



OCDEM, Churchill Hospital, Oxford OX3 7LE

SOP number: OCDEM RA 17

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Assessment of First Aid needs

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Introduction

OCDEM has a requirement by law to provide adequate and appropriate first aid provision for staff and students; this being the provision of a suitable number of trained first aiders and facilities and equipment for first aid to be rendered.

Persons at Risk

- Office, laboratory, nursing and medical staff, students and visitors.
- Domestic staff.
- Maintenance engineers.
- Members of the public in the Clinical Research Unit (CRU).

Potential Hazards

- Laboratory and CRU staff/students are working in an environment where there are hazardous materials and procedures.
- Cold burns when using dry ice or liquid nitrogen or from -86°C freezers.
- Asphyxiation (liquid nitrogen, dry ice).
- Manual Handling.
- Slips, trips and falls.

Number of staff/students and required number of first aiders

As of September 2016 there are 130 staff/students in the department; allowing for visitors and patients/volunteers in the CRU, first aid provision needs to be provided for 150 people. This would require a minimum of 3 first aiders due to higher risk activities being undertaken in the department. These appointed first aiders must hold a current first aid at work certificate or be registered doctors or nurses.

Materials and Equipment

Due to the layout of OCDEM there are first aid boxes provided in the following areas.

Ground floor:

CRU corridor

Rorsman Lab

First Floor:

DRL Genomics Lab

Research Lab F40 - lobby

Academic Endocrine Lab

Second Floor:

Phase 2 offices, open plan area

Phase 1 offices – S35, S56 and DTU

Nurses within the CRU have access to a defibrillator which is stored in OCDEM outpatients and are trained in its use.

Responsible Persons

The DSO is responsible for ensuring there are appropriately trained first aiders; sufficient first aid boxes are available with spares to restock the boxes.

Checking of first aid boxes is delegated to named individuals, who will check the contents on a monthly basis; replenish stocks if required and record the check.

The DSO is responsible for disseminating information about first aid at an induction lecture.

Overseas Work

Currently OCDEM is involved in one project in China, all office based and the study administrator is trained in first aid. Also one member of staff is working at home in Germany and another at home in the USA.

Lone/Out of Hours Working

Staff and students work out of hours. There is a buddy system in place, plus the type of work allowed is restricted. Emergency first aid is available via switchboard out of hours in NHS buildings.

Work in other University Departments

Members of staff/students work within other University Departments; first aid provision is provided by the other departments when the workers are present.

Trained First Aiders

There are currently three named first aiders in OCDEM, two FAW certificated and one registered nurse.

Recommendations

First aid provisions are adequate within OCDEM. There are several registered medical staff in the department, who are not named first aiders, who would provide help if needed, especially if medical assistance was required.

Update history

Version	Date	Reason for update	Updated/reviewed by :	Date next review due
1	Jul 2010	New Risk assessment	SMH	Jul 2011
1.1	Jul 2011	Review, change of Head of Safety	SMH	Jul 2012
1.1	Jun 2012	Review, no changes	SMH	Jun 2013
2.0	17 Sept 2013	RDM header added; staff/student numbers updated; new paragraphs added for overseas work, lone/out of hours work, work in other University depts..	SMH	September 2014
2.1	11 Sept 2014	Review- change to wording in 'recommendations' paragraph	SMH	Sept 2015
2.1	2 Sept 2015	Review- no changes	SMH	Sept 2016
2.2	15 Sept 2016	HoD and Toc added - no other changes	SMH	Sept 2018