



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 Specific Hazard Training – Spring 2009

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.

Please note that for all courses, 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.

We are accepting bookings now for all these courses.

Preliminary Sessions

One of these sessions must be attended by beginners before attending any other course. 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	Tuesday 13 January 0900 – 1230
Prelim 2	Tuesday 13 January 1330 - 1700
Prelim 3	Friday 13 February 0900 – 1230
Prelim 4	Tuesday 24 February 0900 – 1230
Prelim 5	Wednesday 18 March 1330 - 1700

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. Training will be held as follows:

Appoint 1	Thursday 22 January	0900 – 1700
Appoint 2	Wednesday 4 March	0900 – 1700

First Aid at Work

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

FAW A: A 5-day course held every Wednesday for 5 weeks, commencing on Wednesday 21 January and finishing on Wednesday 18 February – 0900 to 1715, each day

FAW B: A 5-day course held either side of a weekend. It runs on 25, 26, 29, 30 & 31 March, 0900 to 1715 each day.

Babyaid

This is a repeat of our popular session 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 Baby: Friday 23 January 0915 – 1130 (approx)

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. They assume no previous knowledge and are not formally assessed.

Course Heart 1: Friday 30 January 0900 – 1100 (approx)

Course Heart 2: Friday 30 January 1200 – 1400 (approx)

Out-of-Hours Training

We will be running our usual pattern of out-of-hours courses during the Spring which will be detailed in a separate circular. If there are any departments who would like to consider running their own courses, the potential trainer will need to obtain a University of Sheffield First Aid at Work certificate at a good standard first. They will then be eligible to attend a specialist out-of-hours trainer session which we run when there is sufficient demand.

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. 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 3 March 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 2 March 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. 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