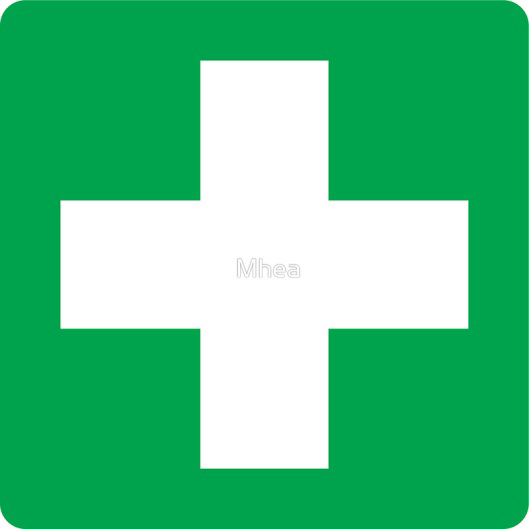


FIRST AIDER



GUIDANCE MANUAL

*Version - September 2022*

# First Aider Guidance Manual – Contents Page

|  |  |
| --- | --- |
| **1** | First Aider Ratios |
| **2** | First Aid Definition & Policy |
| **3** | First Aid Administration |
| **4** | Training Courses & Qualifications |
| **5** | Annual First Aid Events |
| **6** | First Aid Risk Assessments |
| **7** | First Aider Boxes and Supplies |
| **8** | Medicines |
| **9** | First Aid Facilities |
| **10** | Disposal of Biological Waste |
| **11** | First Aider Responsibilities |
| **12** | Emergency Procedures |
| **13** | Defibrillators |
| **14** | Covid19 Guidance |
| **15** | First Aider List |
| **16** | Accident / Incident Reporting |
| **17** | RIDDOR Reporting |
| **18** | Transportation of Illness at work |
| **19** | Evacuations |
| **20** | Insurance |
| **21** | First Aid provision for fieldwork |
| **Appendix 1** | **BU First Aid Policy** |
| **Appendix 2** | **BU Accident & Incident Reporting Form** |
| **Appendix 3** | **BU Accident Reporting & Investigation Policy** |

1. **First Aider Ratios**

The Health & Safety (First Aid) Regulations 1981 place a duty on employers to make first aid provision for employees in case of injury or illness at the workplace.

Whilst there are no precise ratios for the number of First Aiders; HSE guidance refers to the following ratios: -

# Low Hazard 1 First Aider: 100 employees (Office, Libraries)

**High Hazard**

**(Workshops, Labs) 1 First Aider: 50 employees**

In high risk/hazard areas, the completion of First Aid Risk Assessments by the relevant Faculty or Professional Services Health & Safety Co-ordinator (see Section 6 – First Aid Risk Assessments) will determine both the First Aider coverage required as well as the First Aid equipment and supplies for those areas depending upon the hazards and risks present.

# First Aid Definition & Policy

First aid is defined as treatment:

* + For the purpose of preserving life and minimising the consequences of injury and illness until help, from medical practitioner or nurse is obtained; or
  + Of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse

Bournemouth University will ensure that:

* + First Aid Risk Assessments are completed for high risk/hazard areas to determine the appropriate levels of first aid and First Aider coverage for Faculty and Professional Services.
  + There are suitably trained individuals to provide first aid to staff, students, visitors, and contractors
  + Contracted security guards are certified ‘First Aid at Work’ First Aiders.
  + Adequate and appropriate equipment and facilities are available to provide first aid.
  + Staff and students (and others) are made aware of the arrangements in place to provide first aid, including the location of equipment, facilities, and First Aiders.

For further information, see [Health, Safety & Wellbeing Intranet Pages](https://staffintranet.bournemouth.ac.uk/workingatbu/healthsafetywellbeing/)

# First Aid Information

The Health, Safety & Wellbeing Team are responsible for the implementation, managing and monitoring of the First Aid Policy within the University. All first aid administration is dealt with by the Health, Safety & Wellbeing Administrator and can be contacted at [firstaid@bournemouth.ac.uk](mailto:firstaid@bournemouth.ac.uk).

# Training Courses and Qualifications

A staff member who is identified as a First Aider\* MUST attend a three day ‘First Aid at Work’ training course accredited by an approved HSE organisation (i.e., St John Ambulance) and the cost of training\*\* will be met by the Health, Safety and Wellbeing Team.

