



SJA QUB LINKS

OPERATIONS POLICY

This document applies to QUB LINKS members and is to be read alongside 'On Duty 2005' and SJA (NI) Policy as detailed in the NI member's record book

Version 1.0 (2012)

AIM:

This document provides members with up to date guidelines to ensure the safety of members while out on operational activities with St John Ambulance QUB LINKS, whilst having fun. Further information can be found in 'On Duty 2005' which can be accessed from the SJA national member's website: [member.sja.org.uk/downloads/on duty](http://member.sja.org.uk/downloads/on%20duty). This document does not replace SJA regulations as stated in on duty 2005.

BEFORE THE EVENT

Type of Events:

QUB LINKS provides cover at a range of events, both on and off campus in line with SJA (NI) policy. Bookings are made centrally through District Headquarters (DHQ).

Staffing an Event:

The responsibility for ensuring a duty is adequately covered lies with the operations coordinator. The role required to be operational on duty is 'First Aider'. A 'Trainee First Aider' may attend the duty as an observer but cannot be included in the staffing requirements. From 2013 each duty requires an 'Advanced First Aider' or above to be present. For detailed descriptions of the roles please consult the QUB LINKS training manual. All members must clearly display their role at the event

Duty Manager

Overall responsibility for the duty lies with the Commissioner Operations; however it is not possible that the commissioner is in attendance at every event. As a result a duty manager is appointed.

The duty manger is required to ensure that the requirements of the service are met and that there are sufficient resources for the event. They are responsible to ensure that a risk assessment is in place for the event and completion of duty paperwork.

The duty manger should arrange to collect First aid Kits, HI VIZ coats and Radios from the VP logistics

On arrival at the event the duty manager should make themselves known to the event organiser

Clinical responsibility lies with the medical officer, nurse or paramedic if on duty.

All QUB LINKS duty managers have been selected by the committee. The operations coordinator will detail the contact details for the duty manager on the ops order. From 2013 all duty mangers should be trained to advanced first aid or above.

OPS Order

An ops order using the QUB LINKS template will be produced no later than 7 days before the start of the event by the operations coordinator. This will be forwarded to all members going out on duty and unit management including the president and SJA (NI) District LINKS coordinator. This document details important information regarding the event including meeting times and equipment required.

UNIFORM

Uniform must be worn by all members while on operational activities as detailed in the QUB LINKS orientation pack.

Suitable duty shoes must be worn

All personnel must wear high visibility/reflective clothing, when needed, conforming to EN471 standards. All must wear the reflective insert badges of “St John Ambulance” and/or “Skill Level or your role within the organisation”, i.e. Observer, First Aid, AED, Ambulance

AT THE EVENT

Reporting and Briefing

All members on duty should be present for a briefing at the start of every event. The duty manger will ensure that all members have signed onto the event and have adequate equipment. The sign on sheet should be used to check members are fit for role.

The duty manager will complete the duty manager's checklist

The duty manger will ensure that all members are correctly dressed for the event. If a member is incorrectly dressed, for example unsuitable footwear, the duty manager will liaise with the president or SJA (NI) District LINKS coordinator.

At the briefing members will be divided into first aid teams. No member should be working on their own while on duty

If a member would like to discuss any issues with the duty manger, a private briefing can be arranged.

QUB LINKS Duty Emergency Contacts

Support is available to all QUB LINKS members. If support is required please contact one of the members below immediately:

LINKS Duty Manager	Any matter while on duty	
QUB LINKS On call Pager	Member support	Pager: 07623779572
QUB LINKS president	High priority support	Mobile: 07825136098
SJA (NI) District LINKS Coordinator	High Priority rapid response	Mobile: 07833991623
QUB LINKS operations	Operational issues	Mobile: 07716679169

ID Cards

All members must clearly display their ID cards while out on operational activities.

Patient reporting

For any casualty treated a patient report form (PRF) must be completed in full and returned to the duty manager at the end of the event. It should be noted this is a legal document and may be used as evidence in a court of law.

Confidentiality and the Press

All members must adhere to the SJA NI policy on confidentiality. Any member found breaching this policy will be subject to disciplinary action in accordance to SJA regulations. No LINKS member can speak to the press and all requests should be referred to DHQ.

Smoking and Alcohol on Duty

QUB LINKS operates a no smoking policy on LINKS duties. In order to comply with SJA (NI) regulations any member who wishes to smoke must do so out of the sight of the public and ensure their uniform is covered.

No Alcohol may be consumed on duty and any member found to be on duty under the influence of alcohol will be ask to leave the event and disciplined in accordance with SJA (NI) regulations.

Illness on Duty

If any officer or member is taken ill or is injured whilst on duty the Duty Manager must be informed. In turn the SJA NI District LINKS coordinator must be contacted. A National Patient Report Form and 'Report of Accident to St John Personnel' must be completed by the duty manager. The Duty Manager must ensure that all relevant paperwork is completed.

If appropriate, the AAC operations should also be informed.

Member support and wellbeing

Should any member encounter a situation which they find particularly disturbing, or for which they wish to seek support outside the immediate circle of St John colleagues, they should telephone OASIS Human Relations. They can be contacted by telephone. To take advantage of this free service call 0800 975 7141.

Fatal Incident:

A fatal incident is declared as a result of the death of:

- A person who is treated by St John Ambulance personnel and who dies within 24 hours of treatment.
- A person who is present at any event (including training courses, social events and meetings), organised or run by St John Ambulance, or held on property owned by the Order, who dies at the event, whether as a result of illness, accident or any other cause.

The SJA NI District LINKS coordinator, Area commissioner and Area commissioner operations **MUST** be contact immediately

Major Incident:

A Major Incident is defined as an incident that arises with or without warning, threatening or causing death, injury or serious disruption to significant numbers of people, property or the environment, in excess of that which can be dealt with by the public services operating under normal conditions and requiring the special mobilization and organization of those services and the deployment of local authority staff and resources.

A Major Incident may only be declared by a member of the Statutory Emergency services.

The following basic objectives apply to all Major Incidents:

- To save life.
- To prevent escalation of the disaster
- To relieve suffering.
- To safeguard the environment.
- To protect property.
- To facilitate criminal investigation and judicial, public, technical or other enquires.
- To restore normality as soon as possible.

On a major incident being declared the Police will assume control of the incident in liaison with other Emergency Services on site. They will set up triage stations and the RV point will be decided.

- M** Major incident standby or declared
- E** Exact location of incident
- T** Type of incident
- H** What hazards are present
- A** Access and egress to site
- N** Number of casualties and type
- E** Emergency services present or required

All LINKS members should return to the duty manager and await further instructions. The duty manager should contact the operations coordinator firstly who will then contact the LINKS president and SJA (NI) district LINKS coordinator immediately.

*****MEMBERS MUST NOT TAKE RISKS AND MUST PROTECT THEMSELVES FROM DANGER*****

AFTER THE EVENT

Debrief

All members must attend a debrief and sign out from the event informing the Duty Manager.

Return of Equipment

All Hiviz coats and FA kits must be returned to the duty manager or VP logistics. If any items have been used from the FA kits please inform the Duty Manager. All radios and ear pieces must be returned immediately at the end of the event

Documentation

The duty manager must ensure the Duty Manager Check List, Sign on sheet, and PRF's are returned to the operations coordinator who will in turn send them to the SJA (NI) District LINKS coordinator within 7 days.

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