



Dear

Health & Safety (First-Aid) Regulations 1981
Appointment/Re-appointment of Designated First-Aider

Thank you for agreeing to take on the role of a First-Aider in terms of the above regulations. As you are now the holder of a current First-Aid Certificate awarded by a training organisation approved by the Health and Safety Executive, I am pleased to confirm your appointment as a Designated First-Aider.

Designated First-Aiders are expected to use the skills acquired during their training to help deal with incidents of injury or ill-health at work and in particular:-

- a) Assess a situation quickly and safely and summon appropriate help.
- b) Identify as far as possible, the injury or the nature of the illness affecting a casualty.
- c) Give early, appropriate and adequate treatment in a sensible order of priority.
- d) Arrange for the removal of the casualty to hospital, to the care of a doctor or home.
- e) Remain with a casualty until handing him or her over to the care of an appropriate person.
- f) Prepare a report on the incident and any treatment administered, record details of the same and assist in any subsequent investigation.
- g) Regularly check First-Aid equipment to ensure that the contents of boxes comply with the requirements of the Regulations and replenish as appropriate.

An allowance is payable in respect of this appointment in accordance with the current rate set out in the APT&C national conditions of service. Designated First-aiders will also be covered by the Council's Insurance in respect of claims arising out of first-aid administered in good faith and in accordance with training received.

This appointment will be reviewed in the event of changing circumstances (ie your work base changes or where the reasons for having a first-aid in a particular location are no longer valid) and will cease to have effect if you:-

- a) Change your job
- b) Leave the Council employment
- c) Fail to renew a First-Aid certificate
- d) Notify the Council that you no longer wish to remain a Designated First-Aider.

Further information relating to the role and responsibility of a First-Aider can be obtained by contacting the Council's Occupational Health Adviser at the Health and Safety Team, Dochfour Drive, Inverness, IV3 5EB, (Tel: 01463-703091)

Yours sincerely

Alistair B Dodds
Director of Corporate Services

cc Service Director
Payroll Manager
Area Personnel Adviser

Suggested format of a letter confirming the appointment of an ‘Appointed Person’

Dear.....

Health & Safety (First-Aid) Regulations 1981

Thank you for agreeing to take on the role of Appointed Person under the above Regulations. This position is not onerous, but can play an important part in ensuring that there is effective provision of first-aid for your colleagues whilst they are at work.

By agreeing to accept this appointment you:

- * are authorised to take charge of a situation (eg call an ambulance) if there is a serious illness or injury.
- * can render emergency first-aid if trained to do so.
- * are responsible for maintaining the first-aid equipment in the absence of a first-aider.

Training is available and you will be allocated a place on a one day emergency first-aid course.

Should you wish to discuss this appointment or the available training further, I would be happy to do so, or you may wish to speak with the Highland Council’s Occupational Health Adviser, at the Health and Safety Team on (01463 703091).

Yours sincerely