



UNIVERSITY
OF SUSSEX

FIRST AID POLICY

1. OVERVIEW AND PURPOSE

- 1.1 The Health and Safety (First Aid) Regulations 1981 require the University as an employer to ensure appropriate first aid arrangements are made for our workplace, including equipment, facilities and personnel.
- 1.2 The University of Sussex's facilities require varied first aid provision dependent on building occupancy's, activity risk level and facility size/ complexity (the details of each University workplace are determined by the First Aid Needs Assessment conducted by the Health and Safety Team and found in *Appendix 1*).
- 1.3 This policy details the first aid arrangements of the University. It has been produced to assist members of the university to understand and comply with the Regulations.

2. SCOPE

- 2.1 This policy applies to all University of Sussex employees (including visiting academics and PhD students) who are employed by the University to work at the Falmer campus.
- 2.2 Although there is no requirement in law to provide first aid to anyone other than employees, the University will make provision for the benefit of its students and visitors so far as is reasonably practicable.
- 2.3 This policy does not apply to employees of 3rd parties that work on campus and/or on behalf of/ with the University of Sussex. Each 3rd party employer is responsible for the first aid provision for its own staff, however in the event of a first aid incident the University may provide first aid care. Whilst under no obligation to do so, University trained first aiders can provide first aid to employees of the 3rd party organisations.

3. Definition of First Aid:

- 3.1 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; and
- 3.2 Treating minor injuries which would not otherwise receive any treatment or which do not warrant treatment by a medical professional (Doctor, nurse, paramedic).

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4. RESPONSIBILITIES

4.1 Vice- Chancellor

4.1.1 The Vice- Chancellor (VC) has overall responsibility for health and safety at the University. The VC delegates their responsibility for undertaking the duties of first aid through line management and identified roles. The following people have been identified as having the following responsibilities (in addition to any other responsibilities under the health and safety policy) for the management of first aid in areas under their control at the university.

4.2 Heads of Division/ School are responsible for ensuring that:

4.2.1 Sufficient numbers of first aiders are provided within their Division or School as per the First Aid Needs Assessment.

4.2.2 Any authorised first aiders within their Division or School are provided with sufficient time to attend training and to maintain the first aid equipment for which they are responsible for.

4.2.3 All new starters are given basic health and safety information relating to first aid provision and how it can be accessed in their first month at work, and ensuring this is recorded in relevant induction documentation.

4.2.4 Any additionally purchased first aid equipment, including any automated external defibrillator (AEDs), under their control is adequately maintained, stored in a safe place, accessible to first aiders and ready for use at all times (i.e. within building opening time.)

4.3 Line Managers are responsible for:

4.3.1 Ensuring that their team is made aware of the first aid provision and procedures available within their area(s) of work.

4.3.2 Any authorised first aiders under their line management are provided with sufficient time to attend training and to maintain the first aid equipment for which they are responsible for.

4.3.3 All new starters under their line management are given basic health and safety information relating to first aid provision and how it can be accessed in their first month at work, and ensuring this is recorded in relevant induction documentation.

4.4 The Health and Safety Team are responsible for:

4.4.1 Ensuring that the university has identified the sufficient number of trained first aiders, and first aid equipment required as a minimum by carrying out a First Aid Needs Assessment, and reviewing this assessment every 3 years or following a significant change (whichever is sooner).

4.4.2 Providing the policy and guidance on first aid to staff, students and visitors, and reviewing this Policy every three years or after significant change, whichever is the sooner.

