



First Aid Information Notice – October 2025

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

Appointed Persons			
Name	Department	Extension	Floor
Teresa Ryznar	Duty Manager	6739	8 th Floor
Sam Mora	Venue Manager	6739	

Qualified First Aiders			
Name	Department	Extension	Floor
Teresa Ryznar	Duty Manager	6739	8 th Floor

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

Duty Managers	Sam Mora Teresa Ryznar
First Aid Box	Reception on 8 th Floor
Name of Casualty Hospital Address	Leeds General Infirmary Great George Street Leeds LS1 3EX
Telephone	0113 243 2799
Ambulance	Dial 999
Location of Accident Book	Dial AIR-Line – details at reception on 8 th floor