|  |  |
| --- | --- |
| School/Unit: …………………………………………………….…… | Building(s): …………………………………… |

**Legislation**

The Safety, Health and Welfare at Work (General Applications) Regulations 2007 Chapter 2 of Part 7 First-Aid require that employers “designate at each place of work under their control the number of First Aid Responders (First Aid Responders FARs) as is necessary to give first aid”. This form is to assist you as a Head of School/Unit to determine the designated number of FARs required in your Unit (A+C) and if you have specialist First Aid Responder training requirements (B). **Please complete all sections A, B and C.**

**A. Factors to be assessed in determining required number of First Aid Responders**

|  |  |  |
| --- | --- | --- |
| **Specific Factors** | **Comments/Unit Details** | **# of FARs** (running total) |
| **2 minimum** |
| Specific risks of injury or ill health – refer to Unit Safety Statements /specific risk assessments (e.g. hazardous substances, tools) |  | + any extra FARs needed |
| Numbers of people in the Unit: Staff  Students (max. # taught per day)  Visitors/Others |  | + any extra FARs needed |
| Accident records and cases of ill health (incl. heart attacks, epilepsy, etc.) |  | + any extra FARs needed |
| Numbers of floors in building (+ proximity and accessibility of adjacent buildings) |  | + any extra FARs needed |
| How accessible are FARs (and equipment) to the risk areas. As far as possible FARs need to be situated near to the most staff/students and/or the area of risk or otherwise appropriately dispersed. In events such as cardiac arrest, first aid is immediately required. |  | + any extra FARs needed |
| Proximity of nearest A+E. On campus it is UHG, but are there occasions when another A+E might be used |  | + any extra FARs needed |
| Lone work: Number of staff/research PGs  Locations |  | + any extra FARs needed |
| In the case of any off-site or isolated activities are dangerous substances/tools in use? |  | + any extra FARs needed |
| Persons with special needs on site: |  | + any extra FARs needed |
| Out of hours working (# of persons involved + times) |  | + any extra FARs needed |
| Events or Fieldwork organised by School/Unit (Rescue & Emergency Care Training = FARs) |  | + any extra FARs needed |
| The nearest Defibrillator/AED (minutes to get and bring it to your Unit ideally within 3-5mins.) |  | + any extra FARs needed |
| **A. TOTAL** |

This is an assessment of the number of FARs a Unit needs and if specialist first aid requirements apply. Separately each Unit should assess the number and location of the First Aid boxes in their Unit and that this is adequate. A member of staff, usually a FAR, should regularly check the contents of these First Aid boxes.

**B. Special Hazards**

The HSA specify that where the following specialist hazards exist additional specialist first aid training is required for the relevant hazards:-

 Risk of poisoning by toxic substances, e.g. certain cyanides and related compounds;

 Risk of burns from corrosive or oxidising substances, e.g. hydrofluoric acid;

 Risk of accidental exposure to hazardous substances e.g. toxic, irritant, or asphyxiant gases, requiring oxygen for resuscitation;

 Other specific risks identified in your Unit Safety Statement.

Please confirm if these hazards are an issue in your Unit:

 Yes – please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Yes: Specify the relevant antidotes you maintain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 No

**C. Designated number of First Aid Responders (FARs) – HSA Recommendations**

At a minimum, University of Galway recommends that **at** **least** two members of staff per Unit should be trained as FARs.

The numbers of staff trained must take account of absences for holidays, sickness or other duties. The HSA specifically state that foreseeable absences such as annual leave would not be regarded as “temporary and exceptional” circumstances. So you need to ensure that there is an adequate number of FARs in place to cover all such leave.

Back-up arrangements may be considered with Schools/Colleges/Sections on different floors or in adjacent buildings, with their explicit agreement in advance.

On the basis of the above factors, it is recommended that the designated number of First Aider Responders for each Building occupied by your School/Unit should be:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Building** | **Floor level** | **# of FARs required** | **[For existing First Aid Responders see University of Galway Safety Office website](http://www.nuigalway.ie/heathsaf/fdownload.php?fid=369)** | **# of additional FARs to be trained** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Totals |  |  |  |

|  |  |  |
| --- | --- | --- |
| Name of assessor and job title: | | Date: |
| Review by date: | Other Recommendations/requirements: | |

**Resources:**

HSA Guide on Safety, Health and Welfare at Work (General App.) Regs 2007 Chap. 2 of Part 7 First-Aid 2007

HSA Guidelines on First Aid at Places of Work 2008

University of Galway Safety Statement - Part 5 Occupational First Aid

University of Galway Safety Office website