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- 4.4.3 Consulting with Divisions and Schools across the University to determine first aid provision and ensure the relevant documentation is communicated to Heads of Schools/ Divisions and Safety Coordinators.
- 4.4.4 Ensuring that a program of first aid training is available for first aiders to receive adequate and timely training.
- 4.4.5 Ensuring that the Medical Response Team (MRT) receives adequate and timely training.
- 4.4.6 Considering any request for additional first aid provision (training and/or equipment) made by a Head of Division or School in writing to the healthsafety@sussex.ac.uk address. Any additional provision not considered necessary may be refused or charged for.
- 4.4.7 Administering the annual allowance payable to University MRT members.
- 4.4.8 Ensuring that all buildings have a sufficient level of minimum first aid equipment, including (where identified as required,) any automatic external defibrillators (AEDs). The Health and Safety Team are responsible for AED maintenance and ensuring they are located in a safe but accessible place.
- 4.4.9 Keeping records for all AED equipment under central control to demonstrate a suitable and sufficient maintenance and testing programme.
- 4.4.10 Keeping an up to date list of first aiders and first aid equipment locations on their website for all staff to access.
- 4.4.11 Managing the budget for first aid provision (training and equipment) on behalf of the University.

4.5 Estates and Facilities Management are responsible for

- 4.5.1 Ensuring that suitable and sufficient first aid signage is displayed and maintained in positions requested by the Health and Safety Team.
- 4.5.2 Ensuring that first aid kits are bracketed where determined by the Health and Safety Team and/ or Safety Coordinators, and that this is maintained or repaired as needed.
- 4.5.3 Periodically inspect, maintain and test emergency showers and automatic eyewashes in accordance with manufacturer’s instructions.

4.6 Safety Coordinators are responsible for:

- 4.6.1 Keeping and maintaining an up-to-date list of first aiders in their Division or School and share this with the Health and Safety Team once yearly, or when changes have been made.
- 4.6.2 Reporting any concerns of first aid provision to the Health and Safety Team (healthsafety@sussex.ac.uk) and their Head of School/ Division.
- 4.6.3 Coordinate and liaise with the Health and Safety Team in regards to first aid training and provision within their allocated areas.
- 4.6.4 Ensuring where emergency showers and automatic eyewashes are provided, there are arrangements in place for a programme for flushing, inspecting, maintaining and testing in accordance with manufacturer’s instructions.

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4.7 First Aiders will:

- 4.7.1 Attend any mandatory training arranged for them in respect of first aid.
- 4.7.2 Attend any first aid emergency they are called to as necessary and administer first aid as appropriate and in accordance with the training they have received.
- 4.7.3 Call Security on 01273 87 3333 during an incident when:
 - There is a major emergency
 - Further first aid assistance from the Medical Response Team (MRT), or Security is required
- 4.7.4 Call the emergency services on 999 and notify Security of this and their location so that Security can meet and escort the emergency service vehicle to the scene.
- 4.7.5 Maintain simple, factual records and provide information to the emergency services as required.
- 4.7.6 Check their local first aid kits at least monthly and contact the Health and Safety Team to request replenishment of any items needed.
- 4.7.7 Request replenishment of their first aid kit following an incident where items were utilised.
- 4.7.8 Ensure that their training is kept up to date, see 5.3 for First Aid Training requirements.
- 4.7.9 Ensure that all first aid materials/ soiled dressings etc. are disposed of appropriately. Infectious items should be treated as clinical waste and disposed of in clinical waste sealed bags.
- 4.7.10 Complete and maintain accurate records of first aid treatment provided on Sussex Direct in a timely manner.
- 4.7.11 In a serious emergency, support Security in keeping the area clear of any people not involved in the incident and where safe to do so, ensure the area is kept clear for the Security Team, MRT or emergency services to access the area safely.
- 4.7.12 Notify the local Safety Coordinator and Health and Safety Team when you stop being a first aider, move current area, leave the University or change working patterns.

4.8 Medical Response Team (MRT) Leaders, in addition to first aider duties, will:

- 4.8.1 Keep and maintain an up to date record of members of the MRT, sharing this with the Health and Safety Team once a year or when changes are made.
- 4.8.2 Keep and maintain records of first aid equipment held by the MRT, and request replenishment through the Health and Safety Team.
- 4.8.3 Notify via an allowance form a new member of the MRT to the Health and Safety Team.
- 4.8.4 MRT members who are required to drive the MRT vehicle will:
 - ensure they complete the induction before driving
 - complete the visual vehicle checklist before driving
 - follow the University Driving at Work Policy
 - report any observed or reported defects to the MRT vehicle to the Transport Manager and ERT Lead, and stop use of the vehicle immediately if necessary.

