



The  
University  
Of  
Sheffield.

Safety  
Services.

All Departmental Safety Officers,  
Lab Supers and all First Aid Trainers.

**Head of Safety Services**  
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1 August 2008  
Our ref AW/DLF

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Dear Colleague

### **Autumn Dates for Forward Planning**

This is the usual circular to enable you to plan your staff and post graduate training up until Christmas 2008. Please note the following important details.

1. **No bookings for individual courses will be accepted until the relevant e.mail goes out to departmental safety officers, confirming the dates and details.** This is especially the case for out-of-hours bookings.
2. Whilst these dates in this list are as accurate as possible, it is occasionally necessary to change them because of other priority commitments. This will be obvious from the departmental safety officer e.mail.
3. Courses will only run if the numbers are viable. **Please do not enrol for courses without considering seriously whether you will be available.**

If you have any enquiries, please address them to:

Out-of-hours courses – Debbie Fisher ([outofhours@sheffield.ac.uk](mailto:outofhours@sheffield.ac.uk))  
Fire related courses – Steve Massey ([S.Massey@Sheffield.ac.uk](mailto:S.Massey@Sheffield.ac.uk), Tel: 27463)  
Radiation & laser courses – Trevor Moseley ([T.J.Moseley@Sheffield.ac.uk](mailto:T.J.Moseley@Sheffield.ac.uk), Tel: 26190)  
All other courses – Anne Willcox ([A.Willcox@Sheffield.ac.uk](mailto:A.Willcox@Sheffield.ac.uk) Tel: 26100)

Courses appertaining to individual groups will be arranged as usual.

### **Accident Procedures Investigation**

A course to assist Departmental Safety Officers and others who may be involved in the processing, investigation and recommendations following an accident.

**Date:** Next planned course in the Spring but one can be run before if there is sufficient interest.

## **Cartridge Mask Training**

A training session for anyone who is going to be using cartridge masks. To a certain extent this course can be run according to need if the numbers are viable.

**Date:** Thursday 2 October (afternoon)

## **Display Screen**

A combined session for anyone who is wishing to become a departmental display screen training and/or assessor.

**Date:** Thursday 2 October (morning)

## **Fire Training** (no advance booking required but you must be on time)

Fire training must be attended annually by all members of staff and any post-graduate students wishing to work out-of-hours. On the first occasion this must be by attending a lecture session but in subsequent years, the web-based training may be completed if desired.

**Dates:** Please refer to the Safety Services [Fire Training Web Page](#) for details

## **First Aid**

### **Preliminary Sessions**

One of these sessions must be attended by beginners before attending any other courses. They are simple foundation-laying sessions. If in doubt please enquire if you will need to attend one. They are also suitable for those who just want a bit of training at the “common sense” level.

**Dates:** Thursday 4 September (morning)  
Thursday 4 September (afternoon)  
Thursday 16 October (morning)  
Thursday 16 October (afternoon)

### **Appointed Person**

Appointed Persons can provide first aid cover in low risk departments where a fully qualified person is not needed. Beginners will need to attend a preliminary session first.

**Dates:** Friday 5 September (all day)  
Thursday 30 October (all day)

### **Basic First Aid**

This is a formally certificated 2 day course for those people who do not need a full First Aid at Work certificate. Anyone attaining the Basic certificate can automatically become an Appointment Person. It would be particularly appropriate for people who are likely to be involved giving first aid eg, hall tutors, science demonstrators, hall porters etc (Attendance at a preliminary session is not essential for this course only).

**Dates:** please let us know if your are interested

## First Aid at Work

These lead to a nationally-recognised certificate and has a formal examination. Don't forget that previous experience or attendance on a Preliminary session is a prerequisite for these courses.

**Course A:** A 5-day course held either side of a weekend. It runs on 10, 11, 12,14,16 September 0900 – 1700 each day.

**Course B:** A 2 day refresher/ recertification course held either side of a weekend, on 14 & 17 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.

