



Title:	First Aid Procedure in the Event of an Emergency	Author: Anne Harris	Date: 01/07/16
Doc No.:	SHEP 14	Version: 5	Review Date: 01/07/2019

FIRST AID PROCEDURE IN THE EVENT OF AN EMERGENCY

5	1/7/16	A.Harris
---	--------	----------

	St George's University of London		
	Title: First Aid Procedure in the Event of an Emergency	Author: Anne Harris	Date: 01/07/16
	Doc No.: SHEP 14	Version: 5	Review Date: 01/07/2019

Rev	Date	Amendment	Approved & Authorised by
-----	------	-----------	--------------------------

Procedure and information on First Aid in the Event of an Emergency

CONTENTS

Purpose

1. This document details the processes required to ensure that First Aid arrangements are fit for purpose to meet SGUL requirements.

First Aid Procedure Flowchart

2. The flow chart reflects the steps to be taken by authorised First Aiders in the event of an emergency incident on site.

First Aiders Definitions and Responsibilities

3. The roles and responsibilities of First Aiders
4. Associated Documents
 - 4.1 First Aid Bag Contents
 - 4.2 First Aiders
 - 4.3 First Aid Requirements Checklist
 - 4.4 First Aid Risk Assessment Checklist
 - 4.5 Suppliers Information: Bag Contents and Training
 - 4.6 Confirmation of First Aid Responsibilities and Duties

1. Purpose

The Health and Safety (First Aid) Regulations require SGUL to provide first aid to their employees who are injured or become ill at work. As a first step, employers have to make an assessment of the first aid needs appropriate to the circumstances of their workplace. This should identify what is required to provide appropriate and adequate equipment, facilities and personnel. In small, low-risk workplaces, a first aider might not be needed: it may be sufficient to have an appointed person to take charge of first aid arrangements, including looking after the first aid equipment and calling the emergency services, when required.

The regulations state that an employer:

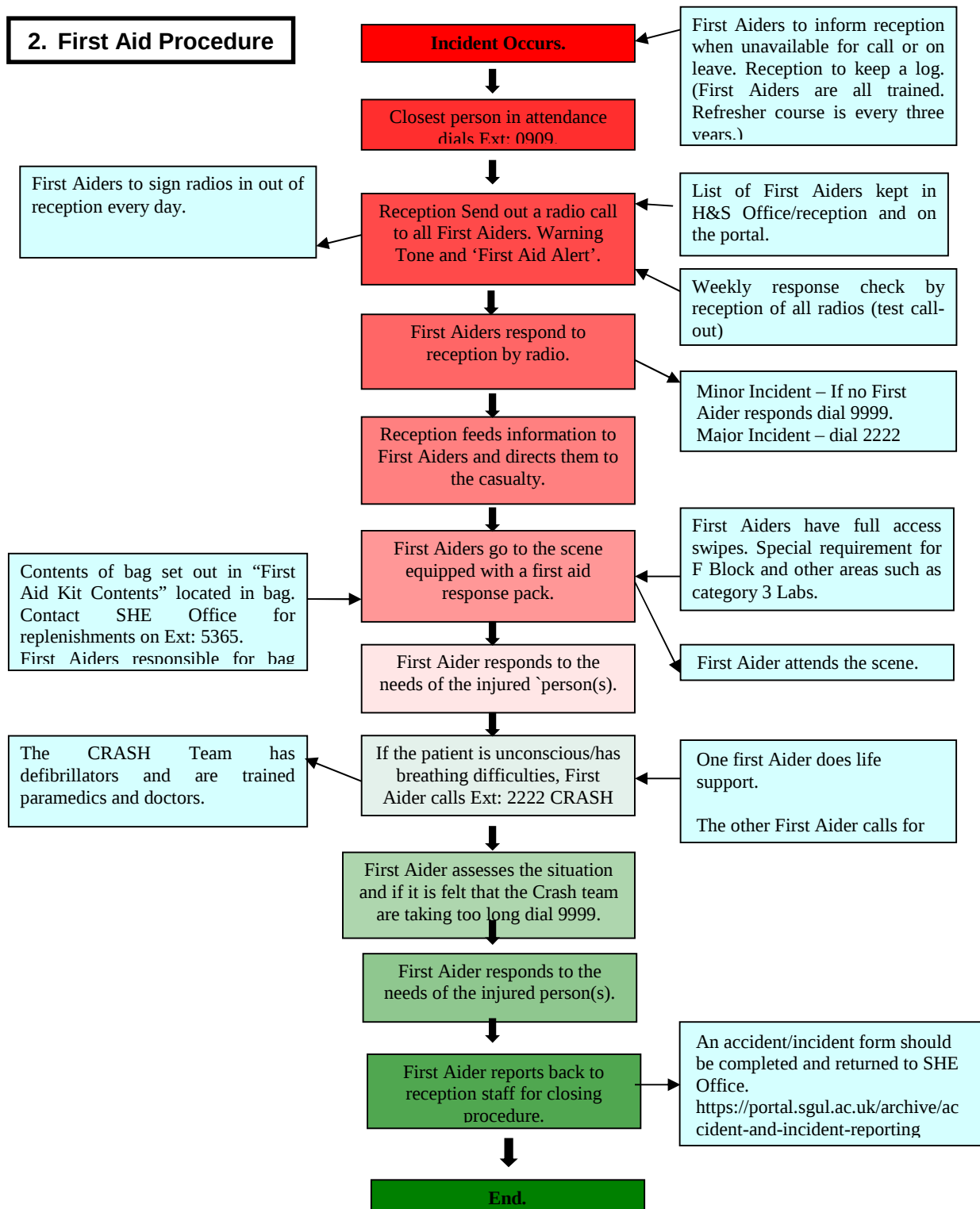
- must ensure that equipment and facilities provided are adequate and appropriate in the circumstances
- must provide an adequate and appropriate number of suitable persons for rendering first aid to employees
- must also make provision for the absence, in temporary and exceptional circumstances, of the suitable person(s) and appoint a person to take charge of the situation

