



## First Aid Needs Assessment

### 1. First Aid

First Aid is the initial treatment given to someone who is injured or sick, prior to professional medical assistance arriving and taking over.

#### **Mental Health First Aid**

First aid is the help given to a person who is ill or injured before professional medical treatment can be obtained. The aims of any first aid are to preserve life, to prevent further harm, to promote recovery and to provide comfort to the person who is ill or injured. Mental Health First Aid (MHFA) can be applied to a person developing a mental health issue, a person experiencing a worsening of an existing mental health issue or to a person in a mental health crisis. Wider aims of MHFA are to raise awareness of mental health issues in the community and to reduce stigma and discrimination.

### 2. First Aiders

The primary role of a first aider is to administer emergency first aid to any ill or injured person on QMUL premises with the aim of:

- Preserving life.
- Preventing the situation from worsening.
- Promoting recovery.
- Alleviating suffering.

The primary role of a mental health first aider is to administer mental health first aid to any person suffering with mental ill-health 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 arrives
- Promoting the recovery of good mental health
- Providing comfort to a person with a mental health issue
- Raising awareness of mental health issues in the community
- Reducing stigma and discrimination

### 3. First Aid Courses and Qualifications

**Emergency First Aid at Work HS035 (EFAW):** This course is open to all QMUL permanent staff who wish to gain a basic knowledge of first aid and is ideal for low hazard environments (e.g. offices, shops, libraries) or where your needs assessment identifies a requirement for a first aider trained in emergency first aid at work.

**First Aid at Work HS034 (FAW):** This course is open to all QMUL permanent staff and is ideal for higher or advanced level hazards (e.g. laboratory's, workshops, working at height or with electricity) or where your needs assessment identifies a requirement to provide additional training, covering a broad syllabus including the recognition and treatment of a wider range of conditions\*.

**First Aid at Work Re-Qualification HS036 (FAW RQ):** This comprehensive two-day course is only for those who hold a valid First Aid at Work certificate that is about to expire. It recovers a wide range of first aid emergencies, enabling all participants to deal with emergency situations with confidence in a prompt, safe and effective way. In addition, this course will include any protocol changes that may have arisen since their last training course.

**First Aid for Laboratory Workers HS042:** This short course is aimed at staff and PhD students who work in laboratory's. It covers Basic Life Support, how to deal with chemical burns and contamination including specific guidance on Hydrofluoric acid, Liquid Nitrogen and Phenol and contaminated sharps injuries.

**Mental Health First Aid HS040 (MHFA):** The course will Give a deeper understanding of the issues that impact on and relate to people's mental health. Teach practical skills that can be used every day, including being able to spot the signs and symptoms of mental health issues and feel confident guiding people towards appropriate support.

**Appointed Person:** Please substitute with an EFAW.

\*Information on specialist training e.g. Automated External Defibrillators (AED) use, Oxygen Therapy and Administration, fieldwork can be obtained from Health & Safety Directorate (HSD) Managers/Advisors/ Trainers [hs-helpdesk@qmul.ac.uk](mailto:hs-helpdesk@qmul.ac.uk)

#### 4. How to book a First Aid Course

First Aid courses are booked via How to book a first aid course via MyHR

<https://myhr.qmul.ac.uk/live/Portal/index.xsp>

- a. Select **Training**
- b. Select **Training Request** (bottom right of the screen)
- c. Into Keyword type **First Aid** then click **search** (far right). Five options will appear;
  - **Emergency First Aid at Work (1-day)**
  - **First Aid at Work (3-days)**
  - **First Aid at Work Re-Qualification (2-days)**
  - **First Aid for Laboratory Workers**
  - **Mental Health First Aid (2-days)**
- d. Click on the course you want to book, you will then be given a list of dates in which to choose from.
- e. Click on the date you want then click **submit** (bottom right of the screen).
- f. Training will then need line manager approval.

**Waiting list:** Please do not use the waiting list option on MyHR. If the course you want is full please email [hs-helpdesk@qmul.ac.uk](mailto:hs-helpdesk@qmul.ac.uk) and ask to be placed onto the waiting list held by the course trainer.

Information on all HSD courses can be found here: <http://hsd.qmul.ac.uk/Training/index.html>

## 5. Planning First Aid Provision

In addition to the general HSD first aid needs assessment, the departmental first aid needs should be identified by a local needs assessments and risk assessments for activities and events. Consideration should also be given to having mental health first aiders trained to identify and understand mental health issues and able to support someone who might be experiencing a mental health issue.

