



The  
University  
Of  
Sheffield.

## Safety Services.

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

Head of Safety Services  
Dewi Thomas

40 Victoria Street  
Sheffield  
S3 7QB  
United Kingdom

6 May 2011  
Our ref AW/DLF

Telephone: +44 (0)114 2226198  
Fax: +44 (0)114 2768741  
Email: [Safety@sheffield.ac.uk](mailto:Safety@sheffield.ac.uk)

Dear Colleague,

### Late Spring Training Date for First Aid and General Safety Courses

The following training sessions are available now available and we are open for bookings for all of them, **except** the out-of-hours sessions for which a separate booking circular will be sent out in due course. Please circulate these details to your department.

#### General Safety Training

##### Basic Manual Handling

This session is designed for anyone who may lift over 5kg on a regular basis or for anyone who may supervise people who do so.

Wednesday 25 May 0900 - 1200

##### General Risk Assessment

All departments are required by law to perform risk assessments and to record significant findings in a suitable way. This session shows you how to do it.

Wednesday 18 May 0900 - 1145

##### Display Screen Equipment

This session is designed for anyone wishing to become a Display Screen Trainer or Assessor for their department

Friday 20 March 0900 - 1200

#### First Aid Training

##### Preliminary First Aid

Although this half-day session is useful training in its own right, it is primarily designed as an introductory session for anyone who wishes to attend an Appointed Person or First Aid at Work course.

Prelim 1 Friday 13 May 0900- 1230 (for EFA & HF)

Prelim 2      Tuesday 14 June      0900 – 1230 (for First Aid at Work)

### Emergency First Aid

This nationally-recognised certificate is designed for anyone who wishes to provide legally required first aid cover in a low-risk department.

EFA1      Tuesday 17 May      0900 – 1700 o

### First Aid at Work

These courses lead to the nationally-recognised First Aid at Work Certificate and are examined by independent examiners on the final day of the course.

FAW      This is the traditional University course which studies the subject in more depth and will include practical incident work. Whilst the course is primarily for members of staff, post-graduates can attend if there is room. Beginners are strongly advised to attend a Preliminary session first.

Dates: 16, 17, 20, 21 June (You must attend all four days)

### Hydrofluoric Acid First Aid Training

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.

HF      Thursday 19 May      0915 – 1700

(to confirm)

### Babyaid

This is a short session on what to do if a baby becomes unconscious or worse. It is ideal for those working with babies or who care for babies. The session is complete in its own right.

Babyaid      Tuesday 24 May      0915 – 1700

### Other Training Coming Soon

Out-of-hours session will be held as follows (provisional dates only):

Thursday 12 May

Wednesday 1 June

**Note that no bookings will be accepted for out-of-hours sessions until the booking circulars go out.**

All sessions will be held in the Training Room at 40 Victoria Street. If you have any queries, please don't hesitate to contact me.

Yours sincerely

Dr Anne Willcox  
Deputy Head of Safety Services  
[A.Willcox@Sheffield.ac.uk](mailto:A.Willcox@Sheffield.ac.uk)  
Phone: 26100