

Health and Safety Services

Procedure for First Aid at Work

Introduction

1. People at work can suffer injuries or fall ill at any time. It doesn't matter whether the injury or illness is caused by the work they do or not. What is important is that they receive immediate attention and that an ambulance is called if required. First aid at work covers the arrangements that need to be made to ensure that this happens as it can save lives and prevent minor injuries becoming major ones.
2. The Health and Safety (First Aid) Regulations 1981 require that employers provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.
3. It is the University's policy to do all that is reasonably practicable to ensure a safe and healthy working environment for staff and other individuals on its premises. This includes provision of adequate levels of first aid. First aid provision should be seen as part of the wider management of health and safety at work within the University.

Arrangements

4. To comply with the legislation The University of Manchester will:
 - Ensure that all employees, students, visitors of / to The University of Manchester have access to adequate and appropriate first aid facilities, equipment and suitably trained personnel,
 - Provide such number of suitable people as is adequate and appropriate to the University's circumstances to render first aid to its employees, students, etc. if they are injured or become ill.
 - Ensure that these persons are suitably trained to carry out these requirements and that this training is maintained.
 - Provide adequate and appropriate finances, facilities and equipment to enable these people to render first aid to others and ensure that the facilities and equipment are suitably maintained.
 - Inform employees and students, and others who may need them, of the arrangements made for the provision of first aid and the location of facilities, equipment and personnel.

Responsibilities

5. **The Heads of Schools and Directorates** will ensure that the requirements of this Procedure and associated procedures are implemented and adhered to within their areas of responsibility. In particular, they must ensure, so far as is reasonably practicable, that: -
 - A first aid needs assessment is undertaken for their areas of responsibility.

- The required numbers of first aid personnel identified by the first aid needs assessment are put in place, and that this number is maintained.
- Those volunteers appointed to be first aid personnel have all the necessary attributes and the flexibility of job in order to allow them to fulfil the requirements of the role prior to training. These appointments will be based on the findings of risk assessments which identify first aid needs for the various areas of the University.
- Suitable equipment and facilities are provided for first aid treatment.
- The identity and contact details of first aid personnel are communicated to all members of the Faculty, School, Centre or Directorate
- First aid personnel are given the time to carry out their duties and maintain their level of competence.

6. **All individual members of staff**

7. **The First Aid Coordinator** will ensure, so far as is reasonably practicable, that in all areas of the University, the requirements of the Health and Safety (First Aid) Regulations 1981 are complied with. The identification of the first aid requirements in these areas is to be based on appropriate risk assessment in accordance with the regulations.

Document control box	
Procedure title:	Procedure for First Aid at Work
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Supersedes:	University Code of Practice and Guidance on the Health & Safety (First Aid) Regulations 1981
Previous review dates:	January 2006
Next review date:	Upon significant change
Equality impact outcome	Initial screening will take place during the consultation process.
Related Statutes, Ordinances, General Regulations	<p>Health & Safety at Work etc Act 1974 and relevant statutory provisions</p> <p>Health & Safety (First Aid) Regulations 1981</p> <p>University of Manchester Statute XII(g)</p> <p>University of Manchester Statute XIII, Part III to do with disciplinary procedures for members of staff</p> <p>General Regulations, Regulation XVII, 3(f) and 5(a) to do with misconduct of students</p>
Related Policies:	Health & Safety Policy
Related Procedures:	A-Z of documents on specific health & safety topics, at http://www.campus.manchester.ac.uk/healthandsafety/CoPs&Guidance.htm
Related Guidance:	
Related information:	The Health & Safety (First Aid) Regulations 1981
Policy owner:	Director of Health & Safety Services (currently Dr S A Robson)
Lead contact:	University First Aid Co-ordinator (currently Mrs Janet Makin)