
Information and Guidance Sheet

Working Safely during the COVID-19 Pandemic

First Aid Arrangements

This Information and Guidance Sheet (IGS) has been produced by Health and Safety Services (HSS) and is intended to provide Line Managers and end users with an easy reference guide to the subject matter outlined above. For more detailed information this IGS must be read in conjunction with the relevant [University Policy and Management Procedure](#).

This guidance does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that individuals continue to comply with existing University Policies and relevant obligations, including those relating to individuals with protected characteristics.

This IGS takes into consideration and follows the latest [Government Guidance](#) published by the Department for Business, Energy and Industrial Strategy (BEIS), the [Health and Safety Executive](#) (HSE), [St John Ambulance](#) and [Resuscitation Council UK](#).

The University will adopt and follow Government guidance and associated advice, keeping under review our arrangements in matching the pace of change and spread of the virus. A high level [COVID-19 Secure Risk Assessment](#) setting out the hazards, themes/topics and mitigations to be used by the wider University, Faculties, Departments and Business Units in planning in considering our approach to local arrangements including departmental and individual specific risk assessments for their undertakings. The aforementioned assessment is a live document and will be revised and updated on a regular and on-going basis.

Note

[CPR Revised Guidance during COVID-19](#).

CPR stands for cardiopulmonary resuscitation. Under normal conditions this combines chest compressions and rescue breaths to give a person the best chance of survival following a cardiac arrest.

St John Ambulance have updated the guidance due to the COVID-19 outbreak.

DO NOT PERFORM RESCUE BREATHS ON THE CASUALTY.

If an adult is unresponsive and not breathing normally, you still need to call 999 or 112 for emergency help and start [CPR compressions only](#), straight away. **Remember to also inform Security Services on (01904) 32 3333 or 32 4444, they will provide support and guide emergency services to your location.**

First Aid Certificate Extensions

If you hold a first aid certificate that expires on or after **16 March 2020** and cannot access requalification training because of coronavirus, you may qualify for an extension.

The first aid training industry in England is confident that enough courses will now be available for all required requalification training to take place. HSE has therefore agreed a final deadline for requalification for these qualifications of **30 September 2020**.

Risk Assessment

Heads of Department (HoD), Business Units and Centres must make sure that a risk assessment for their undertakings and activities are sufficiently detailed to consider and address the risks of COVID-19. The HoD has within their management structure and responsibilities for the technical and specific local knowledge, understanding, resource management capabilities including administration arrangements, oversight and ownership of their undertakings.

The [University's COVID-19 Secure Risk Assessment](#) template can be adopted and modified to address and manage these undertakings. The risk assessment process is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your departmental workplaces. Remember to engage those directly exposed to the risks and involved in the process, consult with Trade Union colleagues, Technical staff and your Departmental Safety Advisor (DSA).

Being COVID-19 Secure

1. In all areas and every workplace, increasing the frequency of handwashing and surface cleaning.
2. Departments should continue to make every reasonable effort to enable staff remote working. Where working from home is not possible, the HoD should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).
3. Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, the HoD MUST consider whether that activity needs to continue for the department to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between staff, students and others. The findings and control measures are to be documented within the risk assessment.
4. Further mitigating actions may include:
 - Increasing the frequency of hand washing and surface cleaning.
 - Keeping the activity time involved as short as possible.
 - Using screens or barriers to separate staff, students and customers etc, from each other.
 - Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
 - Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
 - Plan for the minimum number of people needed on site to operate safely and effectively.
5. Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment.

In your assessment you should have particular regard to whether the people doing the work are [Clinically Especially Vulnerable](#) to COVID-19.

Social Distancing in the Workplace

Every effort should be made to maintain [Social Distancing](#) arrangements however, first aiders should provide non-emergency advice whilst maintaining a distance of 2 meters (2m) where possible. In situations where being closer than 2m would be beneficial, such as administering key first aid, additional protection should be put in place.

Where the social distancing guidelines cannot be followed by the first aider, they should take all the mitigating actions possible to reduce the risk of transmission between individuals by:

1. Wearing Personal Protective Equipment (PPE).
2. Keeping the intervention activity time involved as short as possible.
3. Reducing the number of people each person has contact with where possible.
4. Increasing the frequency of hand washing and cleaning.

First Aid and Emergency Situations

All first aiders should be willing and capable of responding to a request to provide first aid support and intervention. Departments are encouraged to provide a 'grab-bag' at locations like First Aid Rooms etc. Appropriate PPE will be supplied to first aiders by departments and as a minimum will include:

1. A suitable face mask.
2. Gloves.
3. Apron.
4. Eye protection.
5. Suitable bag for disposal of items once used.
6. Individual hand sanitizer
7. Towels.

Upon completion of first aid treatment any PPE should be removed and placed into a suitable bag, tied and secured for disposal in accordance with local arrangements.

Face Coverings

There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. More information and guidance is available [here](#).

Wearing a face covering is optional and is not a requirement by the University.

Face coverings are an individual responsibility and if an individual chooses to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off. Individuals should be prepared to remove face covering if asked to do so by police officers and University staff for the purposes of identification.

Administering First Aid Treatment During COVID-19

St Johns Ambulance have produced supportive guidance for First Aiders during the COVID-19 pandemic available [here](#).

1. Be aware of the risks to yourself and others

When approaching a casualty there is always a risk of cross contamination – especially when you may have to get close to the casualty to assess what is wrong or to check their breathing. It is always important to be aware of the risks of how this cross contamination has occurred. According to NHS 111 we do not know exactly how coronavirus spreads from person to person but similar viruses are spread in cough droplets.

2. Keep yourself safe

In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them.

The Resuscitation Council (UK) provides some useful advice of how to keep yourself safe when providing CPR. [You can read their full advice on their website here.](#)

Don't lose sight of other cross contamination that could occur that isn't related to COVID-19:

- Wear gloves or cover hands when dealing with open wounds
- Cover cuts and grazes on your hands with waterproof dressing
- Dispose of all waste safely
- Do not touch a wound with your bare hand
- Do not touch any part of a dressing that will come in contact with a wound.

3. Give early treatment

The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively.

4. Keep yourself informed and updated

As this is a new disease this is an ever changing situation and the government and NHS are continually updating their advice. Make sure that you regularly review the NHS 111 or Gov.uk website which has a specific section on Coronavirus:

- [Click here to visit NHS 111](#)
- [Click here to visit Gov.uk](#)
- [Click here to visit Resuscitation Council](#)

5. Remember your own needs

These are challenging and uncertain times for all. The COVID-19 outbreak has meant a lot of upheaval and worry for people. In order to help others you will also need to look after your own needs. Make sure you take time to talk about your fears and concerns with someone you trust and to take out time to look after yourself.