

Health and Safety Code of Practice

SCP30 First Aid

Responsibility for Policy:	Registrar and Chief Operating Officer (Interim)
Relevant to:	University staff, students and all visitors to/users of university premises
Approved by:	ELT on 21 st May 2024
Responsibility for Document Review:	Associate Director, Safety, Health and Environment
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RELEVANT DOCUMENTS

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (First Aid) Regulations 1981
- The Health and Safety (First Aid) Regulations 1981 Approved Code of Practice
- First Aid at Work – your questions answered (Health and Safety Executive)
- Selecting a first-aid training provider GEIS3 (Health and Safety Executive)
- General Data Protection Regulation 2018

RELATED POLICIES & DOCUMENTS

- Liverpool John Moores University Health and Safety Policy Statement
- MCP1 Organisation for the Implementation of the Health and Safety Policy
- MCP2 Arrangements for the Implementation of the Health and Safety Policy

<p>THIS CODE OF PRACTICE FORMS PART OF THE UNIVERSITY'S HEALTH AND SAFETY POLICY AND REPLACES ALL PREVIOUS ISSUES</p>
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1. INTRODUCTION AND OBJECTIVE

The Health and Safety (First Aid) Regulations 1981 place a general duty on employers to make, or ensure that there is made, adequate First Aid provision for their employees if they are injured or become ill at work.

These Regulations, together with the current Approved Code of Practice and published Guidance Notes apply to all employees, both teaching and non-teaching, who work in the University.

Although there is no obligation on employers to take account of persons who are not their employees, the university also makes provisions for students who are attending courses of study and visitors to our sites. This Code of Practice sets out the university's arrangements for the provision of First Aid.

2. DEFINITION OF FIRST AID

First Aid is the initial assistance or treatment that is given to a casualty for any injury or sudden illness before the arrival of an ambulance, doctor, or any other qualified person.

The purposes of First Aid are to:

- Preserve life
- Prevent the condition worsening
- Promote recovery.

3. NUMBER OF FIRST AIDERS AND APPOINTED PERSONS

It is impossible to lay down any precise ratio of First Aiders to employees/students. Relevant facts need to be considered and include the distribution of employees/students within each building or facility, the nature of the work, the size and location of the building or facility, whether there is extended hours working and the distance from outside medical services, as well as the number of employees/students.

3.1 Suggested number of First Aid personnel

The guidance table below is taken from the Health and Safety Executive's First Aid at Work – your questions answered: www.hse.gov.uk/pubns/indg214.pdf.

Hazard type	How many employees in work area	First Aid personnel
Low hazard e.g., offices, shops and libraries	Less than 25	Minimum 1 Appointed Person
	25 – 50	Minimum 1 Appointed Person
	50 +	Minimum 1 First Aider for every 100 employed (or part thereof)
Higher hazard e.g., light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction and chemical manufacture	Less than 5	Minimum 1 Appointed Person
	5 – 50	Minimum 1 First Aider
	50 +	Minimum 1 First Aider for every 50 employed (or part thereof)

Each Director or Faculty Head of Operations will seek advice from the Safety, Health and Environment Department and decide on the number of First Aiders required in their work area on a risk assessment basis. The Safety, Health and Environment Department has an overview of the total provision for the building and will be able to advise the Director or Faculty Head of Operations on whether there is sufficient existing provision within the building.

Each Director or Faculty Head of Operations shall select suitable persons for training, whether it is for a Designated First Aider or an Appointed Person (Emergency Aid).

4. SELECTION AND TRAINING FOR FIRST AIDERS

4.1 Health and Safety Executive Guidance for selecting a First Aid Trainer

The Safety, Health and Environment Department will select a First Aider trainer and follow the Health and Safety Executive Guidance GEIS3 to ensure First Aid training and facilities are fit for purpose. The guidance contains criteria to ensure that standards are met and comply with the statutory requirement of the First Aid at Work Regulations 1981.

