

First Aid and Accident Reporting Policy

Staffordshire University Students' Union

Definitions

The National Health Service (NHS) defines the provision of First Aid as 'the provision of minimum treatment necessary for the survival (such as the application of a bandage or patient positioning), effectively making a sick/injured person comfortable and likely to "survive" until a medically trained professional can take over.'

The overall purpose and intention of First Aid provision is to preserve health and to sustain life in those situations placing either health or life at risk.

Union Commitment

As part of the Students' Union commitment to maintaining the best possible environment for study and for work, the Students' Union will:

- Provide and maintain a suitable quantity of First Aid equipment to ensure that in the event of an emergency this equipment is easily accessible by all
 - Assess the need for and, where appropriate, provide advanced or additional equipment such as Burn Treatment packs or Sports Aid equipment
- Offer a sustainable and suitable number of employees access to suitable First Aid Training (as defined by contemporary Health and Safety legislation)
- Maintain an up-to-date list of First Aid trained personnel

Staff Commitment

Health, safety and security is the responsibility of every employee and member of the Students' Union. Every member/employee of Staffordshire University Students' Union agrees to:

- Provide a preliminary, or where possible a comprehensive, report of any accident or dangerous occurrence by submitting a completed Accident Report form to the Health and Safety Co-ordinator within 24 hours
- Ensure that Accident Reports are completed accurately, including accident numbering, to permit for the management of records and analysis of incidence

- Ensure that any serious incident is immediately reported to the appropriate services (emergency services, university control team and student union senior management team)

Manager Commitment

Overall responsibility for the Health, Safety and Security of your team and your work is that of the Line Manager. Alongside their team, Line Managers hold direct responsibility for:

- Briefing employees and volunteers (to include other parties with significant contact with a particular work area) of the location of First Aid equipment, Accident Books and First Aid trained staff
- The locations and maintenance of Health and Safety signage, including First Aid Kit, Eye Wash Station and Fire Extinguisher identifiers
- Maintaining stocked and serviceable* First Aid equipment in their respective work areas. *Consumable items found in First Aid kits are marked with an expiry date and should be disposed of once that date is reached
- Supporting the Health and Safety Coordinator in performing audits upon the accident reports made within the specified deadlines (consult the Health and Safety Group for more information)
- Making comprehensive reports of any incident reportable under the *Reporting of Injuries, Diseases and Dangerous Occurrence Regulations* (RIDDOR) immediately to the General Manager, Health and Safety Coordinator or Management Team

RIDDOR Operational Guidance

Staffordshire University Students' Union

Definitions

The *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* places duties upon employers, the self-employed and people in control of work premises to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

This is a legal obligation observed by every business in the United Kingdom.

In the case of Students' Union the recognised 'Responsible Person' as required by *RIDDOR 1995* is the General Manager.

Situations requiring Escalation

It is the responsibility of the department manager to inform the 'responsible person' of any of the following occurrences:

- Any situation involving the death of an employee, self-employed contractor, service-user or member of the general public;
- Any situation resulting in the major injury of an employee, self-employed contractor, service-user or member of the general public.
 - Major injury is defined as any injury requiring transfer to hospital by Ambulance: this may include, but is not limited to, fractures (of any weight bearing or protective bone), dislocations (of any kind), spinal injury or pain, poisoning (to include contact with hazardous chemicals) or acute illness relating to exposure to a harmful substance.
 - This also includes the duty to report any work related injury resulting in the employee being unable to perform usual work duties for more than seven consecutive days (however we keep a log of anything over 3 days)
- Where a Medical Professional with GMC (General Medical Council) registration, most commonly the employee's GP, has provided notification that an employee has presented a reportable work related disease.
- Any individual situation that had the potential to cause any of the above but was avoided through actions not prescribed by a risk assessment or safety procedure.

