



The
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Of
Sheffield.

Safety
Services.

Head of Safety Services

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Our ref AW/DLF

Dear Colleague

Departmental Project Managers/Work Supervisors for Locally Organised Small Works –
Wednesday 1 November 2006

We are looking forward to seeing you on the course on Wednesday 1 November 2006. This will be held, as usual, in the training room at 40 Victoria Street. It would be helpful if you could aim to arrive promptly for a 0900 hrs start. We anticipate that the session will last approximately three hours. You may find it useful to bring some writing materials.

Please note however, that it is not our brief to explain the intricacies of how the scheme works. On this session, we are only concerned with the safety-management aspects of departmental small works.

I hope that you will enjoy this session with us. If for any reason you are unable to attend, I would be grateful if you could let me know (tel: 26100 or 26200) at the earliest opportunity.

Yours sincerely,

Dr Anne Willcox
Deputy Head of Safety Services