4.2 Completing the First Aid Training Request Form

Once an employee has been selected to become a First Aider or Appointed Person by their Director or Faculty Head of Operations, the First Aid Training Request Form (please see Appendix 1) shall be completed and sent to the Safety, Health and Environment Department. The Safety, Health and Environment Department will then assess the request, based on the information supplied on the form, and process it accordingly. If need be, further information will be requested from the Director or Faculty Head of Operations.

If the First Aider wishes to resign as a Designated First Aider or an Appointed Person, they should inform the Safety, Health and Environment Department and Local Safety Officer via email.

4.3 First Aid training for personal development only

Where First Aid training has been undertaken for personal development reasons, the individual concerned, for the purpose of these Regulations, will not act as a Designated First Aider or Appointed Person and will not receive payment.

5. CLASSIFICATIONS OF FIRST AID PERSONNEL

5.1 Designated First Aider

A Designated First Aider is appointed by the Director or Faculty Head of Operations and the Safety, Health and Environment Department. First Aid at Work certificates last for three years. It is the responsibility of the First Aider to undertake a First Aid Requalification course before this certificate expires. The Safety, Health and Environment Department will prompt attendance for requalification and provide payment for this role.

Designated First Aiders are required to provide their rota information via the My Admin App [Network rota](#). The information is required to ensure sufficient cover across the university and identify where additional first aiders are required. Failure to provide the information may result in the first aider being removed from the Health and Safety Network and remuneration payments will be stopped.

5.2 Appointed Person (Emergency Aid)

An Appointed Person is appointed by the Director or Faculty Head of Operations and the Safety, Health and Environment Department. The Appointed Person will receive Emergency

Aid training for specific situations and be assigned specific duties in relation to First Aid arrangements. It is the responsibility of the Appointed Person to undertake an Emergency Aid Refresher course every three years.

However, Appointed Persons are **not** Designated First Aiders and should not give First Aid for which they have not been trained. They will not receive payment.

6. FIRST AID EQUIPMENT

The Safety, Health and Environment Department shall nominate a supplier of First Aid equipment.

6.1 First Aid box contents

There is no mandatory list of First Aid box contents, as it depends on what the work area's needs are. However, below is a suggested contents list based on a 20 persons First Aid kit.

Where there is no special risk arising in the workplace, a stock of First Aid items would include:

- plasters
- sterile eye pads
- triangular bandages
- safety pins
- medium sterile wound dressings
- large sterile wound dressings
- pairs of disposable gloves
- cleansing wipes.

Note: the treatment of minor illnesses such as the administration of tablets, creams and/or medicines falls outside the definition of First Aid in the Health and Safety (First Aid) Regulations 1981 and is not permitted.

There are circumstances, however, where assistance may be provided in the administration of ongoing medication to children attending sporting activities, where this is agreed with the parent/guardian of the child.

6.2 First Aid box material stocks

Designated First Aiders will either:

- be allocated a personal First Aid box, or
- have access to a centrally located First Aid box.

First Aiders are responsible for ensuring First Aid box material stocks are monitored at the appropriate level. First Aid equipment is supplied by the Safety, Health and Environment Department. The Safety, Health and Environment Department will periodically request information on First Aider location, First Aid equipment and signage as part of the First Aid auditing process.

7. INFORMATION FOR EMPLOYEES, STUDENTS AND OTHERS

It is the responsibility of the Director or Faculty Head of Operations, in conjunction with each designated First Aider, to ensure that employees and students are aware of the identity and location of First Aiders. In a multi-occupancy building, this responsibility lies equally with each Director or Faculty Head of Operations located in that building.

New employees and students should be informed during induction training of the arrangements made for providing First Aid.

The Safety, Health and Environment Department will display signs in communal areas in each building, which will include the First Aider's name, location and telephone extension. There is also a current list of First Aiders for each building, which may be found on the [Safety, Health and Environment Department's webpage](#).

