

Imperial College Union Policy First Aid at Work Policy

Audience:	All Staff
Owner(s):	Leadership Group
Created Date:	December 2020
Review Date:	December 2022

1. Policy statement

Imperial College Union is committed to ensuring the health, safety and welfare of its members, staff, customers, suppliers, visitors and all others who may be affected by its activities.

Imperial College Union recognises that good management of health, safety and welfare is essential to the success of the organisation and is a sign of a well-managed organisation.

Imperial College Union is committed to ensuring that procedures are in place to identify hazards, assess risk and set objectives to improve the management of health, safety and welfare.

Imperial College Union acknowledges its duty to ensure that all relevant legislation regarding health, safety and welfare is adhered to and that resources are made available to ensure health, safety and welfare.

Imperial College Union is committed to developing a positive safety culture, based on the involvement of staff and volunteers in health and safety management. Imperial College Union will therefore use consultative forums and mechanisms to involve staff and volunteers in health and safety management, and will endeavour to provide relevant training to all staff and students.

Imperial College Union commits to reviewing this policy at least every 2 years, or as and when necessary, with approval for the policy to take place at the Board of Trustees.

2. Introduction

As per College policy, on all College campuses and sites there are sufficient number of trained personnel, equipment and information available to ensure that someone competent in basic first aid techniques can rapidly attend an incident during normal working hours or outside normal hours when a building is regularly occupied

A fully qualified first aider is always available during normal hours on each College campus or site to attend an incident.

In addition to adhering to the College First Aid at Work policy, the Union will have additional first aid provision for certain activity. The additional provision will be determined by risk assessment for activity and events.

3. Responsibilities

ICU Managing Director

- Ensuring the first aid needs within their areas of operation are assessed and addressed
- Appointing a Coordinator to organise provision of first aid services across the department

ICU Director of Membership Services

- Ensuring advice is available to student led activity on the management of first aid for extracurricular activities
- Ensuring that where appropriate student led activity is risk assessed and that adequate first aid provision is supplied.
- To liaise with Move Imperial to ensure that adequate first aid cover is supplied for sporting activity undertaken by Union clubs.

Appointed ICU First Aid Coordinator

- Undertaking & reviewing all department's assessment of first aid needs
- Monitoring numbers of first aiders so a sufficient number of suitably trained first aiders are available
- Assisting with recruitment of departmental first aiders
- Inducting new first aiders
- Distributing information notices to first aiders
- Organising, stocking and replenishment of first aid supplies
- Maintaining up to date notices on the local first aid arrangements
- Liaising with the Faculty Safety teams, Departmental Safety Officers, Building Managers and the College's central Health & Safety advisors on first aid issues
- Liaison with the College safety team to arrange supplementary training where this need is identified by risk assessments.
- Undertaking and registering weekly and monthly checks on all locally provided Automatic External Defibrillator (AED)

First-Aiders

- Responding promptly to calls for assistance within their area
- Providing support within their competence
- Summoning further help, if necessary
- Reporting details of treatment provided

College Health & Safety Auditor

- Auditing departmental arrangements for the provision of first aid

College Building Managers

- Gathering information about first aid personnel from individual Department coordinators and ensuring the information for the building as a whole is kept up to date

4. Arrangements

Union First Aiders

- The Union will provide a sustainable and suitable number of employees access to suitable First Aid Training (as defined by contemporary Health and Safety legislation)
- The Union will maintain an up-to-date list of First Aid trained personnel which will be available to access for all employees and volunteers.
- The Union will provide and maintain a suitable quantity of First Aid equipment to ensure that in the event of an emergency this equipment is easily accessible by all - Assess the need for and, where appropriate, provide advanced or additional equipment such as Burn Treatment packs or Sports Aid equipment.

Commercial Bar and Venue

- The Union will ensure that first aid provision will be considered within the risk assessment of its commercial activity including Union delivered events. This will occur on an annual and event by event basis.

Clubs, Societies and Projects

- The Union will ensure all CSP activity is adequately risk assessed and include an assessment of whether additional first aid provision is required.
- CSP leaders are responsible for not undertaking any activity until it has been appropriately authorised by the Union.
- Move imperial are responsible for ensuring adequate First Aid provision is provided at sporting venues owned by the College. The Union will ensure all Club activity is appropriately assessed and First Aid is provided.
- The Union will provide relevant first aid training, either free or subsidised, for student volunteers when a need for training has been identified.

5. Review

The Policy Owner is responsible for conducting a comprehensive review of their policies at a minimum of every 3 years or as required to stay current with applicable laws and/or Imperial College Policies.

The purpose of the review is to determine:

- if the policy is still necessary and accurate;
- if the policy should be combined with another policy or if it should be rescinded;
- if the policy is up to date with current laws and regulations and Imperial College policies;
- if changes are required to improve the effectiveness or clarity of the policy;

6. Training

Health and safety legislation requires employers to provide adequate health and safety training. The College provides a comprehensive training programme that is available to the Union.

Appointed First Aiders will be provided with adequate training to undertake their role with refresher training undertaken every three years.

Training for student volunteers will be provided annually and a central record kept of those students trained.