



University of  
St Andrews

## Saints Sport first aid

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## **The Health and Safety (First aid) Regulations 1981. (Revised Code of Practice 1997)**

### **1. Introduction**

The above Regulations set out the essential aspects of first aid which the University, as an employer, must provide. This policy has been prepared to ensure that Saints Sport is fully compliant with the current regulations.

### **2. Definition of First aid**

When employees become ill or suffer injuries at work, it is important that immediate first-aid attention is obtainable and, if necessary, an ambulance called. First-aid given promptly and effectively can save lives; often it can assist in the prevention of minor injuries deteriorating into serious injuries. In many incidents/accidents, it is the only treatment necessary. The First-aid policy covers the arrangements required to ensure that appropriate first-aid provision is available as and when necessary.

### **3. Duty of Employer to make First aid Provision**

The regulations state that:

- i. An employer (University of St Andrews) shall provide, or ensure that there are provided, equipment and facilities as are adequate and appropriate in the circumstances for enabling first-aid to be rendered to employees or individuals within their duty of care should they become injured or unwell.
- ii. An employer (University of St Andrews) shall provide, or ensure that there is provided, a number of 'suitable persons' as is adequate and appropriate in the circumstances for rendering first-aid to their employees or those within their duty of care; and for this purpose, a person shall not be deemed suitable unless he/she has undergone such training and achieved the desired level of qualification.
- iii. Any first-aid room provided shall be easily accessible to stretchers and to any other equipment needed to convey patients to and from the room and be sign-posted, and any such sign to comply with regulation 4 of the Health and Safety (Safety Signs and Signals) Regulations 1996.

#### **4. Appropriate Persons**

Where an employer provides first-aiders in the workplace, they should ensure they have undertaken suitable training, have an appropriate first-aid qualification and remain competent to perform their role. Typically, first-aiders will hold a valid certificate of competence in either First aid at Work (FAW) or Emergency First-aid at Work (EFAW). EFAW training enables a first aider to give emergency first-aid to someone who is injured or becomes ill while at work. FAW training includes EFAW and equips the first aider to apply first-aid to a range of specific injuries and illnesses.

#### **5. Assessment of First-aid Need**

To ensure the availability of adequate first-aid provision the duty management team will assess the departments (specifically operations) needs. The aim of which is to enable Saints Sport to reduce the effects of injury or illness suffered, regardless of the cause. Consequently, any first-aid provision must be 'adequate' and appropriate in the circumstances. This means that enough equipment, facilities, and personnel must always be available to:

- Give immediate assistance to casualties with both common injuries or illnesses and those likely to arise from specific hazards at work.
- Summon an ambulance or other professional help.

#### **6. First-aid materials, equipment, and facilities**

Following an assessment of the departments first-aid requirements, Saints Sport provides the materials, equipment and facilities needed to make sure that the level of cover identified as necessary will be available to any individual requiring treatment. This includes ensuring that any first-aid equipment is suitably marked and easily accessible.

##### **6.1 Sports Centre First-aid Boxes and Inspection**

There are three first-aid boxes on site. They are situated in the following areas:

- a. Reception - In First-aid Cupboard
- b. Behind the Gym Desk
- c. Cleaners Cupboard

Sports Assistants are required to check all first-aid box supplies against stock requirements on the card insert provided on a weekly basis to ensure that the correct stock levels are maintained. Where needed, replacement items can be found in the first-aid cupboard behind reception.

All stock must be checked in the first-aid cupboard and a list of any additional stock required passed to the Duty Manager who will order any necessary supplies. Duty Managers should check the first-aid inventory on a weekly basis and ensure that stock is ordered and replenished, as necessary.

Biohazard materials must be disposed of using the Biohazard Disposal Kits located in each First-aid Box. Surplus kits are in the First-aid Cupboard behind reception.

**Note: Medication, disinfectants, ointments, etc. are NOT to be held in a first-aid box under any circumstance.**

## 6.2 Athletic Union First-aid

Every club is required by the Athletic Union Executive to have appropriate first-aid equipment which is always kept fully stocked and attends all club activity. A basic first aid kit can be obtained from the Athletic Union president. Some clubs will be required to carry additional items which will be identified by their safety policy; a copy of which can be requested from the Saints Sport Administration Manager: [sportsadmin@st-andrews.ac.uk](mailto:sportsadmin@st-andrews.ac.uk)

## 6.3 AED (Automated External Defibrillator)

There are two defibrillators on site at University Park. They are situated in the following areas:

Front of Sports Centre – external wall adjacent to gym.

Pavilion external wall – adjacent to Hepburn Gardens

Duty Managers and Sports Assistants are required to check both units monthly to ensure that they are fully functional and that all accessories required for normal operation are present and correct.

**\*All staff holding either an EFAW or FAW qualification are fully trained in the use of these external defibrillators.**

## 7. Record keeping

Every person using Saints Sport first-aid equipment/provision for the treatment of injury/illness should ensure that the appropriate accident/incident report form is completed and submitted to the Duty Manager or, if the incident involves an AU club out with the Sports Centre, the Saints Sport Administration Manager. Additionally the Saints Sport Admin team should also be notified if the incident/accident involves a visiting student team, so our counterparts at the corresponding university can be informed. [sportsadminoffice@st-andrews.ac.uk](mailto:sportsadminoffice@st-andrews.ac.uk) . Copies of any report forms held in the Sports Centre will be submitted to Environmental Health and Safety Services (EHSS) on a weekly basis. This reporting system will assist in the identification of any work or activity which may be causing ill-health or injury; subsequent alterations may then be required to prevent any further occurrences.

