



The  
University  
Of  
Sheffield.

Safety  
Services.

**To: All Departmental Safety Officers,  
Laboratory Superintendents and  
First Aid Trainers**

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Dear Colleague

### **First Aid and Specific Hazard Training – Autumn 2010**

As usual Safety Services will be running a full programme of first aid training at all levels. Please ensure that the cover in your department is up to the legal requirements which can be found in the Appendix to the University Health & Safety Code of Practice. It is unfair to expect other department to provide cover for your staff and students.

All courses will be held at 40 Victoria Street in the upstairs training room.

We are accepting bookings now for all these courses.

### **Preliminary Sessions**

People who have never attended any first aid training will find it useful to attend one of these session before attending any other courses. They are simple and foundation-laying. If in doubt, please enquire if you may need to attend one.

Prelim 1	Thursday 2 September 0900 - 1230
Prelim 2	Thursday 2 September 1330 - 1700
Prelim 3	Thursday 14 October 0900 – 1230
Prelim 4	Friday 12 November 0900 - 1230

### **Emergency First Aid**

Emergency First Aiders can provide the legally required first aid cover in departments where fully qualified persons are not needed. Total beginners may find it useful to attend a preliminary session first

but this is no longer essential. From 1 October 2009, this course became nationally recognised, but is still the standard course for small and low-hazard departments. Courses will be held as follows.

EFA 1	Friday 3 September	0900 – 1715
EFA 2	Tuesday 26 October	0900 – 1715

## **First Aid at Work**

These lead to a nationally-recognised certificate and have a formal examination.

### **Course A:**

This is a “bare-bones” course, to the minimum syllabus & standard required to obtain a first aid at work certificate. It is being run for us by the local Ambulance Service and is ONLY available to full-time and half-time members of staff in the first instance. **If you wish to attend this course, your application must be submitted before Friday 6 August.**

Dates of Course: 8, 9 & 10 September (you must attend every day)

### **Course B:**

A 2 day University refresher/ recertification course held either side of a weekend, on 5 & 8 November. Please note that if you wish to attend this course, you must have a current First Aid at Work certificate on the date the course commences. Anyone due to renew in the early part of next year would find it useful to attend.

Depending on demand, there may be another full University First Aid course towards Christmas and also a definite one commencing in January.

## **Babyaid**

This is more of our popular sessions dealing with the treatment of babies who may have become unconscious and need resuscitation. It is not necessary to have any previous experience to attend this course

Course BA 1: Friday 15 October	0915 – 1130 (approx)	or
Course BA 2: Tuesday 30 November	1330 – 1615 (approx)	

## **Heartstart**

These are occasional sessions based on the British Heart Foundation training course, in what to do if someone has a heart attack or similar emergency condition. They assume no previous knowledge and are not formally assessed.

Course Heart 1: Tuesday 19 October	0900 – 1100	or
Course Heart 2: Tuesday 19 October	1200 - 1400	

## **Informal Resuscitation Refresher Training**

The recent changes to the HSE First Aid at Work Code of Practice, encourage all First Aiders and Emergency First Aider to refresh their CPR on an annual basis. Accordingly, we are running an informal refresher session on:

Monday 29 November	1400 - 1630
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Please note that this session is only available to people with current certificates

## Out-of-Hours Training

Only staff who have never attended a face-to-face session now need to attend a formal out-of-hours training session. Anyone renewing their certificate may do so on line. Except where departmental policy dictates otherwise, students may do all their out-of-hours training on-line. Details of the sessions at Safety Services will be sent out in due course.

## Specific Hazard Training

Because of the particular risks associated with work involving hydrofluoric acid and/or cyanides, one person with *specific* first aid training should be in close proximity whenever such work is in progress. This does not include the worker who is the person most likely to need help. These courses are also open to both University and non-University personnel.

### Course HF

This course for hydrofluoric acid and fluoride users will take place on Thursday 21 October from 0915 until approximately 1700 hours. The examination will take place during the afternoon and will be a theoretical and practical assessment. It is strongly recommended that **anyone without a current first aid certificate should attend a preliminary session first**. Out of hours training is not sufficient.

### Course CN

This course for cyanide users will take place on Thursday 28 October from 0915 until approximately 1700 hours. The examination will take place during the afternoon and will be a theoretical and practical assessment. It is strongly recommended that **anyone without a current first aid certificate should attend a preliminary session first**. Out of hours training is not sufficient.

If any department would like a 2hr Lecturer's Lifeline session, giving basic tuition on the sorts of first aid emergencies which could occur in a class situation, please contact us.

Please reply by email ([A.Willcox@Sheffield.ac.uk](mailto:A.Willcox@Sheffield.ac.uk)) to book a place. You will need to give your name, departmental and status. It would be helpful if you could aim to get your application in at least one full week before the course commences.

Yours sincerely

Dr Anne Willcox  
Deputy Head of Safety Services