



FIRST AID PROCEDURE

September 2008.

First Aid

1. Introduction.

1.1 People can and do suffer injury or fall ill at work. This may or may not be as a result of work related activity. However, it is important that they receive first aid attention as soon as possible.

1.2 The Health and Safety (First Aid) Regulations 1981 require employers to have facilities for the provision of first-aid in their place of work.

1.3 First Aid assistance should be available promptly, efficiently and effectively before the arrival of any medical teams that may have been called. First-aid can save lives and can prevent minor injuries from becoming major ones. Employers are responsible for making arrangements for the immediate management of any illness or injury suffered by a person at work. First-aid at work covers the management of first aid in the workplace – it does not include treating ill or injured people at work with medicines.

1.4 It is the policy of Canterbury Christ Church University to provide and maintain sufficient staff qualified in first aid, in accordance with the requirements of current legislation.

2. Legislation

2.1 The University has a duty to provide First-Aid cover for all employees in accordance with the following:

- The Health and Safety (First-Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety at Work etc Act 1974

2.2 The Health and Safety (First-Aid) Regulations does NOT make provision for the treatment of members of the public, including visitors. However, the University has extended its public liability insurance to ensure that provision is made to cover qualified employees administering first-aid to visitors and members of the public, if required, on Canterbury Christ Church University premises. This provision does not extend to any public areas outside of the University.

3. Risk Assessment

3.1 The level of First-Aid cover is determined by risk assessment, which in turn will need to take the following points into consideration:

- Workplace hazards and risks

- The size of the university – in terms of staff numbers and geographical dispersment.
- The accident history in the various locations.
- The nature and distribution of the workforce
- The remoteness of the site from emergency services
- The needs of travelling, remote and lone workers.
- Employees working on shared or multi-occupied sites
- Annual leave and other absences of first aiders and appointed persons.

3.2 Canterbury Campus (General)

3.2.1 The risk assessment for the Canterbury campus includes the following locations:

1. The North Holmes Road site.
2. St. Gregory's.
3. The Priory.
4. Glebe House.
5. Lady Wootton's Green.
6. 21 New Dover Road

3.2.2. These locations will be supported, for First Aid purposes, by the Main Campus security team and First Aid trained members of staff throughout the University.

3.2.3. The focal point for first aid cover will be Campus Security (extension 2111) where first aid cover will be immediately available from the security team or from the central pool of first aiders (details of qualified first aiders is maintained by the University Health and Safety Advisor and a current list retained in the Security Lodge.

3.2.4. The following locations will produce separate first aid risk assessments based upon local practice and resources available:

1. Hall Place.
2. The Sidney Cooper Centre
3. Neville House.
4. Newingate
5. 21 New Dover Road
6. St Georges Fitness Centre.
7. St Paul's.
8. Tenison.
9. Augustine Art Centre.
10. Vernon Place.
11. Pin Hill.
12. Lanfranc.

13. Parham Road.
14. Broadstairs Campus.
15. Medway Campus.
16. University Centre Folkestone.
17. Salomons.
18. Russell Laboratories (Wye College)

3.2.5. Risk assessment has identified the overall first aid risk category for the University as LOW, therefore the number of qualified first aid trained personnel required to meet the guidelines of The Health and Safety (First Aid) Regulations 1981 equates to approximately 1 fully qualified First Aider per 100 employees.

3.3 Canterbury Campus (Higher Risk Areas – North Holmes Road)

3.3.1 The risk assessment process has identified higher risk areas within the Canterbury campus where a greater requirement for first aid is considered appropriate:

3.3.2 Art Department – With the use of lead based products, welding procedures and the use of gas fired kilns, the head of department should develop a departmental First Aid policy and is advised to retain two members of staff qualified in First Aid in addition to the provision of Appointed Persons via the Building Warden scheme.

3.3.3. Hospitality Services Department – With the inherent hazards associated with a large and busy kitchen environment, the head of department should develop a departmental First Aid policy and is advised to retain two members of staff qualified in First Aid in addition to the provision of Appointed Persons via the Building Warden scheme.

