

<b>First Aid Procedure</b>	
<b>Enabling Policy Statement; Executive Owner; Approval Route:</b>	Our Safety - Chief Operating Officer - Compliance Committee
<b>Is the Procedure for internal use only (Non- disclosable)?</b>	Disclosable
<b>Associated Policy Statements:</b>	N/A
<b>Authorised Owner:</b>	Director of Health and Safety
<b>Authorised Co-ordinator:</b>	Health and Safety Manager (Professional Services)
<b>Effective date:</b>	4 June 2024
<b>Due date for full review:</b>	3 June 2027
<b>Sub documentation:</b>	<a href="#">Staff First Aid Guidance</a> <a href="#">First Aid Needs Assessment</a> <a href="#">First Aid Contents Guidance</a>

#### Approval History

<b>Version</b>	<b>Reason for review</b>	<b>Approval Route</b>	<b>Date</b>
1.0	New Document	Compliance (Health, Safety and Wellbeing Committee)	4 June 2024

## 1. Purpose

The University of Surrey is committed to providing a safe and healthy environment for all staff, students, visitors, and contractors visiting the university campus as detailed in Our Safety Policy. This includes ensuring there are robust procedures in place to provide immediate assistance in the event of ill health or injury to any staff, student or visitor working or studying under the responsibility of the University or visiting the University campus.

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities, and personnel in the way of trained first aiders to ensure their employees receive immediate attention if they are injured or taken ill at work. The regulations do not place a legal duty on the University to make first aid provisions for non-employees such as students and visitors, however, the University is committed to ensuring the health and safety of all staff, students and visitors when undertaking any work or study related activities under their control.

This Procedure sets out the University's arrangements for the suitable provision of first aid, including the provision of trained personnel, facilities, and equipment.

## 2. Scope and Exceptions to the Procedure

This Procedure applies to all University staff, students and visitors when undertaking any work or study related activities under the University's control or visiting the University campus. In addition, the Procedure has emphasis on the University first aiders, and other persons involved in the provision of first aid to ensure adequate cover for all University occupied areas.

This Procedure does not apply to:

- Work activities or premises under the control of commercial or private tenants of the University
- Sites on University land under the control of a Principal Contractor
- Mental Health First Aid.

## 3. Definitions and Terminology

For the purposes of this Procedure, '*first aid*' means:

- i. 'Cases where a person will need help from a medical practitioner or nurse, treatment for the purposes of preserving life and minimising the consequences of injury and illness until such help is obtained, and;
- ii. Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse'.

*First Aider* - someone (usually a member of staff) who has attended the appropriate certified level of training to enable them to give emergency first aid to someone who is injured or become ill while at work, and to others (e.g. students, visitors to the University).

*Automatic External Defibrillator (AED)* - A device which can be used, preferably by a trained person, to attempt to restore a healthy heartbeat.

*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.

*Training* – is equipping staff, students (and others where the University has a duty of care) with the relevant skills to deal appropriately with first aid related matters. The University provides 3 different levels of first aid training to nominated first aiders:

- *First Aid at Work Certificate (FAW)* – a 3-day course that meets the standards required to help

comply with the Health and Safety (First aid) regulations, providing a comprehensive set of skills needed by first aiders in most workplaces.

- *Emergency First Aid at Work Certificate (EFAW)* –a 1 day course that meets regulatory requirements for low-risk work environments.
- *First Aid at Work Certificate with additional enhanced training/skills* - All operational security staff receive enhanced training in AED and Epi pen.

*Briefing* – is informing such persons of relevant knowledge in relation to first aid.

Training and briefing will be made available in a range of formats according to the needs of the trainee and different groups of staff, students, and others.

#### **4. Procedural Principles**

##### **4.1. Commitment**

To provide an effective first aid response to help maintain a safe and healthy working and learning environment for staff, students, visitors and other persons, the University will:

- Allocate appropriate resources, including equipment and facilities, to provide effective first aid responses which reduce, whenever possible, the severity of the injury/illness.
- Apply risk assessment principles to establish first aid provisions and maintain appropriate numbers of First Aiders and other first aid personnel.
- Use suitably trained First Aiders or other first aid personnel to respond promptly to those people that are injured or require first aid. Suitable training will be provided by the University's approved accredited training provider. Alternatively, in the case of new staff with a current first aid certificate, equivalent training to that provided by the University's approved provider.
- Ensure that staff, students, visitors, and other persons are aware of how and where to obtain first aid assistance, including the procedure for requesting an ambulance.
- Effectively record incidents and maintain statistics on injuries and illnesses.
- Investigate incidents and first aid responses, so that corrective actions can be applied to continuously improve first aid responses and to reduce the risk of injury.