## Lecturer's Lifeline

How to deal with those accident or medical emergencies which may happen in a class situation - a simple and quick session lasting just 2 hours. It is particularly suitable for members of staff who may have new students with medical conditions. No particular session have been arranged but this course is available departmentally if required. It may be useful for general staff training days

## Baby Aid

An occasional course on resuscitation for babies. It is not only for new parents but also as added interest for people with a current qualification in First Aid at Work or Appointed Persons.

**Date:** Friday 17 October (morning)

Further dates will be notified in due course or contact Anne Willcox if you are particularly interested.

## Cyanide

A session for those people wanting to provide first aid cover for cyanide work. Please note that **anyone wishing to attend this course should have been trained to a satisfactory standard on a Preliminary course during 2006/7** (Out-of-hours is not adequate).

**Dates:** Tuesday 11 November (all day)

## Hydrofluoric Acid

A session for those people wanting to provide first aid cover for hydrofluoric acid work. Please note that **anyone wishing to attend this course should have been trained to a satisfactory standard on a Preliminary course during 2006/7** (Out-of-hours is not adequate).

**Dates:** Wednesday 12 November (all day)

## Heartstart

Some more of the very popular courses with no formal assessment, giving training on what to do with some simple medical emergencies – someone stopping breathing, heart attacks, choking etc.

**Date:** Tuesday 25 November (2 sessions)

## **Laser Safety**

**Date:** Wednesday 15 October 14:00 – 15:30  
Thursday 06 November 14:00 – 15:30

## **Managing Contractors**

This session is designed for anyone who will be arranging and supervising small works jobs in their department in accordance with the Property Services scheme.

**Date:** Tuesday 30 September (morning)

## **Manual Handling**

### **Basic Manual Handling Session**

One of these sessions should be attended by anyone who lift more than 5kg on a regular basis or supervises anyone who does. It is advised that most departments should consider having one person trained on one of these courses.

**Dates:** Monday 6 October (afternoon)

### **Manual Handling Assessor**

A short session for learning how to assess more complex manual handling tasks. Anyone attending should have completed a basic session.

**Date:** Tuesday 7 October (morning)

## **Out of Hours (Safety)**

An Out-of-hours (safety) session must be attended once every 3 years by any member of staff or post-graduate wishing to work out of normal hours. PLEASE NOTE booking will be only accepted when the booking circular goes out to Departmental Safety Officers and not before.

**Dates:**

Tuesday 23 September (4 sessions)  
Wednesday 24 September (4 sessions)  
Monday 20 October (4 sessions)  
Tuesday 21 October (4 sessions)  
Wednesday 22 October (4 sessions)  
Monday 27 October (3 sessions)  
Tuesday 28 October (3 sessions)  
Wednesday 19 November (4 sessions)  
Thursday 20 November (4 sessions)  
(there will be further sessions after Christmas)

We are able to offer training for people who may be genuinely unable to manage the stairs at 40 Victoria Street. Please contact Anne Willcox for details.

## **Radioactive Materials**

Work with radioactive materials – unsealed sources.

**Date:** Wednesday 08 October      14:00 - 17:00  
Wednesday 05 November      14:00 – 17:00

Work with radioactive materials – sealed sources.

**Date:** Dates to be arranged.

## **Risk Assessment**

Training in simple general risk assessment, including the special aspects related to stress and violence. All departments should have at least one person who has attended one of these brief courses.

**Dates:** Tuesday 30 September (afternoon)

## **Royal Society of Health Foundation Health & Safety Certificate**

This is a one-day broad-based session leading to the RSH Health & Safety Certificate. It is a useful background course for anyone involved in safety at a departmental level. There is a simple examination at the end of the afternoon.

**Date:** Wednesday 26 November (all day)

## **Solvent Store Operative**

A session to satisfy the fire safety and COSHH requirement for training in the use of solvent stores.

**Date:** This session will be run in the Spring

## **X-Ray Safety**

Introduction to the use of x-rays.

**Date:** Thursday 09 October      14:00 – 15:30  
Friday 07 November      14:00 – 15:30

All courses, except where indicated, will take place at 40 Victoria Street. Advance booking is required on all except fire training. Prompt attendance is essential for all sessions, not only out of courtesy for others but also to minimise the length and ensure prompt finishing.

Yours sincerely

Dr Anne Willcox  
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Phone: 26100