3.3.4. Estates Department – With all the hazards associated with the use of machinery, electrical plant and the occasional hazardous procedure. The head of department should develop a departmental First Aid policy and is advised to retain three members of staff qualified in First Aid in addition to the provision of Appointed Persons via the Building Warden scheme.

3.3.5 Science Department – With the inherent hazardous procedures associated with science laboratories. The head of department should develop a departmental First Aid policy and is advised to retain one member of staff qualified in First Aid in addition to the provision of Appointed Persons via the Building Warden scheme.

3.4 Outlying Campus Sites

3.4.1 The campuses at Medway, Broadstairs, Southborough (Salomons) and Folkestone will require separate risk assessments to determine levels of first aid cover required.

3.4.2 It is the responsibility of the General Manager of Salomons and the Campus Directors at Broadstairs and Medway, the Director of knowledge transfer at Hall Place and the Folkestone Campus Administrator to ensure the risk assessments are completed. The University Health and Safety Advisor will assist in the risk assessment process if necessary.

3.5 Summoning First Aid Assistance

3.5.1 For First-Aid assistance on the Canterbury (North Holmes Road) campus use the Emergency Extension **2111** (Emergency phone located in the Security Lodge).

3.5.2 The General Manager at Salomons the Campus Directors at Broadstairs and Medway and the Director of Knowledge Transfer at Hall Place also have a central point of contact for summoning first-aid assistance.

3.5.3 Signage to be displayed by all internal telephones and in all offices.(See Appendix B)

3.6 Building Wardens

3.6.1 The introduction of, 'Building Wardens', in January 2008 in compliance with the Regulatory Reform (Fire Safety) Order 2005 presented the opportunity to enhance the existing First Aid provision by incorporating the role of, 'Appointed Person', with the role of 'Building Warden'.

4. Appointed Persons

4.1 All buildings occupied by Canterbury Christ Church University staff will have at least one Building Warden who will also assume the role of Appointed Person in accordance with the Health and Safety (First Aid) Regulations 1981.

4.2. Appointed Persons will be encouraged to complete the one day 'Emergency First Aid at Work' course as recommended in the Health and Safety (First Aid) Regulations 1981, regulation 3 The training will cover the following topics:

- What to do in an emergency;
- Cardio-pulmonary resuscitation;
- First aid for the unconscious casualty;
- First aid for the wounded or bleeding.

4.3 The University Health and Safety Adviser will monitor the qualifications of First Aiders and Appointed Persons and will provide the Security Manager with the following information:

1. Members of staff who are fully qualified First Aiders complete with their location and contact details.
2. Building Wardens who have successfully completed the 'Emergency First Aid at Work' course, complete with their location and contact details.
3. Building Wardens who have not completed the 'Emergency First Aid at Work', but provide the minimum First Aid cover in low risk areas in accordance with the Health and Safety (First Aid) Regulations 1981, regulation 3.

4.4 The University Health and Safety Adviser will monitor this information and keep it up to date and will display the information on the University intranet/web.

4.5 Appointed Persons can only replace a first-aider if the first-aider is absent due to circumstances which are temporary, unforeseen and exceptional.

4.6 Appointed Persons can not replace first-aiders who are on annual leave.

5 Training and Monitoring

5.1 The University Health and Safety Advisor will monitor the qualifications of all First-Aiders to ensure their training complies with current HSE guidance and continues to meet University requirements.

6. New First-Aiders

6.1 As new and existing members of staff come forward to volunteer to become first aiders, consideration will be given to the criteria given in the Health and Safety (First Aid) Regulations 1981, regulation 3.47, for the selection of first-aiders. The selection will depend upon individuals;

- Reliability
- Disposition
- Communication skills
- Aptitude and ability to absorb new knowledge
- Ability to cope in stressful situations
- Normal duties, (they must be able to respond to emergency situations immediately)

It is also important to determine the individuals location in order to ensure that first-aid cover is dispersed efficiently across the campus.

7. First-Aid Equipment

7.1 It is the responsibility of the Building Warden to ensure that suitably stocked and properly identified containers are easily accessible, and placed, if possible, near to hand washing facilities in each building.

7.2 All first-aid containers must be identified by a white cross on a green background.

7.3. No additional material such as tablets, lotions, sprays etc, are to be kept in any First Aid container.

8 First-Aid Container Contents

8.1 The contents of first-aid containers should be examined frequently (say, six monthly) and should be restocked as soon as possible after use.

