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Implementation Plan

Procedure name:	First Aid and Provision of First Aid Equipment Procedure		
Ref no:	PHW10/TP02		
Subject area:	Health and Safety		
Accountable Executive Director/Director	Huw George Deputy Chief Executive / Executive Director of Operations and Finance		
Author:	Mark Parsons Head of Estates and Health and Safety / Nicola White Health and Safety Manager		
Version	1	Date:	9 April 2018

Implementation plan (with timescales)

Timescale	Next steps	Responsible officer(s)
Quarter 1 2018-19 (Baseline)	Pass procedure to Corporate governance team to provide procedure number and then upload to Trust intranet website.	Mark Parsons

Quarter 2 2018-19 (Baseline)	This procedure will also be included in the Health and Safety specific section on the trust intranet	Mark Parsons/Nicola White and the communications team	
Quarter 3 2018-19 (Baseline)			
Quarter 4 2018-19 (Baseline)			
Feedback			
Amendments required to procedure			
Completed by (Policy/Procedure Lead):	Type in name Mark Parsons /Nicola White	Date:	12.03.2018
Committee/Group approval:	Health and Safety Group	Date:	09.04.2018