

## HS17 First Aid | Standard Operating Procedure

### 1. Background information

#### 1.1. Introduction/Purpose

- 1.1.1. SOAS, University of London (the Company) recognises and accepts its responsibilities under the *Health and Safety at Work etc. Act (1974)*, the *Health & Safety (First Aid) Regulations (1981)* (as amended) and other associated regulations.
- 1.1.2. The university is committed to providing adequate first aid personnel, equipment and facilities to deal with ill health and injuries to employees at work.
- 1.1.3. The Company will assess the workplace(s) for the number of First Aid trained personnel needed using the checklist in INDG214 (see below).

| From your risk assessment, what degree of hazard is associated with your work activities?   | How many employees do you have? | What first-aid personnel do you need?  |
|---|---------------------------------|--|
| <b>Low-hazard</b> , eg offices, shops, libraries  | Fewer than 25                   | At least one appointed person  |
|   | 25–50                           | At least one first-aider trained in EFAW   |
|   | More than 50                    | At least one first-aider trained in FAW for every 100 employed (or part thereof)                   |
| <b>Higher-hazard</b> , eg light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture | Fewer than 5                    | At least one appointed person  |
|   | 5–50                            | At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur |
|   | More than 50                    | At least one first-aider trained in FAW for every 50 employed (or part thereof)                    |

*NB This table refers to FAW and EFAW – but you may choose some other level of training appropriate for your circumstances.*

## 1.2. Scope

- 1.2.1. All workplaces must provide first aid equipment, facilities and in some circumstances, trained first aiders. First aid is the immediate treatment or care given to someone suffering from an injury or illness until further advanced care is accessed or the individual recovers

## 1.3. Definitions

- 1.3.1. First Aid is defined as:

- Providing help for the purpose of preserving life and minimising the consequences of injury or illness until such time as professional medical support can be obtained.
- [Occasions] where a person requires assistance from a medical practitioner or nurse, treatment for preserving life and minimising the consequences of injury or illness until such help is obtained, and
- The treatment of minor injuries which would otherwise receive no treatment or where treatment by a medical practitioner or nurse is not necessary. (HSE L74)
  - Staff administering First Aid should assess the situation, protect themselves and the casualty from further danger, deal with any

life-threatening condition and obtain medical assistance or refer a loss to a hospital as quickly as possible.

#### 1.4. Roles and Responsibilities

- 1.4.1. The university will ensure that a suitable number of trained personnel are always available. The names and photographs of the first aiders will be posted on the notice boards in ..... and given to all new starters.
- 1.4.2. The locations of the first aid kits/ boxes will be made known to all staff.
- 1.4.3. One first aider (per location) will oversee the first aid boxes. It will be their duty to ensure they are kept fully stocked.
- 1.4.4. The university will ensure that all first aiders are regularly retrained. Training records and copies of certificates will be retained by .....
- 1.4.5. The university will ensure that first aiders are given sufficient time for training and carrying out their responsibilities.
- 1.4.6. The procedure for dealing with accidents within the workplace will be made clear to all staff to ensure trained personnel are able to deal with them.
- 1.4.7. The first aider at each work location will ensure the accident book is completed and that serious incidents are reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

## 2. Main Content

### 2.1. Risk Assessment Process

- 2.1.1. No staff member, whether trained in first aid or not, will be expected to put themselves in danger at any time.
- 2.1.2. All first aid trained staff will assess the risks to their safety or wellbeing before entering a hazardous environment and will only enter if they feel it is safe.
- 2.1.3. The university will always ensure there is an adequate supply of nitrile gloves and single-use face masks for CPR.

### 2.2. Guests or Visitors

- 2.2.1. If a visitor requires medical assistance, the Company first aid staff will be summoned immediately
- 2.2.2. The first aider will assess the situation and decide if an ambulance is needed.
- 2.2.3. No university first aiders or staff will be permitted to administer medication except for EpiPens.

### 2.3. Data Protection

- 2.3.1. Personal data collected during the provision of first aid (including personal health information) will be handled by the university's data protection policy.

### 2.4. First Aid Personnel

- 2.4.1. In the event of an injury, a first aider will provide assistance or advice within their training.
- 2.4.2. First Aiders will seek support from the emergency services where necessary.

### 2.5. Standard Operating Procedure (SOP) Review

- 2.5.1. This standard operating procedure will be reviewed annually or when there is

## Document History

| Version | Published | Owner                         | Status   | Review Date / Schedule                                     | Notes / Changes |
|---------|-----------|-------------------------------|--|--|-----------------|
| V1      | Feb 23    | Estates and Property Services | Approved by Health & Safety Committee – Feb 23 | Annual review or when dictated by incident or legislation. | First Issue     |