

Safety Note 77

3rd Edition, August 2021

building – if considering this solution consult the HSS Liaison Advisor covering your School or Function.

Some additional items of personal protective equipment and hand sanitiser are available where review of the FANA identifies they are needed. Requests for these items for inclusion in first aid kits (see below) should be made to Health & Safety Services via the local Health and Safety Coordinator (HSC).

Heads of Schools/Functions should also ensure all line managers of first aiders are aware of this Safety Note.

Line Managers should ensure that First Aiders within their teams are aware of this Safety Note and its recommendations.

First Aiders should familiarise themselves with the recommendations in this Safety Note. The HSE has extended the deadline for first aid requalification until 30 September 2020. If your qualification has expired, or is due to expire soon, contact your local HSC for advice.

Any staff with questions about First Aid should contact their local HSC for advice.

Covid-19 restrictions reduced the number of first aid training places available so they have been allocated to Schools/Functions with the highest need. Consequently, over 2021-22 probably some trained First Aiders (FA) or Emergency First Aiders (EFA) will see their certifications lapse. Heads of Schools/Functions should take this opportunity to review First Aid Needs Assessments (FANA) and consider if adequate first aid cover can be provided in your areas by an Appointed Person, rather than a trained FA or EFA.

Appointed Persons do not need to have a qualification in first aid. As defined in [Code of Practice 08 on First Aid](#), their role is to take charge of first-aid arrangements in a low hazard environment where a certified FA or EFA is not required. This includes looking after the first-aid equipment and facilities and calling the emergency services when required. There is no expectation by the University for an “Appointed Person” to render practical first aid treatment. However, if they have previously been a trained FA/EFA, whose certification has lapsed, they may render first aid assistance to the best of their knowledge and previous training, should they choose to do so.

Having an Appointed Person, im0 31. 31.9 21360551(ng)141stA008871 0 595.32 84.92 reW*nBT/F5 11.04T

Cover cuts and grazes on your hands with waterproof dressings before providing treatment. Wear gloves or cover hands when dealing with open wounds. Do not touch a wound with your bare hands. Use Dispose of all waste safely.

Familiarise yourself with the current guidance on CPR available from Resuscitation UK (see the link below). In brief