It is recommended that first-aid containers contain the following:

| | Travel Kit | Standard Kit |
|-----------------------------|------------|--------------|
| First aid Guidance Note | 1 | 1 |
| Adhesive plasters (sterile) | 6 | 20 |
| Eye Pads | 0 | 2 |
| Triangular Bandages | 2 | 4 |
| Safety Pins | 0 | 6 |
| HS Medium Dressing | 0 | 6 |
| HS Large Dressing | 1 | 2 |
| Individually Wrapped Wipes | 2 | 6 |
| Disposable Gloves (pair) | 1 | 1 |

N.B.

This list is recommendation only as no statutory contents list is provided by the HSE.

8.2. First-Aid Container Supply

First-aid containers will be supplied via the University Health and Safety Advisor and the contents monitored by the Building Warden..

Appendix 'A'

First Aid Evaluation Risk Assessment (Canterbury Campus)

1. Introduction

1.1. In order to comply with the requirements of the Health and Safety (First-Aid) Regulations 1981 it is necessary to complete a general risk assessment taking into consideration the following points:

- Workplace hazards and risks
- The size of the organisation
- The organisation's history of accidents
- The nature and distribution of the workforce
- The remoteness of the site from emergency medical services
- The needs of travelling, remote and lone workers
- Employees working on shared or multi-occupied sites
- Annual leave and other absences of first-aiders and appointed persons.

2. Risk Assessment

2.1 Workplace Hazards and Risks

2.2. No unique hazards/risks have been identified. The hazards and risks associated with Canterbury Christ Church University are no more than would be found in any large hotel complex.

2.3. Unlike some universities very little research work is carried out and when it is, it will be strictly controlled by risk assessment with appropriate control measures being applied.

2.4. The most hazardous areas within the University have been identified as:

- The Art department – with the use of lead based products, welding procedures and the use of gas fired kilns.
- Catering Department – with all the inherent hazards associated with a large and busy kitchen environment
- Estates department – with all the hazards associated with the use of machinery, electrical plant and the occasional hazardous procedure.
- Science department – with the inherent hazardous procedures associated with science laboratories.

2.5. All of the above are controlled by risk assessment and the associated control measures. The overall assessment for the Canterbury campus is considered to be Low

3. The Size of the Organisation

3.1. The University is made up of 5 campuses. The main campus located in and around the City of Canterbury (75000 m²), Salomons, at Southborough (8000 m²), Thanet campus (3000 m²) , the Medway campus and the University Centre Folkestone.

3.2. Each campus will be assessed separately for the purpose of evaluating First-Aid requirements.

3.3. The University currently employs approximately 1500 staff members, 1000 of which will be located at the main Canterbury campus. Applying the guidelines contained in the Health and Safety (First Aid) Regulations 1981, this equates to 10 qualified first aid personnel on the Canterbury site plus an additional 5 to cover annual leave and absenteeism.

3.4. Greater provision of first aid equipment, facilities and personnel will be provided for the following departments as they are more likely to undertake higher risk activities than other University departments:

- The Catering Department
- The Estates Department
- The Science Department
- The Art Department

4. The Universities History of Accidents

The accident statistics available, demonstrate the University is a low risk environment from both a general employment point of view and within the higher education sector.

5. Nature and Distribution of the Workforce

5.1. Consideration has been given to the fact that the University campus is made up of many buildings covering a large area.

5.2. Policies and procedures are in place to safeguard the needs of those employees potentially at greater risk, for example young workers, trainees and people with disabilities.

6 Remoteness of Site from Emergency Services

6.1. The Canterbury campus is close to all emergency services with a hospital A &E department within a three mile radius of the site.

7 The Needs of Travelling, Remote and Lone Workers

7.1. Separate policies have been produced to deal with the needs of members of staff who frequently travel on university business and those who work in isolation or remote from the main campus (in accordance with The Management of Health and Safety at Work Regulations 1999 reg.3).