First aid needs assessments should take into account:

- number of occupants (where the HSE mentions employees you need to include any and all students who use your facility/laboratory/building etc.)
- workplace and task hazards
- building layout
- other occupants
- hours of work
- foreseeable absence of first aiders

The assessment of the risks should provide answers to:

- How many first aiders are needed in the area
- The ratio of FAW and EFAW first aiders
- What first aid equipment is needed
- Where first aid equipment should be located
- Where notices and signs should be posted
- Specific hazards (chemical, physical etc.)
- The provision of antidotes and specialist training and equipment, e.g. the use of AED and oxygen therapy

Where a department functions in more than one location, HSD and the departmental safety co-ordinators will co-operate to determine the level of first aid cover. Joint cover arrangements should be documented by the departments and the effectiveness monitored by the HSD.

## 6. First Aid Needs Assessment

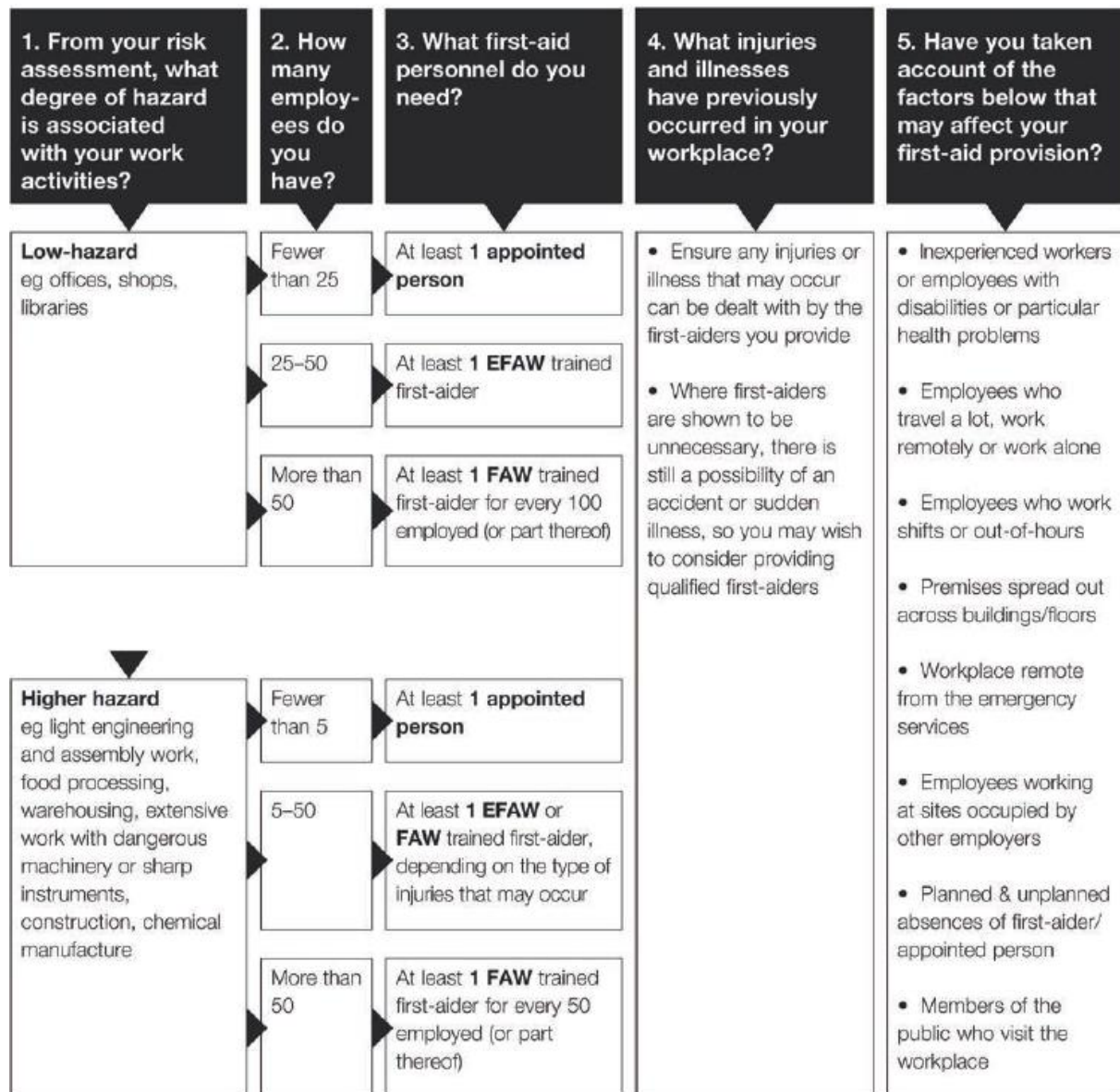
A written record must always be kept of a first aid needs assessment for reference and to ensure the University can demonstrate effective health and safety management to the regulatory authorities and other parties entitled to legal disclosure.

## 7. First Aider Survey Template

Looking at historical data for incidents and accidents in you work areas can help you determine how many First Aiders and to what level of qualification you require. Please complete the table below.

