



FIRST AID GUIDANCE

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**If you require a First Aider, please contact Reception on 0113 202 8000.
For out-of-hours emergencies, please call the Emergency Services on 999.**

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1. Introduction

- 1.1 The Health and Safety (First Aid) Regulations 1981 (as amended) place a duty on the University to have adequate arrangements in place for the provision of first aid for its staff, that is proportionate to its size and undertakings. For the purpose of the provision of first aid treatment, this has also been extended to include students and visitors using University premises.
- 1.2 To this extent, the University will maintain an adequate number of qualified first aiders in order to provide first aid cover at all times during the University's normal operating hours.

2. First Aid Responsibilities

- 2.1 The University is committed to providing a safe and healthy work environment and will take all reasonable and practicable steps to manage risks. This includes ensuring that suitable arrangements are in place for first aid responsibilities, as follows.

2.1.1 Health and Safety

In terms of first aid, the Estates / Health and Safety team is responsible for:

- Distributing information around University first aid procedures to staff, students, and the First Aider team
- Recording weekly checks of defibrillators and replacement of pads, and arranging for repairs or replacements where necessary
- Ensuring that the list of First Aiders and the first aid guidance is up-to-date and available on the Portal: <https://portal.leeds-art.ac.uk/health-safety/first-aid-contact-list>
- Maintaining adequate levels of first aid stock to enable first aiders to replenish their first aid boxes
- Completing first aid needs assessments where required and advising Human Resources with recommendations on any changes to the University's first aid requirements
- Investigating Accidents and Incident where first Aid has been provided.

2.2 Human Resources

The Human Resources team is responsible for:

- Identifying staff to act as First Aiders, and to arrange for their appropriate training delivered by an approved course provider
- Maintain training records and a list of First Aiders who have left the University, and to use this information to provide Health and Safety with the most current list of First Aiders

2.3 Staff and Students

In the case of an incident, please promptly contact Reception where they will be able to call for a First Aider.

2.3.1 First aid notices are located around all University buildings and the names of all first aiders are displayed on the First Aid (Contact List) document available on the University portal (linked below):

<https://portal.leeds-art.ac.uk/health-safety/first-aid-contact-list>

2.3.2 All staff and students also have responsibilities for first aid:

- Every person must familiarise themselves with the first aid procedures, especially on how to call for help in an emergency;
- Follow instructions from the First Aider;
- Unless asked to stay by a First Aider or the casualty, do not crowd around and encourage other onlookers to do the same and leave the scene;
- Do not administer any medication or drugs to the casualty;
- Do not provide food or drink to the casualty;
- Provide any information or statements following the incident where necessary.

2.3.3 Any staff inviting external contractors or visitors to the University premises (with the exception of contractors working on notifiable projects who would require their own arrangements to be put in place) are also responsible that their visitors are made aware of the University's first aid procedures.

2.4 Reception

2.4.1 Anyone requiring first aid must contact the Reception team by calling 0113 2028000, or alert a member of University staff to get in touch with Reception for them, to request for a First Aider to attend.

2.4.2 If emergency services are called, Reception should allow access to the building for ambulance staff to attend to the casualty.

3. Duties of a First Aider

3.1 The prime aim of any First Aider is to provide aid to a person that is injured or of ill-health in order to sustain life and, if possible, to stabilise their condition until treatment can be provided by a medical practitioner or nurse.

3.2 In the case of an emergency, the casualty will be taken to the nearest emergency treatment hospital or other Medical Centre. This could be via an ambulance, or depending on the nature of the emergency and if it is deemed safe to do so via University vehicle (there must be an additional First Aider to accompany the affected person who is not the driver), or a licensed taxi. It is the responsibility of the First Aider (or appointed person) to call for an ambulance where it is deemed necessary.

3.3 No medicine will be administered to the affected person by any member of staff. Where the

affected person carries their own medication that has been prescribed for that particular condition by their doctor (such as an inhaler for asthma), the role of the First Aider is generally limited to helping administer their own medication and contacting the emergency services as appropriate.

3.1 Accident Reporting

Once it is safe to do so, all accidents and near misses must be recorded in the accident book in accordance with the Accident Reporting and Investigation Guidance (linked below):

<https://portal.leeds-art.ac.uk/content/accident-reporting-investigation-guidance>

The accident book is located on the University Estates (Risk and Safety) portal page (linked below):

<https://portal.leeds-art.ac.uk/accident-reporting>

3.2 First Aid Kits

First Aiders are responsible for checking and ensuring that first aid boxes in their areas and any individually allocated first aid kits provided, are adequately stocked with first aid supplies and have not surpassed their expiration date.

Where it has been identified that items need to be replenished, First Aiders must complete the First Aid (Supplies Order Form) located on the Risk and Safety resource page on the University portal (linked below) and sent to riskandsafety@leeds-art.ac.uk.

<https://portal.leeds-art.ac.uk/health-safety/first-aid-supplies-order-form>