

# **First Aid Policy**

**Version Number 2.1**

**Effective from 13 September 2016**

**Author: Head of Security & Community Support  
Estates & Facilities**

| <b>Document Control Information</b>   |  |                |  |
|---|--|----------------|--|
| <b>Revision History incl. Authorisation: (most recent first)</b>                      |  |                |  |
| <b>Author</b>   | <b>Summary of changes</b>  | <b>Version</b> | <b>Authorised &amp; Date</b>                                 |
| A Tilley & T Jones  | <i>Included implementation of automated external defibrillator CoP and Appendix A summoning ambulance in emergency situations.</i>   | V2.1           | Assoc. Director H, S & W (Tony Meachin): 19/08/2016          |
| T Jones & C.Price   | <i>Amended University responsibilities and procedures</i>  | V2.0           | Ops Board and Assoc Dir Health, Safety & Wellbeing: Aug 2013 |
| A. Chapman  | <i>New policy</i>  | V1.0           |  |
| <b>Policy Management and Responsibilities:</b>  |  |                |  |
| Owner:  | The Director of Estates & Property Services is the Policy owner and has delegated day to day management, responsibility for and communication of the policy to the Head of Security. |                |  |
| Others with responsibilities (please specify):  | All students, staff, contractors and visitors are responsible for engaging with and adhering to this policy.   |                |  |
| <b>Author to complete formal assessment with the following advisory teams:</b>        |  |                |  |
| Equality Analysis (E&D, HR)<br><a href="#">Equality Assessment form</a>               | <i>Completed – see appendix B</i>  |                |  |
| Legal implications (LPG)  | N/A  |                |  |
| Information Governance (LPG)  | <i>Template advice</i>   |                |  |
| Student facing procedures (QEO)   | N/A  |                |  |
| UKVI Compliance (Student Admin)   | N/A  |                |  |
| <b>Consultation:</b>  |  |                |  |
| Staff Trades Unions via HR<br>Students via USSU<br>Relevant external bodies (specify) | 1. N/A   |                |  |
| <b>Review:</b>  |  |                |  |
| Review due:   | 2 years by August 2018   |                |  |
| Document location:  | University Policy & Procedure Pages  |                |  |
| <a href="http://www.salford.ac.uk/policies">http://www.salford.ac.uk/policies</a>     |  |                |  |
| <b>The owner and author are responsible for publicising this policy document.</b>     |  |                |  |

## 1.0 Purpose

To specify, provide and maintain a high standard of first aid provision to individuals who are taken ill or who have an accident, requiring first aid, while on the University premises. This policy helps the University to meet the requirements of the following legislation;

- Health and Safety at Work Regulations 1974
- First Aid at Work Regulations 1981.

## 2.0 Scope

This policy applies to all University Students, Employees, and visitors. It specifies responsibilities for;

- reporting of incidents requiring first aid
- provision of first aid including the use of Automated External Defibrillators (AEDs).

## 2.1 Definitions

**First Aiders** refers to individuals who have undertaken a First Aid at Work training course and have received a First Aid Certificate, as approved by the Health and Safety Executive (HSE).

First Aiders also receive training on the use of AEDs in addition to the First Aid at Work training. This training is called Adult Basic Life Support. Information on AED access and locations is provided in the Automated External Defibrillators Code of Practice.

## 3.0 Policy Statements

The University is committed to complying with its duties under Health and Safety and other relevant legislation with regard to the provision and maintenance of a first aid service. This will ensure that individuals who are injured or become ill at work have early access to trained, competent first aiders.

The Security Team provides First Aid 24 hours a day, 7 days a week.

Maxwell Security Control should be contacted on ext. **53333** from an internal telephone or **0161 295 3333** from a mobile phone to dispatch a trained First Aider and to manage, if appropriate, the arrival of an Emergency vehicle.

All 999 emergency calls should always be completed by the person with the casualty.

Further information on summoning an ambulance in emergency situations can be found in Appendix A.

### 3.1 The Associate Director of Health, Safety & Wellbeing(H, S &W) will

- determine the level of first aid provision required across the University estate
- advise individual managers in relation to specific first aid requirements i.e. field trips and high risk areas such as laboratories.