At the end of training, the member of staff must pass a series of assessments to become qualified, the certification of which will then last for a period of three years. Before the qualification expires the First Aider must attend a two-day refresher course, again provided by a recognised training provider.

First aid training should be booked through the Health, Safety and Wellbeing Administrator. Approximately 2-3 months prior to a first aid certificate expiring, the First Aider will be notified and supplied with the dates of forthcoming refresher training session. The First Aider is required to select date and location of their preferred course and confirm this with the Health, Safety & Wellbeing Administrator as soon as possible.

Allowing first aid certificates to lapse is unnecessary and potentially expensive (requalification would require attending and passing a full three-day course), therefore if it happens without good reason, First Aiders will not necessarily be authorised to retrain.

\* Staff members who become First Aiders are required to meet standard criteria to ensure that the University has the best available and readily accessible first aid coverage across both campuses. Individuals must be full time, permanent employees with no health conditions that could preclude them from carrying out first aid (or part time permanent employees on at least a 30 hour per week contract), whose job role should involve them being present in their normal place of work for at least 75% of their time during normal office hours. Individuals are needed to provide a mobile number (which is kept confidential, and not publicised), so that in an emergency they can be contacted if away from their workplace. (These conditions do not apply to faculty/professional services trained First Aiders who are required to carry out the role as part of their work. See\*\*).

\*\* In some faculty/professional services, first aid services, or the requirement for an Emergency First Aider is required due to particular work processes and activities. Where this is the case, Health, Safety and Wellbeing Team will provide details of courses available and the processes for booking onto these courses. These Emergency First Aiders will not form part of the central university First Aiders and will not receive the first aid allowance as it is a work role requirement.

# Annual First Aid Events

In addition to the statutory training requirements, the Health, Safety and Wellbeing Team also organise an annual First Aiders workshop which includes the attendance of a professional first aid trainer, who will be on-hand to provide advice and refresher of techniques. It also provides the opportunity to raise issues, concerns and share experiences of life as a First Aider within the University.

# First Aid Risk Assessments

To determine the appropriate level of general first aid cover that is required the Health, Safety & Wellbeing Team with the assistance of local First Aiders will conduct assessments of first aid requirements for university buildings. However, it is important, that particularly ‘out-of-hours’ activities or those occurring ‘off campus’ are addressed through the risk assessment process for that particular event by the relevant responsible person and/or faculty or professional service.

Assessments take into account the:

* + Size of the location
  + First aid provision already in place
  + History of accidents in that location
  + Nature of activity / work and the hazards involved
  + Location of first aid materials, equipment available
  + Travelling, remote and lone workers
  + Annual leave and other absences of First Aiders
  + Out of hours activities in the location

Although the regulations do not require the provision of first aid to non-employees, the University recognises its moral obligations in this matter and will therefore ensure wherever possible that there is adequate cover for students, visitors etc.

It is the responsibility of ALL First Aiders (or in their absence the line manager) to inform the Health, Safety & Wellbeing Administrator if they are moving location, leaving the University, or become unavailable for extended periods (i.e., sickness, leave etc.).

# First Aider Boxes & Supplies

Upon appointment and qualification as an appointed First Aider, the individual will be provided with a standard medium sized first aid box. The boxes are suitable for up to 20 persons and should be regularly checked and supplies re-ordered as necessary.

As a guide only the following items should be kept within the first aid box:

* + Assorted sized plasters
  + Eye Pad and Bandage
  + Triangular Bandages
  + Safety Pins
  + Medium-sized Bandage
  + Large-sized Bandage
  + Individually wrapped alcohol free wipes
  + Pairs of disposable gloves
  + Mouthguard for CPR
  + Ice pack
  + Yellow hazardous waste bag
  + Foil blanket
  + Eye wash
  + Micropore tape
  + Clothing scissors
  + Burn gel

Additional first aid supplies including eye wash are also kept in various areas such as laboratories, plant, and maintenance areas and in some first aid boxes across the University.

First aid supplies should be ordered directly from the Health, Safety and Wellbeing Administrator by emailing [firstaid@bournemouth.ac.uk](mailto:firstaid@bournemouth.ac.uk).

First aid boxes are also located on all manned reception desks across the University and are for the use of all trained first aid personnel only, where they may have been called to an emergency whilst away from their usual place of work and own first aid box.

