

Preparing for First Aid Needs

including First Aid Needs Assessment and Event Cover

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First aid cover at the workplace

Event preparation as a first aider

First Aid provision

First Aid provision is guided by the “The Health and Safety (First-Aid) Regulations 1981” in its third edition, published 2013 with minor amendments in 2018 and 2024

The guidance is for employers and provides guidance on:

- managing the provision of first aid (first-aid kit, equipment, rooms etc);
- requirements and training for first-aiders;
- requirements for appointed persons;
- making employees aware of first-aid arrangements;
- first aid and the self-employed;
- cases where first-aid regulations do not apply.

Assessing first aid needs

The employer must consider:

- the type of the work you do
- hazards and the likely risk of them causing harm
- the size of your workforce
- work patterns of your staff
- holiday and other absences of those who will be first aiders and appointed persons
- the history of accidents in your business

Assess your first aid needs

The employer might also consider:

- the needs of travelling, remote and lone workers
- how close your sites are to emergency medical services
- whether your employees work on shared or multi-occupancy sites
- first aid for non-employees including members of the public
- support for someone who might be experiencing a mental health issue

Who is responsible to do this assessment

- The University

Because of the diversity of working environments in the University, departments and institutions must make their own needs assessment and determine what is adequate and appropriate for their circumstances.

- Head of Departments
- Departmental Administrators
- Departmental Safety Officers
- First Aider

They are guided by:

