Dear xxxxxx

Appointment as Departmental First Aid Coordinator for {enter department / group}

I am pleased to confirm your appointment as a Departmental First Aid Coordinator for {enter department / group}

* Undertaking & reviewing the department’s assessment of first aid needs
* Monitoring numbers of first aiders so a sufficient number of suitably trained first aiders are available in line with findings of the needs assessment.
* Assisting with recruitment of departmental first aiders
* Inducting new first aiders
* Distributing information notices to first aiders
* Organising stocking and replenishment of first aid supplies
* Maintaining up to date notices on the local first aid arrangements
* Liaising with the Faculty Safety teams, Departmental Safety Officers, the College’s central Health & Safety Advisors Learning and Development Centre and where appropriate, Building Managers on first aid issues
* Liaison with the Faculty Safety teams, Departmental Safety Officers to arrange supplementary training where this need is identified by local or fieldwork first aid risk assessment
* Taking part in training as required
* Participating in Departmental Safety Committees as required

You will be allowed sufficient time to undertake these responsibilities the specific timing of which should be agreed with your line manager.

Thank you for agreeing to undertake this important role in our department.

Yours sincerely

 Name

Head of Department

 cc Safety Manager/ Advisor/Coordinator.

 Eric Miranda LDC