Building Based or Local First Aider

Queen Mary Mental Health First Aiders are divided into 2 groups;
- Building Based Mental Health First Aiders; provide mental health first aid to all schools/departments/directorates in their Building and when required adjacent buildings.
- Local Mental Health First Aiders; provide first aid to their school/department/directorate.

Role of a Queen Mary Mental Health First Aider

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:
- Preserving life where a person may be at risk of harm to themselves or others.
- Providing help to prevent the mental health issue from becoming more serious before professional help is available.
- Promoting recovery of good mental health.
- Providing comfort to a person with poor mental health.
- Raising awareness of mental health issues in the workplace.
- Reducing stigma and discrimination in the workplace.

Duties of a Queen Mary Mental Health First Aider

- Respond promptly when requested (including when called by the Security Office in the case of a Building Based Mental Health First Aider).
- Administer mental health first aid.
- Know how to secure additional help when needed.
- Support other mental health first aiders as required in the event of a major incident.
- Advise the Departmental Safety Coordinator or Line Manager of intended absence, such as annual leave so that cover can be arranged.
- Keep details of incidents confidential unless the individual is at risk of harm to themselves or others.

Managers Acceptance

As the line manager for this staff member, I sign to confirm my agreement for them to act as a;

☐ 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.

☐ 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.

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Building based first aiders only:

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

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**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 & Safety)

Date: _______/______/20___