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- 4.8.5 Administer medical gases only when qualified as appropriate and in accordance with the training they have received.
- 4.8.6 With support of the Health and Safety Team, maintain risk assessment for their activities, and review these risk assessments periodically or when new risks are identified.
- 4.8.7 Ensure general housekeeping of the MRT Team room is undertaken, and where maintenance issues are identified they are reported to the SEF Service Centre.

4.9 The Sussex Estates and Facilities Security Team will

- 4.9.1 Attend any mandatory training arranged for them in respect of first aid;
- 4.9.2 Attend any first aid emergency as necessary and will administer first aid as appropriate and in accordance with the training they have received, including calling an ambulance if required.
- 4.9.3 Meet the emergency service vehicles at the rendezvous point on Knightsgate Road and escort them to the emergency scene, if called by Security or a First Aider.
- 4.9.4 Will be responsible for providing the first response on campus in the event any first aid is required outside of normal operating hours.
- 4.9.5 Contact the Residential Student Support Manager if a student requires welfare assistance.
- 4.9.6 Maintain simple, factual records and provide information to the emergency services as required;
- 4.9.7 Complete and maintain accurate records of first aid treatment provided/ emergency incidents attended on Sussex Direct in a timely manner.

4.10 Appointed persons will take charge of first aid within their area by:

- 4.10.1 Checking their local first aid kits monthly and contact the Health and Safety Team to request replenishment of any items needed.
- 4.10.2 Calling Security on 01273 87 3333 (ext. 3333) when first aid attendance is required.
- 4.10.3 Notify the local Safety coordinator and Health and Safety Team when you stop being an appointed persons, move current area, leave the University or change working patterns.

4.11 Staff members (who are not first aiders) will:

- 1.1.1 Liaise with their line manager over any issues regarding first aid.
- 1.1.2 Contact their local first aider for minor first aid emergencies and contact the Security Team on 01273 87 3333 (ext. 3333) for major first aid incidents. Staff will contact Security to request the attendance of the emergency services.
- 1.1.3 Report any observed broken or inadequate supplies of first aid provision to the Division/ School Safety Coordinator or Health and Safety Team to be replenished.
- 1.1.4 If they have any medical conditions or allergies that require specific treatment or medication, there is no requirement to notify their local first aiders however it would be helpful to let them know of any particular treatment required to ensure the

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relevant provision can be made and training provided. Example conditions are asthma, epilepsy, diabetes or severe allergic reactions (this is a non-exhaustive list.)

4.12 3rd party employers of staff that work on campus and/or on behalf of/ with the University of Sussex will:

- 1.1.5 Ensure appropriate first aid arrangements are made for their employees, as per The Health and Safety (First Aid) Regulations 1981. This should be done by producing their own First Aid Needs Assessment.
- 1.1.6 Chief Executives/ Directors of each 3rd party should notify the Head of Health and Safety if they have any concerns over their independent first aid provision.

5. POLICY

5.1 First Aid Needs Assessment

- 5.1.1 The Health and Safety Team has delegated responsibility to ensure that adequate arrangements are in place to provide sufficient first aid provision. The H&S Team will produce the University First Aid Needs Assessment to determine sufficient provision as per The Health and Safety (First Aid) Regulations 1981.
- 5.1.2 The First Aid Needs Assessment will be developed for University of Sussex employees working at the Falmer campus only.

5.2 First Aid Training

- 5.2.1 All appointed first aiders require first aid training, which is dependent on the nature of their work and its location.
- 5.2.2 The First Aid Needs Assessment will confirm whether an area requires a first aider, what an adequate and appropriate level of training is and how many people require training.
- 5.2.3 Where staff have obtained first aid training through an organisation which is not the University of Sussex, they will need to supply a copy of a recognised First aid at Work or Emergency First Aid at Work certificate to the Health and Safety Team to store before being registered as University first aider.

5.3 Additional Training

- 5.3.1 Where specific risks have been identified in the workplace, additional specialist training may also be necessary. The cost of this training will be budgeted by the staff members Division/ School.

