

Guidance on Assessment of First Aid Needs

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. What is considered as adequate and appropriate will depend on the circumstances in the workplace. Employers are required to carry out an assessment of first aid needs. This involves consideration of workplace hazards and risks, the size of the organisation and other relevant factors to determine what first aid equipment, facilities and personnel should be provided, for example whether trained first aiders are needed, what should be included in a first aid box and if a first aid room is needed.

The Regulations do not place a legal obligation on employers to make first aid provision for non-employees such as students or members of the public. However, the Health and Safety Executive (HSE) strongly recommends that non-employees are included in a first aid needs assessment and that provision is made for them.

The first aid needs assessment should be an integral part of risk assessments for work activities, and first aid provision included in the planning and arrangements for the work.

<http://www.hse.gov.uk/pubns/indg214.pdf>

University first aid provision

From the University's general assessment of first aid needs, a basic first aid provision has been established and is maintained by the Estates & Facilities Directorate on all campuses at all times that they are occupied.

First aiders

Campus Security personnel at Security reception desks and Gatehouses and the Resident Assistants in the student residences are required to hold a valid First Aid at Work Certificate and act as first aiders. The Sports Attendants in the sports facilities have completed at least Emergency First Aid at Work training and some hold the First Aid at Work certificate.

First aid posters

First aid posters must be displayed in all University buildings. Posters in common areas give contact details only for the Campus Security as they can provide first aid assistance at all times. If Faculties and Directorates have their own first aiders, they may also create and display posters in local areas and must update them as necessary.

First aid boxes

There is a British Standard BS8599 -1:2011 for first aid kits but it is not a regulatory requirement under the Health and Safety (First Aid) Regulations 1981 to have kits that comply with the standard. The contents are dependent on the first aid needs

assessment. First aid boxes containing at least the minimum recommended supplies are held in central areas on each Campus, usually at Security reception desks and Gatehouses. Faculties/Directorates may decide to hold additional boxes based on their assessments of first aid needs. The contents are monitored and maintained by the host Faculty/Directorate under University arrangements and from Faculty/Directorate budgets.

First aid rooms

There is no legal requirement for every employer to have a first aid room; however, the assessment of first aid needs may identify that one is required dependent on the circumstances of the workplace. Under University arrangements, some rooms have been designated first aid rooms for the use of people who feel unwell and may wish to rest quietly. These rooms serve a dual purpose with the rest rooms required under separate legislation for pregnant and nursing mothers. The rooms have a bed, a sink with drinking and hot/cold running water and, where possible, are on the ground floor and close to toilets. Access and day-to-day management of the first aid rooms is generally the responsibility of Campus Estates & Facilities, but there may be a local arrangement with a nearby Faculty/Directorate.

Faculties and Directorate first aid provision

Faculties and Directorates must assess the need for any additional first aid provision for their activities on and off campus. If it is assessed that additional first aid provision is required, it must be provided, checked and maintained from the Faculty or Directorate resources. The first aid needs assessment must be an integral part of risk assessments for work activities and must cover all the Faculty/Directorate areas and activities. The Faculty/Directorate's additional first aid provision must be included in the planning and arrangements for the work.

Additional provision may be:

- An Appointed Person who is responsible for regularly checking the first aid kits and for ensuring that appropriate arrangements are in place and valid.
- First Aiders who have successfully completed the one-day Emergency First Aid at Work training course and hold a valid certificate.
- First Aiders who have successfully completed the three day First Aid at Work training course and hold a valid certificate.

Additional First Aiders may be needed where:

- the risk of injury (the likelihood and the severity) is higher, for example science laboratories, engineering workshops, sports facilities
 - where there is out of hours working, or off campus activities
 - where there are access restrictions, or first aiders need to be familiar with local procedures or personal protective clothing or equipment may be required
 - where there are large numbers of students and/or visitors.
- First Aiders who have successfully completed additional specialist skills training, for example to deal with hazardous substances (such as cyanide or hydrofluoric acid), babies and young children, or the use of defibrillators.
 - First aid boxes held in Faculty/Directorate common areas. These are maintained by the Faculty/Directorate first aider(s). A documented and formal inspection of the first aid kit should be undertaken by the responsible person

on a termly basis to verify that the minimum items are present and that they are in date.

- First aid boxes held by individual staff, for example those who work alone in remote areas or travel off campus or overseas.
- First aid posters in Faculty/Directorate common areas.
- An arrangement with a neighbouring Faculty/Directorate to share their first aid provision.
- Contractual arrangements with event organisers, such as groups hiring University premises, where it is made clear that the University has campus first aid provision but any additional needs must be met by the event organiser.

Advice and assistance with first aid needs assessments and risk assessments are available from the Health & Safety Unit. For guidance on factors which may affect the need for additional provision, numbers of first aiders under different circumstances, and content of first aid boxes please refer to the Health & Safety Executive's First Aid at Work leaflet at <http://www.hse.gov.uk/pubns/indg214.pdf> .