# Medicines

**Under NO circumstances should any First Aider keep or distribute ANY type of medicine (including Paracetamol, Aspirin, antiseptic or cotton wool etc.).**

This also includes the use of medicine dispensers such as inhalers, anapens etc., however First Aiders are permitted to give the item to the casualty to administer themselves.

# First Aid Facilities

The vast majority of all first aid is delivered at the scene of the accident/incident, and in some cases where the casualty is injured, the services of an ambulance will be sought and where necessary the person taken to hospital. Where the First Aider requires an area of privacy or perhaps quiet to deal with a casualty, they are requested to use what available offices, meeting rooms and rest areas available for this purpose.

# Disposal of Biological Waste

Human clinical waste must not be places in waste bins. Small, infrequent amounts of bloody tissue, etc. can be flushed down the toilet. Plastic backed dressings or quantities of cotton wool can be disposed of via the sanitary bins. During term time, items of biological waste can also be taken to the Medical Centre (Talbot Campus) or Studland House (Lansdowne Campus) for disposal using the ‘yellow’ waste bags supplied within first aid kits.

# First Aider Responsibilities

First Aiders play an important role in providing an immediate response to accidents, utilising vital lifesaving skills.

The main responsibilities of a First Aider are:

* + Respond promptly to all calls for first aid assistance.
  + To provide first aid treatment to university employees, students, or its visitors.
  + Assess a situation quickly and safely and summon appropriate help.
  + Identify as far as possible, the injury or nature of the illness affecting the casualty.
  + To give early, appropriate, and adequate treatment in a sensible order of priority.
  + To remain with a casualty until handing them over to an appropriate person i.e., the emergency services, doctor etc.
  + To give further help if required.
  + Complete the [online Accident & Incident Reporting Form](https://forms.bournemouth.ac.uk/AccidentAndIncident%23/reportingPerson).
  + Maintain a designated first aid box and re-stock supplies by contacting the Health, Safety & Wellbeing Team.
  + Inform the Health, Safety and Wellbeing Team of any change to location or circumstance that would impact their ability to carry out the role (including pregnancy, contracted hour change etc.).
  + Attend all required training, including the annual in-house First Aiders workshop (refresher) session.

# Emergency Procedures

In the event of an accident the University has an emergency number – **222 (externally or from a mobile phone the number is 01202 962222 – which is recommended that all First Aiders store in their phone).**

The call goes straight through to the main Poole House Reception Switchboard, which is manned 24 hours a day, 7 days a week. This call takes priority over any other calls on the line.

On receipt of the emergency call, the receptionist will dispatch a First Aider to the scene using a template email with the emergency call detail, which will also be sent as a text message to those First Aiders who have provided a mobile number requesting them to attend. Depending on the severity of the emergency call, the receptionist may also contact the Emergency services to send for an ambulance. Once this has been done, the receptionist will also begin to telephone the First Aiders listed closest to the accident/incident until they have received a response that a First Aider can attend.

On receiving the email or text message, it is the First Aiders duty to respond, collecting up their first aid kit or grabbing the nearest one at any manned reception can head to the location on the Emergency call detail. The First Aider MUST contact the Poole House Reception to inform them they are on their way to attend the emergency.

It is important that the 222 number is used as Reception can liaise with the Caretaking staff to look out for the emergency vehicles and direct them to the scene of the accident / incident.

Outside of normal working hours, the above system still applies as the Poole House Reception is manned by an external security team who will be able to call for emergency services and liaise with them to get them to the correct location. These Security staff are also trained First Aiders.

# Defibrillators

BU has 14 fully automatic ‘LIFEPAK CR Plus’ Defibrillators (used by approximately 70% of Ambulance Trusts) around both Talbot & Lansdowne Campus.

**Talbot Campus**

* + **Poole House Main Reception –** Manned 24 hours a day, providing coverage to all immediate areas, including the Design and Innovation Centre, Catering outlets, SUBU & Bars
  + **Poole House external to Sports Lab -** Coverage for Sports Lab, Estates Offices, Catering outlets, SUBU & Bars
  + **SportsBU Reception –** Providing coverage to the sports facilities, lecture theatres, Library, and other immediate buildings
  + **External Main Entrance Talbot House –** Covering the Medical Centre, Student Hall, Chaplaincy, Nursery and Sports pitches and playing fields
  + **Christchurch House Main Entrance Lobby –** Providing coverage to Christchurch House, Weymouth House, Talbot Annex buildings
  + **Christchurch House 2nd Floor Landing** – Faculty defibrillator available for general use September to March
  + **Fusion (FB1) North Entrance Lobby –** Coverage for Weymouth House, Library, Dorset House, Catering outlets, Talbot Annex buildings
  + **Poole Gateway Building (PGB)** – Coverage for PGB, Christchurch House and Tolpuddle Buildings

