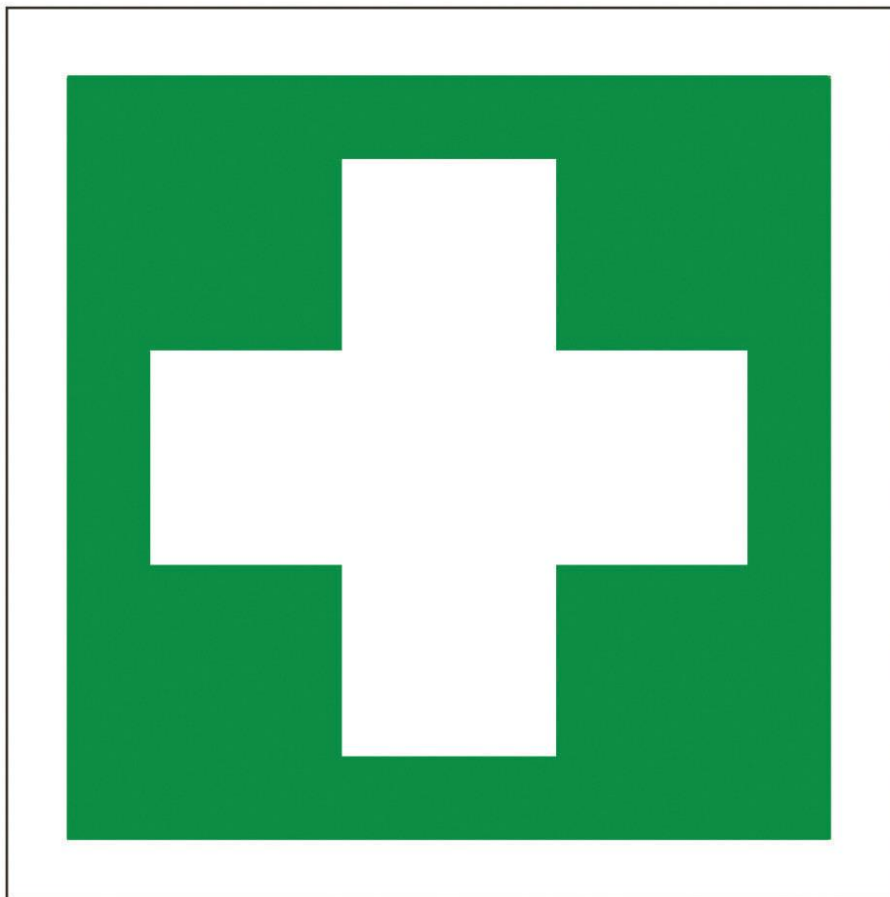


Safety Code of Practice 08

5th Edition, June 2013

FIRST AID



In an emergency

To call an ambulance:

Dial 999 (from an internal phone, add the prefix 0 or 9 to obtain an external line)

Ask for the ambulance service. Be prepared to give details of:

- **the nature of the accident/injury**
- **the condition of the casualty**
- **your exact location (including building name, floor, room number etc.)**

THEN:

- **Phone University Security on 0118 378 6300 (or x2000 if at Greenlands campus) to alert them to the fact that an ambulance has been called. Ask them to direct the ambulance to your location.**
- **Be prepared to send other helpers to direct Security and ambulance personnel to your location.**
- **Provide reassurance and assistance (within the limits of your training and competence) to the casualty until the emergency services arrive.**

For less serious emergencies the name and contact details for local first aiders are listed in all buildings. University Security personnel can provide first aid assistance in the absence of a local first aider.

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1 SUMMARY

The University has a legal obligation to ensure that it has adequate arrangements, facilities and trained personnel, for the provision of first aid. First Aid is defined as preserving life and minimising the consequences of injury and illness until help from a medical practitioner or nurse is obtained. It is also the treatment of minor injuries which do not need treatment by a medical practitioner or nurse. This Code sets out what Schools/Services/Departments/Units need to do to ensure that adequate first aid provision is made.

People at work can suffer injuries or fall ill. It doesn't matter whether the injury or illness is caused by the work they do. It is important that they receive immediate attention and that an ambulance is called in serious cases. First aid can save lives and prevent minor injuries becoming major ones. It does not include giving tablets or medicines to treat illness.

