precautions required.

8.2 Incidents such as the following are to be reported:

- Slips, trips and falls
- Acts of violence
- Road traffic accidents on Campus
- Other work related accidents

Appendix 1: Suggested number of first-aid personnel to be available at all times people are at work

From your risk assessment, what degree of hazard is associated with your work activities?	How many employees do you have?	What first-aid personnel do you need?
Low-hazard , eg offices, shops, libraries	Fewer than 25	At least one appointed person
	25–50	At least one first-aider trained in EFAW
	More than 50	At least one first-aider trained in FAW for every 100 employed (or part thereof)
Higher-hazard , eg light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Fewer than 5	At least one appointed person
	5–50	At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur
	More than 50	At least one first-aider trained in FAW for every 50 employed (or part thereof)

NB This table refers to FAW and EFAW – but you may choose some other level of training appropriate for your circumstances.

FAW – first aid at work

EFAW – emergency first aid at work

Appendix 2: Accident/ Incident Report

Accident/ Incident Report

Employee Name: _____ **Title/Role:** _____ **Date of Report:** _____
Name of reporting University staff member: _____
Location of Incident: _____ **Date of Incident:** _____ **Time of Incident:** _____

Incident Information	
Incident Description (Describe fully how accident occurred)	
Tasks Leading To Incident	
Actions Taken	
Witness Name and Contact	

Reviewed

Manager Name: _____ **Reported To:** _____ **Date of Report:** _____
Manager Signature: _____
Additional Info: _____

Additional guidance may be obtained from:

The Workplace (Health, Safety and Welfare) Regulations 1992:

<http://www.legislation.gov.uk/uksi/1992/3004/contents/made>

The Management of Health and Safety at Work Regulations 1999:

<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

The Health and Safety (First-Aid) Regulations 1981:

<http://www.legislation.gov.uk/ukpga/1974/37/contents>

The Health and Safety (First-Aid) Regulations 1981:

<http://www.legislation.gov.uk/uksi/1981/917/regulation/2/made>