**Lansdowne Campus**

* + **Studland House Main Reception –** Providing cover to Studland House

# Executive Business Centre Reception Area – Providing cover for EBC

# Bournemouth Gateway Building – Main reception, manned 24 hours a day.

# Bournemouth Gateway Building – 3rd Floor, Central Admin Office.

# Chapel Gate

# Outside Main Building – Located on the wall outside the bar area facing the access road. Covering all sports pitches.

# Cricket Pavilion – Located inside the Cricket pavilion

These defibrillators are fully automatic, with a simple two-step process.

1. Turn the device on
2. Attach the electrodes to the casualty

The units provide clear voice and picture instructions, as well as providing calm guidance through assessing the patient, opening the airway, and applying the electrode pads. The units automatically detect heart rhythms and if needed delivers a shock on its own, without rescuer interaction, yet gives the user a full running commentary.

Although the University’s defibrillators are fully automated and can talk anyone through the process, the great majority of successful AED use has been by those who have received training, therefore BU regularly (usually in the Autumn) run AED training sessions, which are advertised on the staff portal and open to all First Aiders, general staff, and students.

# Covid19 Guidance

As a First Aider, you may be asked or called to assist a colleague, student, or visitor during the ongoing COVID-19 pandemic. You may have concerns for yourself, along with the casualty about the potential current increased risk of infection during the provision of first aid.

It recognises that there has always been the possibility that First Aiders may come into contact with individuals with undisclosed medical conditions, symptoms etc. and that there is the small possibility of infection (including that of Covid19) when administering first aid, unless sensible precautions are taken.

**General Precautions & PPE**

Covid19 infections occur through direct transfer of respiratory droplets to the mouth, nose and eyes, via inhalation or through touching a contaminated surface, person or object and then transferring the infection to own mouth, nose or eyes.

First Aiders should always wear gloves when giving treatment, washing hands both before and immediately afterwards, even where social distancing measures have been maintained.

In addition to gloves, additional P.P.E (plastic disposable aprons and disposable medical grade masks) can be provided upon request ([firstaid@bournemouth.ac.uk](mailto:firstaid@bournemouth.ac.uk)).

**Assisting with all Minor First Aid Incidents**

It is hoped that most minor incidents can be dealt with by remaining ‘socially distanced’ from the casualty, and simply talking them through the process.

For example, for minor grazes, cuts etc. you may be able to direct the individual to either wash or clean the wound (e.g., with a non-alcohol wipe); talk them through ‘applying pressure’ and then plaster application etc.

**General Advice for Providing Direct Assistance to Someone**

Where you are required to provide direct assistance to someone, ensure you are wearing gloves, disposable apron and mask.

Try to retain as much distance as possible and not stand directly in front [e.g., face-to-face] with the individual.

After aiding a casualty, wash your hands thoroughly with soap and water at the earliest opportunity, or use sanitiser if this is not immediately available. Avoid touching your mouth, eyes or nose unless you have [washed your hands](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/).

Afterwards ensure you dispose of the used equipment correctly (either by first placing in a waste bag if the items are soiled) and then placing in either a sanitary bin (for small items), or if appropriate a hazardous waste bin usually located in or near to laboratories (for advice on the location of these contact the Health, Safety & Wellbeing Team).

**CPR**

If you are required to provide CPR, first ensure an ambulance has been called [by contacting 222] and is on its way. Although you may have to proceed cautiously due to the potential heightened risk of infection, ambulance staff have access to more protective equipment and will be able to deal with the incident quickly and efficiently.

