



SAFETY SERVICES
Level 7, The Arts Tower
Western Bank, Sheffield
S10 2TN

Service Level Agreement

Service Name	HEALTH AND SAFETY TRAINING (February 2011)
Description of Service	➤ Provision of health and safety training to ALL departments of the University
Client Groups/ Eligibility for Services	➤ All University Staff ➤ Postgraduate Students (some specific undergraduates)
Provider Responsibility – ionising radiations	<ul style="list-style-type: none"> ➤ Provide clear and effective course availability information to departments ➤ Acknowledge placement and provide joining details where applicable ➤ Ensuring training content is compliant to current UK legislation, standards and practices ➤ Allocation of sufficient course places overall ➤ Assessment of trainees where appropriate ➤ Central record keeping ➤ Lively and appropriate presentation ➤ To review existing courses regularly and update as necessary ➤ To introduce new courses when the need is identified.
User Responsibility	<ul style="list-style-type: none"> ➤ Departments to cascade course details to other personnel within department ➤ Book personnel onto relevant courses, where applicable ➤ Timely notification of cancellation of attendees ➤ Prompt attendance at venue where applicable ➤ Due attention and active participation where required both on the course and where appropriate in the department ➤ Departmental record keeping for personnel attendance at health and safety courses where not recorded centrally ➤ To communicate the names of ‘nominated safety personnel’ e.g. first aiders, to all in the workplace ➤ To apply knowledge and skills gained to enhance the safety of work practices
Availability of Service	➤ All working days and out of hours when essential
Service/Statistics /Output/Measures	➤ Statistics reported to Health and Safety Committee
Dependencies	<ul style="list-style-type: none"> ➤ Availability of safety training personnel ➤ Examiners ➤ Room bookings service (where required)
Feedback/ Monitoring	<ul style="list-style-type: none"> ➤ Opportunity for written feedback on longer courses ➤ Informal feedback on short sessions
Benchmarking	➤ First aid at work courses subject to Health and Safety Executive registration

	<ul style="list-style-type: none"> ➤ Radiation courses are in accordance with AURPO guidance ➤ Fire Safety and Employers Guide to The Fire Precautions (Workplace) Regulations 1997 as Amended in 1999 ➤ Dangerous Substances and Explosive Atmospheres Regulations 2003 ➤ Management of Health and Safety at Work Regulations 1999 ➤ University of Sheffield Code of Practice for Health and Safety ➤ IEE 17th Edition Wiring Regulations ➤ Display Screen Equipment Regulations 1992 ➤ Manual Handling Regulations 1992 ➤ Pressure System Regulations 2000 ➤ Control of Substances Hazardous to Health Regulations 2002 ➤ Artificial Optical Radiation Regulations 2010 ➤ The Genetically Modified Organisms (Contained Use) Regulations 2000 (and Amendment Regulations 2005) ➤ Ionising Radiation Regulations 1999 ➤ Provision and Use of Work Equipment Regulations 1998 ➤ BSEN 60825 on Laser Use ➤ AURPO Guidelines on Laser Use
Exclusions	➤ Undergraduates not eligible for all courses
Location of Service	➤ Safety Services
Contact Details	<ul style="list-style-type: none"> ➤ Anne Willcox. Ext 26100 (all safety courses other than those indicated below against other trainers) ➤ Trevor Moseley. Ext 26190 (Radiation safety courses) ➤ Steve Massey. Ext 27463 (Fire safety courses) ➤ D Thomas. Ext 26201 (Biological safety courses) ➤ Safety Services Office. Ext 26198
Charges	➤ Nil to University departments (except to recover administration fees for externally moderated courses)
Other	➤ None