

First Aid Policy

Synopsis

This policy specifies the requirements for first aid arrangements, for purposes related to the activities of the University.

This document is the property of University of Aberdeen.

It shall not be reproduced in whole or in part without written permission from the Head of Health, Safety and Resilience.

Approval

Approved by: Senior Management Team

Date: 14th September 2023

 UNIVERSITY OF ABERDEEN	First Aid Policy	Document No.	HS-PO-021
		Date	14.09.23
		Pages	2 of 12
		Revision	REV 1

Revision Record

Issue	Date	Reason for Review
Draft 1	April 2023	New document for consultation. Shared with Estates and Facilities and Local Safety Committee members.
Draft 2	April 2023	Comments received from Estates and Facilities, then circulated at Health and Safety Committee.
Draft 3	July 2023	Review of implementation and workability prior to approval as requested by H&S Committee on 3 rd May. Minor amendments made to first draft resulting in the following: <ul style="list-style-type: none"> • rewording of the definition of first aid room to be more inclusive in Section 2. • the removal of any reference to the lead first aider in Section 4.7 and throughout the policy. • the removal of the proposed change in honorarium payment in Section 5.6.
Draft 4	August 2023	Minor amendments made to the 3 rd draft including the following: <ul style="list-style-type: none"> • removal of reference to Lead First Aider in section 5.4, which was omitted. • removal of reference to first aiders work patterns in section 5.10. • inclusion of a distinction between the 1day and 3day first aider courses. • clarification on the wording to be used for out of hours working and the reliance on security to provided first aid cover.
Draft 5	September 2023	Following consultation with Estates and Facilities colleagues and Unite The Union and Unison Trade Unions, additional amendments were made to the 4 th draft including the following: <ul style="list-style-type: none"> • amendments to sections 4.3, 4.6 and 4.7. • removal of reference to Lead First Aider in section 5.4. • amendments to sections 5.8, 5.10 and 5.11. These mainly relate to out of hours cover and first aid room requirements.
Rev 1	September 2023	As Draft 5 and agreed by SMT.

Document No.	HS-PO-021
Date	14.09.23
Pages	3 of 12
Revision	REV 1

Contents

1.0	Scope of Policy	4
2.0	Definitions	4
3.0	Legislative Requirements	5
4.0	Responsibilities	6
4.1	University Court	6
4.2	Senior Management Team	6
4.3	Heads of Schools / Directors	6
4.4	Line Managers	6
4.5	The Health and Safety Team	6
4.6	Estates and Facilities	7
4.7	University First Aiders	7
4.8	Staff, Students and Visitors	7
5.0	Arrangements	8
5.1	Assessment of First Aid Needs and First Aid Provision	8
5.2	Guide to Numbers of First Aiders	8
5.3	Review of First Aid Needs Assessment	9
5.4	Shared Facilities	9
5.5	Records	9
5.6	First Aid Training	9
5.7	First Aid Equipment	9
5.8	First Aid Room	10
5.9	Remote Workers	10
5.10	Notification of First Aid Arrangements to Staff	10
5.11	First Aid Cover During Events, Field Trips and Out of Hours Working	11
6.0	Monitoring and Review	11
7.0	References	11
7.1	Internal references	11
7.2	External references	12

 UNIVERSITY OF ABERDEEN	First Aid Policy	Document No.	HS-PO-021
		Date	14.09.23
		Pages	4 of 12
		Revision	REV 1

Purpose of the Policy

The Health and Safety (First Aid) Regulations 1981 place a general duty on employers to make or ensure that there is adequate First Aid provision for their employees if they are injured or become ill at work.

Although there is no obligation on employers to take account of persons who are not their employees, the University of Aberdeen (UoA) is committed to ensuring that the health and safety of staff and students is safeguarded when they undertake any work or study related activities under its control. The University takes into consideration its first aid responsibility to its staff and, by extension, other people to whom the University has a duty of care.

The purpose of this policy is to ensure there are sufficient arrangements, trained personnel, and facilities in place for the provision of First Aid.

1.0 Scope of Policy

This policy applies to all staff in all Schools and Directorates, and students when undertaking any work or study related activities under the University of Aberdeen's control, with emphasis on University first aiders to ensure we have provided adequate first aid cover for all University occupied areas.

