



Appendix F: Accidents and First Aid

Version: 3
Revision date: 19/02/2020

Due for review: 19/02/2022

All staff guidance

People at work can suffer injuries or be taken ill. It is important to give them immediate attention and call an ambulance in serious cases. It can save lives and ensure minor injuries do not become major ones.

As an employer UCQ are required to provide the following first aid provision:

- Suitably stocked first aid kit
- An appointed person to take charge of first aid arrangements
- Information for employees about first aid arrangements

As an employee it is also your responsibility to ensure your own and colleagues safety at work.

First Aiders – Newcastle

- Contact the Appointed Person for First Aid:

Lisa Hastie Tel: 0191 2755015 Mobile: 07718654913 Email: lisa.hastie@ucq.ac.uk
Location: Newcastle Quayside i4, Room 121

- If the Appointed is not immediately available contact one of the Emergency First Aiders:
Nicola Suddes Tel: 0191 2755015 Mobile: 07427879070 Email: Nicola.suddes@ucq.ac.uk
Location: Newcastle Quayside i4, Room 121

For serviced offices a first aider and first aid equipment is located at reception. To contact reception from UCQ Head Office, Newcastle Quayside i4 – Tel: 100

First Aiders – Stockton

- Contact the Appointed Person for First Aid:

Felix Devine Tel: 01642 345130 Mobile: 07366564165 Email: ben.devine@ucq.ac.uk
Location: Stockton Office, Room 28

- If the Appointed is not immediately available contact one of the Emergency First Aiders:
Liam Brown Tel: 01642 345130 Mobile: 07366566486 Email: liam.brown@ucq.ac.uk
Location: Stockton Office, Room 28

- If necessary contact NHS for medical support:
 - Tel: 111 NHS Helpline for non-medical emergencies
 - Tel: 999 Emergency Services – for medical emergencies

All UCQ first aiders undertake annual refresher training

First aid boxes

First aid kits are located at the following locations:

- Newcastle Quayside i4 – Room 121 – Cupboard beneath whiteboard
- Newcastle Quayside i4 – Room 113 – Training Room – cupboard beneath whiteboard.
- Newcastle Quayside i2 – Training Room – On wall
- Serviced offices – at reception
- Stockton Business Centre - Room 28 – Identified cupboard in kitchen area

First aid boxes will be inspected every 6 months by the appointed first aider. First aid packs will also be provided to employees who travel as part of their role. You will be required to bring these to Head Office for the 6 month checks to ensure full supply of stock.

Defibrillator

The designated AED to be used at UCQ Newcastle office is located at the Toffee factory reception (NE1 2DF), adjacent to Quayside i4. This AED has the reference NEAS002874/A and is available between 08:30 and 17:30. A 24 hour AED (reference NEAS003042/G) is located at the North of England P&I Association, NE1 3DU. In all instances, access to these AED's is via a keycode to be given by the emergency services after dialing '999', by a trained and registered first aider.

Accident book

All accidents and cases of work-related ill health are to be recorded in the accident book. The accident book is located in Newcastle Quayside i4, Room 121, beneath the white board and at the Stockton Office in Room 28, in the cupboard in the kitchen area.

The Health and Safety Officer is responsible for reporting accidents, diseases and dangerous occurrences under the RIDDOR Regulations to the enforcing authority.

Additional information

Additional information on first aid at work is available on the first aid web pages of HSE's website: www.hse.gov.uk/firstaid