Safety Office

The Consultative Committee for Safety

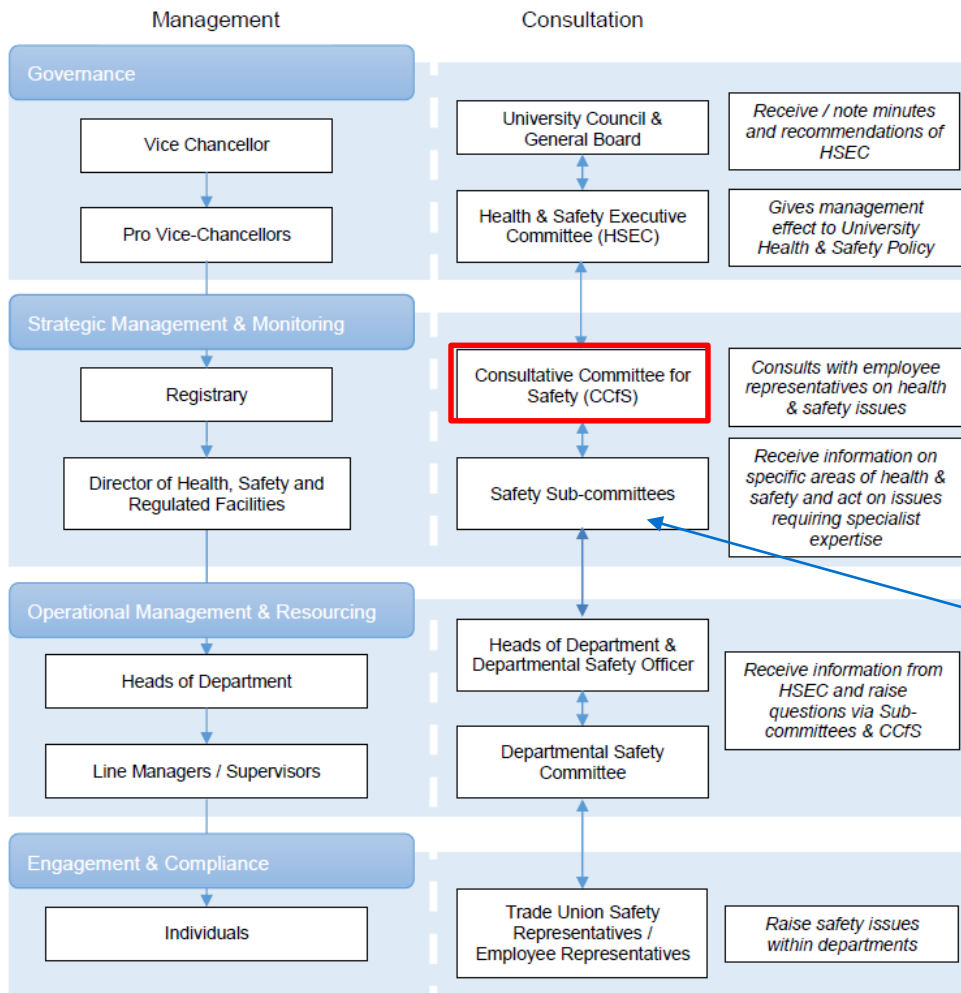
Working Group for First Aid

University Health and Safety Policy, October 2023



The University health and safety management system is based on a Plan-Do-Check-Act process where ownership and responsibilities are integral to the activity owners

Health and Safety Governance and Organisation



“Working Group for First Aid”
is one of the Sub-committees

Assessment Needs for the Provision of First Aid

Category of Risk	Numbers Employed	Suggested Number of First Aiders	Comments
Low Risk Environments: Offices, Administration, Libraries	Less than 25	Minimum of one Appointed Person (eg someone to take control of an accident/incident and contact a First Aider)	All assessments of risk have to be based on judgement and some office areas may have the potential for higher risk activities
	25-50	1 First Aider EFAW trained??	
	More than 50	At least 1 FAW trained first aider for every 100 or part thereof	
Medium Risk Environments: Workshops, Stores, Museums and other areas/activities where the public interacts with the University	Less than 20	1 Appointed Person	
	20-100	1 First Aider for every 50 employed	
	More than 100	1 additional First Aider for every 100 employed	
High Risk Environments: * Maintenance, Construction, some Research Laboratories, lone working, working abroad, Fieldwork	Less than 5	1 Appointed Person	Where there are higher risk circumstances such as Fieldwork where there will be a remoteness from emergency medical services or working with Chemicals such as Hydrofluoric Acid or Cyanide, additional First Aiders may be required as will additional training
	5-50	At least 1 First Aider (FAW)	
	More than 50	1 additional First Aider for every 50 employed	

There will be specific activities (such as security patrolling) and job roles (such as electrical work) which will take employees of the University into areas they will be unfamiliar with, increasing the risk. A level of Emergency Aid Training may be appropriate.

Other factors to consider

Other Factors	Impact on First Aid Provision	Notes
Do staff, students or volunteers carry out work in remote locations or work alone	Consider issuing personal/individual First Aid Kits – with appropriate first aid equipment for the type of work being carried out. How will emergency help be contacted? Will mobile phones, radios or lone worker alarms be used?	Is the area the person is going to covered by their mobile network?
Do staff, students or volunteers work out of normal hours?	Adequate first aid provision should always be available if it is only knowing how to contact the emergency services	Note that University Security Patrollers are not First Aiders
Does your department occupy multiple sites?	You will probably need to make separate arrangements for each building	For larger buildings you may consider arrangements for each floor
Do you share a building with other departments?	First aid provision and facilities may be shared but this must be agreed with the other departments	
Can you cover absences of first aid personnel because of sickness or leave?	Consider how your first aid provision will be affected by planned or unplanned absences?	

