



**TUS**

Ollscoil Teicneolaíochta na Sionainne:  
Lár Tíre, An tIarthar Láir  
Technological University of the Shannon:  
Midlands Midwest

# **Guidance on the Organisation & Provision of First AID in TUS Midlands (Athlone) Campus TUS Units**

## Introduction

This guidance document is intended to support any TUS Unit/Faculty/Functional Area, Research Institutes and Campus Companies in assessing and determining their first aid provisions for the work activities and areas of the campus coming under their control. Units should follow the steps below to assess, and provide First aid cover. The Health and Safety Authority also provides guidance on First Aid requirements and this can be accessed at [http://www.hsa.ie/eng/Topics/First\\_Aid/First\\_Aid\\_Frequently\\_Asked\\_Questions/First\\_Aid\\_FAQ\\_Responses/First\\_Aid\\_FAQ\\_Responses.html#PFA1](http://www.hsa.ie/eng/Topics/First_Aid/First_Aid_Frequently_Asked_Questions/First_Aid_FAQ_Responses/First_Aid_FAQ_Responses.html#PFA1)

## **Step 1 – Identify Unit activities for Risk Assessment**

Unit Managers should identify their Unit's business operations and work activities so they may risk assess and determine Unit First Aid needs. Table 1 below gives examples of many different types work activities that TUS units perform and which should be subject to consideration for first aid provision assessment.

Table 1: Unit Activities that can be assessed for First Aid needs

<b>Normal hours of Unit Business Operation (e.g. normal hours of opening)</b>
Number of staff working in the Unit during normal hours of opening? Distribution of Persons? Size and location of establishment? Nature of work? Hazardous Activities? Shift work? Number & type of previous incidents? The availability and hours of service of the student Health centre for students?
<b>Out of Hours Working</b>
Number of persons working out of hours (e.g. weekends). Nature of work? Shift work? Availability of other Campus First Aid Services (e.g. Student Health centre and/or Campus emergency response team)?
<b>Unit Events</b>
Where a Unit runs an event, they would consider what First Aid provision are in place to serve the patrons at the event. The First Aid needs will depend on : i) The Event activities ii) participant numbers (e.g. external visitors, young and/or vulnerable persons) iii) Late evening/weekend events? iv) External organisation hosting the event on behalf of Unit – The unit should ensure they have first aid cover.
<b>Offsite Group Trips/Visits</b>
Where Units are operating group off-site visits they should consider the hazards associated with the off-site activities so as to determine if First Aid provisions should be provided by the department of if it is on site at the destination.

## **Step 2 – Performing the First Aid Risk Assessment**

Using the above table to identify the activities that need to be risk assessed, Managers need then to risk assess them to establish what first aid provisions are necessary.

Table 2 sets out a sample risk assessment for a departmental Unit in TUS. Managers can use it as a guide in preparing their own risk assessments.

**Table 2 – Sample Risk Assessment for First Aid provisions in a Department**

The risk assessment below is intended as an example of a completed risk assessment template for a department assessing its first aid requirements.

