



HEALTH AND SAFETY First Aid Provision

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[Health and Safety Policy and Procedures - Health and Safety \(ulster.ac.uk\)](https://www.ulster.ac.uk/health-and-safety-policy-and-procedures)

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1. PURPOSE

- 1.1 The purpose of this procedure is to define the University's method of having first-aid provision for each of their campuses to ensure the University is complying with the Health and Safety (First Aid) Regulations (Northern Ireland) 1982 (as amended)

2 SCOPE & COMMENCEMENT

- 2.1 This procedure applies to all areas of operation within the University, with effect from February 2024. It applies across all of the University's campuses.

3 BACKGROUND

- 3.1 Employers have a legal duty to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work. It doesn't matter whether the injury or illness is caused by the work they do, what is important is that they receive immediate attention and that an ambulance is called in serious cases. First aid can save lives and prevent minor injuries becoming major ones. First-aid provision in the workplace covers the arrangements that need to be made to manage injuries or illness suffered at work which will include employees, students, contractors, service providers and members of the public. The Regulations do not prevent staff who are specially trained from taking action beyond the initial management stage.

4 DEFINITIONS (see Appendix 4)

First Aider: High risk – FAW	An employee of Ulster University who has a valid certificate of competence in First Aid at Work (FAW). or Emergency First Aid at Work and is listed on the H&S First Aid Database as a first aider.
First Aider: Low risk - EFAW	An employee of Ulster University who has a valid certificate of competence in Emergency First Aid at Work and is listed on the H&S First Aid Database as a first aider.
Appointed Person	Where an employer's assessment of first-aid needs identifies that a designated first-aider is not required, the minimum requirement for an employer is to appoint a person to take charge of the first-aid arrangements, including looking after the equipment and facilities, and calling the emergency services when required. Arrangements should be made for an appointed person to be available to

	undertake these duties at all times when people are at work.
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5 KEY LEGAL REQUIREMENT

5.1 The Health and Safety (First Aid) Regulations (Northern Ireland) 1982 (as amended) require employers to: -

- Provide equipment and facilities that are adequate and appropriate in the circumstances to enable first-aid to be provided for employees if they are injured or become ill at work.
- Provide suitable persons appropriate in the circumstances for providing first-aid to employees if they are injured or become ill at work. A person shall be suitable if they have undergone First Aid training and passed gaining the appropriate qualification.
- In addition to the legal requirements outlined above, the University will take into account the need to provide First Aid for Students as well as risk factors for different locations.

6 RESPONSIBILITIES

Vice- Chancellor

6.1 On behalf of the Council the Vice-Chancellor has executive responsibility to ensure, that the requirements of the health and safety legislation and the University health, safety and wellbeing policy are complied with. The Vice-Chancellor will ensure that responsibility for health and safety is properly assigned and accepted at all levels within the University.

Deputy Vice Chancellor (DVC), Pro Vice Chancellors (PVC), Chief People Officer (CPO), Chief Finance and Strategy Officer (CFSO) Deans, Directors, Heads of Schools and Departments and Research Institute Directors

6.2 Are responsible for ensuring that all requirements for First Aid have been assessed and controlled as laid out in this procedure.

Managers

6.3 **Must ensure that:**

The staff in their school/department are aware of this procedure and their responsibilities.

- The first aid provision required in their area is risk assessed (with assistance from the Health and Safety Team) and ensure that the level of cover assessed as necessary will be available to all relevant people at all appropriate times.

- HSW are notified quickly of any significant changes which may affect a first aider's availability to provide first aid cover
- Prospective first aiders and appointed persons are identified and liaise with the Health and Safety Team for refresher/training.
- Required reporting is completed as per procedure. (Appendix 6)
 - They liaise with first aiders/ appointed person to ensure first aid signage in their area is correct and appropriate. (Appendix 3)

First Aiders

6.4

First Aiders should ensure: that within their area/department:

- The first aid box(s) for which they have responsibility are adequately stocked, readily accessible and reviewed each semester or following an incident to ensure an appropriate level of stock.
- They liaise with management to ensure first aid signage in their area is correct and appropriate. (Appendix 3)
- They provide first aid assistance in accordance with their training when and wherever required across the University.
- Required reporting is completed as per procedure e.g., accident (Appendix 6)
- They call the emergency services and security officers/Estates Patrol when required.
- HSW are notified quickly of any significant changes which may affect a first aider's availability to provide first aid cover.