Appendix 3: First Aid Needs Assessment Checklist:

Factors to consider	Impact on first aid provision
HAZARDS	
Does your workplace have low-level hazards such as those that might be found in offices and shops?	The minimum provision is: – Emergency at work trained first aiders – a suitably stocked first-aid box.
Does your workplace have higher-level hazards such as chemicals or dangerous machinery?	You should consider: – providing first-aiders; – providing additional training for first-aiders to deal with injuries resulting from special hazards; – providing a suitably stocked first-aid box; – providing additional firstaid equipment; – precise location of first-aid equipment; – providing a first-aid room; – informing the emergency services of specific hazards etc in advance
Do your work activities involve special hazards such as hydrofluoric acid or confined spaces?	You should consider: – all of the above; plus – additional training for first aiders to deal with injuries resulting from special hazards; – additional first-aid equipment; – precise location of first-aid equipment;

Appendix 3: First Aid Needs Assessment Checklist:

EMPLOYEES	
How many people are employed on site	Where there are small numbers of employees, the minimum provision is: – Emergency at work trained first aiders – a suitably stocked first-aid box. Where there are large numbers of employees, ie more than 25, even in low hazard environments, you should consider providing: – first-aiders; – additional first-aid equipment; – a first-aid room.
Are there inexperienced workers on site, or employees with disabilities or particular health problems?	You should consider: – additional training for first aiders; – additional first-aid equipment; – local siting of first-aid equipment. Your first-aid provision should cover any work experience trainees.
ACCIDENTS AND ILL-HEALTH RECORD	
What is your record of accidents and ill health? What injuries and illness have occurred and where did they happen?	Ensure your first-aid provision will cater for the types of injuries and illnesses that have occurred in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate.

WORKING ARRANGEMENTS	
Do you have employees who travel a lot, work remotely or work alone?	You should consider: – issuing personal first-aid kits; – issuing personal communicators/mobile phones to employees.
Do any of your employees work shifts or out-of-hours?	You should ensure there is adequate first-aid provision at all times people are at work.
Are the premises spread out, eg are there several buildings on the site or multifloor buildings?	You should consider the need for provision in each building or on each floor.
Is your workplace remote from emergency medical services?	You should: – inform the emergency services of your location; – consider special arrangements with the emergency services; – consider emergency transport requirements.
Do any of your employees work at sites occupied by other employers?	You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.
Do you have sufficient provision to cover absences of first aiders?	You should consider: – what cover is needed for annual leave and other planned absences; – what cover is needed for unplanned and exceptional absences.

Appendix 3: First Aid Needs Assessment Checklist:

NON-EMPLOYEES	
Do members of the public or non-employees visit your premises?	Under the Health and Safety (First-Aid) Regulations 1981, you have no legal duty to provide first aid for non-employees but HSE strongly recommends that you include them in your first-aid provision.

Why are we providing more first aider

As an employer, you need to put in place the minimum first aid provision required by law

More than the minimum provision contributes to a safer and healthier environment by

- **Enhanced safety and coverage**

Quicker assistance with increased likelihood of being able to treat an injury or illness

- **Faster recovery**

Prompt and effective first aid response can help injured employees return to work sooner, reducing downtime and maintaining productivity.

- **Empowerment and team building**

Involving multiple employees in first aid training fosters a sense of empowerment and teamwork, creating a more cohesive and caring work environment.

- **Reputation management**

Investing in first aid demonstrates a commitment to the health and safety. This improves the company's reputation amongst staff and non-employees.

First Aid provision at events



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First Aid provision at events

As an event organiser, identify the:

- scale, type and scope of the event
- type and size of audience
- location
- duration of the event
- time of day and year the event will be held

How do first aid provider determine the number of first aider?

Maurer algorithm (used in Germany and Austria)

UK uses the Purple Guide for event cover

Point scheme:

Number of attendees		x	weighing factor	
attendees	points			
500	1		Concert with boygroup	1,2
1.000	2		Flea market	0.3
1.500	3		Classical concert	0.2
3.000	4		Fire works	0.4
6.000	5		Festival	0.5
10.000	6			
20.000	7			

Number of first aider and ambulances

Points	Number of first aider
1,5 – 2,0	No extra first aider
2,1 – 4,0	3
4,1 – 13,5	5
13,6 – 22,0	10
22,1 – 40,0	20
40,1 – 60,0	30
60,1 – 80,0	40
80,1 – 100,0	80
100,1 – 110,0	100
110,1 – 120,0	120
120,1 – 140,0	160