## 8. Training and Education

Approved to deliver regulated qualifications through Quallsafe Awards, the University of St Andrews is affiliated with one of the largest Ofqual recognised Awarding Organisations in the UK. With extensive industry knowledge, Quallsafe work very closely with training providers such as the university to provide a range of first aid qualifications which are included on both the Qualifications Credit Framework (QCF) and the Regulated Qualification Framework (RQF).

All qualifications offered through our awarding organisation are fully compliant with all current Health & Safety (HSE) First Aid at Work Regulations (1981) and are nationally recognised, including in Scotland where these are the equivalent to the SCQF level 6 certification.

### 8.1 First Aid Courses

All Saints Sport personnel are encouraged and supported to attend formal first aid courses provided through the University of St Andrews approved trainers in association with QualSafe Awards. Duty Manager's will notify all department staff of any courses, dates/times etc.

AU clubs should have an appropriate body of first aid qualified members. To facilitate this, the Athletic Union Executive will liaise with Scott Grant (Duty Managers) to organise at least one first aid course per semester and further courses if there is demand. These courses should be of the highest quality practicable and applicable to the candidate's area of activity.

All courses will be available for booking on the universities' PDMS system. For any further information, the first-aid training centre can be contacted at: [CHASE@st-andrews.ac.uk](mailto:CHASE@st-andrews.ac.uk)

## 9. Notification of First-aid Arrangements

In order that first-aid arrangements operate effectively, it is important that they are known, understood, and accepted by everyone. University of St. Andrews first-aid notices are positioned throughout the building; clearly indicating who and where the first aiders are and the location of the nearest first-aid box. Staff who may have reading or language difficulties may require the provision of a relevant first-aid notice.

All new members of staff, as part of their induction training, will need to be made aware of the first-aid provision and procedures in their work area. [Staff Induction Form](#) – First Aid/AED Provisions.

## 10. Implementation of First-aid Policy

In accordance with university policy and to maintain adequate first-aid provision, it will be necessary to regularly carry out the following activities:

- 1) Ensure that all members of staff and students are familiar with the first-aid arrangements in their area.
- 2) Complete and display revised First-Aid notices and remove any that are out-of-date from their area.
- 3) Safeguard the skills of those suitably qualified through regular periods of ongoing staff training.

## APPENDICES - Managing During COVID-19

### 1. Introduction

The following sections have been created to support Saints Sport staff to work safely whilst facilitating the day-to-day operation of the sports centre, and training, during this period of COVID-19. This additional information is in line with government guidance and a supplement to the normal operating procedures.

### 2. About COVID-19

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

There are two common routes people could become infected:

1. Secretions can be directly transferred into the mouths or noses of people who are nearby or possibly could be inhaled into the lungs.
2. It is possible that someone may become infected by touching a person, a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as shaking hands or touching door handles and then touching their own face).

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it is important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

### 3. Providing First Aid

Although there may be heightened concerns around first aid, the sports centre will still need to provide treatment effectively whilst mitigating the risk from COVID-19, therefore the following should be followed:

Continue to:

1. Use disposable gloves for all first aid treatment.
2. Ensure first aid equipment is fit for purpose and is in date.
3. Maintain good hygiene practices and those providing first aid should cover any open wounds.

In addition, during this period:

- Encourage self-treatment where appropriate, to help maintain current distancing guidance.
- PPE should be worn by all staff providing first aid and if possible and appropriate, casualties may also be encouraged to wear a face mask.
- Staff should always minimise contact with their face.
- Dispose of any PPE and soiled dressing etc. safely in a biohazard bin as per current practise.
- Following treatment, staff should wash their hands and any of their bare skin and clean the area thoroughly with soap and warm water.
- Notify your line manager if you develop COVID-19 symptoms after providing direct first aid.

#### 4. Providing CPR and using an AED

Considering recent guidance from Resuscitation Council UK (RCUK) and the NHS, the advice for adult CPR is to give compressions only. PPE should always be worn by staff giving CPR or assisting and should be **readily available** to reduce the risk of any delay. It is also recommended that a towel, cloth, or pocket mask be used in the event of CPR to minimise the risk of water droplet contamination. Should CPR be required see below:

##### 4.1 Adult CPR

The following protocol should be followed when conducting CPR on an adult casualty who has had a sudden collapse:

- i. If you find someone collapsed, put on PPE.
- ii. Perform a primary survey (DRABC), look for normal breathing; in order to minimise the risk of infection, do not open the airway and do not place your face next to the victims' mouth / nose.
- iii. If they are unresponsive and not breathing, ask someone to call 999 and bring an AED.
- iv. Before you start CPR, use a towel or cloth (or face mask or pocket mask if available with an elastic band to keep it in place) and lay it over the mouth and nose of the casualty.
- v. Give chest compression at the rate of 100-120 per minute.
- vi. **Do Not** give rescue breaths.
- vii. When an AED arrives, use it immediately.

- viii. Continue to perform compression only CPR until emergency help arrives and takes over; the person starts showing signs of life and starts to breathe normally.

The Resuscitation Council UK video can be found here: <https://www.youtube.com/watch?v=3MY0sRYfsRA>

## RESOURCES

1. HSE (2013), Health and Safety (First Aid) Regulations (1981), L74 3<sup>rd</sup> Edition:  
<http://www.hse.gov.uk/pubns/priced/l74.pdf>
2. University of St Andrews First Aid Policy:  
<https://www.st-andrews.ac.uk/staff/policy/healthandsafety/publications/first-aidatwork/>
3. Health Protection Scotland (2020), Coronavirus (COVID-19): <https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19/>
4. Resuscitation Council UK (2020), Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings: <https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19>

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