Appointed Persons

In areas/Departments-where there is no trained first aider an appointed person should ensure that:

- Any first aid box, not under the direct control of a trained first aider, which may be in that area is adequately stocked, readily accessible and reviewed each semester or following an incident to ensure an appropriate level of stock
- They liaise with management to ensure first aid signage in their area is appropriate.
- They call the emergency services and security officers/Estates Patrol for assistance when required
- Required reporting is completed as per procedure e.g., accident (Appendix 6)

Sports Centres and Security Officers

All Security/Estates Patrol staff and Sports' Centre operational staff are qualified first-aiders. Security/Estates Patrol staff should bring a first aid box to the scene of any incident on campus where first aid assistance has been requested.

The Health & Safety team

The Health & Safety team is responsible for:

- Organising of the initial training and re-certification training courses.
- Maintaining a register of trained first-aiders and appointed persons.
- Provision of any new First Aid advice.

7. FIRST AID SUPPLIES

- 7.1 It is essential that risk assessments are carried out in each area to ensure that adequate first aid supplies are available for the level of risk assessed in that area.
- 7.2 A first aid box must be easily accessible to a trained first aider, who is responsible for checking the contents for which they have responsibility are adequately stocked and reviewed each semester or following an incident to ensure an appropriate level of stock. Where applicable the Appointed Person is responsible for checking the contents of any other first aid boxes and reviewing each semester or following an incident to ensure an appropriate level of stock. (See Appendix 1).
- 7.3 When the assessment of first-aid requirements has been completed, the line manager should provide the materials, equipment and facilities needed to make sure that the level of cover identified as necessary will be available to employees, students, contractors, service providers and visitors at all relevant times. This will include ensuring that first-aid equipment is suitably marked and easily accessible.

The minimum level of first-aid equipment is a suitably stocked and properly identified first-aid container. (See Appendix 1)

All first-aid containers should be identified by a white cross on a green background. Guidance on the contents of first-aid kits can be found in (Appendix 1).

The contents of first-aid containers should be examined frequently and restocked soon after use

8. FIRST AID PROCEDURE

General

8.1 Appropriate information on local first-aid arrangements must be given to all new employees, students, and contractors as part of their general health and safety induction.

8.2 All staff and students should be informed/reminded by line managers/academic supervisors about both local and campus first aid

arrangements at least annually. This could be as part of a H&S induction, School Board meetings, Course committees, etc.

Actions in the event of Ill Health or an Accident

8.3 If a member of staff, visitor, contractor/service provider or student becomes unwell or sustains a minor injury; they should seek assistance from the nearest member of staff.

8.4 In the case of a **minor injury or illness** the member of staff should: -

- Contact the nearest first aider, check local first aid signage if unknown, or
- If necessary, accompany the casualty to the nearest security desk or sports centre reception.

EMERGENCY TELEPHONE NUMBER for all campuses
028 70123456 (from mobile) 22222 (from internal phone)

8.5 In the case of a **serious injury or illness** e.g. casualty found unconscious, a member of staff should immediately

- Make sure the area is safe e.g., turn off a machine involved, if it is safe to do so
- Dial (9) 999 or (9) 112 from a landline. Alternatively, 999 or 112 from your mobile directly and ask for the ambulance.
- From landline (DDI 028 701 23456) Internal extension phone 22222 or use the Safezone app to notify security of exact location and what is happening
- Contact the nearest first aider, check local first aid signage if unknown
- Stay with the casualty until assistance arrives.

