UCQ
UNIVERSITY
CENTRE QUAYSIDE

Appendix F: Accidents and First Aid

Version: 10
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1. All staff guidance

1.1 The purpose of this guidance is to set out arrangements for the provision of first aid for employees who are injured or become ill at work. This includes providing sufficient numbers of first aid trained staff and adequate and appropriate facilities and equipment to be able to deal with accidents, injuries and illness occurring in the workplace. It is important to remember that accidents can happen at any time. First aid provision therefore needs to be available at all times within a workplace.

1.2 As an employer UCQ is 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

1.3 Every employee has a duty under health and safety legislation to take reasonable care of the health and safety of themselves and that of any other person who may be affected by their acts or omissions whilst at work. Employees should also make themselves familiar with the first aid arrangements provided and, in particular, with the name and location of their nearest First Aider and first aid box. In the event of someone being injured:

- Locate the nearest qualified first aider (listed on notice boards)
- Give the location and symptoms if known to the first aider
- Keep the casualty warm, comfortable and above all as still as possible
- On arrival, the first aider will take control and issue instructions accordingly

1.4 If the injuries are considered serious and Emergency services are required:

- Dial 999 ask for ambulance service, give brief details of type of casualty and ask for the ambulance to attend main entrance
- Ensure reception are aware advising them that an ambulance has been called to an incident
- Arrange for someone to meet the ambulance at the main reception and escort the ambulance crew to the location of the incident

2. Contacts

First Aiders - Newcastle

Kay Wilson
Tel: 0333 00 48470
Email: kay.wilson@ucq.ac.uk
Location: i-4 Quayside, Room 119

Lisa Hall
Tel: 0333 00 48470
Email: lisa.hall@ucq.ac.uk
Location: i-4 Quayside, Room 119

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

Mental Health First Aiders – Newcastle
Nicola Suddes
Tel: 0333 00 48470
Email: nicola.suddes@ucq.ac.uk
Location: i-4 Quayside, Room 119

Carly Harris
Mobile: 07886160667
Email: carly.harris@ucq.ac.uk
Location: i-4 Quayside

Mental Health First Aider – Newcastle & Stockton
Felix Devine
Tel: 01642 345130 Mobile: 07366564165
Email: ben.devine@ucq.ac.uk
Location: Stockton Office, Room 28.

For serviced offices a first aider and first aid equipment are also located at reception.

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

3. First aid boxes

3.1 First aid boxes are located at the following locations:

- i-4 Quayside – Room 119 – Identified cupboard in kitchen area
- i-4 Quayside – Room 113 – Training Room – Identified cupboard beneath whiteboard.
- Stockton Business Centre – Room 28 – Identified cupboard in the kitchen area.
- Serviced offices – at reception

3.2 First aid boxes will be inspected every **monthly**, and following any significant use, by the appointed First Aider. First Aiders are responsible for keeping check on the stock levels and expiry dates on supplies within kits and for requesting any replenishment via the Health & Safety Officer.

3.3 First aid travel packs will also be provided to employees who travel as part of their role. It is the employee's responsibility to ensure the first aid travel packs are regularly checked.

3.4 All staff must inform the Health & Safety Officer if travel packs are required or need replenishing or replaced.

3.5 All accidents/Incidents and near misses should be reported.

3.6 Staff issued with first aid travel packs must report all occasions when they are used to the Health & Safety Officer

4. Defibrillator

Newcastle
There are two AEDs in close proximity to the Newcastle Office located at Enterprise Centre, Byker-I2, Albion Row, Newcastle Upon Tyne, NE6 1LQ (reference R56138) or The Cycle Hub, 25 Quayside, Newcastle Upon Tyne, NE6 1BU. When you reach the AED, access is via a keycode to be given by the emergency services after dialing '999'.

Stockton
The designated AED for Stockton office is located at 3-5 Brunswick Street Stockton-On-Tees, TS18 1DW. When you reach the AED, access is via a keycode to be given by the emergency services after dialing '999'.