	St George's University of London		
	Title:	First Aid Procedure in the Event of an Emergency	Author: Anne Harris Date: 01/07/16
	Doc No.:	SHEP 14	Version: 5 Review Date: 01/07/2019

- is required to inform his or her employees of the arrangements that have been made in connection with the provision of first aid.

This procedure aims to address all of the above issues.

2. First Aid Procedure



	St George's University of London		
	Title: First Aid Procedure in the Event of an Emergency	Author: Anne Harris	Date: 01/07/16
	Doc No.: SHEP 14	Version: 5	Review Date: 01/07/2019

3. **First Aid Definitions and Responsibilities**

Definitions

The definitions listed below are used in the Procedure and are mainly those referred to in Health and Safety (First Aid) Regulations.

First Aid

Treatment given for the purpose of preserving life and minimising the consequences of injury/illness until medical/nursing assistance arrives. First Aid also means the treatment of minor illness which would otherwise receive no treatment or which do not need treatment by a Doctor or Nurse.

Treatment administered in accordance with the training received should not expose the first aider to any litigation. The employer is usually liable for the actions of his employees carried out responsibly in the course of, and within the terms of, their employment.

Fully Certified First Aider

A person who has undergone a training course in administering first aid at work and holds a current first aid at work certificate.

Appointed Person

A person who is responsible for the maintenance of the first-aid equipment and calling for an ambulance in an emergency. They are used in low risk areas where there is not the need for a fully trained first-Aider. It is good practice that they receive training in the following basic procedures:

- Basic Life Support
- First aid for the unconscious casualty
- First aid for the wounded/bleeding
- What to do in an emergency.

Responsibilities

Institute Directors

Working through Managers, are responsible for ensuring that the requirements of this procedures are communicated and implemented within their own Institute.

SHE Department

- The SHE department will conduct a suitable and sufficient risk assessment to determine the level of first aid cover and the first aid equipment required for the site. Training will be arranged by the SHE office with a competent training provider.

Managers must ensure that:

- All staff are made aware of the procedures.
- All accidents are reported to the SHE Office on an Incident Report Form.
- There are clear signs around locating the nearest first aid box.

Fully Certified First Aiders are responsible for:

- Ensuring that their First Aid at Work Certificate is kept current by undertaking training (3 days) and a refresher course (2 days) prior to expiry of the certificate (three years). A

	St George's University of London		
	Title: First Aid Procedure in the Event of an Emergency	Author: Anne Harris	Date: 01/07/16
	Doc No.: SHEP 14	Version: 5	Review Date: 01/07/2019

lapse of the certificate will require the full 3 day course to be undertaken prior to re-certification. Training is arranged through the SHE Office. Designated First Aiders will receive remuneration for assuming their first aid responsibilities.

- Picking up the First Aid radio from reception at the start of the working day and returning it to reception when finishing work.
- To respond to the alarm tone on the first aid radio alert by contacting reception via the radio or calling Ext 0909. It is the First Aider's responsibility to advise reception when they are unavailable for first aid duties, e.g. when on leave.

