First-aid appointed person: organising the workplace arrangements

Complete with the actual workplace arrangements. Read the accompanying guide, agree the local procedure and identify who will check the record.

Venue / role / date	
Appointed person/cover	
equipment location	
checks and replenishment	
emergency contacts	
staff notice	
needs-assessment owner	

Follow-up

Action	Owner	Due / trigger	Completed

Keep completed records with the appropriate access restrictions. Save your entries before closing.

Read the accompanying guide online