

## Out of Hours online training

This on-line training programme is for: -

- a) existing staff renewing their "out of hours authorisations,
- b) all postgraduate students, and
- c) students from the Department of Music,

: - who are required to undertake work outside normal working hours when normal management and first aid cover is not available.

The "Login" and "Password" required are NOT those you normally use to access University systems. If you do not know what the "Login" and "Password" are, please consult your Departmental Safety Officer.

Please take careful note of the information provided as the course is designed to provide the essential information you require to work outside normal working hours whether in an office or other workplace. If you are able to practice

The assessment section asks you to fill in your details which are required to enable Departments to find out who has undertaken the training course. Please fill in all the details requested, especially your Ucard number. The 10 questions test your memory and your ability to apply the principles learned during the course in a University context, even though it may be one with which you are unfamiliar. So read questions carefully before answering. The "pass" mark is 70%. You cannot click back to correct a response, as the system will not record corrected responses.

Details of who has undertaken the course and whether you have "passed" are sent weekly by the course designer to Safety Services, the relevant information is then sent to the Departmental Safety Officer in your Department

For **new staff**, in view of the increased obligations the University has for employees, on your first occasion you undertake the Out of Hours course, it would be prudent to have a practical training session available via your Department (if available) or Safety Services. Contact your Departmental Safety Officer for more details.

To connect to the online "Out of Hours" training package, click on the following URL:

<http://www.sheffieldooh.com/>

Thank you.