8. SPECIALIST AREAS OF WORK

The university acknowledges that there are certain areas of work where specialist training and equipment is required, and it undertakes to provide the appropriate training and the necessary equipment to meet its legal responsibilities.

The main areas for consideration are as follows:

- Cyanide use
- Hydrofluoric acid use
- Use of oxygen
- Field trips
- Sporting activities.

Schools/Departments who conduct the above activities are advised to contact the Safety, Health and Environment Department for advice.

9. SUMMONING THE AMBULANCE SERVICE

When there is an incident involving injury or ill health on university premises, an individual should immediately call or send for a First Aider or Appointed Person. When the First Aider or Appointed Person arrives at the scene, they will assess whether emergency help is required and should ask for assistance from bystanders. The First Aider (or bystander, depending on the circumstances) should make the call direct to the Emergency Services via 9999 to ensure the best communication between the Emergency Services and the First Aider.

To summon the emergency service dial:

- **9999** from any internal landline phone
- **9999** from a university mobile phone.

The Ambulance Service has confirmed that they will ask the following questions:

- **the address where you are - including the postcode.** This information is very important as it will help the Ambulance Service to reach the patient as quickly as possible
- **the phone number you're calling from** (in case the line gets interrupted, and the call taker needs to call you back)
- **what has happened and details of the injury**
- **the patient's age, sex and medical history if known**
- **whether the patient is conscious or breathing and if there is any bleeding or chest pain.**

When it has been confirmed that an ambulance is en route, the First Aider or bystander should inform the university Security Services on **2222**.

It is important that Security Services are informed promptly. Where there are multiple buildings on one site, they will meet the Ambulance Service and direct them to the correct building.

If the First Aider or Appointed Person was to lose contact with the Ambulance Service (e.g., when calling from a mobile phone) or be unsure of the phone number they are calling from, the Ambulance Service would contact the switchboard who would transfer the call to Security Services, or call Security Services directly.

For guidance relating to extended waiting times for the Ambulance Service see Appendix 2.

10. ACCOMPANYING CASUALTIES TO HOSPITAL/WALK IN CENTRE OR HOME

If the casualty is required to attend the hospital for further treatment their Line Manager (in the case of staff)/Programme Leader (in the case of students) should be informed. If the casualty requests that a friend or relative is contacted, this request should be accommodated. First Aiders should not accompany the casualty to hospital, unless the First Aider is a friend or relative.

If the casualty is non-responsive and further information is required by the Emergency Services (next of kin or pre-existing medical condition information) the following should be contacted:

- **Staff** – Human Resources Department (0151 904 6114)
- **Students** - Student Advice and Wellbeing Services Department (0151 231 3150/3162).

Out of Hours (between 5.00pm–9.00am), contact with the above Departments should be made by calling **Security Services on 2222**.

It is recognised that it may not always be possible to tell whether the non-responsive casualty is a member of staff, a student, or a visitor. If this is the case, this must be made clear to the Emergency Services.

Should an injury/incident not be serious enough to require an ambulance, but requires further medical assessment/assistance, support should be provided in arranging transport for/collection of the casualty. If this is not possible, then the journey should be made by either taxi or public transport.

11. REPORTING THE INCIDENT TO THE SAFETY, HEALTH AND ENVIRONMENT DEPARTMENT

The First Aider or Appointed Person must submit a report of the incident to the Safety, Health and Environment Department using the online Adverse Event [Microsoft form](#).

APPENDIX 1**FIRST AID TRAINING REQUEST FORM**

Part one – to be completed by the person to be trained.

If you would like to attend one of the university's First Aid courses, please fill in the details below and then pass the form to your Director/Faculty Head of Operations for completion of part two of the form. Your form should then be sent to the Safety, Health and Environment Department.