<b>TUS Campus Location (Midlands or Midwest) &amp; Location on that Campus:</b>					<i>Midlands Campus Athlone, Main Campus, Engineering &amp; Informatics Building</i>			
<b>TUS Unit Undertaking the Risk Assessment (e.g. Faculty, Department Title/Name) :</b>					<i>Faculty of ..... Department of ....</i>			
<b>Title and Summary of Unit’s Activity/s or Area/s under Assessment</b>					<i>First Aid needs for Department work activities ....</i>			
<b>Risk Assessment by :</b>					<i>Head of Department</i>			
<b>Date of Assessment :</b>					<i>Day/month/year</i>			
<b>Risk Assessment review Date:</b>					<i>Annual Review...</i>			
<b>The Activity or Task Under Assessment</b>	<b>Person/s associated with the Activity or Task or Area, for Assessment (e.g. Staff, Student, Contractor</b>	<b>Hazards Identified</b>	<b>Current In place Controls</b>	<b>RISK</b>	<b>REQUIRED CONTROLS TO REDUCE RISK TO ACCEPTABLE LEVEL (to be Implemented)</b>	<b>RESPONSIBLE PERSON/S FOR ACTION</b>	<b>Date Controls Implemented</b>	<b>Residual Risk Rating (RRR)</b>
First Aid Cover for Department (High & Low risk areas during <b>(normal business hours Mon to Fri 9 to 6pm)</b> )	Staff, Students and visitors to the department during normal business hours	Without First Aid, a where a person needs first aid treatment. It may result in the injury becoming a medical emergency	No First Aid Provision Reliance on CERT	<b>H</b>	1.Department to provide 2 staff first aiders 2.First aider details will be retained in Dept. Administration safety file. 3.All Departmental persons will be communicated with name and contact details of first aiders in the department.	Unit Management	May 2023	<b>Low</b>
First Aid Cover for Department (High & Low risk areas – During <b>Out of hours – after 6pm mon to fri &amp; weekends</b> )	Staff, Students and visitors to the department during out of hours	Without First Aid, a where a person needs first aid treatment. It may result in the injury becoming a medical emergency	No First Aid Provision Reliance on CERT	<b>H</b>	1.Dept... will not permit out of hours access to high- risk areas. 2.Department will permit out of hours access to project study rooms up to 9pm on academic term weekdays only, provided students use the buddy system. Any staff/students permitted to be in the building afterhours will be made aware of how to call for help – campus emergency number 098 111 4444 including medical emergencies.	Unit Management	May 2023	<b>Low</b>
Additional First Aid Cover for Department Specific High-Risk areas (e.g. workshops & labs) normal hours of operation.	Staff & students working in mechanical workshop during normal hours of operation	mechanical workshop a high-risk area where in the event of an injury occurring will need immediate First Aid treatment.	1 Tech staff in Workshop at all times. Is a First Aider	<b>M</b>	1. Dept will ensure that the workshop-based technician has up to date first aid certification. 2. Details of First aider to be retained in Department’s Administration Office. And all workshop users made aware of presence of first aider.	Unit Management	May 2023	<b>Low</b>
Events organised by the department on site such as schools visiting to do competitions	Visitors including minors	Visitor in the event of an injury needing first aid treatment & unaware of how to contact First aider	Dept Staff event organiser will ensure there is first aid cover for these events	<b>M</b>	1.For small events, the department will assign a staff first aider to be available to patrons of the event. 2. The invitees will also be made aware of the first aid provision for the event.	Unit Management	May 2023	<b>Low</b>

### **Step 3 – Organise First Aid Training**

Having established by risk assessment the First Aide requirements, a manager should nominate and secure agreement from Unit Staff become a Unit First Aider. The Campus Health and Safety office will link the relevant Unit management with an external training provider.

(Note: for cost effectiveness, First Aid training will be arranged if possible on site and when there are sufficient numbers of First Aider candidates. Faculties and/or departments must facilitate the release of their First Aid staff candidates for first aid training and refresher training).

In certain circumstances where training is urgent, a manager must facilitate the release of their staff to attend off site first aid training.

Staff trained in first Aid will be certified as “occupational first aiders”.

Campus Unit First Aiders are recognised as competent in first aid for Two Years. Training will be provided by registered occupational First Aid Instructor(s),

### **Step 4 – UNIT FIRST AID RECORDS**

Keep up to date First Aid records in your Faculty or Departmental Safety file of your trained first aiders. Table 3 below is a sample record sheet and can be used by Units to prepare and keep up to date their first aid records.

Records should be reviewed at Faculty Management meetings at least once a year or where there are any changes in business operations.

### **STEP 5 – COMMUNICATING TO STAFF AND STUDENTS**

It is very important that Unit Staff & Students know how to contact the Unit First Aider .

A sample template is provided in Table 4 and Units should fill in the First Aider contact details on this template. The completed template can be emailed to staff and students. The completed templates should be laminated and placed in conspicuous places on Unit Lab/workshop walls and main administrative Offices.

**Table 3 – Retain Records of Departmental First Aiders**

Keep up to date First Aid records in your Faculty or Departmental Safety file of your trained first aiders, their certificates, when they were trained and when they are due to take a refresher.

