

First Aid Policy

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1. Introduction

London Metropolitan University will comply with the relevant legislation regarding provision of first aid to all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to students and others who may also be affected by our activities or injured on University premises.

This policy lays out the duties of the University and its First Aiders and the procedures for fulfilling them.

2. Legislation

The three main pieces of legislation of specific relevance to First Aid at Work are:

The Health & Safety at Work Act 1974 (HSWA)

Section 2.1 of the HSWA requires employers to ensure, as far as is reasonably practicable, the health, safety, and welfare at work of all employees.

The Management of Health & Safety at Work Regulations 1999 (MHSW)

In order to implement the MHSW Regulations "Every employer shall make suitable and sufficient assessment of:

- (i) The risks to the health and safety of his employees to which they are exposed whilst at work
- (ii) The risks to ensure the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking."

The Health & Safety (First Aid) Regulations 1981

The Health & Safety (First Aid) Regulations place a legal duty on employers to make adequate first aid provision for their employees in case they become ill or injured at work.

3. Definition of First Aid

First Aid means:

- In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness, until such help is obtained and

- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.
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Source: Health and Safety (First Aid) Regulations 1981

- First Aiders are **not** able to provide professional medical treatment, provide diagnoses, dispense medicines, or give medical oxygen.

4. Responsibilities

4.1. Roles and responsibilities

- The **Health and Safety team** will undertake the first aid needs assessment and will recommend the provision of first aid equipment, facilities and personnel required for each school/ department. ([Appendix A](#)).

The assessment will be reviewed annually, or because of a change in the type of activity; numbers of staff or an increase in the numbers of accidents reported. The first aid needs assessment conducted by the H&S team does not only account for staff use of each building, but also for first aid cover for students and visitors.

Health and Safety team will regularly review the list of first aiders and refer those with expiring certificates to book a refresher.

- **Estates team** is responsible for maintenance of First Aid provision and defibrillators.
- **Heads of Schools/ Departments** are responsible for ensuring a sufficient number of first aiders are nominated. First Aiders will be remunerated from the Schools/Department budget for the role at a level set by Health & Safety Committee and reviewed periodically.
- The **Centre of Professional Development (CPED)** will ensure that all designated first aiders have received appropriate training and that refresher training is provided.
- **University staff** must be familiar with First Aid arrangements outlined in this policy and will have to consider first aid provision at events, practical's or during off site work as part of the specific risk assessment for these activities. In cases of activities involving special hazards (i.e.) chemicals, additional training and/or equipment may be required.
- **Security staff** will provide basic first aid cover outside of normal working hours, however it is recognised that it may not always be easy for them to respond, so those staff managing regular work, or organising events outside of normal working hours should consider first aid provision.
- **Contractors** are required to make their own assessment of first aid needs and to make suitable first aid provision for their activities when on site.

- **University First Aiders:**

- Must have a First Aid at Work Certificate which is valid for three years.
- First Aiders should respond to callouts immediately, assessing the situation quickly and safely and where appropriate summoning extra help.
- First Aiders must protect themselves, casualties, and others at the scene from any possible dangers. If the area cannot be made safe or emergency services are required call 999 and then Security on 02073203333. Security will assist emergency services with finding you on site and escorting the services back in the most efficient way.
- As far as is reasonably practicable, prevent cross-infection between the first aider and the casualty, by wearing gloves and washing hands thoroughly after treatment.
- Ensure [reporting of first aid incidents](#) through the University accident reporting procedure by fully completing the online accident report form.
- Ensure First Aid boxes in the local area are adequately supplied and within date (a list stating the suggested contents of First Aid Boxes can be found in the first aid kits) and report to H&S team if provision needs restocking. Guidance on First aid kit contents is available from the HSE using the following link - <https://www.hse.gov.uk/pubns/indg214.pdf>
- Dispose of all first aid waste via the clinical waste bins located in each of the first aid rooms.
- Inform the Health & Safety Team should you wish to cease acting as a First Aider or if you are leaving the University.

4.2. First Aid Provision

First Aiders are available Monday to Friday during normal working hours including University vacation times. Outside of these hours security campus staff are available to provide first aid and can be reached via the emergency number 02073203333 however it is recognised that this may not always be easy for them to respond, so those staff managing regular work, or organising events, outside of normal working hours should consider additional first aid provision.

Where there are certain circumstances, such as remoteness from emergency services (e.g. field work trips) or special events (e.g. open evenings, graduation), there may be a need to put in place special arrangements to meet the requirements of the First Aid Regulations. These arrangements should be specified by the risk assessment and advice can be sought from the Health and Safety Team.

4.3. First Aid Assistance

Call the closest First Aider to you. A list can be found on the Health & Safety webpages [First Aiders](#).

In the event of an emergency please ring 020 7320 3333.

5. Facilities

5.1. First Aid Rooms

The university has a designated first aid room in each campus building. The equipment therein will be maintained by Estates under the supervision of the Health and Safety team with the support of others (i.e.) first aiders to report any faults. First aid provision is maintained by CBRE. This room will act as a rest room for those staff or students feeling unwell and may also be used as required by new or expecting mothers. Please contact building reception for relevant keys.

The current location of first aid rooms are:

University First Aid Rooms	
Tower Complex	TG-06
Science Centre	SCG-13
Learning Centre	LCG-02
Calcutta House	CMG-N20a

5.2. Equipment

First aid kits are located sitewide and are easily accessible. First Aid kits will also be located at building receptions. Additional equipment or facilities will be provided as identified in the first aid needs assessment.

Additional equipment, such as showers or treatment required for particular hazards, identified as being required through risk assessment will need to be purchased and maintained by the School/Department as required.

5.3. Automated External Defibrillators

The University has installed Automatic Emergency Defibrillators across the university campus, and these are located as follows.

Tower	Main Reception
Learning Centre	Reception
Science Centre	Reception 1 st floor
Rocket	Reception
Calcutta House	Reception

6. Reporting of First Aid incidents

All staff, students and contractors are required to ensure all incidents that occur on University premises, or during University activities, are reported to the Health and Safety Team for investigation. Students must report incidents to a member of staff. Contractors must report incidents to their site contact. University staff must report H&S incidents and near misses via the incident/accident form on the Health and Safety webpages. In the case of a major incident, this should be done promptly via telephone. All incidents should be reported using the online reporting system [Incident Reporting](#).

All data will be treated confidentially. Data relating to injuries/ill health which are reportable under legislation (e.g. RIDDOR 2013) will be reported to the applicable authorities as appropriate by the Health and Safety team. Analysis of first aid incident statistics will be carried out by the Health and Safety team to identify trends and ensure corrective action is undertaken. Anonymised data may be discussed in meetings and reported to management as appropriate.

See [Accident Reporting and Investigation Policy](#) for more details.

Appendix A - Assessment Results and Gap Analysis – First Aid Needs Assessment 2022/23

Assessment Results

The minimum service levels are based on the following factors.

First aid arrangements for Schools and Departments should be included in the local H&S plan.

Security and Front of House will continue to respond to first aid related incidents, but should be regarded as an additional provision.

Appointed person responsibilities are held jointly by

- University Health & Safety team looking after the first-aid equipment and facilities.
- If an ambulance is required, call 999 (the emergency services) from the scene. A second call should then be made to University Security 020 7320 3333

Minimum Service Levels for staff trained in 'First Aid at Work 3 day'

	Actual position	Desired position	Gap
Tower Complex	8	8	0
Learning Centre	1	2	1
Accelerator	1	2	1
Aldgate Campus	5	6	1
Science Centre	7	3	0



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