AED locations are reviewed periodically and staff should also refer to the DefibFinder database: https://www.defibfinder.uk/

5. Accident book

5.1 All accidents and cases of work-related ill health are to be recorded in the accident book. The accident books are located:

Newcastle Quayside i4, Room 119, in the Identified cupboard beneath the white board.

Stockton Office in Room 28, in the Identified cupboard in the kitchen area.

5.2 The Health and Safety Officer is responsible for reporting accidents, diseases and dangerous occurrences under the RIDDOR Regulations to the enforcing authority. In the event of a serious accident/incident being recorded in the accident book, the Health & Safety Officer should carry out an accident investigation by completing the Accident/Incident Investigation Report form.

5.3 Mental Health First Aiders provide initial support and signposting and are not a substitute for professional medical, counselling or emergency services.

6. Additional information

6.1 Additional information on first aid at work is available on the HSE website: www.hse.gov.uk/firstaid

6.2 **Legislation Reference**

Health & Safety at Work Act 1974
The Health and Safety (First-Aid) Regulations 1981
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

7. Forms

QD OPS 018 - Incident Investigation Form - V1
QD OPS 019 - First Aid Needs Assessment Record - V2

8. Initial Equalities Impact Assessment

Department: All	**Completed by:** Tara Henderson, Head of Policy & Governance	**Date of initial assessment:** 11/01/2021 Reviewed: 03/09/2026
Area to be assessed:	HS-001 Appendix F Accidents and First Aid	
Existing or new policy/procedure:	Existing	
What evidence has been used to inform the assessment and policy? (please list only)		
External guidance and requirements: ➢ Health & Safety at Work Act 1974 ➢ The Health and Safety (First-Aid) Regulations 1981 ➢ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). **Internal guidance and requirements:** ➢ Consultation with Health and Safety Officer and Health and Safety Strategic Lead		

1. Describe the aims, objectives or purpose of the policy/procedure		The purpose of this guidance is to set out arrangements for the provision of first aid for employees who are injured or become ill at work. This includes providing sufficient numbers of first aid trained staff and adequate and appropriate facilities and equipment to be able to deal with accidents, injuries and illness occurring in the workplace.		
2. Which stakeholders/groups are intended to benefit from this policy/procedure?		All staff		
The Equality Act 2010 requires public bodies to have 'due regard' to the need to:- (1) Eliminate unlawful discrimination, harassment and victimization (2) Advance equality of opportunity between different groups; and (3) Foster good relations between different groups		**3. Could the policy/procedure have a disproportionately negative effect impact in terms of the aims set out in (1) to (3) of the Act on any of the protected characteristics?:-** **High** **Medium** **Low** **No effect**	**4. Briefly explain how the policy/procedure furthers or prevents the aims set out in (1) to (3).**	**5. If there is a disproportionately negative impact on any protected characteristics, can it be justified on the grounds of promoting equality or any other reason? If yes, please explain.**
Protected characteristics	**Age**	No effect	Not applicable	Not applicable
	Disability	No effect	Not applicable	Not applicable
	Gender	No effect	Not applicable	Not applicable
	Gender reassignment	No effect	Not applicable	Not applicable
	Marriage and Civil Partnership	No effect	Not applicable	Not applicable
	Pregnancy and Maternity	No effect	Not applicable	Not applicable
	Race	No effect	Not applicable	Not applicable

	Religion or Belief	No effect	Not applicable	Not applicable
	Sexual Orientation	No effect	Not applicable	Not applicable

6. Has there been any consultation/engagement with the appropriate protected characteristics?		Not applicable as no PC impact identified
7. What action(s) will you take to reduce any disproportionately negative impact, if any?		None required
8. Based on the information in sections 1 to 7, should this policy/procedure proceed to Full Impact Assessment? (recommended if one or more 'High' under section 2)		No
Assessor signature:	**Approved by:** **Michelle Elliott**	**Date approved:** 11/01/2021