EMERGENCY TELEPHONE NUMBER for all campuses
028 70123456 (from mobile) 22222 (from internal phone)

9. ASSESSMENT OF FIRST AID PROVISION

9.1 The provision will be dictated by the risk assessment completed in each work area. No fixed level exists but each department through the risk assessment process needs to assess what personnel and facilities are appropriate. See section 6.1 Health and Safety Partners can provide advice on type of First Aid provision. A manager requesting training in First Aid at Work must complete an application for first aid training form, see Appendix 2, and forward this to Health Safety and Wellbeing Team at healthandsafety@ulster.ac.uk

9.2 In order to ensure adequate coverage, schools/departments in shared areas must agree to share and coordinate first-aid cover where required. Such agreements must be clearly communicated to all staff and students in that area. See 8.2

- 9.3 Where specific hazards exist, the risk assessment will identify any required first aid provision, etc.; the schools or departments must identify a person or persons who will undertake specialised additional training.
- 9.4 Schools/departments should risk assess whether first aid provision is required for:
- Taking student groups off campus
 - Field trips and Field Work
 - Events involving the public particularly under 16-year-olds
- 9.5 An appropriately stocked first aid box should be available. Appendix 1.

10. TRAINING

First Aiders

- 10.1 Before taking up first aid duties, a first aider must have undertaken training and been assessed as competent in First-Aid at work (FAW) or Emergency First-Aid at work (EFAW). FAW/EFAW training equips the first aider to apply first-aid to a range of specific injuries and illnesses. A monthly honorarium is payable to Ulster University First Aiders on successful completion of their training.

Appointed Persons

- 10.2 Appointed persons should familiarise themselves with this procedure. Although not requiring first-aid training it is recommended that they, as well as all staff, watch the attached CPR video from the British Heart Foundation.

https://www.bhf.org.uk/revivr?gclid=EAlaIqobChMI8OzXiaCU-wIV5oBQBh1TsQX8EAAAYASAAEgIpSvD_BwE&gclidsrc=aw.ds

Re-certification Training

- 10.3 FAW/EFAW certificates are valid for three years, however a qualified first aider can attend a course up to three months before the expiry date of their certificate. They will be notified via Learning Management System (LMS). The new certificate will be effective from that date. If a certificate expires the individual will have to undertake the full three-day course.
- 10.4 The Health and Safety team will arrange for certification and re-certification training courses each year for those whose certification is due to expire and/or new first aiders.

11. INDEMNITY

11.1 Ulster University will support all qualified first aiders who provide assistance in accordance with their current first aid certificate. They are covered under Ulster University's employer's liability insurance policy to administer first aid.

However, the University prohibits any designated first-aider providing first aid treatment that is outside the scope of their training, and not prescribed in their first aid training manual.

REFERENCE DOCUMENTS

- The Health and Safety at Work Order (NI)
- Management of Health and Safety at Work Regulations (Northern Ireland)
- Health and Safety (First Aid) Regulations (Northern Ireland)
- First aid at work: The Health and Safety (First-Aid) Regulations 1981 Guidance on Regulations L74

APPENDIX 1

For Low Hazard areas that have an Appointed Person it is sufficient to only have a supply of individually wrapped, sterile adhesive dressings (Sticking Plasters)

ITEMS FOR FIRST AID BOX

There is no mandatory list of items to be included in a first-aid container.

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 higher hazards, a suggested minimum stock of first-aid items would be:

- A leaflet giving general guidance on first aid (for example, HSE's leaflet: Basic advice on first-aid at work)
<https://www.hse.gov.uk/pubns/indg347.htm>
- Twenty individually wrapped, sterile adhesive dressings (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided, if necessary);
- Two sterile eye pads;
- Two individually wrapped triangular bandages, preferably sterile;
- Six safety pins;
- Two large sterile individually wrapped unmedicated wound dressings;
- Six medium sized sterile individually wrapped unmedicated wound dressings;
- At least three pairs of disposable gloves (see HSE's free leaflet: Latex and you)
http://downloads.consumables.com/doc/product_info/HSE;%20Latex%20and%20you.pdf

British Standard BS 8599 provides further information on the contents of workplace first-aid kits. The contents should reflect the outcome of the first aid needs assessment.

Travelling first-aid kit contents

There is no mandatory list of items to be included in first-aid kits for travelling workers. They might typically contain:

- a leaflet giving general guidance on first aid (for example HSE's leaflet Basic advice on first aid at work);
- six individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary);
- two individually wrapped triangular bandages, preferably sterile.
- two safety pins.