Points	Number of ambulances
0,1 – 6,0	0
6,1 – 25,5	1
25,6 – 45,5	2
45,6 – 60,5	3
60,6 – 75,5	4
75,6 – 100,0	5
100,1 – 120,0	6
above 120	7

- Maurer algorithm is just a starting point/ absolute minimum legal requirement
- Check event history
- Check location (indoor/ outdoor)
- Compare to similar events
- Use local knowledge
- Liaise with other organisations (First Aid provider, police, council, ...)

First aider at (small) events

Note:

The completion of a three-day 'First Aid at Work' course does not necessarily qualify a person as competent to administer first aid to members of the public. Where “First Aid at Work” qualified persons are used then the organiser must check that they are covered by their insurers to give first aid to members of the public.

Pre-event preparation

- Ask for the event risk assessment
- Check the location (online)
- Check the agenda
- Check your equipment
- Charge your mobile phone

Equipment

Minimum equipment (personal view!!!)



Minimal grab bag content



First Aid in an Emergency booklet
6 x SJS nitrile powder-free gloves
3 x Disposable triangular bandages
1 x Pack safety pins (6-pack)
10 x Non-adherent absorbent Dressing (10x10cm)
3 x No.1 Ambulance dressing
3 x No.2 Ambulance
3 x No.3 Ambulance
1 x Blunt/Blunt scissors (13 cm)
1 x SJS face shield—single
plus
Plaster (assorted) and tape
Ice packs
Incident report forms
Water bottle
Jelly beans or orange juice etc.

Before the event starts

- Greet your colleague (ideally two first aider are present)

Before the event starts

- Greet your colleague (ideally two first aider are present)
- If present, check the first aid room
 - Is it signposted?
 - Easy access for audience?
 - Is the equipment/ room clean and functional?
 - Do you have running water?
 - Hand washing available?
 - Do you have drinking water?

Before the event starts

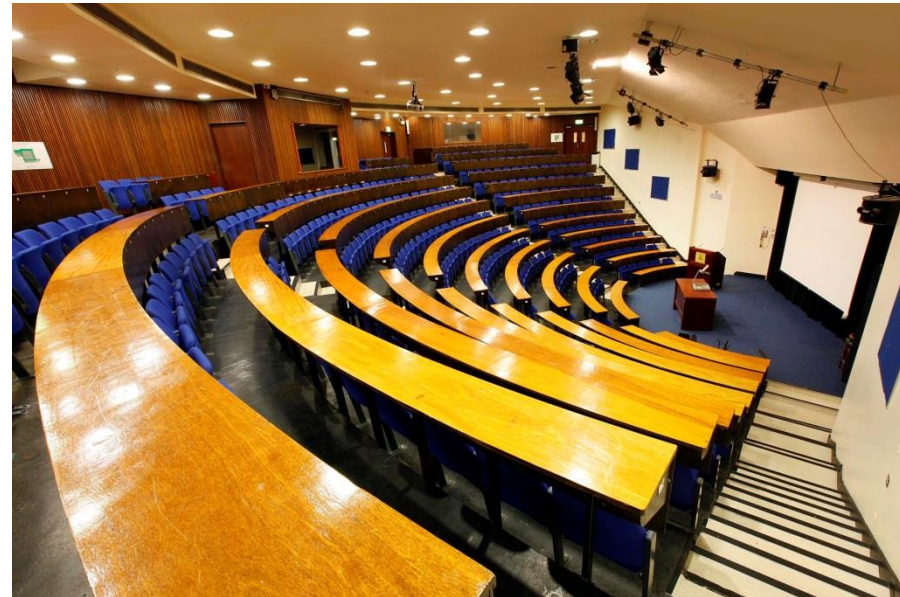
Communication

- Introduce yourself
- Talk to marshals, security staff, event organiser
- How will you be contacted?
- Are radios being used, if so, do you get one?
 - Does the radio work, does it work everywhere?
- Mobile phone backup? Do you have reception everywhere? Do you have all relevant phone numbers?