This policy does not apply to the

- Work activities or premises under the control of commercial or private tenants of UoA.
- Sites on UoA land under the control of a principal contractor.

2.0 Definitions

Term	Definition
Automatic External Defibrillator (AED)	A device which can be used, preferably by a trained person, to attempt to restore a healthy heartbeat.
First Aid	Providing help for the purpose of preserving life and minimising the consequences of injuries or illness until such a time as professional medical help can be obtained and treating minor injuries which would not otherwise receive any treatment, or which does not warrant treatment from a medical professional (nurse, doctor, paramedic, etc). First aid covers initial treatment of any injury or ill-health suffered at work whether the cause is work related or not.
First Aid at Work Training	A mandatory 3-day training delivered by qualified persons, which upon successful completion, a First Aid at Work Certificate is awarded. The certificate is valid for 3 years and refresher course

	must be undertaken before the expiry date of the certificate, otherwise the full training course must be undertaken to renew it.
First Aid Needs Assessment	A written record of an assessment, taking into account relevant factors, such as hazards present, previous incidents and the nature of the people affected by their work activities, to determine necessary first aid arrangements.
First Aid Room	A room in a building used primarily for first aid or medical purposes. These spaces can also be used by pregnant and nursing mothers to rest and breastfeed or for people with medical conditions who require short term welfare facilities. In the event of an emergency, priority must be given to first aid use.
First Aid Equipment	Any material provided for first aid use, which has an expiry date and/or may need disposal and replenishment after use. This is usually kept in a first aid box (usually mounted on a wall) or a first aid kit (usually mobile and smaller than a first aid box, containing fewer supplies).
Honorarium	An amount of money paid to University first aiders annually for accepting the additional role.
University First Aider	University staff who hold a certificate of competence in the 3-day First Aid at Work training and are qualified to administer first aid in the event of an injury or illness until paramedical assistance or transport to other medical assistance can be obtained (if required). They are required to provide building/premises first aid cover.

3.0 Legislative Requirements

The Health and Safety at Work Act, and subordinate regulations, apply to the University's activities within Scotland, England, and Wales. There are three key pieces of legislation relevant to first aid at work. They are:

The Health and Safety at work Act 1974 (HSWA). Section 2.1 of the HSWA requires employers to ensure, so far as is reasonably practicable, the health, safety, and welfare of employees whilst at work.

The Management of Health and Safety at Work Regulations 1999 (MHSW). For this to be implemented, 'Every employer shall make suitable and sufficient assessment of:

- The risks to the health and safety of the employees to which they are exposed whilst a work
- The risks to ensure the health and safety of persons not in employment arising out of or in connection with the conduct of their undertaking'

The Health and Safety (First Aid) Regulations 1981. This places a legal duty on employers to make adequate first aid provision for their employees in case they become ill or injured at work.

 UNIVERSITY OF ABERDEEN	First Aid Policy	Document No.	HS-PO-021
		Date	14.09.23
		Pages	6 of 12
		Revision	REV 1

The University understands that it has duty of care to its staff and students outside Scotland, England and Wales, therefore we should ensure that there are adequate arrangements for those to whom the university has a duty of care in places not covered by this legislation, but those arrangements may differ subject to local legislation.

4.0 Responsibilities

4.1 University Court

The University Court has ultimate responsibility for overseeing health, safety, and wellbeing matters at the University. As such, they should seek assurance that appropriate risk control measures are in place and acted upon in relation to activities across the University that could give rise to significant risk. They should be aware of significant health and safety risks across the University.

4.2 Senior Management Team

The Senior Management Team (SMT) has delegated authority from the University Court and as such, should seek reassurance that appropriate risk control measures are in place, are being implemented and that those with risk management and assessment responsibilities are trained and competent. The SMT then delegates responsibility for undertaking aspects of these duties through line management and identified roles. These people are identified as having responsibilities (in addition to any other responsibilities under other health and safety policy) for the management of first aid in those areas, and for those relevant persons, that fall under their control.

4.3 Heads of Schools / Directors

Heads of Schools / Directors are responsible for ensuring that a sufficient number of suitable staff are nominated and resourced to be First Aiders to provide first aid to staff, students, and visitors within their School/Support Service at all times during the core working week. They should also ensure that arrangements have been made for out-of-hours first aid cover should the need arise, based on risk assessment.