Occupational First Aid Register					
<b>TUS Functional Area (Faculty/Department/Research Institute/Campus Company):</b>			Faculty of Engineering		
<b>Department:</b>		All Departments within the Faculty of Engineering based in the Engineering & Informatics Building			
<b>Head of Department/Line Manager :</b>		Head of Faculty, Head of Department .....			
<b>First Aid Area of Cover</b>		The Engineering & Informatics Building, Main Campus			
<b>Last Review of this Register</b>		May 2023		<b>Next Review date of this register</b>	
				May 2024	
Name	Title	To provide First Aid Cover for Area/Activity	Full First Aid Training Provided on date	Refresher First Aid Training Provided:	Occupational First Aid Certificate received and retained
Joe Blog	Lecturer Faculty of Engineering	Fac of Engineering, Engineering & Informatics Building	15,16,17 May 2023	Required in May 2025	Yes for 2023 copy located in the Faculty safety File
Michael Coffee	Lecturer school of Engineering	School of Engineering Building – West Campus	15,16,17 May 2023	Required in May 2025	Yes for 2023 copy located in the Faculty safety File
Joseph Snow	Technician school of engineering	Mechanical Engineering lab Engineering & Informatic Building	15,16,17 May 2023	Required in May 2025	Yes for 2023 copy located in the Faculty safety File
Jim McCormack	Lecturer school of Engineering	Evening Classes in the Engineering and Informatics Building	15,16,17 May 2023	Required in May 2025	Yes for 2023 copy located in the Faculty safety File

**Table 4 – Communicate First Aid information**

Communicate first Aid information in relation to the staff first aiders and how a person can contact them for first aid treatment. Communicate first aid information to students and visitors.

<b>EMERGENCY &amp; NON EMERGENCY Telephones Numbers To Call For Assistance</b>		
<b>TITLE OF Faculty or Department</b>	<b>Faculty of <span style="color: red;">XXXXXXX</span> Department of <span style="color: red;">XXXXXXX</span></b>	
<b>Emergencies that require the Gardaí, Fire Brigade, or Ambulance</b>		
<b>Telephone: 112 or 999</b>		
Inform the Emergency Services of the following:		
<ol style="list-style-type: none"> <li>1. Type of Emergency Assistance required (ambulance, fire brigade, Gardaí etc.)</li> <li>2. State the exact location “Your Location in TUS, Athlone Campus”, University Road, Athlone, Co. Westmeath, N37 HD68.</li> <li>3. If a Medical Emergency, then inform the operator of the suspected condition of the casualty, how many people need assistance and if there are any potential hazards situations present e.g. a fire etc.</li> <li>4. Do not hang up the phone (stay on the line) until the Emergency Operator says it is ok to hang up. Make sure everyone in attendance at the incident knows the emergency services have been contacted and are on their way to the casualty.</li> </ol>		
<b>TUS Athlone Campus Emergency Response Team Assistance</b>		
<b>Telephone: 087 111 4444</b>		
For any Serious Emergency Situations in addition to calling the National Emergency Services. Contact the Campus Emergency Response Team for Assistance to your Location on Campus.		
<b>For First Aid Assistance</b>		
<b>Faculty of Engineering &amp; Informatics Building First Aiders (Normal Hours of Business Only)</b>		
<b>Name</b>	<b>Room Number</b>	<b>Tel:</b>
Mr .....	W107 & W108 – Ground Floor, Faculty of Engineering	Ext .....
Ms .....	.....	Ext .....
<b>First Aid for Students during Academic Term (below)</b>		
Student Nurse	Student Health Centre (Normal hours of Business)	Ext 8062
<b>Medical Emergency Numbers (follow the steps 1, 2 and 3)</b>		
1. Medical Emergency National Ambulance Service		<b>112 or 999</b>
2. Student Nurse, Medical Emergency Assist Only – (Normal Hrs of Business)		<b>087 9977437</b>
3. Campus Emergency Response Team (Medical Emergencies)		<b>087 111 4444</b>
<b>For Compressed Gas Emergencies (Example leaks &amp; gas Fires)</b>		
<b>Follow the Emergency Procedures contained in the Campus Policy &amp; Procedure ‘Compressed Gases – Storage, Handling and Usage in the Athlone Campus’ The Emergency Numbers are given below;</b>		
Contact the Campus Emergency Response Team		087 111 4444
BOC 24-hour support service for serious emergencies and incidents.		1890 355 255

