



**St Mary's
University
Twickenham
London**

Policy on First Aid

**HSPG 5
Version 5
August 2022**



St Mary's University
Waldegrave Road, Strawberry Hill,
Twickenham TW1 4SX
Switchboard 020 8240 4000
www.stmarys.ac.uk

Policy on First Aid

1. Statement of Policy

The Health and Safety (First-Aid) Regulations 1981 as amended 2013 require employers to make adequate provision for first-aid. Provision of first-aid will not in itself prevent accidents or ill-health, but may well reduce the seriousness of harm resulting from an accident. In certain cases prompt application of first-aid could save a life.

The Health and Safety (First-Aid) Regulations 2013 removes the requirement for HSE to approve 1st Aid training and qualifications. There is now flexibility in how organisations manage provision of first aid in the workplace.

The University needs to make an assessment of its first-aid needs to establish what provision for first aid is required. This will depend upon the workplace, taking into account, among other things, the number of employees, size, location and work activity. This policy is intended to ensure that adequate provision exists in terms of trained first-aiders, equipment and supplies in order to deal with the consequences of accidents and ill-health that may befall staff, students and visitors to University premises.

First-aiders are volunteers and the University recognises the importance of the role played by these people.

2. Organisation and responsibilities

2.1 The Health & Safety Officer

- Will liaise with other managers and others, as required, in order to ensure the effective implementation of this policy.

2.2 Faculty / Professional Service Managers

- Will liaise with the Health & Safety Officer to ensure that there are adequate numbers of trained first-aiders at the centres under their control;
- Will liaise with the Health & Safety Officer to ensure that there are adequate facilities for first aid, including adequate numbers of first-aid boxes, in suitable locations within their centres.
- Will ensure that all staff within their areas know how to obtain first-aid assistance;
- Will ensure that students within their areas know how to obtain first-aid assistance.
- A First Aider should be included in all field trips. "See Policy for Field Work"

2.3 First-Aiders

First-aiders must be nominated by individual Heads of Faculty / Professional Service. Possession of a first-aid certificate does not automatically mean that a staff member is or will be a nominated first-aider. Nominated first-aiders will

- Be responsible for providing first-aid assistance to staff, students and visitors as required and within the limits of their knowledge and training;
- Ensure that, where appropriate, accident report forms are completed, including details of first-aid treatment given;
- Provide, on request, a copy of their current first-aid certificate to the Health & Safety Officer and HR;
- Will undertake such training and retraining as may be required;
- Will liaise with the Health & Safety Officer to ensure that the contents of first-aid boxes within their area of responsibility are replenished as necessary.

2.4 Health & Safety Officer

The University Health & Safety Officer will

- Liaise with School/Service Managers as necessary to ensure that there are adequate facilities for first-aid and adequate numbers of trained first-aiders as may be appropriate for each location within each centre;
- Keep a list of nominated first-aiders;
- Arrange training and retraining of first-aiders;
- Arrange the provision of first-aid boxes, equipment and supplies, including replacement supplies as necessary.
- Provide details how a first aider can be requested directly and/or via security
- Ensures that staff induction training contains details of the University provision for first aid.
- Liaise with teaching staff, as appropriate; to ensure that student induction includes details of how to obtain first-aid assistance.

3. Arrangements

3.1 The following arrangements will apply

- Adequate numbers of trained first-aiders will be nominated for each location within the University estate;
- A list of nominated first-aiders will be kept by the Health & Safety Officer, HR and the Health and Safety Co-ordinators as well as being available online.
- First-aid training will be arranged for persons nominated to be first-aiders. Such training will be to HSE approved standard;
- Requalification training will be arranged at intervals not exceeding three years;
- First-aid boxes will be provided at suitable points in each location within the campus structure;
- For each locality the contents of the first-aid boxes will be checked at regular intervals by the local first-aiders;
- First-aid boxes will be refilled as necessary on request from first-aiders;
- Staff induction training will include details of the University provision for first aid.
- Student induction training will include details of how to obtain first-aid;
- A list of locations of first aid boxes will be kept at security.

Document title	First Aid
Version	4
Person responsible	HSO
Author	Terry Bhogal / Graham Smith
Document date	Nov 2005
Last amended	January 2016 / March 2017 / August 2019
Effective from	January 2014
Review date	August 2025
Impact Assessment date	TBC
History (where discussed / who circulated to / committees considered	HSC