

**First Aid Information Notice**

To be completed and updated by a Duty Manager and displayed on the staff’s notice boards. The Accident Book must be made available to staff at all times.

<b>Appointed Persons</b>			
<b>Name</b>	<b>Department</b>	<b>Extension</b>	<b>Floor</b>
Gintare Siuksciute	Venue Manager	2855	2 <sup>nd</sup> Floor
Lisa Savin	Assistant Manager	2855	2 <sup>nd</sup> Floor
James Hayes	Assistant Group Manager	2855	2 <sup>nd</sup> Floor
Emily Jayne Salkeld	Duty Manager	2855	2 <sup>nd</sup> Floor

<b>Qualified First Aiders</b>			
<b>Name</b>	<b>Department</b>	<b>Extension</b>	<b>Floor</b>
Gintare Siuksciute	Venue Manager	2855	2 <sup>nd</sup> Floor
Lisa Savin	Assistant Manager	2855	2 <sup>nd</sup> Floor
James Hayes	Assistant Group Manager	2855	2 <sup>nd</sup> Floor
Emily Jayne Salkeld	Duty Manager	2855	2 <sup>nd</sup> Floor

**First Aid** – In the event of an accident or sudden illness you must immediately contact an **Appointed Person**. Unless there is a danger from another source (e.g. fire, electrocution) do not move another person.

<b>Appointed Persons</b>	Gintare Siuksciute James Hayes Lisa Savin
<b>First Aid Box</b>	Ground Floor – Reception 1 <sup>st</sup> Floor – Staff Kitchen 2 <sup>nd</sup> Floor – Reception, Staff Canteen 2 <sup>nd</sup> Floor – Catering Office
<b>Name of Casualty Hospital Address</b>	<b>Midland Metropolitan University Hospital</b> Grove Lane, Smethwick, B66 2QT
<b>Telephone</b>	B66 2QT
<b>Ambulance</b>	Dial 999
<b>Accidents Recorded</b>	On Trail.

Reviewed by: Dawn Broughton, Gintare Siuksciute, Lisa Savin

Date: 8<sup>th</sup> January 2025