5.4 Appointed Persons

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5.4.1 In areas where the First Aid Needs Assessment has identified that a designated first aider is not required, the minimum requirement is an Appointed Person (AP) to take charge of the first aid arrangements within the area, including looking after the first aid equipment and calling Security for an MRT/ first aider response or the emergency services.

5.5 First Aid Kits

5.5.1 The University will provide one first aid kit per floor as a minimum, and additional ones where the First Aid Needs Assessment has determined it.

5.6 Additional Equipment

5.6.1 The University has purchased automated external defibrillators (AEDs) across the campus, and one to be located in the Security Team and MRT Vehicles. Details of locations can be found on the University Health and Safety webpages. Their maintenance and replacement is managed through the Health and Safety Team inbox.

5.7 First Aid Rooms

5.7.1 The First Aid Needs Assessment has determined that the university does not require a designated first aid room due to its risk profile and the close proximity to medical services (the nearest hospital is Royal Sussex County Hospital, 5.3 miles away (approx. 15 minutes driving)).

6. First Aid during Research

6.1 First aid requirement for research purposes should be identified during the risk assessment process and included within the ethics review application process where appropriate. The first aid provision of the University has been determined based on the 'day to day' activities of a university campus, but does not include research activity (outside of those tasks/ activity that constitute 'everyday' activities such as holding a conversation and working online for instance) due to the broad range and scale of research activities and the different or additional risks the research may introduce. Where specific and/or additional risks are identified, additional first aid cover should be arranged by the research group.

6.2 The MRT should not be relied on as the only first aid provision for research activity when additional risks to 'business as usual' activity is taking place, and research groups should consider whether local First Aiders can provide support, or whether additional staff/ PhD Students need to be trained. Where a specific high-risk health or safety risk has been identified, it may be appropriate to engage higher-trained medical support and researchers should contact the Health and Safety Team for advice.

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6.3 Researchers should use the First Aid Needs Assessment Tool, from the associated *HS G008 First Aid Guidance*, based on the hazards associated with their research. If the Tool determines further first aid provision is required, this should be coordinated by the Research Group. Research Groups can contact the Health and Safety Team for the University's preferred First Aid trainer and equipment supplier.

7. Indemnity

7.1 All University staff that are qualified in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) administering first aid during the course of their daily duties, or during their lunch break may be indemnified by the University's Public Liability cover. However first aiders must ensure their certificate is current and that they operate within the scope of their training and competency.

7.2 The University may be indemnified by the Employers' Liability cover if any University staff that are qualified in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) are injured whilst administering first aid during the course of their daily duties, or during their lunch break.

7.3 In the most unlikely event of any civil action for damages being taken against an individual, that member of staff will be fully supported throughout the process should an allegation be made.

8. Honorariums

8.1 The MRT team are eligible for an annual honorarium and one extra day of annual leave following one year of service. This will be coordinated by the Health and Safety Team with Payroll and Human Resources.

9. Monitoring

9.1 The University Health and Safety Committee is responsible for monitoring and reviewing this policy. Reviews will be carried out 3 years from the approval date.

10. Legislation and Good Practice

The University will comply with all relevant legislation regarding First Aid, including:

10.1 The Health and Safety at Work Act (1974)
[Health and Safety at Work etc. Act 1974 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1974/75)

10.2 The Management of Health and Safety at Work Regulations (1999)
[The Management of Health and Safety at Work Regulations 1999 \(legislation.gov.uk\)](https://www.legislation.gov.uk/si/1999/1663)

10.3 The Health and Safety (First Aid) Regulations 1981
[The Health and Safety \(First Aid\) Regulations 1981 \(legislation.gov.uk\)](https://www.legislation.gov.uk/si/1981/1164)

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10.4 Martyn's Law

Whilst this law is currently not yet in status, the University has considered implications under Prevent/ Protect Duty.

