

Watford UTC Health and Safety File

First Aid Policy

Responsible: The Principal/Site Manager
Drawn Up: February 2017
Date Approved by Governing Body: 19th August 2014
Next Review: January 2018

Contains public sector information published by the Health and Safety Executive and licensed under the Open Government License v3.0

Contents

1.0 Legal Landscape	2
2.0 Policy	2
3.0 Arrangements	2
3.1 Definitions.....	2
3.2 First Aid Risk Assessment of Need	3
3.3 Location of First Aiders	3
3.4 Location of First Aid boxes	3
3.5 Procedures for obtaining first aid 08:00-17:00.....	4
3.6 Procedures for obtaining first aid before 08:00 and after 17:00.....	5
4.0 Duties	5
4.1 Principal.....	5
4.2 Health & Safety Officer	5
4.3 Staff	5
5.0 Training	6
6.0 References.....	6
7.0 Change of Document Register	6

1.0 Legal Landscape

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. The regulations apply to all workplaces including those with less than five employees and to the self-employed.

The Regulations do not place a legal duty on the UTC to make first-aid provision for non-employees such as the public or students, however the UTC complies with the HSE guidance to include such stakeholders in an assessment of first-aid needs to ensure provision is made for them.

2.0 Policy

The purpose of this policy is to create a framework to ensure that Watford UTC:

- Complies with its duties and extended duty of care to all stakeholders as detailed in the regulations
- Undertakes a first aid risk assessment of need to identify provision requirements
- Provides resources, updates, and training to meet the outcome of the assessment
- Makes employees and stakeholders aware of the arrangements for First Aid
- Reviews suitability of the provision on a regular basis

3.0 Arrangements

3.1 Definitions

First Aid

The assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery.

Appointed Person

When an employer's first-aid needs assessment indicates that a first-aider is unnecessary, the minimum requirement is to appoint a person to take charge of first-aid arrangements. The roles of this appointed person include looking after the first-aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover, within their role and competence, where a first-aider is absent due to unforeseen circumstances

First Aider

Someone who has undertaken training appropriate to the circumstances. They must hold a valid certificate of competence in either:

- first aid at work
- emergency first aid at work
- any other level of training or qualification that is appropriate to the circumstances

3.2 First Aid Risk Assessment of Need

The Health & Safety Officer conducts a first aid risk assessment of need on annual basis. The outcome of the assessment will identify the required provision for the year ahead in regard to first aid. The assessment will cover areas such as:

- Number of Staff
- Numbers, age and demographic of other stakeholders
- Layout of buildings
- Hours of occupancy
- Locations for first aid provision and equipment
- Activities to be undertaken
- High risk concerns
- Emergency procedures
- Number of required staff trained in First Aid and to what level
- Location of First Aiders

3.3 Location of First Aiders

During the working day (08:00 – 17:00)

Name	Location
Ellie Reid	Sanyo Reception / Sanyo SF01 Admin Office
Alex Cummings	Sanyo SF10 Science Prep Room
Kim Pendred	Axis AG11 Media Room

Out of hours (17:00 until closure of before 08:00)

First aid cover by qualified first aiders is not available out of the core Watford UTC hours, provision for first aid must be made within the risk assessment for your out of hours activity

3.4 Location of First Aid boxes

Sanyo Ground – Reception Desk
Sanyo First Floor – Science Prep Room SF10
Sanyo Second Floor – Staff Breakout Space
Sanyo Third Floor – Kitchen Area
Axis – Student Support Room

3.5 Procedures for obtaining first aid 08:00-17:00

Student - Lesson time

- Member of staff will assess the ability of the student to make their own way to the first aider
- If able, the student will be directed by the member of staff to the nearest first aider (with assistance as required)
- If the student is incapacitated, then the first aider will be contacted via Reception and attend the location without undue delay

Student – Non-contact time

- Students who are able should make their way to reception for first aid assistance
- Where a student is incapacitated another student or passer-by may be sent to contact Reception. Reception will advise the nearest first aider to attend the injured person

Staff

- Staff requiring first aid assistance should make their way to reception
- In the event that a member of staff is incapacitated they should contact reception via their mobile, nearest phone or send someone for assistance

Visitors, Contractors and Members of the Public

- Staff are responsible for their visitors and as such must ensure that they make them aware of the locality of first aid provision should they need it. They should ensure that in an emergency first aid assistance is forthcoming without undue delay

Rendering First Aid

- Once first aider has attended the casualty they will without delay and provide emergency assistance
- The first aider will contact next of kin, parents and emergency services as required
- If necessary, the first aider or another appropriate adult will accompany the casualty to hospital
- The first aider is responsible for informing reception of the details to enter in to the accident book
- First aider is responsible for entering the details of any first aid administered in to the Arbour system under the student's name or in to the staff and visitor first aid book
- The first aider will advise the Health & Safety officer of any equipment used from any first aid kits so that they can be replenished
- The Health & Safety officer will conduct 6 monthly inspections of first aid kits to ensure all contents are present and in date

3.6 Procedures for obtaining first aid before 08:00 and after 17:00

Before 08:00 first aid provision can be obtained from either reception, if manned or in a serious emergency from the Premises Office

After 17:00 users of the building for Lettings will be required to provide their own first aid provision. When students and staff are working at this time first aid provision must be addressed in the risk assessment for the activity.

4.0 Duties

4.1 Principal

- Lead by example in the content of this policy
- Ensure all staff comply with their duties detailed in the policy
- Support the Health & Safety Officer in the implementation and resourcing of this policy

4.2 Health & Safety Officer

- Ensure all staff have access to this policy
- Undertake a first aid risk assessment of need
- Advise the Principal on the outcomes of the assessment
- Ensure that employees who hold first aid qualifications undertake training at the appropriate intervals to retain their qualifications
- Check that first aid kits are fully stocked at the start of each term and that items used by employees are promptly replaced
- Provide first aid kits to employees on educational visits

4.3 Staff

- Make themselves aware of the content of this policy
- Comply with the content, duties and training detailed in this policy
- Be aware of specific medical conditions of individual staff, visitors and students
- Complete a risk assessment as required, be aware of specific needs of individual students and receive parental/carer consent forms
- In the event of person requiring first aid assistance to assess need in line with training and send for help as soon as possible
- Send a student with minor injuries to the nearest first aider accompanied by another student, if appropriate
- Comply with the policy on educational visits
- Familiarise themselves with subject specific risk assessments so that they are aware of the teaching hazards
- Take a first aid kit on any trips away from the Watford UTC site.
- Supply teachers will be informed how to access the first aid reporting system for the duration of their assignment and will be expected to be aware of relevant medical and hazard conditions appertaining to the classes which they will teach

5.0 Training

Training needs are identified from the first aid risk assessment of need. Staff are trained by competent companies delivering accredited First Aid at Work or Emergency First Response courses.

6.0 References

First Aid at Work: HSG L74

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

Resuscitation Council

<https://www.resus.org.uk/>

Basic Advice on First Aid at Work

<http://www.hse.gov.uk/pubns/indg347.pdf>

7.0 Change of Document Register

Date	User
24/02/2017 Document Created	Steve Hillier (DRAFT) v1.0
January 2018	Reviewed by Governing Body