Due to the diverse nature of the University environment it is not possible to define a single level of first aid provision that is appropriate to every workplace. Each School/ Service/ Department/Unit must make an assessment of first aid needs appropriate to their circumstances.

Whilst there is no legal requirement to consider students as part of this assessment, the University has a moral obligation to consider them and it is University policy that first aid should be available for students.

Guidance:

It is recommended that first aid provision is co-ordinated across Schools/Services/Units within each building, rather than being organised on School/ Department lines. The term 'area' is therefore used in this document.

As a minimum there must be arrangements to:

- make an assessment of first aid needs for the area
- appoint an appropriate number of First Aiders (and/or Emergency First Aiders), based on the assessment of first aid needs
- provide first aid boxes
- provide other facilities as required by the first aid needs assessment e.g. emergency showers, first aid rooms
- make the first aid arrangements known to staff and students by adequate signage, information during induction procedures etc
- summon the emergency services if required
- provide training for first aiders
- provide adequate time for first aiders to carry out their duties.

2 INTRODUCTION

This Safety Code of Practice provides guidance to the University on the requirements for first aid at work. It is based upon the Health and Safety (First Aid) at Work Regulations 1981 and the associated Approved Code of Practice (ACOP) and guidance (updated 2009) (all currently under revision).

The definition of first aid provided in the regulations is:

“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 Treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse”.

The objectives of providing first aid for a casualty are to:

- sustain life
- prevent deterioration; and
- promote recovery

The University must have adequate equipment, facilities and trained personnel to provide first aid. Due to the size and nature of the University campuses and the variety of work undertaken, different arrangements for different areas may be appropriate. Therefore, each School/ Service/ Unit/ Area must consider its particular risks and ensure that an adequate number of staff have been trained to provide appropriate first aid.

Guidance:

It is recommended that first aid arrangements are co-ordinated across Schools/ Services/ Departments/Units within each building, rather than being organised on School/Department lines.

The following is an explanation of the terms used in this document:

First Aider – A person who holds a certificate of competence in either **first aid at work** (FAW) or **emergency first aid at work** (EFAW).

First Aid Needs Assessment – Similar to a risk assessment, in that it takes into account factors such as any hazards present and previous first aid injuries and determines the number of first aiders required.

3 RESPONSIBILITIES

Responsibilities for first aid are as follows:

3.1 Managers

Heads of Schools /Services and other managers must ensure that:

- a first aid needs assessment has been undertaken, either solely for your School/ Service/Department/Unit, or in conjunction with others who share your area/building
- the required numbers of first aiders identified in your assessment are trained and that no less than the minimum number are available to provide assistance, except in exceptional circumstances (which does not include annual leave)
- volunteers to become first aiders have the necessary personal attributes and the ability to leave their normal duties in an emergency to enable them to undertake this role
- the identity and contact details of first aiders are communicated to all staff within the area and posted in prominent positions around the building(s)
- time is allowed for those people carrying out duties to maintain their competence (e.g. by training) and carry out their duties
- All staff and students are informed of the first aid arrangements – including how to contact a first aider, and the location of equipment and other facilities such as first aid boxes, eye wash stations and emergency showers.

3.2 Staff

All staff should make sure they know who the first aiders are for the area where they normally work or are based, and how they can be contacted. For staff who work in other buildings e.g. lecturers or peripatetic staff in Estates & Facilities (E&F), they should ensure that they know where to find the first aid poster, which will tell them how to contact a local first aider.

In the absence of a local first aider, all staff must know how to obtain assistance:

Ambulance: Dial 999 (from an internal phone, add the prefix 0 or 9 to obtain an external line)

University Security: Dial 0118 378 6300 (or x2000 if at Greenland campus) to ask for first aid assistance or notify them that an ambulance has been called.

Local First Aider: Contact details for local first aiders are posted in all buildings.

3.3 Health and Safety Services

Health and Safety Services will co-ordinate the provision of first aid training courses.