If Ext. 0909 is engaged then Ext. 5556 or 6499 should be phoned to establish the whereabouts of the casualty.

NB. Responding to a first aid emergency is more important than whatever task the person is involved in at the time of call, unless the task has critical safety implications if abandoned. If the First Aider is engaged in work that cannot be left then reception should be advised that he/she is not available for first aid duties for the duration of the task.

- Managing the incident and calling for assistance without delay if appropriate.
- Assessing the situation where first aid may be required and, without putting themselves in danger, making the area safe. If situation is deemed too hazardous for the first aider to become involved in then he/she should call for the emergency services and remain with the casualty until help arrives.
- Assessing all casualties and attending to any unconscious casualties first.
- Administering treatment in line with the training received and within the capabilities of the first aider. No medication should be given to the casualty by the first aider, although the casualty can be assisted to take their own medication.
- Where there is any doubt about treatment, waiting for medical assistance to arrive.
- Ensuring that relevant information is included on the Incident Report form after the situation has been dealt with and that this is passed to the person in charge of the area concerned for completion.
- Ensuring that any items from the first aid box and other items of first aid equipment identified by the risk assessment, used in an incident are replaced/replenished as soon as possible.

Appointed Persons are responsible for:

- Ensuring that their First Aid Appointed Persons Certificate is kept current by undertaking the 1 day training course arranged through the SHE Office.
- Taking charge when someone is injured or falls ill and calling for the appropriate medical assistance or arranging transportation to the Accident and Emergency Department.
- Administering first aid only when the appropriate training has been undertaken to do so.
- Ensuring that relevant information is included on the Incident Report form after the situation has been dealt with and that this is passed to the person in charge of the area concerned for completion.
- Ensuring that the first aid boxes are kept stocked and other first aid equipment, identified by the risk assessment, is available and in date.

	St George's University of London		
	Title: First Aid Procedure in the Event of an Emergency	Author: Anne Harris	Date: 01/07/16
	Doc No.: SHEP 14	Version: 5	Review Date: 01/07/2019

All staff are responsible for:

- Knowing who the first aiders and/or appointed persons are for their area of work.
- Ensuring they can identify the location of the nearest first aid box.
- Contacting Security 0909 immediately in the event of injury, accident or sudden ill-health whilst at work.

Risk Assessment – See S.4.6 for risk assessment checklist (carried out by the SHE office)

In order to determine the level of First Aid cover required in an area, a risk assessment must be carried out, as per the requirements of the Management of Health & Safety at Work Regulations (1999).

The HSE suggest the following number of first aiders:

Category of risk	Numbers employed at any location	Suggested number of first-aid personnel
Lower risk e.g. offices and libraries	Fewer than 50 50-100 More than 100	At least one appointed person At least one first aider One additional first aider for every 100 employed
Medium risk e.g. light engineering work, food processing, warehousing	Fewer than 20 20-100 More than 100	At least one appointed person At least one first aider for every 50 employed (or part thereof) One additional first aider for every 100 employed
Higher risk e.g. most construction, chemical manufacture, extensive work with dangerous machinery, hazardous substances or sharp instruments	Fewer than 5 5-50 More than 50	At least one appointed person At least one first aider One additional first aider for every 50 employed

The following points should be considered:

- Workplace hazards and risk to injury and ill health, including:
 - Specific hazards such as chemicals, tools, machinery or objects, and
 - Areas of additional risk such as kitchens, workshops or laboratories
 - Work processes that need a specific type of first aid
- Size of the area/department and if there are any remote outposts
- The size, nature and distribution of the workforce, including:
 - Inexperienced or young staff
 - New or expectant mothers
 - Staff who have a disability or ill-health
 - Shifts workers, lone workers and out of hours workers
 - Staff with language or reading difficulties
 - Areas of shared occupancy

	St George's University of London		
	Title: First Aid Procedure in the Event of an Emergency	Author: Anne Harris	Date: 01/07/16
	Doc No.: SHEP 14	Version: 5	Review Date: 01/07/2019

- (d) Areas where the public visit, (there is no legal responsibility to provide first aid for non-employees but there is a recommendation from the HSE that they are considered when making first aid arrangements.
- (e) Records of previous incidents and ill-health and the areas where they have occurred.

4.1 **First Aid Bags Contents**

What should a first-aid box in the workplace contain?