### 3.2 The Head of Security will

- ensure that all members of the Security Team are appropriately trained first aiders (See Scope)
- ensure first aid boxes are issued to all Security cabins and security vans (and kept replenished)

- ensure AEDs are maintained, including replacing batteries and electrode pads as required and keeping accessories replenished
- ensure all security team members have access to first aid at work kits and an AED at all times
- ensure there are sufficient first aiders to provide a 24/7 cover to the University Campus and attend incidents within 5 minutes of the initial report
- adequately and effectively communicate first aid arrangements across the University
- ensure all accidents, incidents, near misses and hazards are correctly reported to Health, Safety & Wellbeing
- respond to any complaints or issues about the provision of first aid

### **3.3 The Security Team first aiders will**

- provide first aid as required and in accordance with First Aid at Work training and Adult Basic Life Support training
- having used the first aid at work kit, replenish supplies immediately
- report accidents, incidents, near misses and hazards as soon as possible either online, by telephone or using the pink & white incident/accident form to Health, Safety & Wellbeing
- follow up all telephone reports with a written accident form
- use the accident form as an accurate record of the first aid they administered
- be responsible for requesting ambulance or fire engine attendance as necessary
- ensure, where relevant, that the Crime Reporting Form is completed
- ensure, where relevant, that the AED Event Report Form is completed

### **3.4 Heads of Schools / Heads of Professional Services will**

- ensure all Staff and Students are aware of the general first aid arrangements within the University and specific first aid arrangements for specialist work locations such as the Pool.
- undertake risk assessments in relation to local working practices i.e. lone working, shift workers, field trips or safety critical/high risk activities, and ensure that local provision is adequate to meet the department needs. If first aid training or additional specialised equipment is required i.e. for field trips or use of a defibrillator, this will be funded by individual departments.

### **3.5 Building Managers / Building Controllers will**

- check AEDs on a regular basis to ensure that the equipment is in the correct location, is secure,
- that the equipment display is indicating it is ready for use and that the accessories in the case are all present and correct
- maintain a record of the checks on a specific form
- report any issues immediately to Security

### **3.6 University Staff & Students will**

- Report any incidents requiring first aid, ambulance etc. to the Security Team
- Comply with University and local arrangements in order to eliminate or reduce the likelihood of accidents or exposure to hazards
- Report all accidents, incidents, near misses or hazards as soon as possible either online, by telephone or using the pink & white incident/accident form to Health, Safety & Wellbeing

### **4.0 What happens when the policy is not followed**

- Delayed medical attention could lead to major injury or loss of life
- Inconsistent procedures and reporting of accidents or failure to report an accident or hazard could lead to further accidents or injury.
- Impeded access for emergency services.

### **5.0 Related Documentation**

The following documents can be found on the University Policy & Procedure pages <http://www.salford.ac.uk/policies> or the Health and safety document finder <http://www.salford.ac.uk/hr/health-and-safety/health-and-safety-documents>

- Health & Safety Policy
- Travel & Fieldwork Policy
- Lone Working Code of Practice
- Reporting accidents, near misses and hazards  
<http://www.hr.salford.ac.uk/safety/reporting/> or telephone 0161 2955425
- Automated External Defibrillators Code of Practice

### **6.0 Appendices**

Appendix A: Summoning an Ambulance in Emergency Situations

Appendix B: Equality Assessment (mandatory)

## **Appendix A: Summoning an Ambulance in Emergency Situations**

### **STAFF & First Aiders (Summoning an ambulance)**

#### **STEP 1**

**Ring Maxwell Security Control on ext 53333 from an internal telephone or 0161 295 3333 from a mobile phone, they will ask your location and if you require assistance.**

Maxwell Security Control need to be informed prior to an ambulance being requested for the following reasons:

- They are aware that an accident / incident has taken place on campus and that an Emergency vehicle will be booked.
- They can send assistance to the person attending the accident / incident.
- On arrival of the Emergency vehicle Maxwell Security can ensure that the Ambulance staff are directed to the immediate location of the casualty.

#### **STEP 2**

**Ring 999 providing the location and if available the following information:**

- Has the casualty collapsed, fallen from height or suffering from chest pains?
- Are they conscious, are they breathing?
- What is their approximate age i.e. Child, Adult, Elderly?

If you only know part of the information pass on what you know, any information is helpful.

The way the Ambulance Service respond to 999 calls is determined by the Emergency Operations centre, who will triage the call.