3.4 Security Services

Security Services train all their staff to a minimum of Emergency First Aid at Work, within a reasonable time period from starting employment with the University. Thus they are able to provide first aid cover out of hours on the main campus for "normal" operations, and back-up during normal working hours. However they have not received any additional training for special hazards. Therefore any work for which additional or specialist first aid training has been identified

as necessary should not be undertaken without an area first aider with the appropriate training being available to assist.

During normal working hours, and out of hours on sites where there is no permanent Security Services presence e.g. London Road, Bulmershe, Greenlands and other 'remote' sites, the primary responsibility for providing first aid assistance rests with areas.

3.5 Building Managers/ Area Health and Safety Co-ordinators

Building Managers, in liaison with Area Health and Safety Co-ordinators, should regularly check the first aid provision within their areas to ensure that it meets the required standard e.g. the appropriate number of trained first aiders with current qualifications; first aid notices up-to-date; first aid rooms are in a suitable condition; first aid boxes adequately and correctly stocked; an emergency phone is available at all times when the building is occupied.

3.6 Event Managers

Event managers for events organised by Schools/ Services must make sure that they provide adequate first aid cover for the type of event they are holding and the numbers likely to attend.

Where external parties book or hire premises, those responsible for hiring out the University premises (primarily E&F Commercial Services) must ensure that responsibilities for the provision of first aid are clearly agreed and understood.

Guidance:

It is important that there is no misunderstanding between the University and external hirers about who is providing first aid cover, and that the hirer does not assume that the University will provide cover. Normal practice is for the hirer to make their own arrangements.

3.7 Contractors

- Contractors working on university campuses are required to make their own first aid arrangements.

4 FIRST AID TRAINING AND COMPETENCE

First aiders must receive training in accordance with current HSE guidance, as follows:

- The first aider at work course should provide the trainee with the competence to provide emergency first aid to someone who becomes injured or ill at work, as well as providing first aid for a range of specific injuries and illnesses.
- The emergency first aid at work course should provide the trainee with the competence to give emergency first aid to someone who becomes injured or unwell at work.

- Special additional training may be required to cover less common risks e.g. working with hydrofluoric acid, or risks arising from fieldwork.

Guidance:

First aid training is organised through Health & Safety Services, with whom bookings should be made, preferably by using Trent self-service. Courses are listed on the H&SS web pages. Attendance is free to staff.

5 FACTORS TO BE CONSIDERED WHEN ASSESSING FIRST AID REQUIREMENTS

To act as a guide for those completing a first aid needs assessment, Appendix 1 contains a table of the factors that must be considered when deciding what first aid provision you need to make (although this is not exhaustive). Appendix 2 contains a flow chart to help you establish the number of first aiders required in your area.

5.1 Chemicals

Work in laboratories and other areas that involve working with toxic substances, such as cyanide or phenol, or corrosive substances such as hydrofluoric acid, require appropriate medicaments to be readily available. First aiders must be trained to administer special medicaments and **must be available** to treat any injuries. Therefore, work with such substances must not be undertaken if either the medicament or appropriately trained first aider is not readily available.

5.2 Outside normal hours working

The safety procedures to be followed when working outside normal hours periods are detailed in Safety Guide 7. When staff or students are working outside normal hours, area managements must try to ensure that at least one person present is a first aider/emergency first aider. As a minimum anyone working outside normal working hours must know how to summon help in an emergency. Security Services are available as emergency cover outside normal working hours (see section 2.4).

Where work involves anything for which additional first aid training is required, this work must not be undertaken unless there is a first aider within the vicinity who has received this training.

5.3 Cleaning staff

Cleaning staff frequently work in campus buildings during the early mornings and evenings. Cleaning supervisors must instruct cleaning staff on the location(s) of the health and safety notices giving details of the nearest first aid facilities and telephone(s) in the areas in which they work, and instructions on how to contact the University Security Control. Staff should be advised to store the University Security telephone number in their mobile telephone, if they have one.

