

HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G025
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Introduction

This guidance sets out the University's management arrangements to make sure employees, students and visitors to our campuses get immediate help if taken ill or injured at work.

General Principles

To achieve this the University must have:

- A suitably stocked first aid kits.
- An appointed person or people to take charge of the first aid arrangements.
- Information for all employees telling them about the first aid arrangements.

Assessing our first aid arrangements

The University is a large organisation with a diverse range of work and student activities, as well as providing facilities such as hospitality outlets, Sports Centre, and Arts Centre.

To be able to provide appropriate arrangements for Departments or Faculties, the following checklist has been developed, [F018- Departmental/Building First Aid Risk Assessment Checklist](#). The checklist will be completed for each building, with the co-operation of the occupiers and the HS&E Team.

Most of the University security team are trained and hold the First Aid at Work qualification. In addition, colleagues in the sports centre, as an example, lifeguards, are trained first aiders. Other locations such as the Arts Centre, will have a first aider as part of their shift to be able to respond to a first aid emergency during opening hours.

Teaching and Research activities or locations will be prioritised dependent on the hazards involved, for example, undertaking a laboratory/workshop practical, will require first aid cover within a reasonable distance, usually within the building. For activities with a lower hazard level, such as language workshops, it will be sufficient to appoint a person who is familiar with the location of the nearest first aid kit(s) and knows how to raise support from trained colleagues.

Office activities are low level hazards, therefore having a first aider, trained to Emergency First Aid at Work (1 day) within the building for less than 50 people, is adequate. Buildings with more than 50 people or with higher level hazards will require a first aider trained to First Aid at Work (3 day) level.

Working in collaboration with other departments, the University will aim to encourage sharing of resources for first aid, wherever possible.

The University currently has over 70 staff trained to First Aid at Work standard (3 day) and over 230 staff trained to Emergency First Aid standard (1 day) on its register, these can be found here: [First Aid : Health, Safety & Environment , Aberystwyth University](#).

First aid appointed persons

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An appointed person oversees your first aid arrangements. This includes looking after the equipment, facilities and calling the emergency services in your team, department, or building.

You can have more than one appointed person, and they don't need to have any formal training. An appointed person must always be available whenever people are at work.

First aiders and training

You might decide that you need someone trained in first aid, sometimes known as a first aider. There are no hard and fast rules on how many trained first aiders you should have. It depends on the nature of your work and its location.

First aiders are trained by a competent training provider in:

- Emergency First Aid at Work (EFAW) – at this level they are qualified to give emergency first aid to someone who is injured or becomes ill while at work.
- First Aid at Work (FAW) – qualified to EFAW level but can also apply first aid to a range of specific injuries and illnesses.

The HS&E Team organise first aid training across the University. Training is provided based on needs of the Department and work activities.

[First Aid Training: Health, Safety & Environment, Aberystwyth University](#)

Where to find your nearest first aid kit

Each building will have at least one first aid kit. All first aid kit locations will have a sign to indicate their location, along with the name of the nearest first aider and defibrillator location.

Departments are asked to keep their details up to date, any clarification of information on the posters can be obtained from hasstaff@aber.ac.uk



What to put in a first aid kit

The contents of your first aid kit should be based on your first aid needs assessment. As a guide, where work activities are low-risk (for example, desk-based work) a minimum first aid kit might contain:

- a leaflet with general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work)
- individually wrapped sterile plasters of assorted sizes
- Sterile Wipes
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins

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- large and medium-sized sterile unmedicated wound dressings, individually wrapped,
- disposable gloves

This is a suggested contents list, should you require additional items for your work activities, please contact the HS&E Team hasstaff@aber.ac.uk for further assistance.

Maintaining or replacing contents of a first aid kit

The HS&E Team will provide replacement items for all first aid kits, please fill in the [F021 first aid replacement request form](#).

All first aiders and appointed person should check departmental first aid kits regularly and replace used items as needed.

To reduce cost and excessive waste, we have taken advice from our training provider and no longer advise replacing out of date items immediately providing the packaging is intact and the item undamaged. Please contact the HS&E team for further guidance should your kit contain out of date items.

First aid for homeworkers and co-working spaces

Working from home, undertaking low risk work activities, you don't need any first aid equipment beyond normal domestic needs.

All minibuses and agricultural vehicles will have a first aid kit within them. University cars will not always have a first aid kit. If the reason for your journey includes activities that may have a risk of minor injuries, you should consider placing a first aid kit in your vehicle. Borrowed first aid kits for one off events, trips etc can be obtained from the HS&E Team on request by emailing, hasstaff@aber.ac.uk.

