

HS C405-2 Guidance on First Aid



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1. Introduction

- 1.1 The Health and Safety (First Aid) Regulations 1981 require the University as an employer to ensure appropriate first aid arrangements are made for our workplace, including equipment, facilities and personnel.
- 1.2 The University of Sussex's facilities require varied first aid provision dependent on building occupancy's, activity risk level and facility size/ complexity (the details of each University workplace are determined by the First Aid Needs Assessment conducted by the Health and Safety Team).
- 1.3 This guidance document has been prepared to provide managers, supervisors, employees and visitors with sufficient knowledge to implement the University's First Aid Policy arrangements.

2. Definition of First Aid:

- 2.1 Providing help for the purpose of preserving life and minimising the consequences of injury or illness until such time as professional medical support can be obtained; and
- 2.2 Treating minor injuries which would not otherwise receive any treatment or which do not warrant treatment by a medical professional (Doctor, nurse, paramedic).

3. First Aid Needs Assessment

- 3.1 In order to determine adequate and appropriate first aid provision, the Health and Safety Team have carried out a First Aid Needs Assessment for the University (the First Aid Needs Assessment conclusions can be found Appendix 1).
- 3.2 The First Aid Needs Assessment has been developed with the following recognitions:
 - Although there is no requirement in law to provide first aid to anyone other than employees, the University will make provision for the benefit of its students and visitors.
 - The Falmer campus is a single campus university, and although relatively large, it is self-managed including the roadways and security.
 - The University will provide additional resource in high risk areas i.e. the ACCA, sporting facilities, laboratories and workshops.
 - Consideration of the potential for inexperienced workers on site, or employees with disabilities or particular health problems.
 - The nearest hospital is Royal Sussex County Hospital, 5.3 miles away (approx. 15 minutes driving).
 - To account for hybrid working, annual leave and sickness, the minimum number of first aiders required has been doubled.
 - Shift working and working out of hours first aid provision is covered by the onsite 24 hour Security Team, who are all qualified first aiders with a First Aid at Work Qualification (coordinated by Sussex Estates and Facilities).
- 3.3 The First Aid Needs Assessment has categorised facilities into high and low hazard areas. This category matched with staff occupancy numbers has been used to assess the minimum first aider numbers using the Health and Safety Executive's (HSE) recommendation table below.

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From your risk assessment, what degree of hazard is associated with your work activities?	How many employees do you have?	What first-aid personnel do you need?
Low-hazard , eg offices, shops, libraries	Fewer than 25	At least one appointed person
	25–50	At least one first-aider trained in EFAW
	More than 50	At least one first-aider trained in FAW for every 100 employed (or part thereof)
Higher-hazard , eg light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Fewer than 5	At least one appointed person
	5–50	At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur
	More than 50	At least one first-aider trained in FAW for every 50 employed (or part thereof)

Figure 1- First aid at work The Health and Safety (First-Aid) Regulations 1981: Guidance on the Regulations^{12,4}

4. First Aiders

4.1 First aiders are defined as an employee who has undertaken training and holds a valid certificate of competence in either:

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

4.2 Line managers should encourage staff to volunteer as First Aiders. When choosing first aiders it is important to take choose wisely as this role requires on campus working with sufficient time and resources to train, maintain competency and attend first aid incidents.

4.3 The Health and Safety Team manage a Microsoft Teams Channel for communicating with and between Frist Aiders. To be added, staff must have attended First aid Trainin, staff can email healthsafety@sussex.ac.uk if they do not have access.

5. Appointed Persons

5.1 Where the First Aid Needs Assessment identifies a need for an Appointed Persons only, the Safety Coordinator should appoint an ‘Appointed Persons’.

5.2 This person(s) should be available to take immediate action, such as calling the local First Aider or calling Security Team to access a First Aider and/ or request an ambulance.

5.3 It must be remembered that Appointed Persons are not first aiders and so should not attempt to give first aid for which they have not been trained.

5.4 A First Aid Appointed Persons priorities are:

- Assess the situation – do not put yourself in danger;
- Make the area safe – if safe to do so
- Send for help – do not delay.

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6. First Aid Training

6.1 All appointed first aiders require first aid training, which is dependent on the nature of their work and its location.

6.2 For normal campus activity, the First Aid Needs Assessment will confirm whether an area requires a first aider, what an adequate and appropriate level of training is and how many people require training.

6.3 The following First Aid training is accepted and provided by the University.

- **First Aid at Work Qualification** — a three day course provided by a qualified instructor. All First Aiders must attend a two day recertification course every three years in order to renew their certificates.
- **First Aid at Work Requalification**— a two day course provided by a qualified instructor. This course is to enable employees who hold a First Aid at Work Certificate to renew their certificates on a three yearly basis. First Aiders may complete a re-certification course up to three months before the expiry date of the current certificate. However, if they have allowed their certificate to lapse, they must do the full First Aid at Work course within one month of the certificate’s expiry date. They must bring a copy of their initial certificate to the Requalification course.
- **Emergency First Aid at Work**— a one day course provided by a qualified instructor, suitable for Appointed Persons or staff who need to do basic First Aid training as part of their job description.

6.4 First Aid training will be coordinated and paid for by the Health and Safety Team. It will be bookable by Learn Upon. Information can be found on the [Health and Safety Training webpages](#).

6.5 The Health and Safety Team administer the central First Aid Register and publish this information on their webpages, updating regularly. It is the responsibility of the First Aider and local Safety Coordinator to inform the Health and Safety Team of any changes to their first aid provision, e.g. when leaving the University, moving locations or changing contact details.

6.6 The Health and Safety Team will send recertification reminders to First Aiders who are coming up for recertification in the next 3 months. It is then the responsibility of the first aider to book onto a first aid training recertification or inform the Health and Safety Team that they no longer will continue as a first aider.

7. Additional Training

7.1 Details of further first aid training provided within the University Health and Safety Training Program, such as chemical spillage first aid/ fieldwork first aid, can be found on the [Health and Safety webpages](#).

7.2 Where a need for additional training has been identified by the School or Division, the Health and Safety Team may be consulted. This additional training will need to be procured and administered locally by the School or Division.

7.3 If a School or Division do not utilise the University’s First Aid Training supplier (details available by contacting the Health & Safety Team), they should refer to the HSE Guidance [‘Selecting a first-aid training provider: A guide for employers’](#) to ensure the required standard is met.

7.4 The First Aid Needs Assessment Tool can be used for determining additional first aid training provision, including for research or events.

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8. Medical Response Team

- 8.1 The University has a central team of first aiders, the Medical Response Team (MRT), who respond to first aid incidents across campus, not just in their local areas. The MRT are a voluntary team who do this role additionally to their contracted university role.
- 8.2 The MRT should be called when:
- No local first aiders are available
 - The first aid incident requires further personnel
- 8.3 MRT volunteers have one day's additional leave in addition to an annual stipend payment in recognition of the additional activity they are undertaking on behalf of the University. This is obtained through an annual notification to Payroll (stipend) and HR Systems (leave).
- 8.4 Being part of the MRT team is separate to the university-wide volunteering scheme, and MRT members are entitled to partake in the university scheme in addition to their MRT volunteering role (refer to the [Staff Volunteering Policy](#)).
- 8.5 Line managers need to approve their staff joining the MRT prior to their commencement in the volunteering role. Approval to take part in the MRT should not be 'unreasonably withheld' i.e., only refused in exceptional circumstances, and line managers should raise any issues with HR about the reasons why to ensure it is fair.

9. Summoning First Aid assistance

- 9.1 The general approach in the University is for communal areas of buildings to display a list of local first aider's name and contact details (extension number or mobile number) which can be used to summon assistance. Staff can use Microsoft Teams call function to call a First Aider's extension or mobile number.
- 9.2 As part of the Unified Communications project, the removal of landline phones and the move to Microsoft Teams calling only, Safety Coordinators should consider ensuring there is a landline or emergency phone in staff locations. General landlines can be arranged through IT Services if not in place already.
- 9.3 A central register of these First Aiders locations and contact details will be managed by the Health and Safety Team and a copy published on the University First Aid webpages.
- 9.4 It is recommended that Safety Coordinators publish an up to date list of First Aiders within their areas, e.g. a printed table displayed in communal areas (kitchens/ break out spaces) and on display boards. This should be checked monthly and updated.
- 9.5 The First Aider display poster in Appendix 2 is a template for displaying local First Aiders, local first aid kit and defibrillator for Safety Coordinators to fill out, print and display.
- 9.6 The MRT can be summoned through a telephone call directly or through the Security Team emergency contact number.
- 9.7 When summoning first aid assistance it is important to speak clearly and concisely. Be sure to state:

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- the patients location
- the suspected injury or condition
- whether you believe an ambulance (or other emergency service) is required

9.8 If an ambulance, or other emergency services are required, the First Aider should call the emergency services on 999 and then notify Security that this call has been made and of their location. Security will then meet the emergency services at the rendezvous area on Knightsgate Road. The reason for First Aiders calling the emergency service is because they have the required information for the call handler, e.g. condition of patient, and can follow instructions from the call handler for treatment.

9.9 Within the new employee's induction of their local area, the line manager should include information on how to access first aid support, including Security's emergency contact number and locations of local emergency phone, a first aid kit and of local first aider information.

10. First Aid Cover During Out of Hours Working

10.1 First aid out of hours (before 8.30am and after 4.30pm) is provided by the Security Team. When requiring first aid assistance out of hours contact the Security Team via telephone.

10.2 When work/study is taking place outside normal office hours, according to school/departmental guidelines, first aid cover is likely to be reduced or absent.

10.3 For low risk activity (computer rooms, offices, libraries) first aid cover is provided by the Security Team who can be contacted on their emergency telephone number (01273 87 3333).

10.4 For higher risk activity, the School/ Division is responsible for ensuring the risk assessment identifies potential risks and has appropriate safety measures in place. Schools/Divisions that have continuous work arrangements outside normal office hours, e.g. out of hours events, should have their own arrangements in place.

11. Accompanying injured persons for further minor injury treatment

11.1 In cases where an individual has received first aid treatment for a minor injury or illness and may require further immediate follow up at a GP surgery or minor injuries clinic, the decision as to whether they require someone to accompany them should be made on a case by case basis taking into consideration the nature of the injury or illness and also the wishes of the injured person - some people may feel comfortable about seeking further treatment themselves, others want someone with them for reassurance.

11.2 If the decision is made that someone is required to accompany an injured person, this need not be a first aider. Any staff member using their own car to transport an injured person for further treatment must ensure they have business cover included in their car insurance.

11.3 Where there is uncertainty over the severity of the injury or concern that the person's condition might worsen during travel then the emergency services should be called in preference to transporting independently.

12. First Aid Kits

12.1 The HSE recommends that one first aid kit is provided per floor of each building, and additional ones where the floor is complex, large or an increased occupancy, where an organisations employees are based.

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- 12.2 The University will provide one first aid kit per floor as a minimum, and additional ones where the First Aid Needs Assessment has determined it or where a line manager has requested additional and this has been determined as appropriate by the Health and Safety Team.
- 12.3 First aid kits will be found in building reception areas and as a general rule in staff kitchens/ break out areas. The Health and Safety Team will keep an inventory of all first aid kits across campus.
- 12.4 First aid containers purchased will be portable and made of a suitable robust material and built to protect the contents from contamination and damage. In accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996, the container will be marked with a white cross on a green background.
- 12.5 The Health and Safety Team will tamper sticker general first aid kits and place unique identification number sticker for easy identification, to prevent misuse and to aid the replenishment schedule. This identification number will be used to produce the first aid kit replenishment schedule managed by the H&S Team.
- 12.6 The H&S Team should be notified when first aid kits require replenishment by first aiders or members of staff, including after an incident where items were consumed. When requesting new kit the requester should quote the first aid kit number (white sticker on the kit) and whether the tamper sticker is still in place or needs replacing.
- 12.7 Safety Coordinators should ensure a local regime of monthly first aid kit checks are in place (this task could be delegated to the local First Aider). When checking the first aid kit, the checker should follow the First Aid Kit Flowchart in Appendix 3 and record on the table within the document, keeping a local record.
- 12.8 The H&S Team will review the first aid kits to ensure that the tamper sticker is in place and that they are therefore fully stocked once per year. If the tamper sticker has been removed, the H&S Team will replenish any missing stock and replace with a new tamper tag, before investigating why it has not been reported.
- 12.9 The general first aid kits will be stocked with the below as a minimum in line with the HSE standard (quantity of each will be dependent on the size of the area covered and how many additional first aid kits are required in the area).
- 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 eye pads
 - individually wrapped triangular bandages, preferably sterile
 - safety pins
 - large and medium-sized sterile, individually wrapped, unmedicated wound dressings
 - disposable gloves

13. Specialist hazards

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13.1 Where specialist hazards have been identified a general risk assessment and a First Aid Needs Assessment should be completed. The [First Aid Needs Assessment Tool document](#) can be used.

14. Disposal/ Waste

14.1 Irregular waste in small quantities can be disposed of as per normal arrangements in waste bins which are regularly collected.

14.2 Where there has been large quantities of waste created by first aid assistance, the first aider should contact the Service Centre to provide clinical waste bags. The first aider should use protective gloves, and protective eyewear and apron if needed, to dispose of bodily fluids/ waste in a sealed yellow clinical bag before utilising clinical waste bins behind Arundel building.

14.3 The MRT should dispose of their waste through yellow clinical waste bags in the clinical waste bins behind Arundel.

14.4 If cleaning is required following a first aid incident, the first aider should contact the Sussex Estates and Facilities (SEF) Service Desk for cleaning services attendance.

15. Tablets or Medicines

15.1 First Aid at Work does not include administering tablets or medicines to treat illness therefore medication must not be administered by first aiders or kept in the first aid container. The only exception is aspirin when used as first aid to a casualty with a suspected heat attack In accordance with first aid training. This should be kept separate from the first aid kit.

15.2 Epi-pens are only available via prescription in the UK so should be carried on the prescribed persons, not by a first aider or in a first aid kit. If an individual needs to take their own prescribed medication, the first-aider's role is limited to helping them to do so and contacting the emergency services as appropriate. However, this does not apply to the administration of prescription only medication specified in Schedule 19 of the Medicines Regulations 2012, where this is for the purpose of saving life in an emergency. For example, adrenaline for intramuscular use in an anaphylaxis. First aiders should work only within the remit of their training and competency, which may or may not include the administering of an epi-pen in life critical emergencies.

16. Additional equipment

16.1 University vehicles may carry a mini first aid kit in a sealed box. The trigger for reporting injury is when the seal is broken for the contents to be used.

16.2 Where mains tap water is not available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be supplied. Such vessels should not be kept after their expiry date, or after they have been opened

16.3 Emergency showers and automatic eyewashes are required where there are specific hazardous substances and the risk assessment has indicated there is a need to drench an individual's full body in an emergency. Where such equipment is installed, it should be periodically inspected, maintained and tested in accordance with the manufacturer's instructions by the Estates and Facilities Management Division. Safety Coordinators should ensure where emergency showers are, there is a programme of flushing in place.

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16.4 First aiders should make themselves aware of the location of any emergency showers and how to use them.

17. Defibrillators (AED)

17.1 The University of Sussex holds a number of AED's in a variety of locations on the Falmer campus, a full list can be found on the [Emergency webpages](#).

17.2 If a defibrillator is required and there is not one in close proximity or available to the First Aider, Security should be contacted via telephone on their emergency number 01273 87 3333. The Security Team and Medical Response Team both have a defibrillator within their vehicle which can be brought to the patient.

17.3 Defibrillator units are also located and managed within the Falmer Sports Complex and Sport Centre. There are a range of Defibrillators which are on campus, but not owned or managed by the Health and Safety Team, e.g. BSMS Research Building and within Friston.

17.4 The AED is a comprehensive self-testing system which automatically tests the electronics, battery, pads and high voltage circuitry at regular intervals. The status indicator should show green 'rescue ready'.

17.5 If the status indicator shows red, or the machine beeps every 30 seconds, it likely has failed its self-testing system. In this case anyone noticing this should notify the local Safety Coordinator and the Health and Safety Team.

17.6 The Health and Safety Team will annually test the defibrillator as per the User manual.

17.7 It is recommended First aiders with a defibrillator in their local area should periodically check the unit in case of recognisable faults (e.g. pads are in place, the 'green' rescue ready symbol is showing, , and that the defib is not beeping. If they have any concerns about the defibrillator they should contact the Health and Safety Team.

17.8 Defibrillators should be in a location which is easy to get to. If the defibrillator is stored within a cupboard or underneath furniture, it is recommended a sign is installed to notify local users of its location.

18. First Aid Rooms

18.1 The HSE recommends first aid rooms are required where there are higher hazards such as in chemical industries or on large construction sites, and in larger premises at a distance from medical services.

18.2 The First Aid Needs Assessment has determined that the university does not require a designated first aid room due to its risk profile and the close proximity to medical services (the nearest hospital is Royal Sussex County Hospital, 5.3 miles away (approx. 15 minutes driving).

18.3 Patients receiving first aid assistance may wish to move into an uncrowded space and first aiders should follow their training as to whether it is appropriate for the patient to move. In the majority of locations on campus there should be a quiet space to move to if appropriate.

19. Researchers

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- 19.1 Researchers, when carrying out their risk assessment, are required to determine whether there is a need for dedicated first aid provision as the first aid provision determined by the University First Aid Needs Assessment is for 'day to day' activities of the university campus.
- 19.2 Where the research activity entails hazards associated with 'day to day' university activity, such as paper based surveys, focus groups etc., **and** the number of participants is minimal, there is no need to complete the First Aid Needs Assessment Checklist.
- 19.3 Researchers should complete the [First Aid Needs Assessment Tool Document](#) if the hazards associated with their research introduce new and significant risks to the university, for example but not limited to psychological studies, risk of fainting, risk of participant injury, use of hazardous equipment etc.

20. Off Site Travel

- 20.1 The specific activity risk assessment should outline the requirement for trained first aiders. It is recommended that for supervised fieldwork, at least one staff member should hold an approved first aider certificate. Ideally a second first aider should be in the group to give secondary cover. It may be also appropriate, for a specialist qualification to be obtained (e.g. mountain first aid certificate) depending on the nature of the fieldwork.
- 20.2 Field work first aid should be coordinated and procured by the School or Division. The Health and Safety Team can be contacted for providers.
- 20.3 In certain countries, the supply of sterile materials and equipment may be uncertain. For travel in such countries, it is recommended that employees take their own travel kit, to include syringes, sterile needles, sterile thread, etc. Prior to travel, advice should be sought from here: www.gov.uk/foreign-travel-advice.
- 20.4 Staff should carry out a risk assessment for their off-site work and identify needs for first aid provision based on activity, distance and accessibility of first aid/ emergency attendance, group characteristics etc.

21. Lone worker guidance

- 21.1 First aid training for lone workers should be based on the hazards and risk identified in the risk assessment process. Lone workers should follow local Lone Working procedures/ rules, and should not complete high risk activities whilst alone.
- 21.2 The lone working risk assessment should indicate how workers will seek first aid support (mobile phones etc.) and indicate whether lone workers should:
- carry first aid equipment
 - receive first aid training, including how to use first aid on themselves
 - have access to adequate first aid facilities
 - personal alarm
 - monitoring systems/ check ins
- 21.3 Emergency procedures should include guidance on how and when lone workers should contact their line manager/ Security, including details of any emergency contact numbers.

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21.4 Where employees travel a lot, work remotely or work alone, line managers should consider issuing personal first aid kits, depending on the level or risk evaluated in the risk assessment. First aid kits should be issued either to an individual or carried within a vehicle. Line managers should ensure that adequate first aid training has taken place, suitable to individual/ team needs.

21.5 Lone working procedures should include emergency procedures, such as check in with line managers. If a check in is missed, the line manager should follow the procedure which may be alerting Security to complete a welfare check.

22. Safeguarding

22.1 Line managers should consider safeguarding within their a personal safety risk assessment. An example (but not exhaustive list):

- Staff not being alone with children or young people, have a parent, carer, colleague or Security staff present.
- First Aiders (applicable to the MRT) to try to provide first aid treatment in communal areas not within bedrooms. If the patient cannot move, leave the bedroom door open if safe to do so or call for Security/ MRT back up.
- Follow your training, do not try providing first aid you are not comfortable, confident or competent in. Call Security/ MRT for support.

23. Events

23.1 Staff hosting events on University campus should refer to the [Health and Safety A to Z](#) webpages under 'Event booking and safety'.

23.2 Staff should consider increasing first aid provision for events where, but not limited to:

- High hazard activities are involved
- Attendee numbers are significant
- Attendees are not University of Sussex members
- Attendees are children/ young persons
- Attendees have significant health problems
- The event is out of hours
- There have been significant first aid incidents at previous events.

23.3 The First Aid Needs Assessment Tool can help this.

24. Incident/ Accident Reporting

24.1 If an incident has occurred where first aid or medical attention was required, an incident report **must** be made. The report should be completed via Sussex Direct – Incident Report online system by the First Aider in charge or person in charge of the area (this should be agreed as to who at the time of the incident). Guidance on how to do this can be found on the webpage: [Incident reporting : Health and Safety : Schools and services : University of Sussex](#).

24.2 Any injury which is serious of likely to lead to lost time from work should also be notified to the Health and Safety Team immediately by email to healthsafety@sussex.ac.uk. Such incidents include (but are not limited to) those resulting in:

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- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
- covers more than 10% of the body
- causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
- leads to hypothermia or heat-induced illness
- requires resuscitation or admittance to hospital for more than 24 hours

24.3 The Head of Health and Safety, or their Deputy, will ensure the necessary report is submitted to the Health and Safety Executive as required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

25. Mental Health First Aid

25.1 The University has a network of Mental Health First Aiders who are available to support staff. This network is managed by the Human Resources Division. Mental Health First Aiders are trained to listen non-judgementally, provide support and reassurance and signpost to appropriate professional services. Information can be found on the [Staff Wellbeing Hub webpages](#).

25.2 First Aiders should review the above webpages to ensure they are confident at signposting staff to a Mental Health First Aider or the Wellbeing Support documentation detailing professional services.

25.3 If a First Aider is on campus and becomes aware of an imminent and serious threat to someone's health or personal safety, it is important they call the 24- hour Security Team based in Bramber House on ext. 3333 or 01273 873333.

26. Martyn's Law

26.1 The Terrorism (Protection of Premises) Bill, also known as Martyn's Law, is undergoing pre-legislative scrutiny by the Government currently.

26.2 Martyn's Law has been introduced following 15 terror attacks in the UK since 2017 which have caused deaths and casualties amongst people going about their daily lives.

26.3 Martyn's Law will place a requirement on those responsible for certain premises and events to consider the threat from terrorism and implement appropriate and proportionate mitigation measures.

26.4 The legislation will ensure responsible persons are prepared, ready to respond and know what to do in the event of an attack. Better protection will be delivered through enhanced security systems, staff training, and clearer processes.

26.5 The introduction of Martyn's Law requirements will be reviewed by the Health and Safety Team when the legislation is published. This First Aid Guidance and associated documents will be updated accordingly.

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27. Staff concerns

27.1 Where staff have concerns regarding first aid provision they should initially contact their line manager and/or local Safety Coordinator (a full list of Coordinator is published on the Health and Safety webpages). If the issue cannot be resolved locally, the Safety Coordinator should contact the Health and Safety Team for support.

28. Associated Documents

- [HS P022 First Aid Policy](#)
- [HS G051 First Aid Needs Assessment Tool](#)
- [HS F403 First Aid Notice and Contacts Template](#)

29. Legislation and Good Practice

- [The Health and Safety \(Safety Signs and Signals\) Regulations 1996](#)
- [Management of Health and Safety at Work Regulations 1999](#)
- [The Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
- [The Health and Safety \(First Aid\) Regulations 1981](#)
- Martyns Law – to be published by the government.

29.1 The above regulations are supported by the [HSE First Aid at Work Code of Practice and Guidance, L74](#) (2013).

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30. Appendices

Appendix 1 – First Aid Needs Assessment for the University of Sussex Falmer Campus

Building	Activity risk	Required 1st Aider numbers	Proposed number of 1st Aiders (doubled)	Qualification type required	First aid kits required (standard 1 per floor)
Accelerator Building	High	1	2	FAW	1
ACCA	High	1	2	FAW	3
Arts A	Low	2	4	FAW	2
Arts B	Low	2	4	EFAW	4
Arts C	Low	2	4	FAW	3
Arundel	High	1	2	FAW	4
Ashdown House	Low - No UoS staff				2
Bramber House	Low	2	4	FAW	4
Bramber House - Kitchen	High - Managed by Chartwell				
BSMS Research	High	1	2	FAW	4
BSMS Teaching	Low	2	4	EFAW	3
BSMS Teaching- Anatomy Lab	High	1	2	EFAW	1
Chichester 1 + Lecture Theatre	High	3	6	FAW	4
Chichester 2	High	1	2	FAW	3
Chichester 3	High	1	2	FAW	4
Shore C*	Low	1	2	AP	1
CISC	High - Managed by Royal Sussex County Hospital				
CRPC	High	1	2	FAW	3
Essex House	Low	2	4	FAW	3
Falmer House – University owned spaces	Low	1	2	FAW	3
Falmer House – Student Union spaces (incl. kitchen)	High & Low – Managed by Student Union				


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Building	Activity risk	Required 1st Aider numbers	Proposed number of 1st Aiders (doubled)	Qualification type required	First aid kits required (standard 1 per floor)
Falmer Sports Complex	High	1	2	FAW	1
Freeman	Low	2	4	FAW	2
Friston	Low	1	2	EFAW	2
Fulton	Low	0	0	n/a	2
Genome	High	2	4	FAW	3
Hastings	High & Low - Managed by SEF				
IDS	Low - Managed by IDS				
JCW	High	1	2	FAW	1
JMS	High	4	8	FAW	6
Jubilee	Low	5	10	FAW	3
Library	Low	1	2	FAW	4
Meeting House	Low	1	2	AP	1
New Ancillary	High	1	2	FAW	1
Old Ancillary	Low	1	2	AP	1
Pevensy 1	Low	2	2	FAW	2
Pevensy 1 Workshop	High	1	2	AP	1
Pevensy 2	High	4	8	FAW	3
Pevensy 3	High	3	6	FAW	3
Richmond	High	1	2	FAW	4
Shawcross	High	3	6	FAW	2
Silverstone	Low	2	4	FAW	3
Sport Centre	High	1	2	FAW	2
Student Centre	Low	1	2	EFAW	2
Sussex House	Low	3	6	FAW	3
TFMRC	High	1	2	FAW	2
Trafford Centre	High	1	2	FAW	2