Role of the 'Responsible Person'

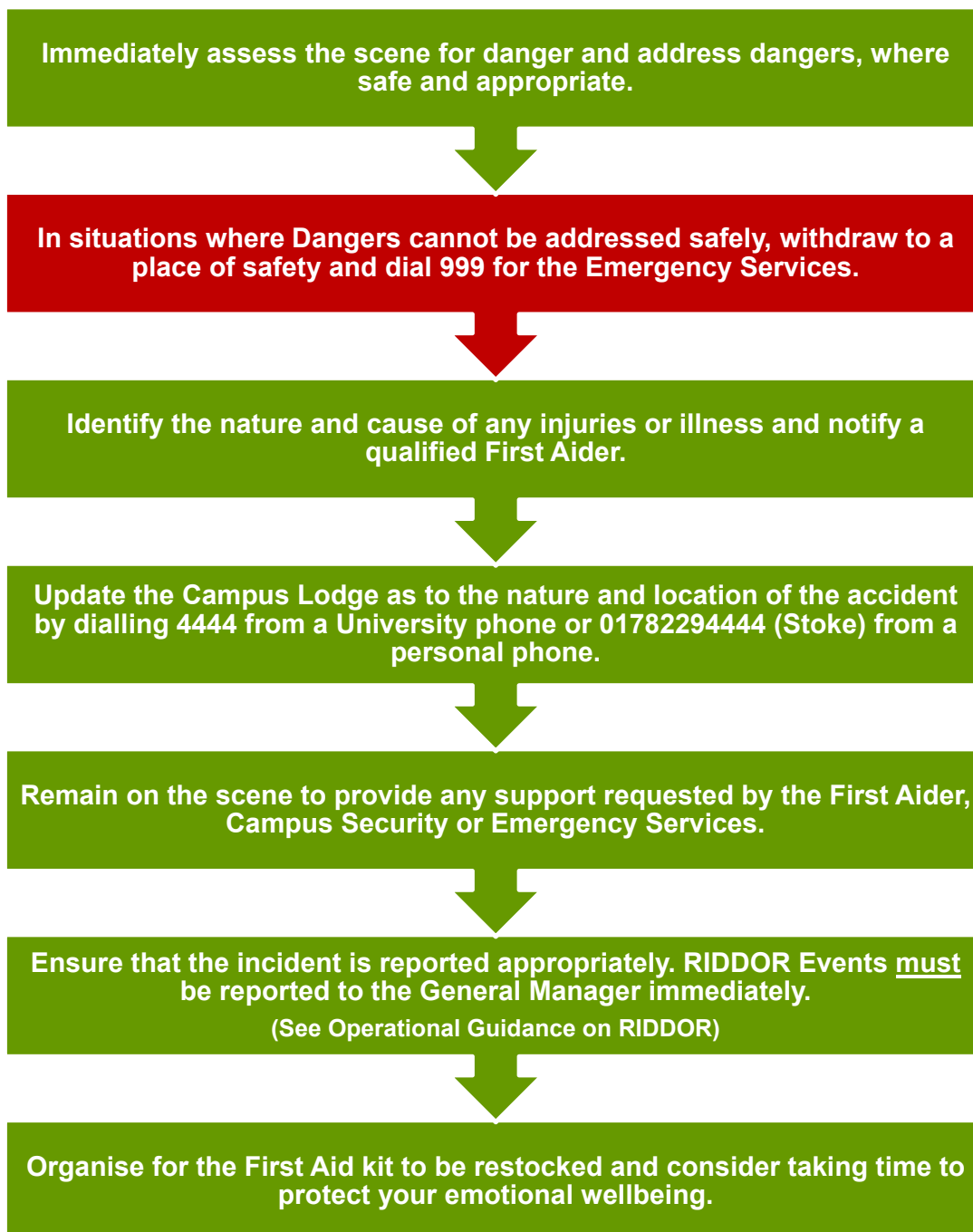
As a nominated representative of Staffordshire University Students' Union, the General Manager will:

- Notify the Health and Safety Executive (HSE) **immediately** of any situation involving death or major injury. It is best practice to give this preliminary report over the phone: 0845 300 9923
- Collect supporting information from relevant parties (such as the Health and Safety Coordinator, First Aiders, Department Managers or Witnesses) to complete a compressive secondary report to the Health and Safety Executive within 10 days.
- Ensure that a record of every RIDDOR event is stored for a minimum of three years in accordance to contemporary Data Protection legislation.