Your name		
Your job title		
Your School/Department		
Building in which you work		
Your contact telephone number		
Type of course you would like to attend (please tick as appropriate)	<input type="checkbox"/>	3 day Designated First Aider
	<input type="checkbox"/>	2 day Designated First Aider Requalification (please provide the date your current qualification expires, here:)
	<input type="checkbox"/>	1 day Emergency Aid (Appointed Person)
Your reason for this training request (please tick as appropriate)	<input type="checkbox"/>	To become a Designated First Aider
	<input type="checkbox"/>	To retain qualification as a Designated First Aider
	<input type="checkbox"/>	To become an Appointed Person
	<input type="checkbox"/>	For personal development purposes only
Your preferred month for training		

Part two – to be completed by the Director/Faculty Head of Operations.

Name of person to be trained		
The person named above is to receive this training (please tick as appropriate)	<input type="checkbox"/>	3 day Designated First Aider
	<input type="checkbox"/>	2 day Designated First Aider Requalification
	<input type="checkbox"/>	1 day Emergency Aid (Appointed Person)
The person named above will be (please tick as appropriate)	<input type="checkbox"/>	A Designated First Aider
	<input type="checkbox"/>	An Appointed Person
	<input type="checkbox"/>	Neither of the above, as the training is for personal development purposes only
Name of Director/Faculty Head of Operations		
Director's/Faculty Head of Operations' signature		
Date		

Please return the completed form to the Safety, Health and Environment Department, 2nd floor, Exchange Station.

APPENDIX 2

GUIDANCE ON TAKING STAFF OR STUDENTS TO HOSPITAL

In an emergency involving illness or injury staff should contact 999 and be guided by the control operatives who will take the caller through a priority dispatch system.

The university has arrangements for first aid response to incidents and these can be maintained until an ambulance arrives, as well as utilising support offered via telephone from Ambulance Control.

If it is deemed a non-life-threatening emergency or 999 ambulance operatives advise that the situation is not an emergency and is classified as category four (less urgent), in some instances advice may be given over the telephone by a health care clinician (e.g., nurse or paramedic) or the person referred to another service, GP or pharmacist. If an ambulance is advised, ambulance services aim to respond to less urgent calls at least 9 out of 10 times within 180 minutes. In February 2024, the category four average response time was 2½ hours, with the 90th centile being nearly 6 hours (NHS, 2024).

If hospital is advised or deemed appropriate, yet potentially involves a long response time for the ambulance, there could be pressures to find an alternative way to get the unwell or injured person to a hospital or appropriate health care facility.

The use of a non-ambulance alternative could be affected by various considerations such as:

- The type/seriousness of the injury or illness
- The stated possible response time of an ambulance
- The wishes of the person involved to not travel via ambulance.

Please wait for ambulance treatment and transport if:

- This is a life-threatening emergency
- There is potential for further damage or harm in moving the patient (this would be advised by 999 operatives e.g., fall from height, potential spinal injury)
- There is a risk of deterioration of the ill or injured person that could be treated en route to hospital or specialist centre by ambulance clinicians (e.g., direct pathway to major trauma centre/hyper acute stroke unit/cardiac hospital).

This guidance is about accidents and injuries; there are separate arrangements for [mental health support](#) and specific information if [help is needed urgently](#).

LJMU Security (staff and vehicles) are not a 'blue light' response service and do not have a defined role to transport injured or ill students or staff to hospital either during core hours or out of standard hours.

Potential alternatives that first aiders and others should be considering in a situation that requires attendance to hospital or Walk-in Centre etc., with due regard to any risk and issues as above, in no priority order are:

- The person makes their own way to hospital or a Walk-in Centre
- A friend or colleague drives them (there is no requirement for the First Aider to do this or stay with the person at A&E or Walk-in Centre)
- A family member drives them, if available
- Travel by taxi, paid by themselves
- Travel by taxi paid for by staff and reimbursed by the university

- Travel by taxi paid by the university via a Faculty's or professional services' call-off taxi contract (if one is available)
- Travel by LJMU Security if available and willing (there is no requirement to do this; nor should any involvement significantly detract from other security tasks).

Whatever is decided, there must be clear communication and this can be subsequently recorded on the university's adverse event form ([e-form](#) or [WORD](#) versions).