



The
University
Of
Sheffield.

Safety
Services.

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

Head of Safety Services
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Dear Colleague

First Aid and Related Courses – Autumn 2008

As well as the legal requirement, people trained in first aid, even at a basic level, can save lives. In serious situations, it may be too late if you simply wait for an ambulance to arrive. Even for minor injuries, prompt and correct treatment may reduce the chances of complications. Have you checked recently that your department has sufficient first aid cover?

The law requires first aid provision at all times, making due allowance for expected absences. It is therefore necessary to have at least **two** people trained to the appropriate level in every department.

First aid courses are available to both staff and post-graduates, although preference for places on courses is given to staff, since only they are counted as providing the legally required cover.

Please note that for all courses (except where indicated), beginners and those who have not had any recent first aid training should also attend a preliminary session. They may be seriously disadvantaged if they do not do so. Out-of-hours training is insufficient. All courses will be held at 40 Victoria Street in the upstairs training room.

Before submitting names for first aid courses, please bear in mind the recommendations of the Health & Safety Executive on the selection of people for training:

Potential first aid personnel should be:

- Reliable and have good communication skills
- Have an aptitude and ability to absorb the knowledge and take on board the skills
- Have an ability to cope with the stress and physical demands of both
the training and subsequent emergencies
- Have a job where they can be released instantly to deal with an emergency

Preliminary Sessions

One of these sessions must be attended by beginners before attending any other course (except Basic). They are simple and foundation laying. If in doubt, please enquire if you need to attend one. These sessions are also useful in their own right for anyone who wants a simple introduction to first aid.

Prelim 1	Thursday 4 September	0900 - 1230
Prelim 2	Thursday 4 September	1330 - 1700
Prelim 3	Thursday 16 October	0900 – 1230
Prelim 4	Thursday 16 October	0900 – 1230

Appointed Persons

Appointed persons can provide the legally required first aid cover in departments where fully qualified persons are not needed. Beginners will need to attend a preliminary session first. Courses will be held as follows:

AP 1	Friday 5 September	0900 – 1715
AP 2	Thursday 30 October	0900 – 1715

First Aid at Work

These courses lead to the nationally recognised first aid at work certificate. The dates are as follows:

FAW A 5-day intensive course run either side of a weekend from Wednesday 10 September to Tuesday 16 September, 0900 – 1715. The examination will be on the final afternoon.

FAW – R A two day First Aid at Work refresher and requalifying course. Please note that people are only eligible to attend this course if they have an in-date First Aid at Work certificate on the day the course commences. This course will take place on Friday 14 & Monday 17 November.

Baby Aid

This is an occasional course on the resuscitation of babies. It is not necessary to do a Preliminary session before attending this course. The course is very popular, so early booking is advised.

Baby 1 Friday 17 October 0915 to 1145

Basic First Aid

This course is not run on a regular basis. However we would be pleased to hear from anyone who may be interested in this 2 day course.

Hydrofluoric Acid First Aid

This specialist course is designed for anyone who may need to provide first aid cover where hydrofluoric acid is in use. It is essential that anyone without current general first aid training attends a Preliminary session first. Note that out-of-hours is not sufficient.

HF – Wednesday 12 November 0915 – 1700

Cyanide First Aid

This specialist course is designed for anyone who may need to provide first aid cover where cyanides are in use. It is essential that anyone without current general first aid training attends a Preliminary session first. Note that out-of-hours is not sufficient.

CN – Tuesday 11 November

0915 - 1700

Heartstart

These simple sessions give details of what to do in the case of common serious emergencies – someone stopping breathing, heart attacks choking etc. There is no formal assessment. The sessions are available to staff members and their spouses/partners. Attendance at a Preliminary session is not required.

HS1 Tuesday 25 November

0900 - 1100

HS2 Tuesday 25 November

1200 - 1400

Other Courses

Lecturer's Lifeline

A simple session on how to deal with those accidents or medical emergencies which may happen in a class situation. The session lasts about one-and-a-half hours. No previous knowledge required. It is particularly appropriate for members of staff who may have new students with a medical condition, and it can be tailored to take this into account. No dates are planned for this course but we are willing to run it departmentally. Please contact Anne Willcox for details

Please reply by email (A.Willcox@Sheffield.ac.uk) to book a place, giving names, status, and department. 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