Emergency Procedure

Staffordshire University Students' Union

It is vital that the response to an Emergency Situation is *Effective, Safe and Prompt* and, as such, all employees are required to adhere to the following procedure in the event of an Emergency:



Guidance on Clinical Waste

Staffordshire University Students' Union

Definitions

Under the terms of the *Controlled Waste Regulations* (1992), the Environment Protection Agency defines the term 'Clinical Waste' to refer to be either:

- a. Any waste which consists wholly or partly of human or animal tissue, blood or other body fluids, excretions, drugs or other pharmaceutical products, swabs or dressings, or syringes, needles or other sharp instruments, being waste which unless rendered safe may prove hazardous to any person coming into contact with it; or
- b. Any other waste arising from medical, nursing, dental, veterinary, pharmaceutical or similar practice, investigation, treatment, care, teaching or research, or the collection of blood for transfusion, being waste which may cause infection to any person coming into contact with it.

Production of any quantity of such waste creates a liability on behalf of the Students' Union to ensure that waste is disposed of in accordance with the following legislation:

- Health and Safety at Work Act 1974
- Control of Substances Hazardous to Health Regulations 2002
- Hazardous Waste Regulations 2005
- HSE Disposal of Clinical Waste 1999
- Controlled Waste Regulations 1992
- The Carriage of Dangerous Goods (Classification, Packaging and Labelling) and Use of Transportable Pressure Receptacles Regulations 2005 (1999)

Risk Factors for the Production of Clinical Waste

Clinical Waste is a minor by-product of the provision of First Aid and in the context of the Students' Union presents a low-risk factor. However, adequate provision must be made to handle and manage clinical waste in line with the prevention and control of infection.

Common types of clinical waste for the Students' Union may include:

- Point of injury/infection (POI) cleaning materials such as *Non-Alcoholic Cleansing Wipes* or *Gauze pads*
- Waste receptacles such as *Vomit Bowls/Bags*
- Displaced first aid dressings (Those removed for the purpose of redressing)

Procedure for Handling Clinical Waste

Waste produced through First Aid treatment should, upon completion of treatment, immediately be sealed into a yellow/orange clinical waste bag. (This is a standard item in our First Aid Kits.)

When correctly sealed, clinical waste bags are air/water tight and as such it is best practice to safely remove as much air from a clinical waste bag before sealing. This discourages the bag from bursting and reduces the risk of infection to others.

Clinical Waste Bags are clearly marked as bio-hazardous waste and therefore must not be substituted for another unmarked product/container.

The collected waste must then be disposed of in one of the follow channels:

1. Placed into a marked and lined clinical waste bin, found in most First Aid rooms and female restrooms; or
2. Taken directly to the estates team for safe disposal.

Clinical Waste Bins

Staffordshire University Students' Union has clinical waste bins for the purpose of securely and safely holding clinical waste pending collection by the estates team. The Students' Union operates a strict policy upon the control of these bins and the following applies at all times:

- Bins with the exclusive purpose of holding clinical waste must be clearly marked as such and be either lockable or in a secure location.
- They **must** be lined with a large, marked clinical waste bag at all times.
- Clinical Waste Bins are for the temporary storage of waste only and must be emptied on a weekly basis
- Unsoiled First Aid wrappers (such as the packaging from a bandage) **does not** qualify as clinical waste.

Submission of waste items classified as non-clinical waste, such as first aid wrappers, food substances etc., has the potential to result in large penalties for the University and for the Students' Union.