

First Aid Policy

Duty to make provision for First Aid

In accordance with The Health and Safety (First-Aid) Regulations 1981, Bloomsbury International is required to make sufficient first-aid provision for its employees in the event of injury or sudden illness while they are in the workplace.

In addition to this, Bloomsbury International will also make provision for first-aid to be available to students and visitors, whilst on the premises.

Provision

Following assessment of first-aid needs, Bloomsbury International identifies sufficient provision as:

- 2 x Emergency First Aid at Work trained first aiders
- 4 x First aid kits (1 large, 3 small)

Procedure

In the event that a member of staff, student or visitor is injured or becomes ill on Bloomsbury International premises, a Certified First Aider should be found as soon as possible.

The Certified First Aiders are:

Name	Location	Training	Validity Period
Adam Bartosik	Building 6, 1 st Floor Sales Office (Room 12) Extension #142	Emergency First Aid at work	28/10/2013 05/03/2020
Alice Calcagno	Buildings 6/7 reception	Emergency First Aid at work	17/10/2017 16/10/2020

First Aid kits can be found at the following locations:

Building	Floor	Location	Size
Building 6/7	Ground Floor	Reception	Large
Building 6	1 st Floor	Sales Office	Small
Building 6	Top floor	News Digest	Small
Building 6/7	Basement	Cafeteria	Small

The First Aider will take responsibility of and assess the situation before treating the casualty in keeping with the training they have received.

The First Aider will offer advice, suggestions for further treatment, or to seek professional medical advice if deemed necessary.

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The First Aider will not provide a diagnosis.

The First Aiders will not provide or suggest medication (including pills, potions and lotions).

The First Aider will treat the matter as confidential, unless this is not in the best interest of the casualty.

The scene of the casualty will be tidied as soon as possible. Clinical waste (such as blood or vomit) will be disposed of hygienically.

The Accident Report book will be completed by the First Aider, or other responsible person involved, as soon as convenient. Tear-off slips containing personal details will be removed from the Accident Report Book and filed in a lockable cabinet at Reception. Records will be kept for at least 3 years.

In accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the following incidents will be reported to the HSE: deaths, dangerous occurrences, major injuries, injuries resulting in over seven days of incapacitation of a worker and injuries to non-workers where they are taken directly from the scene to hospital for treatment (not including precautionary visit).

Information for Employees

(Reference - <http://www.hse.gov.uk/pubns/ priced/174.pdf> - Guidance 4)

Employees shall be informed of first-aid arrangements (to include names and locations of personnel and location of equipment) with:

- Explanation during induction by line manager
- Easy to read, clearly displayed posters in:
Building 6/7 – entrance hall, all classrooms, Student Resource Centre, Theatre Room, café, and staff room
- Any changes to be notified via email and/or addressed in bi-weekly staff meetings

Information for Students

Students shall be informed of first-aid arrangements (to include names and locations of personnel and location of equipment) with:

- Explanation during induction by Academic Team
- Easy to read, clearly displayed posters in:
Building 6/7 – entrance hall, all classrooms, Student Resource Centre, Theatre Room, café, internet studio and staff room,
- Notification in Welcome Booklet

First Aid Kit stock

First Aid kits are to be checked by the First Aiders for stock levels and expiry dates as soon as convenient after an incident or once a month, whichever occurs first.

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Revision of policy

This policy will be reviewed annually, prior to the summer peak season, when there is a change in personnel, 6 months before a current First Aider's certificate is due to expire or upon a First Aiders' completion of training, whichever occurs first.

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