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The

First Aid Training – Formal FAW or EFAW training provided by qualified persons, such as that provided by Health & Safety Services

First Aid Supplies – Any material provided for first aid use which has an expiry date and/or may need disposal and replenishment after use, such as eye wash bottles, plasters, scissors, gloves.

Defib – (Automatic Emergency Defibrillator or AED) A devices which can be used, preferably by a trained person, to attempt to restore a healthy heartbeat. Some defib components are one-use-only and/or have an expiry date and so may be included within first aid supplies.

Heads of Schools/Functions are responsible for ensuring that first aid provision is assessed, provided and maintained. They should ensure equipment and training of personnel is appropriate for operations and appropriately resourced.

Where Schools/Functions share buildings/facilities, Heads of Schools/Functions are responsible for coordinating with other Schools/Functions to ensure effective and efficient first aid arrangements are available to all users. This includes reaching agreement on funding for, and procurement of, first aid supplies. Separate Schools/Functions should cooperate to produce a joint FANA for a building.

Heads of School/Functions should formally assign staff to undertake responsibilities, perform specific tasks and monitor arrangements to ensure first aid requirements are fulfilled. Heads of School/Function should ensure that staff nominated to act as Appointed Persons or first aiders are

Security Services are responsible for assisting and routing the emergency services to the preferable location to provide timely emergency medical assistance. (Security Services do train their staff to a minimum of Emergency First Aid at Work, within a reasonable time period from starting employment with the University and can provide some first aid assistance. However they do not receive additional training for special hazards and therefore any work activities which require additional or specialist first aid provision should have this arranged by the responsible School/Function. During normal working hours, and out of hours on sites where there is no permanent Security Services presence e.g. London Road, Bulmershe, Greenlands and other 'remote' sites, the primary responsibility for providing first aid assistance rests with the relevant School/Function.)

Event managers for events organised by Schools/Functions are responsible for ensuring they provide adequate first aid cover for the type of event they are holding and the numbers likely to attend.

Campus Commerce and others hiring out University premises are responsible for ensuring that responsibilities for the provision of first aid are clearly agreed and understood.

Contractors working on UoR campuses are responsible for making their own first aid arrangements.

Procurement are responsible for ensuring procurement arrangements facilitate the purchase of first aid supplies to replenish used or expired items.

Schools/Functions are required to undertake a First Aid Needs Assessment (FANA) and record the significant findings in writing, preferably using one of the templates available on the HSS website. The FANA should identify relevant special hazards and the appropriate first aid response, the nature and number of appointed persons or first aiders required, and equipment and training needs. (Further guidance on factors to consider can be found in Appendix 1.) The FANA should take account of the minimum set of first aid stations maintained by the BSOs.

In accordance with their

A minimum set of first aid stations, including first aid boxes and their contents and defibs, is maintained by BSOs in specified buildings. A map indicating the location of these stations is available on the HSS website. Schools/Functions may take account of this provision when completing its FANA and establishing its own first aid needs. However, none of these stations provides resources for specialist hazards, such as hydrofluoric acid, and provision for those should be made locally by relevant Schools/Functions.

Schools/Functions should nominate appropriate staff to take on the role of Appointed Person, EFAW first aider, or FAW first aider, as the relevant FANA specifies.

Appointed persons should be given a local briefing on their role.

Where a need for FAW or EFAW trained first aiders has been identified in the FANA the staff member should book appropriate training through HSS. Line manager approval for the booking is required.

Where a School/Function requests places on first aid training courses in excess of the legal minimum requirement, or where there is late cancellation or non-attendance a charge will be made from HSS to the relevant School/Function.

Heads of School/Function should ensuring the FANA is reviewed following relevant changes in work activities and at least annually, whichever happens first.

Local Health & Safety Committees should consider the effectiveness of first aid arrangements at least annually and where incident investigation indicates first aid arrangements were not effective or require improvement.

FANAs should be retained for a minimum of 4 years.

Records of inspections of first aid equipment and supplies should be retained for a minimum of 4 years.

Record of local Health & Safety Committee reviews of the effectiveness of first aid arrangements (preferably including minutes of meetings) should be retained for a minimum of 2 years.

The Health and Safety at Work etc Act 1974

The Health and Safety (First-Aid) Regulations 1981

1. First Aid Needs Assessment Form

http://www.reading.ac.uk/internal/health-and-safety/hs-training/TrainingCourseDetails/FirstAidTraining.aspx

2. Example First Aid Needs Assessment

http://www.reading.ac.uk/internal/health-and-safety/hs-training/TrainingCourseDetails/FirstAidTraining.aspx

3. Example First Aid Equipment Guidance

http://www.reading.ac.uk/internal/health-and-safety/hs-training/TrainingCourseDetails/FirstAidTraining.aspx

Guidance documentation or assistance:

The Health and Safety (First-Aid) Regulations 1981. Guidance on Regulation - HSE

http://www.hse.gov.uk/pubns/books/l74.htm

St John Ambulance

https://www.sja.org.uk/

British Red Cross

https://www.redcross.org.uk/first-aid

tap water is not available, sterile normal saline (0.9%) in disposable containers, each holding at least 500ml should be provided and identified using an appropriate sign on the container. All such sterile eye wash supplies should be replaced with new, unopened containers after use or when the 'use by' date is reached, whichever comes first.

Emergency showers

In areas where gross contamination of persons with chemicals could occur, emergency showers should be provided, and appropriately signed. A person(s) should be made responsible for checking the operation of the shower(s) each month.

Access to a telephone

A telephone(s) should be readily available to contact the ambulance service either directly or via the University Security Control.