5.4 Peripatetic workers

Peripatetic workers employed by the University, i.e. employees whose duties require that they work out of doors or in varied locations throughout the University, e.g. gardeners, security patrolmen, maintenance staff, academic staff on fieldwork, etc, must have access to first aid kits, either in the building where they work, or in University vehicles close to the work. Staff must have ready access to information e.g. via a departmental health and safety noticeboard which will tell them:

- what the first aid provisions are in their base area; and
- how to obtain information about the first aid provisions in the area(s) they visit during the course of their duties (e.g. from the standard first aid notice on the Area Health and Safety Notice-boards of the area(s) concerned.)

5.5 Vehicles

All University vehicles - including tractors - must have a travelling first aid kit (Appendix 3) so that peripatetic workers using the vehicle as a work base have access to a first aid kit. If first aid kits are fitted in an inconspicuous position, or kept in a glove compartment, a first aid kit sign must be used to identify it. Area Health and Safety Co-ordinators/supervisors must ensure that travelling first aid kits are fitted to new vehicles when they are received.

5.6 Minibuses

Minibuses that are designed to carry passengers are subject to separate Regulations that stipulate the contents of the minibus first aid Kit (Appendix 3). Drivers must ensure that the required first aid boxes are present and stocked according to the contents list given in Appendix 3 before any journey.

5.7 Fieldwork

The first aid provisions to be made for fieldwork and field classes vary depending on the number of persons involved, the length of the trip, distance from qualified medical treatment, and hazards associated with the work or location. Consequently the first aid measures to be taken on specialised/potentially hazardous field classes should be discussed with Health & Safety Service or the University's first aid training provider well in advance of the trip so that the necessary first aid measures can be designed and implemented. Fieldwork procedures are described in Safety Guide 32.

Guidance:

An one-day Fieldworkers First aid Course can be organised on demand, provided there are sufficient numbers of attendees. Contact Health & Safety Services for advice.

5.8 Farms and outlying areas

In some areas where University employees and students work, additional first aid provision is required due to the remoteness of the site, the number of employees at risk, and the high risk factors associated with the work carried out. These areas include:

- Animal Production and Research Unit (APRU)
- Centre for Dairy Research (CEDAR)

- Crop Protection Research Unit
- Oldhouse Farm - Shinfield
- Plant Environment Laboratory (PEL) - Shinfield
- Shinfield Field Unit
- Sonning Farm

The need to provide additional protection for casualties whilst awaiting an ambulance (blankets, weatherproof coverings, etc), stretchers, etc, must be considered. As many as possible of farm staff and research workers on the farms and related areas should attend the one day emergency first aid at work course, in addition to an adequate number of fully qualified first aiders.

6 FIRST AID PROVISIONS

In addition to providing trained personnel, areas must make the following first aid provisions.

6.1 First aid boxes

First aid boxes should be provided so that every person has rapid access to a first aid box should an injury occur. First boxes should be kept stocked and a person should be nominated to regularly check the box to ensure that it is fully stocked. Appendix 3 contains a guide to the contents of a first aid kit.

6.2 First aid signs and notices

Throughout the University the signs and notices used to indicate first aid facilities must comply with "The Health and Safety (Safety Signs and Symbols) Regulations 1996" and the associated British Standard.

Guidance:

First aid signage can be purchased from University approved suppliers.

6.3 Area health and safety notices – first aid notices

All areas must provide first aid notices which detail:

- the names, locations and telephone extension numbers of area first aiders
- the location(s) of first aid boxes
- the locations of telephones
- instructions for summoning an ambulance to the area.

These details must be given using the approved University notice (available from Health and Safety Services).

6.4 Eye irrigation

In areas where contamination of the eye could occur, such as laboratories, workshops, etc, a clean supply of cold tap water should be readily available for eye irrigation. Where tap water is not available, sterile normal saline (0.9%) in disposable containers, each holding at least 500ml should

be provided and identified using an appropriate sign on the container. All such sterile eye wash supplies must be replaced after use or when the 'use by' date is reached.

Guidance:

500ml and 1,000ml disposable containers of normal saline are available from the approved suppliers.

The use of eye wash bottles that are filled with tap water is forbidden.

6.5 Emergency showers

In areas where gross contamination of persons with chemicals could occur, emergency showers must be provided, and must be appropriately signed. A person(s) must be made responsible for checking the operation of the shower(s) each month.