Before the event starts

Location

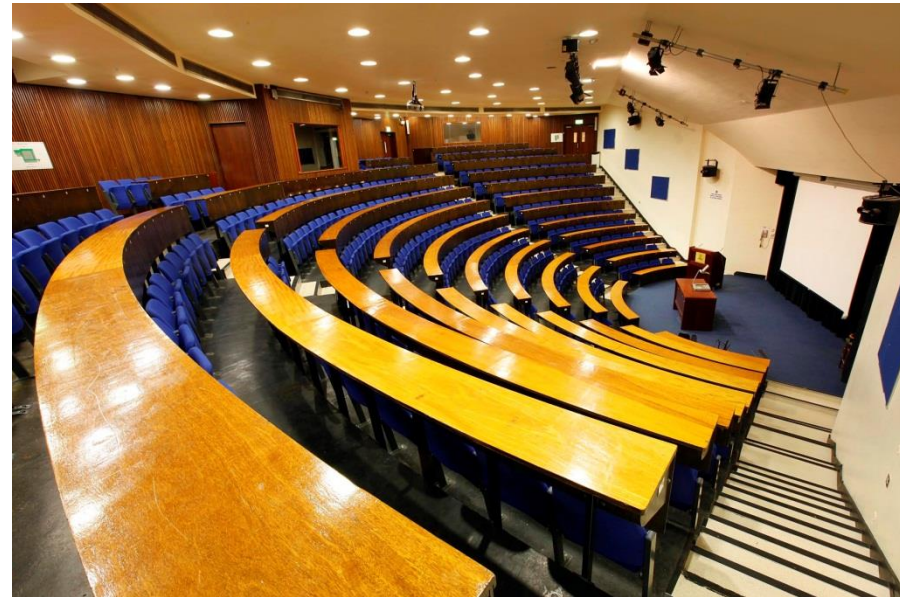
- Is it safe
- Where are fire exits
- Walk around the whole area
- Where are the toilets
- Consider patient transport
- Access for ambulance



During the event

Location

- position yourself
- be visible, be approachable
- keep an overview
- Are you staying in the first aid room or do you walk around?
How will you be contacted?



When treating someone

- Introduce yourself and explain your role
- Treat your patient to your training level
 - Remember patient privacy
 - Document your treatment
 - Consider RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
- Report your treatment to event organiser



When should you call 999



If you or the person you are with are not in life-threatening danger, use the following:

Pharmacy

Look online for your nearest pharmacy and their opening times

Walk-in centres

Find your nearest one on the NHS Choices website

NHS 111

For medical help but when it's not an emergency

GP Out of Hours

Need a GP in the evening or at the weekend?
Call NHS 111

If it is life-threatening, you **MUST** call 999

CARDIAC ARREST COLLAPSE UNCONSCIOUSNESS

- Unconscious and not breathing
- No pulse
- Unresponsive

HEART ATTACK CHEST PAIN

- Pains through arm
- Shortness of breath
- Clammy

CONVULSIONS / FITTING

STROKE SYMPTOMS

- Paralysis
- Weakness in arms
- Dizziness and confusion
- Muddled speech

TRAUMATIC/ SERIOUS INJURY

- Major blood loss
- Bone fracture

SEVERE BURNS/ SCALDS

- Red or peeling skin
- Blisters
- Swelling

CHOKING

- Airway suddenly blocked, either fully or partly
- Unable to breathe

DROWNING

- Blocked airways
- Exposure to cold

SEVERE ALLERGIC REACTIONS

- Swelling of the throat and mouth
- Difficulty swallowing or speaking
- Difficulty breathing

But most important...

Enjoy the event and have fun!!!

Thank you