The decision on what to provide will be influenced by the findings of the first-aid needs assessment. As a guide, where work activities involve low hazards, a minimum stock of first-aid items might be:

- a leaflet giving general guidance on first aid (for example, HSE's leaflet [Basic advice on first aid at work](#));
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
- sterile eye pads;
- individually wrapped triangular bandages, preferably sterile;
- safety pins;
- large sterile individually wrapped unmedicated wound dressings;
- medium-sized sterile individually wrapped unmedicated wound dressings;
- disposable gloves (for advice on latex gloves please see [Selecting latex gloves](#))

This is only a suggested contents list.

It is recommended that you don't keep tablets and medicines in the first-aid box.

Additional items may include:-

- 1 x resusci aide or ladael pocket mask
- Tuff Kut scissors
- Hydrogel for use on burns
- 1 x Hand Sanitizer
- Latex Free / Nitrile / Butrile gloves
- 10 alcohol-free wipes for cleansing where water cannot be used.
- Supabsorbent material for sick, blood wiping
- yellow clinical bags
- survival blanket

Other contents within the bags

- Accident forms and a pencil.

4.2 **A Current List of First Aiders can be found on the Portal**

https://portal.sgul.ac.uk/she/she-information/first_aiders_list

	St George's University of London		
	Title:	First Aid Procedure in the Event of an Emergency	Author: Anne Harris Date: 01/07/16
	Doc No.:	SHEP 14	Version: 5 Review Date: 01/07/2019

4.3 First Aid Requirements Checklist

This checklist can be used as an aid to risk assessment and to help comply with the Health and Safety (First Aid) Regulations 1981.

Risk being considered	Adequacy of existing controls				Risk assessment reference number (from general assessment form)
	Risk present in work area	Adequate/Yes	Inadequate/No	Not applicable	
The level of first aid provision to staff that are injured or become ill at work.					
Are there risks of injury / ill health from work processes?					
Are there any specific risks on site e.g. hazardous substances?					
Is there a requirement for specialised equipment?					
Is there a requirement for specialised training?					
Have first aiders / appointed persons been updated or receive periodic refresher training?					
Do you hold up to date training records?					
Have first aiders been issued with personal protective equipment e.g. Resusci aide and gloves?					
Additional Areas not considered:					
Comments:					

This checklist can be used as an aid to risk assessment and to help comply with the Health and Safety (First Aid) Regulations 1981.

	St George's University of London		
	Title: First Aid Procedure in the Event of an Emergency Doc No.: SHEP 14	Author: Anne Harris Version: 5	Date: 01/07/16 Review Date: 01/07/2019

4.4 **First Aid Risk Assessment Checklist**

Location:		Date of assessment:			
Names of those involved in the assessment:					
Name of manager:					
To be completed by service manager: I do / do not (please delete) accept the findings of the assessment checklist. (See attached statement)					
Signed:		Review assessment date:			
Risk being considered	Adequacy of existing controls				Risk assessment reference number (from general assessment form)
	Risk present in work area	Adequate/Yes	Inadequate/No	Not applicable	
The level of first aid provision to staff that are injured or become ill at work.					
Has an audit and risk assessment of the first aid provision in your area been carried out and forwarded to the SHE Office for review?					
Are all first aiders in roles that enable them to leave their own work immediately to attend to a situation where first aid is required?					
Are all your first aiders appropriately trained?					
Are there sufficient first aiders to cover periods of planned and unplanned staff absence?					
Are the locations of first aid boxes signposted?					
Are the contents of first aid boxes reviewed, updated and recorded at regular intervals?					
Do you report all first aid incidents on incident report forms to the SHE office?					
Have you made first aid provision for the following groups of workers					
Workers involved in processes that need a specific type of first aid?					
Staff with disabilities or ill health?					
Staff with language or reading difficulties?					
Staff travelling or working alone on SGUL business?					
Areas of shared occupancy?					
Shift and out of hours workers?					

4.5 **Please contact the SHE Office for suppliers Information for First Aid bag contents and Training**

First aid empty bags can be ordered from www.firstaid4sport.co.uk

	St George's University of London		
	Title:	First Aid Procedure in the Event of an Emergency	Author: Anne Harris Date: 01/07/16
	Doc No.:	SHEP 14	Version: 5 Review Date: 01/07/2019

4.6 **Confirmation of First Aid responsibilities and duties**

If you are a designated first aider or appointed person in St George's University of London please sign the confirmation below and return to:

Safety Health and Environment Office
Room 01.233, Corridor 10,
Basement Floor,
Jenner Wing
SGUL

I [print name] confirm I have read this procedure and understand my first aid role and responsibilities.

I will undertake to discharge my responsibilities as specified in the procedure and will inform the SHE Office when I require update training.

I will also inform the SHE Office if my circumstances change and I am no longer able to perform first aid duties.

Signed:

Date: