



# First Aid and Accident Policy

<b>Document title:</b>	First Aid and Accident Policy
<b>Audience:</b>	All staff, students, contractors and visitors
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<b>Student-friendly version:</b>	

## Revision history

Version	Type (e.g. replacement, revision etc)	Date	History (reason for changes)

## Monitoring and review

This policy will be reviewed at least every two years by the Health & Safety team.

**This policy contains the following:**

**1. Reporting Accidents/Incidents**

- Reporting
- Road Traffic Incidents
- Investigation of Accidents/Incidents
- Records

**2. First Aid Arrangements**

- First Aiders and Training
- First Aid Rooms
- First Aid Consumables
- Transporting Casualties

Appendix 1	First Aid Room Supply Form
Appendix 2	First Aid Box Supply Form
Appendix 3	Guidance on Transporting First Aid Casualties

## 1. Reporting Accidents/Incidents

### Reporting of Accidents/Incidents

It is important to appreciate that college does not operate a “threshold limit” on the type or severity of accident or incident that should be reported and recorded. All incidents which happen at college or during an activity that is carried out on or on behalf of college, however minor or apparently trivial, must therefore be reported as soon as possible and recorded.

In most cases the person injured or involved will be capable of doing this; however, reports can be completed on their behalf by Witnesses, First Aiders etc. Their Head of Department or Tutor must also be informed immediately of the incident to ensure an investigation is carried out and that an incident report has been completed on [Smartlog](#).

You can find this report at: <https://sl.safesmart.co.uk/auth/login>

If you have trouble accessing this system, please contact the Health and Safety Team. There are also legal duties placed upon them by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) that require them to report and record some work-related accidents to the Health and Safety Executive.

The timescales for reporting and/or recording accident information for **employees** is:

- Accidents resulting in the death of any person, specified injuries to workers, non-fatal accidents requiring hospital treatment to non-workers and dangerous occurrences must be reported without delay (fatal accidents or accidents resulting in a specified injury to a worker can be reported by telephone 0345 300 9923). **A report must be submitted to the HSE within 10 days of the incident.**

- Over seven-day injuries, where an employee or self-employed person is away from work or unable to perform their normal work duties for more than seven consecutive days. **A report must be submitted to the HSE within 15 days of the incident.**
- Over three-day injuries will be recorded using Bradford College form and filed securely to protect any personal information. This information must be held as a record for five years

Incapacitation means that the employee is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

Injuries to **students** and **visitors** who are involved in an accident at College or on an activity organised by the College are only reportable under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) if the accident results in:

- The death of the person, and arose out of or in connection with a work activity; or
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

If a student injured in an incident remains at college, is taken home or is simply absent from college for a number of days, the incident is **not reportable**.

Relevant accidents/incidents will be reported online via the Health and Safety Executive website.

## **Road Traffic Incident**

All accidents and incidents which occur whilst driving on college business must be reported. This does not include incidents involving non-home-based staff, on the journey from home to their normal place of work, or another private journey.

## **Investigation of Accidents/Incidents**

College will ensure that all accidents and incidents are appropriately investigated to learn lessons, obtain legal advice: or take disciplinary action where necessary. In many instances no formal investigation and no further action may be required. However, where investigation is required college requires managers to undertake this with support and advice from the Health and Safety team as necessary. Any equipment directly involved in an incident may need to be held pending investigation.

The level of investigation must mirror the seriousness of the accident or incident or its potential. Investigations may be conducted to obtain advice on what consequences there might be in terms of litigation. It is important to allow a flexible approach to investigation, as even initially innocuous accidents may result in litigation.

Risk assessments must be reviewed and appropriate amendments made to consider the findings and recommendations from accident investigations and reports.

Whenever appropriate, all responses to an accident or incident whether immediate or planned for the future and the overall risk of the incident reoccurring will be recorded.

## **Records**

The Health and Safety team will oversee and monitor a central record within the [Smartlog system](#) of all accidents/incidents reported. A record of all investigations and reports undertaken will be retained with the original incident record.

Statistical analyses will be produced to assist in future reviews by allowing comparisons to be drawn and benchmarking with other organisations.

Copies of all accident/incident forms produced by external agents, contractors and employers operating on college premises or engaged in or affected by college activities must be forwarded to and held by the Health and Safety team.

## 2. First Aid Arrangements

### First Aiders and Training

First Aiders are located in various areas of the college. To contact a First Aider, you will find their contact number on the green first aid posters located around each building.

To become a college First Aider, an employee must hold a valid Health & Safety Executive (HSE) approved First Aid at Work certificate or an equivalent, appropriate qualification, either organised through staff development during employment at Bradford College or an external provider prior to starting work at college. Equivalent, appropriate qualification may not automatically mean that an employee can be a First Aider, each qualification will be judged on a case by case basis based on the latest legislation and guidance. Once an employee is a college First Aider they must attend annual refresher courses with a re-qualification course every three years, or what is appropriate to their equivalent qualification.

Appropriate training records will be kept by Staff Development and the Health and Safety Team.

All college users must be provided with clear and accurate information on how to obtain first aid assistance once they are on college premises as soon as is possible by the person responsible for them.

### First Aid Rooms

In buildings where it is appropriate and there is a need college will provide a first aid room. The rooms will be located near to the entrance of the building to ensure easy access for transportation. Every first aid room will contain a medical couch, at least one chair, a sink with hot and cold running water, hand wash facilities, a telephone and sufficient first aid consumables as outlined on the First Aid Room Supply Form (Appendix 1). The Facilities Management Team will set up each first aid room with First Aiders responsible for requesting any replenishments of stock.

### First Aid Consumables

The contents for first aid boxes and rooms will be reviewed regularly in accordance with Health & Safety Executive (HSE) guidance and best practice. First aiders will be notified as and when the items on the *First Aid Room Supply Form* (Appendix 1) and *First Aid Box Supply Form* (Appendix 2) change. Any additional items requested by an area/ service will only be supplied if the need for them has been identified on a risk assessment.

### Transporting Casualties

A casualty under the age of eighteen, who requires hospital attention, must be accompanied to the hospital either by the treating First Aider or another member of staff. Once the casualty's parents or guardian arrive the accompanying member of staff may leave.

A casualty over the age of eighteen, who requires hospital attention, must be accompanied to the hospital by either, the treating First Aider, a member of staff or a responsible person. Once the casualty has been registered with the hospital the person who accompanied them may leave, although it is strongly recommended that the person accompanying a casualty to hospital remains with them until an appropriate person joins them. Under no circumstances must a member of staff use their own vehicle to take a casualty to hospital. For more information on transporting casualties please refer to Appendix 3 Guidance of Transporting First Aid Casualties.

## Appendix 1 First Aid Room Supply Form

First Aid Room Supply Form			
Name	<input type="text"/>	Date	<input type="text"/>
Email	<input type="text"/>	Building	<input type="text"/>
<p>FOR ALL FIRST AID GIVEN, AN INCIDENT/ ACCIDENT FORM SHOULD BE COMPLETED, THESE ARE AVAILABLE FROM THE FORMS SECTION OF THE STAFF INTRANET AND THE HEALTH AND SAFETY SITE.            IN THE NUMBER REQUIRED BOX PLEASE PUT THE AMOUNT OF THAT ITEM YOU REQUIRE.</p>			
Item	Standard Room Content	Number Required	
Fabric Flesh Coloured Plaster	4 Box (100 per box)	<input type="text"/>	
Hypoallergenic, Blue Coloured Plasters	1 Box (100 per box)	<input type="text"/>	
Eye Pad dressings	20	<input type="text"/>	
Triangular Bandages	20	<input type="text"/>	
Safety Pins	20	<input type="text"/>	
Large Dressings	20	<input type="text"/>	
Medium Dressings	20	<input type="text"/>	
Finger Bandages	20	<input type="text"/>	
Finger Bobs (to go over plasters and bandages)	20	<input type="text"/>	
Protective Gloves	2 Boxes (1 Medium and 1 Large)	<input type="text"/>	
Disposable Apron	100	<input type="text"/>	
Non-Alcohol Wipes	100	<input type="text"/>	
Non-adherent Dressings Large	25	<input type="text"/>	
Non-adherent Dressings Small	25	<input type="text"/>	
Microporous Tape	2	<input type="text"/>	
Water Gel Burns Dressings	5	<input type="text"/>	
Ice Packs One Use	5	<input type="text"/>	
Foil Blankets	10	<input type="text"/>	
Pillows	2	<input type="text"/>	
Disposable Pillowcases	10	<input type="text"/>	
Paper Roll for Bed	2	<input type="text"/>	

## Appendix 2 First Aid Box Supply Form

First Aid Box Supply Form			
Name	<input type="text"/>	Date	<input type="text" value="17, 7, 2013"/>
Email	<input type="text"/>	Location	<input type="text"/>
<p>FOR ALL FIRST AID GIVEN, AN <b>INCIDENT/ACCIDENT FORM</b> SHOULD BE COMPLETED. THESE ARE AVAILABLE FROM THE FORMS SECTION OF THE STAFF INTRANET AND THE HEALTH AND SAFETY SITE.            IN THE STOCK REQUIRED BOX PLEASE PUT THE AMOUNT OF THAT ITEM YOU REQUIRE.</p>			
Item	Recommended Box Content	Number Required	
Guidance Leaflet	1	<input type="text"/>	
Fabric, Flesh Coloured Plasters	20	<input type="text"/>	
Hypoallergenic, Blue Coloured Plasters	20 (catering areas only)	<input type="text"/>	
Eye Pad dressings	2	<input type="text"/>	
Triangular Bandages	4	<input type="text"/>	
Safety Pins	6	<input type="text"/>	
Large Dressings	2	<input type="text"/>	
Medium Dressings	2	<input type="text"/>	
Nitrile Gloves (Specify L for Large or M for Medium)	5 Pairs	<input type="text"/>	
Disposable Apron	5	<input type="text"/>	
Non-adherent Dressing Large	5	<input type="text"/>	
Non-adherent Dressing Small	5	<input type="text"/>	
Finger Bandages	6	<input type="text"/>	
Finger Bobs (to go over plasters and bandages)	6	<input type="text"/>	
Non-Alcohol Wipes	20	<input type="text"/>	
Microporous Tape	1	<input type="text"/>	
Mouth Shield	1 Per First Aider	<input type="text"/>	
Water Gel Burns Dressings (For high risk areas ONLY- as shown in risk assessments)	4	<input type="text"/>	

## Appendix 3 Guidance on Transporting First Aid Casualties