##### **4.2. Arrangements**

To meet the above principles the University will:

- Clearly define the organisational arrangements for achieving compliance (see roles and responsibilities section of this Procedure).
- Complete a comprehensive first aid needs assessment with the assistance of the Faculty Health and Safety Managers and managers within Departments and Schools to ensure the availability of appropriate first aid provision. This will consider the workforce and any associated workplace hazards and risks to help estimate the most appropriate type, quantity and location of first aid personnel and equipment.
- Review the first aid needs assessment periodically (3 yearly) or if there is a change in legislation, a significant change to the workplace hazards or risks or an increase in the number of incidents reported.
- Ensure all University First Aiders have completed the appropriate training delivered by the University's approved accredited training provider. All first aid training is managed and funded by the Central Health and Safety Team following an assessment and consideration of the number of first aiders required to cover the building or premises. All University First Aiders complete either a three-day course in first aid at work (FAW) or a one-day course in emergency first aid at work (EFAW). Both result in certification for a three-year period and all first aiders who wish to remain first aiders for the University must undergo refresher training before their three-year certification lapses. Where additional first aiders are required to meet operational/business needs e.g. in support of clinical trials, or where additional first aid provision is considered necessary to support employees with additional medical needs, the

costs of this additional first aid training and any necessary equipment must be met by the Faculty/School/Directorate.

- Ensure all onsite security personnel (Campus Safety) are first aid trained and receive enhanced training to include the use and administering of AED's and Epi pens. Campus Safety provides first aid cover for the University 24 hours a day, 365 days a year.
- Provide information, instruction and training to all staff, visitors and students on what to do in the event of an emergency. This includes how to contact a first aider, the Campus Safety emergency number and how to request an ambulance. This is done through health and safety induction training for both staff and students, online health and safety training, and detailed within the staff, student and visitor handbooks.
- Record all incidents and injuries on the University incident management system. All University first aiders are trained in the reporting process and all incidents are investigated by the relevant health and safety teams. Incident statistics are regularly reviewed and presented to the relevant Faculty/University Health and Safety Committees.

### **4.3. Roles and Responsibilities**

In meeting its statutory obligations, the University has instituted the following organisational arrangements:

#### **4.3.1. The Director of Health and Safety is responsible for:**

- Ensuring that the University has enough trained first aiders on its premises by carrying out a first aid needs assessment and reviewing it every 3 years, or after any significant change.
- Ensuring that first aiders receive adequate training in accordance with the current guidance issued by the Health and Safety Executive (HSE) and maintain records of such training.
- Considering any request for additional first aid provision made by a Department/Schools/Directorates. Any additional provision considered necessary may be charged to that Department/School/Directorate.
- Ensuring that records are kept for all Automated External Defibrillators (AED) equipment, including a suitable maintenance and testing programme.
- The provision of advice and guidance on the requirements of this Procedure and other first aid procedures.

#### **4.3.2. Heads of Department/School and Directors of Professional Services are responsible for:**

- Ensuring, where necessary, that their Department/School/Directorate has a sufficient number of other first aid personnel for specific requirements relating to their activities (e.g. fieldwork, sports first aid and special hazards).

#### **4.3.3. Line Managers are responsible for:**

- Ensuring that any member of their staff who is nominated as a First Aider is provided with sufficient time to attend necessary training and maintain the first aid equipment for which they are responsible.
- Ensuring that all new staff/students are provided with information relating to first aid provision as part of their health and safety induction.

#### **4.3.4. Campus Safety are responsible for:**

- Ensuring emergency vehicles are directed to the appropriate location on campus to ensure medical assistance can be provided promptly.
- Ensuring all Automated External Defibrillators (AEDs) are routinely inspected, and consumables/batteries replenished, as required.
- Responding to all first aid emergencies reported through the University emergency number (ext3333) or outside of core working hours.

- Attending and dealing with any first aid emergency that requires the use of an AED or Epi pen.

4.3.5. First Aiders and other first aid personnel are responsible for:

- Attending and dealing with any first aid emergency as and when the occasion arises.
- Requesting further medical help, where necessary.
- Attending any training arranged for them in respect of first aid.
- Not attempting to give first aid for which they have not been trained.
- Completing an incident report on the University's incident reporting system, following the administration by them of any first aid treatment, and assisting, where necessary, with the completion of an accident/incident report.
- Ensuring the first aid kit for which they are responsible is kept fully stocked and up to date.
- Ensuring that the information contained on the first aid signs in their building is up to date for use by anyone in an emergency.
- Familiarising themselves with the locations of all Automated External Defibrillators (AEDs) on University premises so that anyone sent to collect an AED is given clear instruction on the nearest accessible unit.
- Ensuring that any waste generated from a first aid incident is disposed of through the correct waste streams.
- Familiarising themselves with this Procedure and associated first aid procedures.