- one large, sterile, unmedicated dressing.
- individually wrapped moist cleansing wipes;
- two pairs of disposable gloves (see HSE's leaflet *Latex and you* – [link above](#)).

Either of the above should be considered as suggested contents lists only.

Appendix 2

Application for first aid training

This application must be completed for all staff applying for training under the First Aid at Work Regulations whether it is for the initial course or a refresher course.

As a line manager you should complete the information requested below in full and submit to healthandsafety@ulster.ac.uk

Person requiring first aid training

Name	Job title	Campus
Faculty/School/Department/Block and Room no.		
Employment arrangements		
Full time <input type="checkbox"/> Part time <input type="checkbox"/>	Permanent contract <input type="checkbox"/> Fixed term contract <input type="checkbox"/>	Staff number e.g. e1234567
Applying for (dependent on risk assessment)	3 day First Aid at Work course <input type="checkbox"/>	1 Day Emergency First Aid at Work course <input type="checkbox"/>
Risk Assessment outcome – level of risk/why First Aider required:		
When trained what areas/ blocks/ labs/ activities/Field trips/people will they provide first aid cover for?		
What are the names of any other first aiders who also cover this area? Please note they do not necessarily need to be from your own Faculty/School/Department.		
What are your reasons for approving this training? e.g Risk Assessment outcome, replacing existing first aider who is leaving, taking student groups on fieldtrips / site visits <input type="checkbox"/> (give as much detail as possible)		
1.		
2.		
3.		
If this is an existing first aider applying for the refresher course please confirm		
1. Do they have a stocked first aid box readily available? Yes/No		
2. How many times they has administered first aid in the last 12 months?		
3. That details on local first aid signs and information is up to date? Yes/No		

Manager's approval for the first aid at work training requested

Signature _____ Date



FIRST AIDERS

Name (*of nearest FA to this sign*)

Room: 0000

Ext: 00000

Name (*of next nearest FA to this sign*)

Room: 1111

Ext: 11111

Reception, (*location of nearest Reception/Security post*)

e.g.: Block BC Reception

Ext: (65380)

In Case of Emergency Telephone (24 hrs):

Ext: 22222 or 028 701 23456

Appendix 4

Higher Risk

First Aid at Work (3 day course/2 day refresher after 3 years)

successful candidates will have competence in Emergency First Aid at Work (EFAW) and also to be able to:

administer first aid to a casualty with:

- injuries to bones, muscles and joints, including suspected spinal injuries;
- chest injuries;
- burns and scalds;
- eye injuries;
- sudden poisoning;
- anaphylactic shock;

recognise the presence of major illness (including heart attack, stroke, epilepsy, asthma, diabetes) and provide appropriate first aid.

Lower Risk

Emergency First Aid at Work (EFAW) (1 day course/ 1 day refresher after 3 years)

successful candidates will have competence in:

understand the role of the first-aider, including reference to:

- the importance of preventing cross infection;
- the need for recording incidents and actions;
- use of available equipment;
 - assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;
 - administer first aid to a casualty who is unconscious (including seizure);
 - administer cardiopulmonary resuscitation and use an automated external defibrillator;
 - administer first aid to a casualty who is choking;
 - administer first aid to a casualty who is wounded and bleeding;
 - administer first aid to a casualty who is suffering from shock;
 - provide appropriate first aid for minor injuries (including small cuts, grazes and
 - bruises, minor burns and scalds, small splinters).

Appendix 5

Centrally Located Defibrillators Campus Locations

Belfast	BA Reception
Belfast	BC Reception
Jordanstown	Main Reception
Jordanstown	Sports Centre Reception
Coleraine	Sports Centre Reception Pavilion Sports Centre Carry unit Main foyer Block H Block X Block Y
Magee	Main reception Block MD Sports centre reception MG Sports pavilion MY

Appendix 6

Accident / Incident Reporting Procedure can be found at
<https://www.ulster.ac.uk/peopleandculture/employee-benefits/health-and-safety/policy-and-procedures>