



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 – Spring 2011

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 sessions 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	Monday 10 January	1330 - 1700
Prelim 2	Tuesday 11 January	0900 - 1230
Prelim 3	Tuesday 15 February	1330 - 1700
Prelim 4	Tuesday 29 March	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	Tuesday 20 January	0900 – 1715
EFA 2	Wednesday 23 February	0900 – 1715
EFA3	Wednesday 30 March	0900 – 1715

First Aid at Work

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

Course A: This is the standard University 4-day course, looking at First Aid in rather more depth and including work with simulated casualties. It is suitable for beginners, provided that they have attended a Preliminary session first.

Date: Every Wednesday commencing on Wednesday 19 January and finishing on Wednesday 9 February, which will include the examination. You must attend all four days. Times 0900 – 1715.

Course B: There will be a further First Aid at Work course around Easter and details will be circulated when they are available.

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: Thursday 10 February	1400 - 1630
Course BA 2: Wednesday 9 March	0900 – 1130
Course BA 3: Thursday 17 March	1330 - 1600

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: Thursday 27 January	1200 - 1400
Course Heart 2: Thursday 27 January	1500 - 1700

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:

Friday 21 January 0915 - 1115

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 Tuesday 22 February 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 Monday 21 February 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) 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