Institute / Directorate and Building/s of responsibility	
Number of staff / students in Building/s of responsibility	
Number of incidents reported in the current academic year.  Indicate type and severity (L/M/H) of incident/s	
Out of hours working taking place? Yes/No. <a href="http://www.hsd.qmul.ac.uk/media/hsd/documents/standards-and-guidance/QM_OHSD_GA027_Sep-2014_Lone-Working-and-Out-of-Hours-Working-FAQ--Risk-Assessment-Guidance-Case-Studies_FINAL.pdf">http://www.hsd.qmul.ac.uk/media/hsd/documents/standards-and-guidance/QM_OHSD_GA027_Sep-2014_Lone-Working-and-Out-of-Hours-Working-FAQ--Risk-Assessment-Guidance-Case-Studies_FINAL.pdf</a>	
Nature of work being undertaken in responsible area – Main Hazards	
Other medically trained personnel (Nurses, Doctors) in area (number, type). <a href="http://www.hsd.qmul.ac.uk/media/hsd/documents/standards-and-guidance/QMUL_HS_125_First-Aid_Health-Care-Professionals_Guidance_V3_10.10.2018.pdf">http://www.hsd.qmul.ac.uk/media/hsd/documents/standards-and-guidance/QMUL_HS_125_First-Aid_Health-Care-Professionals_Guidance_V3_10.10.2018.pdf</a>	
Is the first aider familiar with the QMUL Policy for the Provision of Emergency First Aid? <a href="http://www.hsd.qmul.ac.uk/media/hsd/documents/standards-and-guidance/QMUL_HS_009_July-2017_-Policy-For-The-Provision-of-Emergency-First-Aid.pdf">http://www.hsd.qmul.ac.uk/media/hsd/documents/standards-and-guidance/QMUL_HS_009_July-2017_-Policy-For-The-Provision-of-Emergency-First-Aid.pdf</a>	
First Aid Box/es adequate, in date and kept complete? Indicate number of box/es First Aid supplies: <a href="http://www.hsd.qmul.ac.uk/a-z/first-aid/">http://www.hsd.qmul.ac.uk/a-z/first-aid/</a>	
Are hazards in work area reflected in First Aider kit? / Does First Aider know how to treat specialist injuries that could occur in area? (e.g. HF burns, contaminated sharps injuries)	
Any gaps in First Aid identified in area by first aider. (e.g. lone working, higher risk activities, higher risk equipment use) and any gaps in own training / skills.	

## 8. HSE First Aid Needs Assessment Guide



### 9. An example based on an office environment

From your risk assessment, what degree of hazard is associated with your activities?	Please tick	How many employees do you have?	Please tick	What first-aid personnel do you need?	Please tick	What injuries and illnesses have previously occurred in your workplace?	Have you taken account of the factors below that may affect your first aid provision?
Low	√	Fewer than 25		At least 1 EFAW			
		25-50	√	At least 1 EFAW	√	Minor / low risk injuries	yes
		More than 50		At least 1 FAW per 100 employees			
High		Fewer than 25		At least 1 EFAW			
		25-50		At least 1 EFAW, depending on the type of injuries that may occur			

## 10. First Aid Needs Assessment Template

Completing the form below will help you determine the level of first aid cover required.

From your risk assessment, what degree of hazard is associated with your activities?	Please tick	How many employees do you have?	Please tick	What first-aid personnel do you need?	Please tick	What injuries and illnesses have previously occurred in your workplace?	Have you taken account of the factors below that may affect your first aid provision?
Low		Fewer than 25		At least 1 EFAW			
		25-50		At least 1 EFAW			
		More than 50		At least 1 FAW per 100 employees			
High		Fewer than 25		At least 1 EFAW			
		25-50		At least 1 EFAW, depending on the type of injuries that may occur			
		More than 50		At least 1 FAW per 50 employees			

## **11. The level of Mental Health First Aiders can be determined by;**

- Number of employees.
- Number of students.
- If your work environment is front facing / has a help/advice desk/centre.
- Sickness absence records.

Further consideration could be made for specific services that function outside office hours e.g. like Residences, Library and the Students Union.

## **12. Further Information**

- Health and Safety Policy For The Provision of Emergency First Aid: [http://www.hsd.qmul.ac.uk/media/hsd/documents/standards-and-guidance/QMUL\\_HS\\_009\\_July-2017\\_-\\_Policy-For-The-Provision-of-Emergency-First-Aid.pdf](http://www.hsd.qmul.ac.uk/media/hsd/documents/standards-and-guidance/QMUL_HS_009_July-2017_-_Policy-For-The-Provision-of-Emergency-First-Aid.pdf)
- Physical First Aid: <http://www.hsd.qmul.ac.uk/a-z/first-aid/>
- Mental Health First Aid: <http://www.hsd.qmul.ac.uk/a-z/mental-health-first-aid/>
- HSE: <http://www.hse.gov.uk/firstaid/needs-assessment.htm>