Buckinghamshire University Technical College

First Aid Policy and Procedure

Responsible Officer:	Principal
Date:	March 2015
Review date	April 2016 (unless preceded by legislation)
Procedure available:	VLE

1. Purpose and Scope

1.1 This document describes the procedures and necessary actions to be taken to ensure that the Bucks UTC will provide the necessary equipment and facilities to enable the appropriate level of first aid to be rendered to its employees, students and members of the public whilst undertaking Bucks UTC business and associated activities.

1.2 The scope will apply to all Bucks UTC premises, to shared or multi-occupied sites or business contracts where employees or students are authorised to work.

2. Definitions

First Aid: To reduce the effects of injury or illness suffered at work during learning or on an associated activity, either caused by the work itself, or by sole factor outside of the Bucks UTC control. The first aid provision must be adequate and appropriate in the circumstances, to give immediate assistance to casualties with common injuries or illness and those likely to arise from specific hazards. To summon an ambulance or other professional help.

First Aider: A suitable skilled person holding a valid certificate of competence in First Aid at Work (FAW).

Such persons must not attempt to give first aid for which they have not been trained.

Assessment of Need: An assessment of the first aid needs appropriate to the circumstances of the workplace and the activities being carried out. This assessment should cover:

- The nature and distribution of employees and students
- The needs of travelling, remote and lone workers
- Employees and students working on shared sites ie. placements
- Invited members of the public

First Aid Materials, Equipment and Facilities: Materials, equipment and the facilities needed to ensure that the level of first aid cover identified as necessary will be available at all relevant times. This means ensuring that first aid equipment, suitably marked and easily accessible is available in all places where working conditions require it.

Safe disposal of contaminated materials and sharps

- Safe disposal of blood, bodily fluids and materials which may be contaminated by these fluids must follow the HSE guidelines and be placed in Hazardous Waste bins.

- Safe disposal of contaminated sharps/razors must follow HSE guidelines and be placed in disposal containers (Sharps bins) approved to BS 7320:1990, immediately after use.

- Close the aperture to these containers when carrying or if left unsupervised, to prevent spillage or tampering
- Lock the container when it is three-quarters full using the closure mechanism. Do not try to press sharps down to make more room

- Keep all sharps and contaminated waste in a designated, secure area until it is collected.

3. Organisation and Responsibilities

3.1 Health and Safety Responsibilities

3.1.1 Senior Managers and Heads of Department of the UTC are responsible for the implementation of this Procedure to ensure that the necessary first aid provisions are made within their areas of responsibility and the required management and monitoring strategies are in place and robust.

3.1.2 Managers are responsible for carrying out a Risk Assessment/Assessment of Needs, to cover their areas of responsibility and record and retain a copy of the findings of the assessment as evidence. This will also assist in the review process. This is particularly relevant in the areas of higher risk e.g.; construction, science and sport.

3.1.3 The Health and Safety Committee is responsible for the development and maintenance of this procedure and the provision of adequate training and instruction on the methods required for implementation.

3.1.4 Appointed first aiders are responsible for the administration of first aid in the event of an emergency and for calling an ambulance or other professional assistance, within the capabilities of their training. To complete relevant treatment reports for all patients and manage the contents of their allocated first aid boxes or equipment.

3.1.5 All Bucks UTC staff must be aware that first aiders will not administer any medication within the College.

3.1.7 First aiders must record all events requiring first aid on a College “Accident form” and this must be passed on to the Health and Safety coordinator.

4. Appointments

4.1 Formal appointments of ‘First Aiders’ should be made on behalf of the Bucks UTC by the H&S Committee and/or business services director, a certificate of appointment will be issued and will indicate an expiry date of no longer than 3 years.

5 Additional First Aid Measures

5.1 When the assessments of first aid requirements have been completed, the Bucks UTC will either provide or ensure materials, equipment and facilities are available, to facilitate the level of cover identified as necessary and will be available at all relevant times. This will include ensuring that first aid equipment, suitably marked and easily accessible, is available in all places, where working conditions require it. Particular attention will be paid to specific hazards associated with process safety such as food preparation, working with lead and other hazardous substances or materials.

6 Monitoring and Auditing of the First Aid System

6.1 The Health & Safety Committee of the Bucks UTC should monitor the first aid provisions on a programmed basis.