Guidance:

In some areas, hand-held shower head roses, connected to the cold water supply have been provided. If they cannot be flushed through on a weekly basis, they must be removed, because they are a potential source of legionella bacteria. For the purpose of legionella control emergency showers must be flushed through for 5 minutes once every three months, and the shower head de-scaled. Building Managers should check that such showers are listed in E&F's records - E&F are responsible for flushing such outlets. Further information is provided in the University Legionella policy, available on the Health and Safety Services web site.

6.6 Access to a telephone

A telephone(s) should be readily available to contact the ambulance service either directly by dialling "9-999" or via the University Security Control (extension 6300 or 0118 378 6300).

7 LIABILITIES AND RESPONSIBILITIES

The following sections are intended to clarify the liabilities and responsibilities of first aiders.

7.1 Liabilities of first aiders

Persons who are trained first aiders are regarded as acting in the course of their employment whilst administering first aid and are therefore covered for civil claims by the terms of the Universities Employers' Liability Compulsory Insurance Policy.

7.2 Responsibilities of first aiders

The responsibility of a first aider in the management of casualty(ies) is to:

- assess the situation
- assess the condition of each casualty

- give immediate and adequate treatment, bearing in mind that a casualty may have more than one injury, some casualties may require more urgent attention than others, and some may only need reassurance
- arrange, without delay, for the transfer of a casualty according to the seriousness of his/her condition to a place where medical treatment can be provided
- record information about incidents to which they are summoned (using the University on-line incident reporting form or equivalent paper form, to be sent to Health & Safety Services as soon as practicable after the incident).

The level of treatment provided will be limited by the extent of the first aider's training and experience e.g. a first aider who has the first aid at work qualification may be expected to be capable of dealing with a wider range of injuries/illness than an emergency first aider.

First aiders must also take care to ensure that they do not also become a casualty themselves due to, for example, other traffic at the scene of a road accident, being overcome by toxic substances whilst dealing with a laboratory incident, etc.

8 FURTHER INFORMATION AND GUIDANCE

Further information and guidance is available from the following sources:

- University of Reading Safety Guide 10 (Signage)
- Health and Safety Executive Website (www.hse.gov.uk)

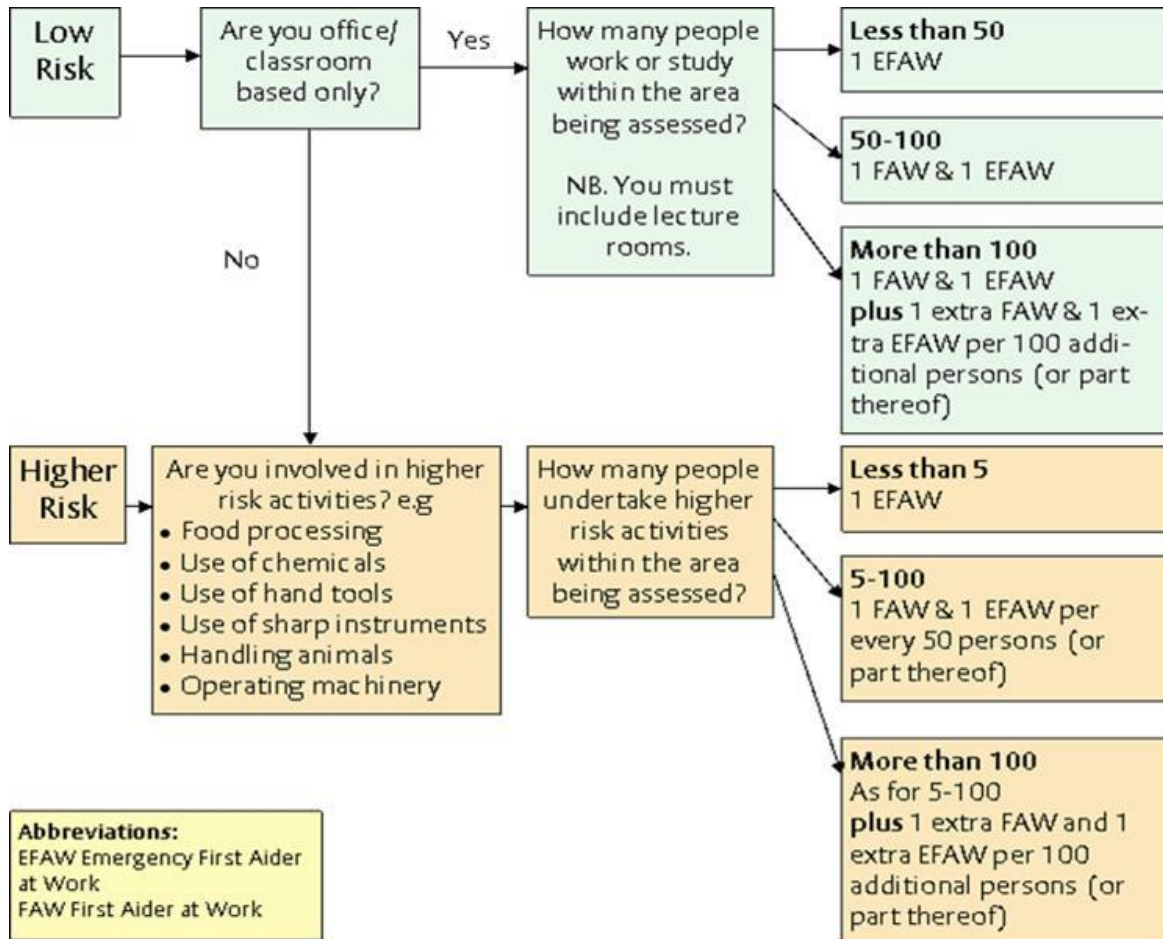
Appendix 1: Assessment of first aid needs¹