8. Employees Working on Shared or Multi-Occupied Sites

8.1. Arrangements are put in place in accordance with The Management of Health and Safety at Work Regulations 1999, regulation 11, which requires co-operation between employers occupying the same workplace.

9 Annual Leave and Other Absences of First Aiders and Appointed Persons

9.1. The number of qualified first aiders and Appointed Persons is maintained at a level which takes annual leave and absence into consideration. However, Heads' of Department are advised to contact the University Health and Safety Advisor if it is considered the provision of First Aid is falling short of the accepted levels.

First-Aid Policy
Appendix 'A'

Signage to be displayed by all internal telephones and in all offices at the North Holmes Road Campus



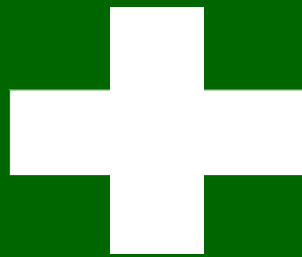
Donald Cross, CMIOSH, RSP
University Health and Safety Advisor

Dated: August 2006

First-Aid Policy
Appendix 'B'

Signage to be displayed by all internal telephones and in all offices at
the Chatham Campus

**FIRST AID
AT THE MEDWAY CAMPUS**



**FOR FIRST AID ASSISTANCE
DIAL EXT:
4450**

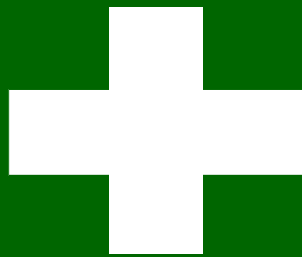
Donald Cross, CMIOSH, RSP
University Health and Safety Advisor

Dated: August 2006

First-Aid Policy
Appendix 'C'

Signage to be displayed by all internal telephones and in all offices at
the Broadstairs Campus

FIRST AID AT THE BROADSTAIRS CAMPUS



FOR FIRST AID ASSISTANCE
DIAL EXT:
5120

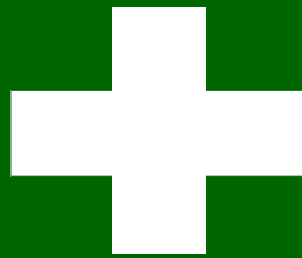
Donald Cross, CMIOSH, RSP
University Health and Safety Advisor

Dated: August 2006

First-Aid Policy
Appendix 'D'

Signage to be displayed by all internal telephones and in all offices at Hall Place

**FIRST AID
AT HALL PLACE**



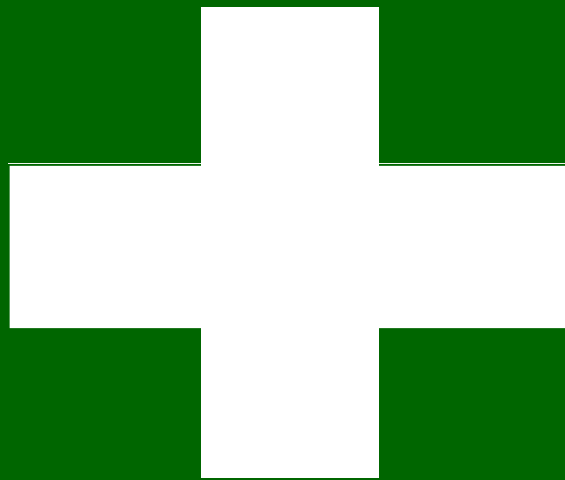
**FOR FIRST AID ASSISTANCE
DIAL EXT:
2196**

Donald Cross, CMIOSH,RSP
University Health and Safety Advisor

Dated: August 2006

First-Aid Policy
Appendix 'E'

Signage to be displayed by all internal telephones and in all offices at Salomons



**FOR FIRST AID ASSISTANCE
DIAL 0**

Donald Cross, CMIOSH, RSP
University Health and Safety Advisor

Dated: August 2006

First-Aid Policy
Appendix 'F'

Signage to be displayed by all internal telephones and in all offices at University
Centre Folkestone

**UNIVERSITY CENTRE
FOLKESTONE**



**FOR FIRST AID ASSISTANCE
DIAL 0**

Donald Cross, CMIOSH, RSP
University Health and Safety Advisor

Dated: August 2006