Partners and tenants working within university buildings are legally responsible for their own first aid provision. However, a joint arrangement can be made with the other occupiers, if mutually agreed. This will need to be included within the written agreement (lease or service level agreement), when one employer takes responsibility for first aid for all workers on the premises. For further advice on lease or service level agreements please contact Space and Property Management on space@aber.ac.uk.

Defibrillators

An automated external defibrillator (AED) is a portable electronic machine that can automatically detect the abnormal heart rhythms that cause cardiac arrest and can deliver the shock that is needed to save the life of a person with a rhythm such as ventricular fibrillation (VF).

The University has 11 Defibrillators within its campuses. These can be located on the university maps page by selecting the Defibrillators tab [University Maps : Discover Aberystwyth , Aberystwyth University](#) or on the British Heart Foundation "The Circuit", [Defib finder – find the defibrillators nearest you](#).

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All first aid training courses provided by the University include a module on using an AED. Cardiac arrests can happen to anyone at any time. The British Heart Foundation provide resources to learn how to do lifesaving CPR and how to use a defibrillator in an emergency. [Learn CPR in 15 minutes](#) | [RevivR](#) | [BHF - BHF](#)

First Aid Rooms

There is one first aid room in William Davies building, Gogerddan Campus.

Many locations do not have a first aid room and may require some impromptu privacy protection for the injured or unwell person. This could be achieved by diverting people around another route or utilising pop-up banners that may offer some temporary privacy.

Should the unwell or injured person be in a lecture or seminar room, whilst assisting them, the first aider may ask other students or delegate staff to get some help; or ask others to step outside the room or to turn away to offer some privacy.

Transport of Persons Suffering from a Medical Emergency or Ill Health whilst on our Premises

In the case of a serious medical emergency, the emergency services should be called at the earliest opportunity (via 9-999).

Security should also be contacted on 01970 622649. They will be able to direct the emergency vehicle to the incident and offer further first aid support, if needed.

If the First Aider decides that the situation is not an emergency, but the individual needs hospital assessment and treatment, an assessment should be made regarding how best to transport the casualty to the Accident & Emergency Department.

Should a staff member be asked to take the individual in a fleet vehicle or their own vehicle, they will need to be an authorised driver, detailed within the University driver arrangements - [Fleet: Estates, Facilities & Residences, Aberystwyth University](#). Unless a vehicle's insurance policy specifically includes business use, the vehicle, driver and any passengers would fail to be covered under the drivers' own motor insurance. It should be noted that in the event of an accident the university would not be liable for the recovery of, or loss of no claim's bonus etc.

Other alternatives could include a friend or colleague of the injured person to assist to transport to accident and emergency, or a taxi could be called. Any costs incurred should be charged to the department for a staff member or student.

Once a method of transporting has been agreed, the first aider must consider if they should travel with the ill or injured person to accident and emergency (A&E). This will depend on the type of illness or injury, the length of time it is likely to take to get to the nearest A&E, and the likelihood of the individual deteriorating during the journey, if this is case, the first aider must accompany and monitor the ill/injured person.

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If an employee feels unwell and wishes to return home, attempts should be made to contact relatives or friends to collect them if necessary. If this is not possible then the employee's line manager will need to discuss with them alternative means to transport them home (e.g. taxi).

Records

All first aiders and appointed persons should record any incident they attend through the university's Incident Reporting Procedure using the F007 form, which can be located here: [Document Library : Health, Safety & Environment , Aberystwyth University](#).

Training

The HS&E Team organise first aid training across the University. Training is provided based on needs of the Department and work activities.

[First Aid Training: Health, Safety & Environment, Aberystwyth University](#)

Payment for first aid provision

The University makes an annual payment to staff qualified to First Aid at Work standard (3 day), paid in December's payroll. To qualify, you must be on the first aider list for this qualification at this time of the year and available to provide first aid to anyone on our campuses. No pro-rata payments will be made should the qualification run out or the first aider leaves employment during the year.

Further Information

[Basic advice on first aid at work \(hse.gov.uk\)](#) [Cynor sylfaenol ar gymorth cyntaf yn y gwaith \(Basic advice on first aid at work INDG347\) \(hse.gov.uk\)](#)

[First aid in work - What do you need to do? - Overview - HSE](#)

[First aid at work: The Health and Safety \(First-Aid\) Regulations 1981. Guidance on Regulations L74 \(hse.gov.uk\)](#)

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