

To Vice-Presidents/Deans, Heads of Schools and Directorates, HoFAs
From Dr Melanie Taylor
Date 12 August 2009
cc Prof M Case, Dr S A Robson, Dr D Barker, Mrs J Makin, School Safety
Advisors, Safety Representatives
Reference Safety Circular 6/2009

Changes to the location of first aid signage

HOSs are asked to ensure that all staff are made aware of changes to the location of first aid signs, and of the up-to-date list of first aiders at <http://www.campus.manchester.ac.uk/healthandsafety/firstaid.htm>

Throughout August and September, the Estates department are fixing new, permanent frames in all buildings to display first aid and fire evacuation notices. All existing notices will be removed as part of this process.

With respect to first aid, the new frames will be fixed ONLY in communal areas (e.g. entrance foyers or lift lobbies), except in higher risk buildings where specific arrangements have been agreed with the University First Aid Co-ordinator, Janet Makin.

There will therefore be fewer notices, but they should be accurate and up to date from September, and will be audited on a regular basis in the future.

The names and location of first aiders change frequently and it is a constant challenge to keep the notices up to date. Therefore a list of ALL university first aiders is maintained on the First Aid web pages at <http://www.campus.manchester.ac.uk/healthandsafety/firstaid.htm>

The list can be sorted by buildings and is updated as and when changes occur. It is therefore the most accurate "single point of truth" with respect to first aid provision.

If you wish to discuss this, or seek further information, please contact Janet Makin on 0161 275 8910 or janet.makin@manchester.ac.uk

Dr Melanie Taylor
University Safety Advisor