| Aspect to Consider | Impact on First Aid provision |
|--|---|
| What are the risks of injury and ill-health identified in your risk assessments? | If there are significant risks you will need to appoint first aiders. |
| Are there any specific risks e.g. <ul style="list-style-type: none"> • Hazardous substances • Dangerous tools • Dangerous machinery • Dangerous loads • Animals | You will need to consider: <ul style="list-style-type: none"> • appointing staff with the First Aid at Work certificate • specific training for first aiders • extra first aid equipment • precise position of first aid equipment. |
| Are there parts of your area where a different level of risk is present e.g. in a research laboratory or office areas? | You need to make sure there are different and appropriate levels of coverage in each area (i.e. numbers of first aiders and level of certification). |
| What is the record of accidents and causes of ill-health? What type are they and where did they happen? | You may need to: <ul style="list-style-type: none"> • locate your provision in certain areas • review the contents of your first aid box. |
| How many people are employed in your area? | You may need to appoint a first aider (see flow diagram). |
| Are there inexperienced employees or employees with disabilities or health problems? | You will need to consider: <ul style="list-style-type: none"> • special equipment • local siting of equipment. |
| Is your area spread out e.g. over several buildings or floors? | You will need to consider provision in each building or on several floors. |
| Is there shift work or out of hours working? | There needs to be first aid provision at all times when people are working. Security Services provide an out-of-hours service, but are not trained to provide specialist first aid or expected to provide cover for e.g. planned shift work. |
| Is your workplace remote from emergency medical services? | Depending on the nature of the work, you may need to inform local medical services of your location. Consider special arrangements with the emergency services. |
| Do you have employees who travel a lot or work alone? | You will need to consider: <ul style="list-style-type: none"> • issuing personal first aid kits • training staff in their use • issuing mobile phones or radios to staff. |

¹ Adapted from HSE Publication – First Aid at Work – Your questions answered.

| | |
|---|--|
| Do any of your employees work at sites occupied by other employers? | You will need to make arrangements with the other site occupiers. |
| Do you have any work experience students or trainees? | Your first aid provision must cover them. |
| Do members of the public/ students visit your premises? | The public includes students. There is no requirement to provide first aid cover for non-employees, however as University policy they should be considered as part of your assessment. |

Appendix 2: Suggested numbers of first aiders to be available when buildings/areas are occupied



The numbers identified above do not make provision for annual leave, absence of first aiders from the workplace etc. Therefore additional staff should be trained and appointed so that there is adequate cover. The numbers of first aiders required may be fewer outside term time. Your assessment should take this into account.