The Resuscitation Council (UK) provide the following guidance in relation to providing CPR during the ongoing COVID pandemic;

* Recognise cardiac arrest. LOOK for the absence of signs of life and the ABSENCE of normal breathing. DO NOT listen or feel for breathing by placing your ear and cheek close to the casualty’s mouth. If you are in any doubt about confirming cardiac arrest, the default position is to START chest compressions until help arrives.
* If there is a perceived risk of infection, place a cloth/towel or similar over the casualty’s mouth and nose and attempt compression only CPR and early defibrillation until the ambulance and/or first response Paramedics arrive. Put hands together in the middle of the chest and push hard and fast.
* Chest compressions-only CPR (i.e., continuous compressions at a rate of at least 100-120 per minute) is the recommended alternative to rescue breaths.
* Early use of a defibrillator significantly increases the chances of survival and does not increase the risk of infection [see Section 13 above].
* Even where gloves have been worn, after compression only CPR, First Aiders should wash their hands thoroughly with soap and water, or if not immediately available, use hand sanitiser until handwashing facilities can be accessed.

# First Aider List

A full list of all current [First Aiders](https://intranetsp.bournemouth.ac.uk/_layouts/15/WopiFrame.aspx?sourcedoc=/policy/First%20Aid%20list.doc&action=default) is accessible via the Staff Intranet. In addition, each manned reception in university buildings also have a copy. In an emergency, individuals can call the emergency 222 number to summon assistance. (See Section 12 ‘Emergency Procedure’)

The First Aiders list is kept up to date by the Health, Safety & Wellbeing Administrator; however, it is important that First Aiders advise them of any changes to their circumstances including location and contact information.

# Accident / Incident Reporting

All staff have a duty under the BU Health & Safety Policy to inform their Line Manager or First Aider of any accident / incident or near miss in which they are involved during the course of their duties.

Should First Aiders be approached with the details of, or are called to attend an incident, they should immediately complete the [online Accident & Incident Report Form](https://forms.bournemouth.ac.uk/AccidentAndIncident#/reportingPerson) (which is accessible from the Health, Safety & Wellbeing Intranet pages as well as the BU Portal Home page).

It is important the **ALL** sections of the online form are competed, failure to do so can result in delays in processing, investigation and where required, the onward reporting of the incident.

It is also vitally important that First Aiders gain as much information as possible at the scene of any incident, including the names and contact details of any witnesses.

Details of all accident are collated centrally and where necessary are investigated. First Aiders may be required to participate in any investigation or follow up report.

See ‘Appendix 1’ for detailed BU Accident Reporting & investigation Policy.

# RIDDOR Reporting

If any accident, injury, or infectious disease in the workplace results in an employee being off work for more than 7 days or is of a serious nature, or falls under a specific classification, it must be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR). This process is completed by the Health, Safety & Wellbeing Team.

# Transportation for illness at work

It is the responsibility of an individual’s Dean, Director or Line Manger to arrange transport, and should not be regarded as a function of the Health, Safety & Wellbeing Team, Estates, Human Resources or First Aider.

If personal transport is used, then the relevant driver must ensure that he/she has adequate business use cover on their policy.

# Evacuations

Where evacuating a building, First Aiders should take their first aid box with them, when proceeding to their normal assembly point. **Under no circumstances should they compromise their own safety by delaying their evacuation or deviating from an escape route (particularly if they are not at their desk when the alarm is raised) to collect a box.** (In a genuine emergency the emergency services will be in attendance with medical supplies in any case).

# Insurance

Under Bournemouth University’s Liability Insurance, First Aiders are covered when administering first aid to staff, students, and visitors etc. within the boundaries of the University or under the scope of its business. BU Insurance cover does not extend to first aid provided outside of the work environment.

However, St John provide all students who successfully pass one of their approved first aid courses with ‘Good Samaritan’ insurance cover for the duration of the validity of their training qualification. This insurance covers students against claims arising from first aid they may have delivered outside of their workplace, club or association and not covered by any other insurance. More information on this can be found [here](https://www.sja.org.uk/course-information/guidance-and-help/associate-membership-insurance/).

# First Aid Provision for Fieldwork

The provision of First Aiders for fieldwork will depend on the associated risks, including the ease of access to the nearest medical help, the nature of the work being undertaken and the terrain and climate in the fieldwork location. Where a requirement for First Aiders is identified, they MUST hold a First Aid at Work Certificate. In addition, it should be ensured that First Aiders are trained to deal with injuries that could arise from any hazards likely to be encountered.

Where identified as necessary a standard first aid kit must contain suitable and sufficient supplies for the number of participants involved in the fieldwork. In addition to the standard kit, items necessary for the treatment of injuries specific to the location, particularly if it is remote, must be included.