10.5 The Health and Safety Executive - First aid at work The Health and Safety (First-Aid) Regulations 1981: Guidance on the Regulations

<https://www.hse.gov.uk/pubns/priced/l74.pdf>

10.6 The Health and Safety Executive's Basic Advice on First Aid at Work

[Basic advice on first aid at work \(hse.gov.uk\)](https://www.hse.gov.uk/firstaid/)

10.7 Health and Safety Executive (HSE) – Frequently asked questions on first aid – Tablets and medication

[Frequently asked questions on first aid - First aid at work \(hse.gov.uk\)](https://www.hse.gov.uk/firstaid/faq/)

10.8 The Human Medicines Regulations (2012)- Schedule 19

[The Human Medicines Regulations 2012 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2012/2694/schedule-19)

10.9 The Health and Safety Executive's: What to put in a first aid kit.

[First aid in work: What to put in your first aid kit - HSE](https://www.hse.gov.uk/firstaid/firstaidkit/)

10.10 The Health and Safety (Safety Signs and Signals) Regulations 1996

[The Health and Safety \(Safety Signs and Signals\) Regulations 1996 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/1996/1875)

10.11 Health and Safety webpage – First Aid hosts a range of information and documentation

[First Aid : Health and Safety : Schools and services : University of Sussex](https://www.hse.gov.uk/firstaid/)

10.12 University of Sussex – HS G008 First Aid Guidance (associated guidance)

To be published

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11. Appendix 1 – First Aid Needs Assessment for the University of Sussex Falmer Campus

Building	Activity risk	Required 1st Aider numbers	Proposed number of 1st Aiders (doubled)	Qualification type required	First aid kits required (standard 1 per floor)
Accelerator Building	High	1	2	FAW	1
ACCA	High	1	2	FAW	3
Arts A	Low	2	4	FAW	2
Arts B	Low	3	6	EFAW	4
Arts C	Low	2	4	FAW	3
Arundel	High	1	2	FAW	4
Ashdown House	Low - No UoS staff				2
Bramber House	Low	2	4	FAW	4
Bramber House - Kitchen	High - Managed by Chartwell				
BSMS Research	High	1	2	FAW	4
BSMS Teaching	Low	2	4	EFAW	3
BSMS Teaching- Anatomy Lab	High	1	2	EFAW	1
Chichester 1 + Lecture Theatre	High	3	6	FAW	4
Chichester 2	High	1	2	FAW	3
Chichester 3	High	1	2	FAW	4
Shore C*	Low	1	2	AP	1
CISC	High - Managed by Royal Sussex County Hospital				
CRPC	High	1	2	FAW	3

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Essex House	Low	2	4	FAW	3
Falmer House – University owned spaces	Low	1	2	FAW	3
Falmer House – Student Union spaces (incl. kitchen)	High & Low – Managed by Student Union				
Falmer Sports Complex	High	1	2	FAW	1
Freeman	Low	2	4	FAW	2
Friston	Low	1	2	EFAW	2
Fulton	Low	0	0	n/a	2
Genome	High	2	4	FAW	3
Hastings	High - Managed by SEF				
IDS	Low - Managed by IDS		0		
JCW	High	1	2	FAW	2
JMS	High	4	8	FAW	6
Jubilee	Low	5	10	FAW	3
Library	Low	1	2	FAW	4
Meeting House	Low	1	2	AP	1
New Ancillary	High	1	2	FAW	1
Old Ancillary	Low	1	2	AP	1
Pevensy 1	Low	2	2	FAW	2
Pevensy 1 Workshop	High	1	2	AP	1
Pevensy 2	High	4	8	FAW	3
Pevensy 3	High	3	6	FAW	3

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Building	Activity risk	Required 1st Aider numbers	Proposed number of 1st Aiders (doubled)	Qualification type required	First aid kits required (standard 1 per floor)
Richmond	High	1	2	FAW	4
Shawcross	High	3	6	FAW	2
Silverstone	Low	2	4	FAW	3
Sport Centre	High	1	2	FAW	2
Student Centre	Low	1	2	EFAW	2
Sussex House	Low	3	6	FAW	3
TFMRC	High	1	2	FAW	2
Trafford Centre	High	1	2	FAW	2

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Review / Contacts / References	
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Policy owner:	Health and Safety Team Human Resources
Lead contact / author:	Angelina Janus (Health and Safety Advisor)

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