



The
University
Of
Sheffield.

Safety Services.

All Departmental Safety Officers,
Laboratory Superintendants and
Chief Technicians.

Head of Safety Services
Dewi Thomas

Floor 7, The Arts Tower
Western Bank
Sheffield
S3 7QB

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Telephone: +44 (0)114 2226198
Email: Safety@sheffield.ac.uk

Dear Colleague

Out of Hours Training – Autumn 2011

Apologies for the inconvenience but we are unable to offer face-to-face sessions until October as the training rooms in the Arts Tower are still unfinished

Safety Services, now only run a very limited number of out-of-hours sessions. These must be attended by staff who are new to out-of-hours training.

- A. Tuesday 11 October 0900 – 1030
- B. Tuesday 11 October 1100 - 1230

The sessions are for **STAFF ONLY**.

Please book by contacting Debbie Fisher by **Email ONLY** at: outofhours@sheffield.ac.uk PLEASE INDICATE YOUR DEPARTMENT, PRENAME, SURNAME, UNIVERSITY E-MAIL ADDRESS AND PREFERABLY STAFF NUMBER FROM THE U-CARD AND GIVE AN ALTERNATIVE SESSION WHEREVER POSSIBLE. Course members will be sent a **booking confirmation by email** to indicate on which session they have been enrolled.

There is also an on-line training system, for all post-graduates and members of staff renewing their training after 3 years. Departmental Safety Officers will have details of how this can be accessed.

Where departments have their own trainers and wish to maintain face-to-face training for renewing members of staff and post-graduates, we would strongly encourage them to continue to do so. Trainers can also run such sessions for new staff.

The requirement to undertake fire training on an annual basis, remains unchanged.

Note that that where people are **only** studying out-of-hours in libraries and using multi-terminal computer rooms, they do not have to undertake out-of-hours training. People with current First Aid at Work qualifications or a Medical/Nursing qualification continue to be exempt provided they are informed of the safety aspects of out-of-hours working by their departments.

Please note that application received after Friday 07 October are unlikely to be accommodated. It is hoped to run further sessions in November.

Yours faithfully

Dr Anne Willcox
Deputy Head of Safety Services