# Appendix 1

**BU Accident Reporting & Investigation Policy**

1. **Policy**

It is the University’s Policy to maintain an efficient accident and incident reporting procedure by following the procedures outlined below.

# Duties

Deans of Faculties /Professional Services and all line managers are responsible for ensuring that the University’s Accident / Incident (including near miss). Reporting Procedure is followed as outlined below.

They are responsible for ensuring that there are efficient procedures in place within their Faculty/Professional Service for the completion of the appropriate form to report any accident or incident and to ensure that investigations are carried out where appropriate.

All Faculties / Professional Services should be aware that Bournemouth University is under a legal duty to report various categories of accident and incident to the Health, Safety Executive (HSE).

It is therefore the Policy of the University to encourage the reporting of all incidents that may have an occupational health or safety concern connection to the Health, Safety & Wellbeing Team.

The Health, Safety & Wellbeing Team are responsible for making the statutory reports to the relevant Enforcing Authority. Decisions on whether the incident is reportable will be based on the information supplied in the report forms and on any investigations carried out subsequently.

The Health, Safety & Wellbeing Team also have the responsibility to ensure that accident/incident records are regularly reviewed, and statistics are update. They will ensure that anonymised reports and reports on adverse trends are made available to the Health and Safety Committee, the University’s Executive Team, and the Audit & Risk Committee.

The Students’ Union has its own parallel accident recording and reporting arrangements but can call on the University’s Health, Safety & Wellbeing Team for support if required.

# Emergencies and Serious Incidents

For immediate assistance in managing emergencies and serious accidents/incidents, employees must contact the Duty Call Out Officer (DCO) on 222, or if calling from outside of the University on 01202 962222.

Injuries to Students must also be reported to the relevant Schools Administration Office.

# Procedure in the event of an Accident or Incident

An [‘Accident / Incident Report Form’](https://forms.bournemouth.ac.uk/AccidentAndIncident%23/reportingPerson) is available via the Health & Safety Intranet pages.

The online form is to be used for reporting accidents or incidents that have resulted in injury and /or are of a safety concern (e.g., to include dangerous occurrences, occupational illnesses etc.) and have occurred on the University’s premises or are in relation to activities organise by the University.

The Health, Safety & Wellbeing Team will process reports on the accidents/incidents and advise, where necessary on the implementation of recommendations contains in the reports for the improvement of Faculty / Professional Service health and safety systems.

Dean/Directors of Professional Services and line managers are reminded that it is their responsibility to ensure the adequacy of any preventative measures employed i.e., this responsibility is not transferred to the Health, Safety & Wellbeing Team through the submission of the online Accident & Incident Report Form.

The most senior member of staff at the scene is responsible for ensuring that first aid or medical attention is obtained for any injured person. The most senior member of staff (or the First Aider attending the scene if no senior staff member is available) should ensure the completion of the Accident/Incident report form.

This is to be completed once any injured persons have been fully assisted and the area has been made safe to prevent a recurrence of the injury.

As incidents will not always require first aid assistance, it is stressed that any individual can fill in accident report form on behalf of an individual.

Line Managers are also reminded that if any employees are incapacitated for work for more than 7 consecutive days because of a work-related accident then this is needs to be reported to the Health, Safety & Wellbeing Team who can then make a statutory report to the Health & Safety Executive (HSE). Any incident which results in a fatality or major injury must also be reported immediately to the Health, Safety & Wellbeing Team who will then report to the HSE.

NB: The day of the accident is excluded from 7 day counting period but any days which would not have been working days are included (i.e., weekends). This is because it is the severity of the injury that the Health & Safety Enforcing Authorities are interested in, and this information should not be allowed to be influenced by individual working patterns.

# Accident Investigation

Bournemouth University will take all reasonable steps (i.e., practicable and proportionate to the scale of the incident) to investigate accidents, reportable dangerous occurrences, and reportable diseases, and take the findings into account in revising the relevant risk assessments.

The investigations are primarily the responsibility of line managers in whose area or realm of influence the incident has taken place. The investigations required will involve taking reasonable steps (e.g., enquiries, where necessary examinations and tests) to ascertain the cause of the accident, dangerous occurrence, or disease to enable the cause to be considered in the review of any relevant risk assessment. In taking these steps, the severity or potential severity of the accident, dangerous occurrence or disease will be considered.

