

Emergency Procedures

While we hope the year runs smoothly, accidents and incidents can happen. It is important that every group activity is prepared to respond appropriately in the event of an emergency.

Emergency Contact Information

All group activities, whether on or off campus, should have access to a qualified first aider. The level of first aid qualification may vary depending on the activity and its associated risks.

If you are concerned that your activity does not have an appropriately qualified first aider, please contact the Students' Union Opportunities Team at Opportunities@undebbangor.com before your activity takes place.

If you are unable to access first aid assistance and require immediate support on campus, contact University Security:

- **Emergency (internal phone):** Ext. **333**
- **Non-emergency (internal phone):** Ext. **2795**
- **Microsoft Teams:** Search for **Security**
- **External phone or mobile:** **01248 382795**

If there is a life-threatening emergency, call **999** immediately before contacting Security.

Incident Reporting

Incident Report Form: [INCIDENT REPORT FORM](#)

Please complete an Incident Report Form for **all** incidents, including:

- Near misses
- Minor injuries (such as cuts, bumps or grazes)
- Major injuries
- Property damage
- Other accidents or incidents

Reporting every incident helps ensure that students are covered by the appropriate insurance where applicable and enables the Students' Union

and University to identify trends, reduce risks, and improve safety for everyone.

First Aid Kits

All sports clubs, high-risk societies, and volunteering projects will receive a first aid kit at the start of each academic year.

It is the responsibility of the group leader to regularly check the contents of the kit and request replacement items from the Students' Union once supplies have been used. Please ensure first aid kits are kept fully stocked and are available at all relevant activities.

First Aid Training

The Students' Union offers first aid training at the start of each term.

To book yourself or other group members onto a course, please email Opportunities@undebbangor.com.

Please note that these courses are available only to members of registered Students' Union groups.

Defibrillators (AEDs)

Defibrillators (AEDs) are available at various locations across campus.

Find your nearest defibrillator: [ADD DEFIBRILLATOR LOCATION LINK]

If you are instructed by the emergency services to use an AED, follow their guidance and the voice prompts provided by the device.

Useful Resources

- **Online First Aid Refresher (St John Ambulance Cymru):**
<https://www.sjacymru.org.uk/en/courses/list/ELA>
- **British Heart Foundation - Learn CPR in 15 Minutes:**
<https://www.bhf.org.uk/how-you-can-help/how-to-save-a-life/how-to-do-cpr/learn-cpr-in-15-minutes>
- **Concussion Guidelines for Grassroots Sport:**
<https://sportandrecreation.org.uk/campaigns-and-policy/concussion/concussion-guidelines-for-grassroots-sport>

Gweithdrefnau Brys

Er ein bod yn gobeithio bydd y flwyddyn yn rhedeg yn esmywth, gall damweiniau a digwyddiadau ddigwydd. Mae'n bwysig bod pob gweithgaredd grŵp yn ymwybodol o sut i ymateb yn briodol mewn digwyddiad o argyfwng.

Manylion Cyswllt mewn Argyfwng

Dylai pob gweithgaredd grŵp, boed ar y campws neu oddi arno, fod â mynediad at unigolyn cymorth cyntaf cymwys. Gall lefel y cymhwyster cymorth cyntaf amrywio yn dibynnu ar y gweithgaredd a'r risgiau cysylltiedig.

Os wyt yn pryderu nad oes unigolyn cymorth cyntaf cymwys ynghlwm â dy weithgaredd, cysyllta gyda Tîm Cyfleoedd Undeb y Myfyrwyr drwy Opportunities@undebbangor.com cyn y digwyddiad.

Os nad oes gennych fynediad at gynorthwyydd cymorth cyntaf ac eich bod angen cymorth brys ar y campws, cysyllta gyda Diogelwch y Brifysgol:

- **(Ffôn mewnol) Argyfwng :** Ext. **333**
- **(Ffôn mewnol) Pan nad yw'n argyfwng:** Ext. **2795**
- **Microsoft Teams:** Chwiliwch am **Security**
- **Ffôn neu ffôn symudol allanol: 01248 382795**

Mewn argyfwng sy'n bygwth bywyd, ffoniwch 999 yn syth a hynny cyn cysylltu gyda Gwasanaeth Diogelwch y Brifysgol.

Adrodd am Ddigwyddiad

Ffurflen Adrodd Argyfwng: [FFURFLEN ADRODD AM DDIGWYDDIAD](#)

Cwblhewch Ffurflen Adrodd Argyfwng ar gyfer **pob** digwyddiad, gan gynnwys:

- Methiannau agos
- Anafiadau bach (megis, torriadau, lymphiau neu grafiadau)
- Anafiadau mawr
- Niwed i eiddo
- Unrhyw ddameiniau neu ddigwyddiadau eraill

Mae adrodd pob digwyddiad o gymorth i sicrhau y caiff myfyrwyr eu gwarchod gan yswiriant priodol pan yn berthnasol ac yn galluogi Undeb y Myfyrwyr a'r Brifysgol i adnabod unrhyw dueddiadau, lleihau risgiau a gwella diogelwch i bawb.

Pecynnau Cymorth Cyntaf

Bydd pob clwb chwaraeon, cymdeithasau sydd â risg uchel, a prosiectau gwirfoddoli yn derbyn pecyn cymorth cyntaf ar ddechrau pob blwyddyn academiaidd

Cyfrifoldeb arweinydd y grŵp yw gwirio cynnwys y pecyn yn gyson a ceisio am eitemau newydd gan Undeb y Myfyrwyr yn lle y rhai a ddefnyddir. Sicrhewch bod y pecyn cymorth cyntaf wastad yn llawn ac ar gael ar gyfer pob gweithgaredd perthnasol.

Hyfforddiant Cymorth Cyntaf

Mae Undeb y Myfyrwyr yn cynnig hyfforddiant cymorth cyntaf ar ddechrau pob tymor.

Er mwyn archebu lle ar gyfer eich hunain neu aelod o'ch grŵp, ebostiwch Opportunities@undebbangor.com.

Nodwch mai dim ond ar gyfer aelodau cofrestreig o grwpiau Undeb y Myfyrwyr yn unig mae'r cyrsiau ar gael.

Diffibrilwyr (AEDs)

Mae diffibrilwyr (AEDs) ar gael mewn amryw leoliadau ar draws y campws.

Darganfyddfa'r diffibrilwr agosaf: [LINK](#)

Os y byddi'n derbyn cyfarwyddiadau gan y gwasanaeth brys i ddefnyddio AED dilyna'r canllawiau a'r awgrymiadau lleisiol a ddarperir gan y ddyfais.

Adnoddau Defnyddiol

- **Manylion Cymorth Cyntaf (Ambiwlans St John Cymru)**
<https://www.sjacymru.org.uk/en/courses/list/ELA>
- **British Heart Foundation - Dysga CPR mewn 15 Munud:**
<https://www.bhf.org.uk/how-you-can-help/how-to-save-a-life/how-to-do-cpr/learn-cpr-in-15-minutes>
- **Canllawiau Cyfergyd ar gyfer Chwaraeon ar Lawr Gwlad:**
<https://sportandrecreation.org.uk/campaigns-and-policy/concussion/concussion-guidelines-for-grassroots-sport>

