

# Building Based & Local Mental Health First Aiders Request Form



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London. E1 4DH. Email: [hs-helpdesk@qmul.ac.uk](mailto:hs-helpdesk@qmul.ac.uk) Web: [www.hsd.qmul.ac.uk](http://www.hsd.qmul.ac.uk)

<b>Building Based or Local First Aider</b>	
Queen Mary Mental Health First Aiders are divided into 2 groups; <ul style="list-style-type: none"><li>• Building Based Mental Health First Aiders; provide mental health first aid to all schools/departments/directorates in their Building and when required adjacent buildings.</li><li>• Local Mental Health First Aiders; provide first aid to their school/department/directorate.</li></ul>	
<b>Role of a Queen Mary Mental Health First Aider</b>	
The primary role of a mental health first aider is to administer mental health first aid to any person suffering with mental ill-health, diagnosed or undiagnosed on QMUL premises with the aim of: <ul style="list-style-type: none"><li>• Preserving life where a person may be at risk of harm to themselves or others.</li><li>• Providing help to prevent the mental health issue from becoming more serious before professional help is available.</li><li>• Promoting recovery of good mental health.</li><li>• Providing comfort to a person with poor mental health</li><li>• Raising awareness of mental health issues in the workplace</li><li>• Reducing stigma and discrimination in the workplace</li></ul>	
<b>Duties of a Queen Mary Mental Health First Aider</b>	
<ul style="list-style-type: none"><li>• Respond promptly when requested (including when called by the Security Office in the case of a Building Based Mental Health First Aider).</li><li>• Administer mental health first aid.</li><li>• Know how to secure additional help when needed.</li><li>• Support other mental health first aiders as required in the event of a major incident.</li><li>• Advise the Departmental Safety Coordinator or Line Manager of intended absence, such as annual leave so that cover can be arranged.</li><li>• Keep details of incidents confidential unless the individual is at risk of harm to themselves or others.</li></ul>	
<b>Managers Acceptance</b>	
As the line manager for this staff member, I sign to confirm my agreement for them to act as a;	
<input type="checkbox"/> Building Based First Aider and approve the necessary time for attendance at incidents as well as the continued training necessary to enable their tasks to be undertaken.	
<input type="checkbox"/> Local First Aider and approve the necessary time to assist colleagues within the school/department/directorate as well as the continued training necessary to enable their tasks to be undertaken.	
Managers Name:	
QMUL email:	Contact number:
Signature:	Date:

**Applicant declaration**

**All;** I, the undersigned agree to carry out the duties listed in this document. I also agree to ensure that my skills and knowledge are maintained by attendance on required sessions and courses.

**Building based only;** I also accept that failure to carry out these duties as a Building based First Aider may result in the removal from the Mental Health First Aid Network.

Name of applicant:

Job title:

Full or part time:

School/Institute/Directorate:

Building/Floor/Room No:

QMUL email:

Contact number:

Signature:

Date:

Building based first aiders only;

I confirm that the applicant would like to apply to become a Building Based Mental Health First Aider.

HSD Use Only. (Admin to forward to Faculty / PS HSD Manager)

Applicant is qualified to MHFA England standard (delete as appropriate).

Signed: \_\_\_\_\_ (Faculty / PS HSD Manager)

Date: \_\_\_\_/\_\_\_\_/20\_\_

Approved for BBFA  Yes  No

Signed: \_\_\_\_\_ (Director of Health &amp; Safety)

Date: \_\_\_\_/\_\_\_\_/20\_\_