Science and engineering buildings are likely to have a range of higher risk activities and will need a mix of FAW and EFAW personnel. If they do not work in the immediate vicinity, first aiders must still be readily contactable and able to respond quickly in an emergency.

Conference or event organisers are responsible for providing first aiders for their event, they must not assume that the normal building first aiders will be available.

In low risk workplaces, if it is difficult to 'recruit' sufficient numbers of first aiders with the First Aid at Work certificate, this should be compensated for by increasing the numbers of emergency first aiders.

Appendix 3: Contents of first aid boxes

As a guide the first aid box should contain the items listed below. However there may be instances when additional items are required due to the risks which are involved in the work activity.

Note: No tablets or medicines, including creams, should be kept in first aid kits.

Main first aid boxes

| <u>Item</u> | <u>Number</u> |
|---|---------------|
| Contents list | 1 |
| Guidance card | 1 |
| Individually wrapped assorted sterile adhesive dressings | 20 |
| Sterile eye pads | 2 |
| Triangular bandages (preferably sterile) | 4 |
| Safety pins | 6 |
| Medium sterile individually wrapped unmedicated dressings - approx 12 x 12 cm | 6 |
| Large sterile individually wrapped, unmedicated dressings - approx 18 x 18 cm | 2 |
| Disposable gloves | 1 pair |

Travelling first aid kits

| <u>Item</u> | <u>Number</u> |
|---|---------------|
| Contents list | 1 |
| Guidance card | 1 |
| Individually wrapped assorted sterile adhesive dressings | 6 |
| Large sterile individually wrapped, unmedicated dressings - approx 18 x 18 cm | 1 |
| Triangular bandage (1 sterile) | 2 |
| Individually wrapped moist wipes | 2 |
| Safety pins | 2 |
| Disposable gloves | 1 pair |

Minibus first aid kits

Legal minimum contents - the vehicle must not be used unless all components are present (see Section 4.6).

| <u>Item</u> | <u>Number</u> |
|--|---------------|
| Contents list | 1 |
| Guidance card | 1 |
| Antiseptic wipes - foil packed | 10 |
| Conforming bandage | 1 |
| Triangular bandages (at least 1 sterile) | 2 |
| Individually wrapped assorted sterile adhesive dressings | 24 |
| Large sterile individually wrapped, unmedicated dressings (not less than 15-20 cm) | 3 |

| | |
|-------------------------------|--------|
| Sterile eye pads (eg No 16) | 2 |
| Safety pins (assorted) | 12 |
| Rustless blunt ended scissors | 1 pair |
| Disposable gloves | 1 pair |

Additional items

After assessment, according to the specific needs of the department or area, additional items can be added. These may be kept in the first aid box if there is room, or in another suitably marked container. For example:

- individually wrapped moist wipes may be justified where water is not available;
- blue plasters in food handling areas;
- waterproof plasters for biological and chemical laboratory workers, gardeners, agricultural workers etc;
- resuscitation face shields - for use by trained personnel, ie first aider;
- sterile water - for eye irrigation;
- blankets for outlying areas, e.g. farms;
- waterproof gloves in areas where agricultural spraying is carried out.

It should be noted that special medicaments may require cool storage and/or deteriorate with time and should therefore be regularly checked and replaced when necessary by the first aider who is responsible for the supply. Area Health and Safety Co-ordinators and first aiders who consider that specialised treatment techniques, medicaments and facilities may be necessary for some areas of work/study should consult the University Occupational Health Service for further advice. In these circumstances, such as working with cyanide, work must not be allowed to begin until the medicaments are immediately to hand and the persons who are carrying out the work are trained in their administration.

Field trips

Information about special field trip requirements is available via Health & Safety Services from the University first aid training provider – in the first instance contact H&SS.

Appendix 4: Version control

| VERSION | KEEPER | REVIEWED | APPROVED BY | APPROVAL DATE |
|---------|--------|------------------|-------------|---------------|
| X.X | H&S | Every four years | XXXXX | XX/XX/XX |
| X.X | H&S | Annually | XXXXX | XX/XX/XX |