4.3.6. Individual members of staff and students should:

- Familiarise themselves with the procedures for requesting first aid and calling the emergency services.

## 5. Governance Requirements

### 5.1. Implementation: Communication Plan

The Procedure will be available via the University Procedures webpages. The Procedure is communicated through specific, relevant training – including local inductions.

The Compliance Management Group will be notified, and information disseminated through line management. Faculty Health and Safety Committees will also be informed.

This Procedure and relevant supporting documentation are also published on the University Health and Safety intranet site.

### 5.2. Implementation: Training Plan

Communicated through specific, relevant training – including the University essential Health and Safety training, local inductions, and departmental toolbox talks.

University First Aiders are trained to provide first aid to everyone; however, individuals do have the right to refuse first aid treatment. First Aiders are provided with guidance on aspects of safeguarding and cultural awareness as part of their training, so they are best placed to support the casualty whilst not putting themselves at risk. Campus Safety have both male and female staff members on every shift, meaning either can be requested when asking for a first aider.

### 5.3. Review

This Procedure is regularly reviewed by the Director of Health and Safety. Minor changes will be reviewed by the Compliance Management Group and approved by the Compliance (Health, Safety and Wellbeing) Committee. Major reviews will also be reviewed by the Compliance Management Group, prior to submission to Compliance (Health, Safety and Wellbeing)

Committee for approval, and if required, noted at Executive Board.

This Procedure will be reviewed every three years or in response to any relevant changes to legislation, if sooner. The Health and Safety Consultative Committee will be consulted during the review process, as required.

#### 5.4. Legislative Context and Higher Education Sector Guidance or Requirements

##### 5.4.1. Applicable Legislation

This Procedure complies with the requirements of the Health and Safety at Work Act 1974 and other legislation such as:

- The Health and Safety (First-Aid) Regulations 1981
- ACOP L74: First Aid at Work – Health and Safety (First Aid) Regulations 1981
- The Workplace Health, Safety and Welfare Regulations 1992.
- The Management of Health and Safety at Work Regulations 1999.

##### 5.4.2. Legislative Context

This Procedure sets out to comply with the required ‘duty of care’ placed upon the University. Under Health and Safety Law a ‘duty of care’ is generated between organisations and individuals when carrying out activities that could foreseeably cause harm.

The primary duty of care is owed through the employer-employee relationship in which the employer owes a duty of care to ensure that work activities that could result in harm to the employee are assessed and controlled. That duty of care is put into practice by the line management responsibilities as set out in the hierarchy of the organisation.

This duty of care cannot be delegated away; instead, the act of delegation must be accompanied by a realistic and workable system of monitoring or supervision to ensure that the delegated task has been adequately implemented (i.e., the responsibility is not met by giving directions; it is met when those directions have been confirmed as carried out). The result is a cascade of delegated accountability that runs through the organisation via the line management network, accompanied by a system of monitoring, supervision, and feedback.

The duty of care extends to assurance that services provided by others (be they another department of the University or contractors) are undertaken safely. The level of assurance required should be commensurate with the risk of the activity.

In addition, anyone carrying out an activity owes a duty of care to anyone who may be put at risk by the activity, such as students, staff, and visitors.

#### 5.5. Sustainability

This Procedure has no impact on carbon emissions or on energy consumption.

### 6. Stakeholder Engagement and Equality Impact Assessment

6.1. An Equality Impact Assessment was completed on **29/01/2024** and is held by the Authorised Co-ordinator.

6.2. Stakeholder Consultation was completed, as follows:

Stakeholder	Nature of Engagement	Request EB Approval (Y/N)	Date	Name of Contact
Governance	Development and	N	29	Kelley Padley,

	creation of this procedure v1.0		January 2024	Governance Officer
Members of the Compliance Management Group	Development and creation of this procedure v1.0	N	29 January 2024	Members of this Committee.
Health and Safety Consultative Committee	Development and creation of this procedure v1.0	N	29 January 2024	Jo McCarthy-Holland, Equality and Diversity Advisor.
University First Aiders	Development and creation of this procedure v1.0	N	29 January 2024	All members of this Group.
Sustainability	Development and creation of this procedure v1.0	N	29 January 2024	Martin Wiles, Head of Sustainability.