4.4 Line Managers

Line managers are responsible for ensuring that any authorised first aiders under their control are provided with sufficient time to attend training and to maintain the first aid equipment for which they are responsible. They will also ensure that University first aiders receive time off for adequate and timely training. They are responsible for ensuring that their team is made aware of the first aid provision and procedures available within their department. Line managers will ensure that all new starters are given basic health and safety information relating to first aid provision and how this can be accessed within their first month at work.

4.5 The Health and Safety Team

The Health and Safety team will:

- Carry out a strategic level first aid needs assessment.
- Maintain an up-to-date list of premises first aiders and publish/circulate this.
- Maintain an up-to-date list of first aid rooms and publish/circulate this.

 UNIVERSITY OF ABERDEEN	First Aid Policy	Document No.	HS-PO-021
		Date	14.09.23
		Pages	7 of 12
		Revision	REV 1

- Facilitate the provision of first aid training.
- Provide information and guidance to schools and departments.
- Monitor and review the effectiveness of the first aid system and undertake a review of the first aid policy as and when legislation, guidance or other changes occur.

4.6 Estates and Facilities

The Security team undertake regular checks of the first aid rooms to ensure that they are clean and not used for inappropriate purposes, such as storage. The Security team are based at the Control Room at 9a Dunbar Street and respond to a variety of health and safety related matters, such as transporting defibrillators to a location if necessary, directing emergency services to the appropriate location on campus and providing back up first aid cover. They also undertake visual checks on all the defibrillators on our site on a regular basis as part of the patrol cycle and respond to first aid activations through the University systems/application currently being used.

The Security team should not be contacted as the default first aid providers.

Building occupants would be responsible for identifying a suitable space within the building and this should be kitted out with appropriate facilities (drinking water, etc) to suit first aid needs in conjunction with Estates and Facilities. Estates and Facilities will neither provide stock nor manage the first aid rooms.

4.7 University First Aiders

University first aiders will be required to commit to the requirements listed in the University first aider guidance/agreement/duties. This will include:

- Attending any mandatory training arranged for them in respect of first aid.
- Ensuring their certificates are valid and refresher training is undertaken.
- Ensuring all first aid signs in their locations are kept up to date.
- Attending any first aid emergency as necessary within the university and administering first aid as appropriate and in accordance with the training they have received.
- Maintaining simple, factual records in line with the Retention of Health and Safety Documents Policy and providing information to the emergency services as required.
- Ensuring first aid kits for which they are responsible, are checked, maintained, kept fully and adequately stocked and up to date.
- Arranging the reporting of accidents, they have attended and are aware of, although this may not necessarily be by them.

4.8 Staff, Students and Visitors

As part of their induction, staff and students should be made aware of how to contact University first aiders. Visitors should also be made aware of this by their host via induction. In the event of a first aid incident, they shall respond by summoning a University first aider. Information regarding how to contact first aiders are provided on strategically placed notices/QR codes in Zones, listing first aider contact details. Security can also be contacted via telephone or any other systems/application the University has in place. They are required to follow and abide by all instruction and information provided. They are not to tamper with or damage any equipment in place for first aid provision within the University.

 UNIVERSITY OF ABERDEEN	First Aid Policy	Document No.	HS-PO-021
		Date	14.09.23
		Pages	8 of 12
		Revision	REV 1

5.0 Arrangements

5.1 Assessment of First Aid Needs and First Aid Provision

In order to ensure the availability of appropriate first-aid provision, the Health and Safety Team will assess the first-aid requirements with the assistance of the responsible persons in Schools and Directorates. This will consider the:

- nature of the work and workplace hazards and risks.
- nature of the workforce.
- organisation's history of accidents.
- size of the organisation.
- needs of travelling, remote and lone workers.
- work patterns.
- distribution of the workforce.
- remoteness of the site from emergency medical services.
- employees working on shared or multi-occupied sites.
- annual leave and other absences of first aiders and appointed persons.
- first-aid provision for non-employees.

The First Aid Needs Assessment form will assist those involved in this assessment. This document, will assist in the process of ensuring that appropriate first-aid personnel and equipment is available to:

- give immediate attention to an employee suffering from common injuries and illness and those likely to arise from specific hazards at work.
- call an ambulance or other professional help.

