



The
University
Of
Sheffield.

Safety
Services.

Departmental Safety Officers and
Lab Superintendents

Head of Safety Services

Dewi Thomas
40 Victoria Street
Sheffield S3 7QB

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Telephone: +44 (0)114 2226198

Fax: +44 (0)114 2768741

Dear Colleague

General Risk Assessment - Applicable to ALL departments

We do not have any choice about whether to perform risk assessments! The Management Health & Safety at Work Regulations 1992 (and subsequent related regulations) require that ALL activities are risk assessed and that the more significant findings are recorded. All departments will have risks associated with their work, many of which will not have been recognised under more specific legislative requirements such as CoSHH, Noise Regulations etc.

Particularly in the case of office-orientated departments, risk assessment is not a long or arduous task but **whether we like it or not, it is a legal requirement**. In a bid to help you and your department understand this and suggest a simple formal system of doing it, at least one person in your department should attend a training session. However, if you already have a system of general risk assessment, which is working well, there is no requirement to change over to this modified/simplified system. This training course now also includes the specific requirements relating to risk assessments for stress and violence.

A training session will be held at 40 Victoria Street as follows:

Thursday 3 February 0915 - 1200 (approx)

Please book as soon as possible by emailing A.Willcox@Sheffield.ac.uk providing us with your **Name, Department, and Contact Number**. Confirmation and joining instructions will be sent to successful applicants.

Yours sincerely

Dr Anne Willcox
Deputy Head of Safety Services