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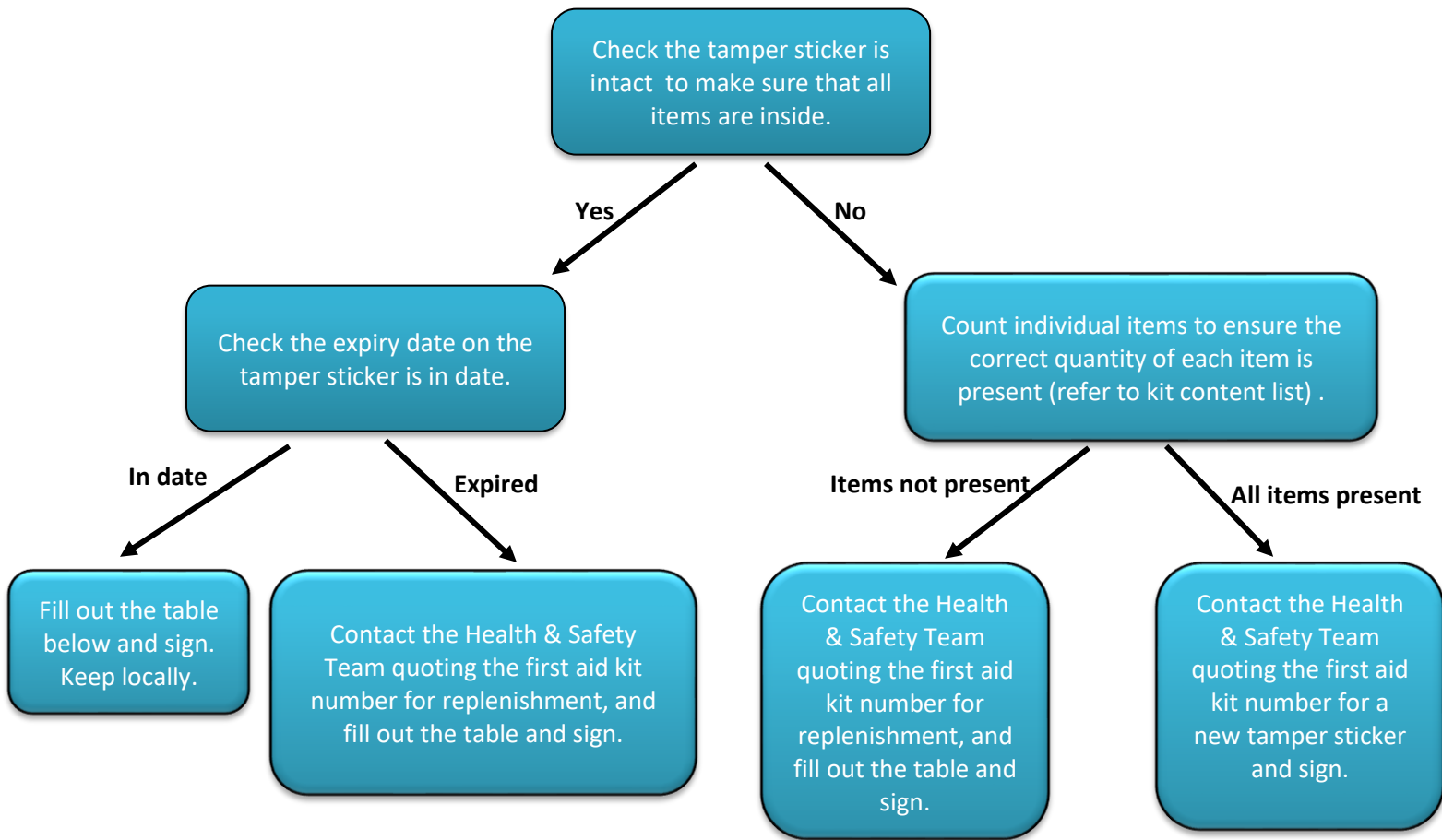
Appendix 2 – HS F048 First Aider Poster for Safety Coordinators

Fill in and print this page to display in your areas.

First Aid					
Name	<i>Name</i>	Room	<i>Room</i>	No.	<i>Number / Ext.</i>
Name		Room		No.	
Name		Room		No.	
Name		Room		No.	
Name		Room		No.	
Name		Room		No.	
Nearest First Aid Box					
Nearest Defibrillator					
IN AN EMERGENCY TELEPHONE EXT. 3333 (01273 87 3333)					
<ul style="list-style-type: none"> • If immediate medical attention is required, telephone 999 and request an ambulance to campus. Then immediately inform University Security on 3333 or 01273 87 3333 so they can meet the ambulance. • The Medical Response Team are trained in First Aid. Contact them on ext.3333 if none of above available. • If the condition requires further treatment refer the casualty to Accident & Emergency at the Royal Sussex County Hospital. 					

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Appendix 3 – First Aid Kit Flow Chart for Safety Coordinators or First Aiders to follow



First Aid Kit Tracker

Safety Coordinators should keep a copy of this locally, e.g. displayed next to the First Aid Kit, and complete monthly.

Date	Checker name	Tamper Tag in tact (Y/N)	Within Expiry Date (Y/N)	Kit Replenished (Y/N)

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