The amount of first-aid equipment and trained personnel necessary will depend on the type of activity carried out in each workplace. No fixed level exists. Those responsible will estimate, using the first aid needs assessment form, the level of equipment and personnel necessary to their circumstances.

5.2 Guide to Numbers of First Aiders

This gives suggestions to the number of first-aid personnel required in differing workplaces.

The information obtained from making an assessment will identify the most likely nature of an incident which may require first-aid. Such assessments may also assist with estimating the most appropriate type, quantity and location of first-aid personnel and equipment. As work activities present a variety of risks throughout the University separate first aid needs assessment are expected to be undertaken in each work area and re-assessed when there is any change in the working practice.

For example, an area which regularly has a high number of people working in it, or which has people with special health problems, would need more first aiders than one which has only a few people working in it. Similarly, laboratories which use chemicals or dangerous machinery must have greater first aid cover than office areas.

Each department to assess their first aid needs in the light of their particular circumstances. However, it is important for departments to consider that First Aiders are trained to provide first aid cover not only to their own department but also to others within the local vicinity or where the need arises. This

 UNIVERSITY OF ABERDEEN	First Aid Policy	Document No.	HS-PO-021
		Date	14.09.23
		Pages	9 of 12
		Revision	REV 1

is particularly relevant in multi-occupancy buildings, which accommodate several departments. **Some smaller departments therefore do not require their own staff to be trained in first aid depending on the number of first aiders available in the local vicinity.**

5.3 Review of First Aid Needs Assessment

The first aid needs assessment must be reviewed periodically, at least every 3 years, and if the assessment is no longer valid of following a significant change, for example, major changes in the location, nature of hazard, staff turnaround, increase in the number of incidents reported.

5.4 Shared Facilities

Where two or more Schools/Departments share the same building, it is acceptable to share first aid resources. This needs to be documented and the Local Safety Coordinators of the areas involved should communicate regarding such provisions. The first aiders within that location have a shared responsibility for first aid, the first aid rooms and first aid resources. Where a School or Department has a significant number of staff located in more than one building and/or the types of hazards differ, then a separate first aid needs assessment should be conducted for each location.

5.5 Records

The first aid needs assessment must be in writing and a record kept and securely retained according to the H&S retention schedule.

5.6 First Aid Training

All University of Aberdeen first aiders complete a three-day course in first aid at work (FAW) which complies with the Health and Safety (First Aid) Regulations 1981 and results in certification for a three-year period. This qualification is assessed through practical demonstration and written/verbal questioning. This is usually funded by the Health and Safety Team, after an assessment and consideration of the number of first aiders required only for building/premises cover.

Schools/Departments wishing to have more first aiders than is deemed necessary by the strategic assessment completed by the Health and Safety Team, are then required to fund the training given to that member of staff.

Any additional/specialist first aid training required by schools/departments such as event, field trip, specialist chemicals, etc would need to be undertaken and funded by the school/department. All Honoraria given to University first aiders, who provide building/premises cover are funded by the Schools or Directorates to which the first aiders belong.

All first aiders who wish to remain first aiders for the University must undergo refresher training before their three-year certification lapses. This is usually funded by the Health and Safety Team. If this slips and they wish to remain University first aiders, they must undergo the full FAW training to retain their qualification.

5.7 First Aid Equipment

All first aid kits/boxes should have suitable and sufficient contents to address first aid needs in their locations and suitable for the appropriate type of risk for the workplaces. A guide to this can be found in HSE INDG214. First aid equipment needs for off-site working, including fieldtrips should also be

 UNIVERSITY OF ABERDEEN	First Aid Policy	Document No.	HS-PO-021
		Date	14.09.23
		Pages	10 of 12
		Revision	REV 1

taken into consideration. Each first aid box should be placed in a clearly identified and readily accessible location. Each first aider must have access to first aid equipment. The location of first aid kits is indicated by green signs and/or QR codes at all University sites.

It is recommended that buildings should be equipped with a workplace First Aid box for high-risk areas and a first aid kit for low-risk areas, See Guidance on Content of First Aid Boxes. Having additional boxes depends on the layout of the area/buildings to be covered and schools/departments will need to assess this to decide what will give adequate provision.

it is recommended to carry a first aid kit if travelling or going overseas, and a first aid kit must be carried in all University vehicles. First aid equipment should be tailored to their activities of Schools and Directorates e.g., catering should include more burns treatment.

