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| 16 March 2021 |

**Appointment of : …………. (Name) to the role of an Appointed Person, effective: …….. (Date)**

Congratulations on your appointment as an Appointed Person, as defined under The Health and Safety (First-Aid) Regulations 1981.

Your role is to:

* Take charge of first aid arrangements for the area you cover excluding the review and updating of the First Aid Neds Assessment which remains the responsibility of the local HSC, which is……………………………….
* Look after first aid kits, equipment and facilities for this area (excluding defibs and first aid kits managed by Building Support Officers)
* Call the emergency services when required

The University of Reading does not expect you to carry out first aid treatment, nor are you required to undertake first aid training.

However, if you have previously been a trained first aider whose certification has lapsed you may render first aid assistance to the best of your knowledge and previous training, should you so choose.

The University thanks you for your support. If you need to discuss this appointment further or require any clarification please in the first instance contact your line manager or local Health and Safety Coordinator.