FIRST AID AND REPORTING ACCIDENTS AT SOAS

FIRST AID

Do you know where your nearest first aider is?

- An up to date list of all qualified first aiders at SOAS can be found on the health and safety webpage, safety notice boards and departmental notice boards.

Do you know how to get a first aider in an emergency?

- Call reception on 555, tell them where you are and that you need a first aider.
- Reception will call the first aider closest to you and send them to you.

Automatic external defibrillators (AED)

- SOAS has an AED at the reception desk of all buildings plus the Library.
- A list of qualified AED users is available on the health and safety webpage.

What do you do if you need an AED?

- Call a first aider either directly or by calling reception on 555, as above.

Please note:

- Minor injuries can be treated by the nursing sister at the Central Institutions Health Service (C.I.H.S), 20 Gower Street, 020 7636 7628, during office hours (Monday-Friday 09.15-17.30).
- Outside office hours, all casualties should go directly to the Accident Unit, University College Hospital, Euston Road.
REPORTING ACCIDENTS OR NEAR MISSES

What is an accident?
An accident can be defined as an undesired event giving rise to injury, ill health, damage or other loss.

What is a near miss?
A near miss is an undesired event or condition where no injury, ill health or other loss occurs but there was the potential to do so.

What needs to be reported?

- All accidents/incidents, however, minor should be reported to the Health and Safety Advisor directly after the occurrence using the incident report form available on the health and safety web page.

- Near misses should also be reported as this allows us to monitor potential accidents/incidents which may prevent personal injury or harm occurring at some future point.