The investigation will be commenced as soon as possible after the incident and completed as soon as is practicable. It will be recorded, and the record kept for a minimum of 3 years after the incident. Where it related to an activity that is covered by a risk assessment, then a copy of the investigation report will be forwarded to the person in charge of the assessment as soon as possible after its completion.

# Accidents during course of duty (involving injury to employees)

Deans/Directors of Professional Services have the overall responsibility to ensure that an on-the-spot investigation of accidents is carried out wherever necessary. This will normally be delegated to a specific level of line management. Health and Safety Coordinators and/or the Nominated Senior Person responsible within Faculty /Professional Service should be consulted where necessary and provided with copies of associated documents where the outcome results in a change to Faculty /Professional Service policy or procedure.

# Accidents during a lecture or field trips (involving injury to students)

The member of staff in charge of activity must carry out an initial investigation and submit a report to their line manager and copy this to their Health and Safety Co-ordinator.

If the accident /incident is serious then the University should be notified as soon as possible by dialing the emergency ‘222’ number (01202 962222 from outside line or mobile).

Reports should address the underlying causes of accidents (ND: evidence from the HSE shows that most accidents can be linked to the need for improved management of health and safety rather than blaming individuals). The report should note links to any pre-existing risk assessments (or the need for future assessments) as well as giving specific information on remedial action taken or suggested to prevent recurrence.

The online Accident & Incident Report Form can be used for reporting the results of any accident investigation to the Health, Safety & Wellbeing Team. It should be noted that Health and Safety Coordinators and/or Union Representatives can also investigate accidents; liaison between them and Dean/Directors or Professional Services is of prime importance.

The University Health & Safety Committee will be kept informed as to the circumstances involved where there have been any serious accidents/incidents of if adverse trends have been noted in accident statistics. Relevant Committee Members may also examine areas of a particularly hazardous nature referred to them even if an accident has not taken place.

# Accident Investigation by the Health, Safety & Wellbeing Team

The following accidents/incidents will trigger an investigation by Health, Safety & Wellbeing Team:

* + All fatalities, serious injuries or cases of reportable diseases or dangerous occurrences.
  + Where the incident is likely to lead to a foreseeable degree of public concern
  + Where the incident has given rise to a complaint to the University or the Head of Health, Safety & Wellbeing
  + Where the incident is a recurrence or might recur within the University and more general guidance may be needed to ward other Faculty /Professional Services.
  + Where the incident involves young persons (under 18 years), children, the elderly, or anyone who may be physically or mentally impaired.

Where the incident involves a new process, technique, or item of plant and an investigation is necessary to ensure that a safe system of work is instigated for the future.

# Reporting of Hazards

It is the responsibility of all staff to report hazardous occurrence or safety lapses to their line manager who will, if necessary, report this to the Dean / Director of Professional Service. In addition, the matter can be referred to the University’s Health, Safety & Wellbeing Team and/or Trade Union Safety Representatives.

As an example, in the context of fire procedures this may be missing or damaged fire extinguishers or safety signage, items blocking or obstructing fire escapes or corridors.

The University’s Accident/Incident Report Form may be used for all occurrences that employees need to report even where no-one has been injured. The form should contain details on what action, if any, has been taken to prevent and incident of a similar nature or what action should be taken.

It should be noted that the University’s recognised Trade Union Safety Representatives (from UCU or UNISON) have the right to investigate hazardous occurrences where their members are involved.

# Hazardous Areas

It is the responsibility of Deans/Directors of Professional Services to ensure that the area under their control is managed and run with full regard to health and safety standards.

Where appropriate, hazardous areas will be indicated by signs and restricted to authorised personnel only. However, in order to comply with the ‘General Principles of Prevention’ listed in Schedule 1 of the Management of Health and Safety at Work Regulations 1999; the University will attempt first to reduce the risks ‘at source’. An area will therefore not be designated as hazardous unless and until all other reasonably practicable measures have been taken to reduce the potential exposure of persons to the hazards.

# Codes of Practice

Where the production of codes of practice and/or conduct are deemed necessary (e.g., following risk assessment) then the person(s) in charge of the area/activity must ensure that they have liaised with the appropriate University Advisers.

It is essential that both staff and students are informed of codes of practice and/or conduct and it is the responsibility of Lecturers, Deans and Directors of Professional Services to ensure that they are observed.

In cases where either a member of staff or a student refuse, without good reason, to observe the safety rules set up for their protection then the Dean/Director of Professional Services should be informed for further action by them.