- *Emergency calls made direct from a bystander in attendance with the casualty who is unconscious and not breathing or breathing ineffectively will be allocated a Red Code which generates a response time of 8 minutes. Direct contact also allows the caller to communicate with the control centre and receive instructions from them, appropriate to the condition of the patient.*
- *An emergency call made by a third party, Maxwell Security Control may generate a lower response as they will not have specific details relating to the patient's condition, for example if the patient is conscious, breathing and if there is any bleeding or chest pain. If the third party does not have these details, this would generate a 20 minute response.*

**It is therefore important that all emergency calls to summon an ambulance are made by an individual who is with the casualty.**

All emergency 999 calls are free therefore calls made on "pay as you go mobiles" will not run out of credit. Calls received by the Emergency Operations Centre generate an automatic recognition number allowing the Centre to ring the caller back if required.

| University of Salford<br>MANCHESTER  |   | Inclusion and Equality Assessment (V2.1 May 2016) |            |   |
|--|---|---|------------|---|
| <b>Proposal Title</b>  | First Aid Policy V2.1   | <b>Key aims &amp; purpose</b>                     |            |   |
| <b>Committee / Board</b>   |   | <b>Meeting date</b>                               |            |   |
| <b>Contact name &amp; details</b>  | Name: C Price on behalf of T Jones  | <b>Assessment date</b>                            | 14/09/2016 |   |
|  | Phone:  | <b>Consultee details</b>                          |            |   |
|  | Email:  |   |            |   |
| <p><b>To comply with the Equality Act 2010 we are required to consider the possible consequences of decisions the University makes on people from different groups. For more information about the Equality Act follow this link:</b><br/> <a href="http://www.ecu.ac.uk/wp-content/uploads/external/psed-specific-duties-for-england-sept11.pdf">http://www.ecu.ac.uk/wp-content/uploads/external/psed-specific-duties-for-england-sept11.pdf</a></p> |   |   |            |   |
|  |   | <b>Yes</b>  | <b>No</b>  | <b>Notes</b>  |
| 1.   | Is it likely that this proposal will affect people who have protected characteristics ( <i>age, disability, gender reassignment, religion and belief, race, sex, sexual orientation, pregnancy and maternity and marriage and civil partnership</i> ) who are employees, students, service users or other stakeholders, or the wider community? | Yes   |            | The policy is about the responsibility for first aid within the organisation. All members of the University community and visitors come within the scope of the policy, regardless of differences or protected characteristics. |
| 2.   | Could this proposal support the university to meet the following three requirements of the Public Sector Equality Duty?   |   |            |   |
|  | a) Does it support the University to... <i>eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Equality Act 2010?</i>  | Yes   |            | Clear and consistent policy around first aid provision.   |
|  | b) Does it enable the University to... <i>advance equality of opportunity between different groups of people?</i>   | Yes   |            |   |

|   |   |            |              |
|---|---|------------|--------------|
|   |   |            |              |
|   | c) Does it help the University to... <i>foster good relations between different groups of people?</i> | Yes        |              |
| <p><b>To comply with the Counter-Terrorism and Security Act 2015 Universities are under a legal duty to prevent people from being drawn into terrorism. For further information about the duty follow this link:</b><br/> <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445916/Prevent_Duty_Guidance_For_Higher_Education_England_Wales_.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445916/Prevent_Duty_Guidance_For_Higher_Education_England_Wales_.pdf</a></p> |   |            |              |
|   |   | <b>Yes</b> | <b>No</b>    |
| <b>3.</b>   | Is this proposal likely to contain or increase risks that people may be drawn into terrorism?         |            | No           |
|   | Is a separate risk assessment required?   |            | No           |
| <b>4.</b>   | <b>Equality Assessor Recommendations and Notes:</b><br>No additional comments                         |            |              |
| <b>5.</b>   | <b>Please select an outcome:</b>  | ✓          | <b>Notes</b> |
|   | a) No major change to is required:  | ✓          |              |
|   | b) The proposal will be adjusted (as above) and submitted for decision:                               |            |              |
|   | c) The proposal will be continued without change and monitored.                                       |            |              |
|   | d) The activity will be stopped and the policy will be removed:                                       |            |              |
|   | e) Further assessment is required:  |            |              |