5.8 First Aid Room

There are welfare/first aid rooms in some locations in the University, which is available for the first aid and/or medical procedures. This is based upon risk assessment. The first aid room should:

- Be large enough to hold an examination/medical couch, with enough space at each side for people to work, a chair and any necessary additional equipment.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times when employees are at work.
- Be positioned as near as possible to a point of access for transport to hospital.
- Display a notice on the door advising of the names, locations and if appropriate, telephone extensions of first aiders and how to contact them.

Equipment and facilities contained in a first aid room would normally include:

- A sink with hot and cold running water.
- Drinking water with disposable cups.
- Soap and paper towels.
- A store for first aid materials.
- Foot operated refuse containers, lined with disposable, yellow clinical waste bags or a container suitable for the safe disposal of clinical waste.
- An examination/medical couch with waterproof protection, clean pillows and blankets (a paper couch roll may be used that is changed between casualties).
- A chair.

5.9 Remote Workers

Where members of staff are undertaking remote working such as field work away from University sites, they should carry a mobile phone (a personal mobile phone would suffice) in order to contact emergency services or seek medical advice via NHS 111. First aid and medical treatment can be accessed at nearby minor injury units, accident and emergency departments, pharmacies, and health centres. Remote workers are encouraged to consider carrying a personal (travelling) first aid kit, the recommended contents of which are listed in Guidance on Content of first aid boxes.

5.10 Notification of First Aid Arrangements to Staff

Schools and Directorates must arrange for information to be provided to employees and others regarding the nature of the first aid provision. It should be included in the safety induction of new

 UNIVERSITY OF ABERDEEN	First Aid Policy	Document No.	HS-PO-021
		Date	14.09.23
		Pages	11 of 12
		Revision	REV 1

staff and students. Faculties, Schools and Departments should have strategically placed notices/QR codes in Zones, listing first aider contact details (preferably name and telephone extension), location of the nearest first aid box, and the location of the nearest AED. See Guidance on AEDs. First aid arrangements should also be incorporated into School/Directorate Safety Policies. Periodic reminders/updates are recommended to keep all staff informed. The provision of a relevant first-aid information in a different format may be provided upon request.

5.11 First Aid Cover During Events, Field Trips and Out of Hours Working

When working out of hours or during events, there is a possibility that School or Directorate first aid cover will be significantly reduced or absent. Event organisers for events on campus and off campus, have a duty of care to ensure that first aid cover is provided at their events. The Security team is not expected to provide first aid cover for Schools or Directorates at these events.

In higher risk environments, out of hours working is likely to be subject to a general risk assessment and authorisation will be required. The relevant School/Directorate Out of hours working procedure should be adhered to.

Schools are responsible for providing specialist field trip first aid cover as required by their activities. This training is the sole responsibility of the schools.

For out of hours work Security Control would be the first point of contact for first aid provision. However, for on-site events, event organisers should ensure they liaise in advance with the Security team to advise on relevant arrangements they have put in place for first aid cover.

6.0 Monitoring and Review

This policy will be periodically reviewed, by the Health and Safety Team, to ensure it is kept up to date in terms of both the legislation and how it works within the University as a whole.

7.0 References

7.1 Internal references

Document Number	Document Name
HS-SF-002	First Aid Needs Assessment
HS-GN-012	University First Aider Guidance/Agreement/Duties
HS-GN-030	Contents of First Aid Kits
HS-GN-031	Guidance on AEDs (Automatic External Defibrillators)
HS-GN-023	First Aid Procedure Flowchart
HS-PO-022	Accident and Incident Reporting Policy
HS-PO-003	Training (Health and Safety) Policy
	List of First Aiders by Building

 UNIVERSITY OF ABERDEEN	First Aid Policy	Document No.	HS-PO-021
		Date	14.09.23
		Pages	12 of 12
		Revision	REV 1

7.2 External references

Source Organisation	Document Name
Legislation.gov.uk	The Health and Safety (First Aid) Regulations 1981.
HSE.gov.uk	L74 First Aid at Work – guidance on the regulations
HSE_INDG214	First Aid at work: Your questions answered