



The
University
Of
Sheffield.

Safety Services.

To all Heads of Department,
Departmental Safety Officers,
Lab Superintendents & Chief Technicians

Head of Safety Services
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Dear Colleague

Royal Society for Public Health Level 2 Award in Workplace Health & Safety (formerly Foundation Certificate in Health & Safety) - Thursday 10 MArch

The Royal Society for Public Health Level 2 Certificate in Health and Safety gives a simple overview of the primary general safety legislation in this country, together with its practical applications. The University Safety Services is an approved training organisation for running the course.

It is a broad-based course, lasting just one day with an optional simple multiple choice and hazard-spotting examination at the end. Much of it is applicable to any employment situation in this country, although we obviously concentrate, as far as possible on those aspects, which are more immediately relevant to the University.

Preference for places will be given to those people with a safety role within departments, although with that proviso, any member of staff or post-graduate is eligible to attend.

Unlike most of the training done at Safety Services, there is a course fee of £15.00, which is charged by the Royal Society for Public Health for administration costs, including the issue of a certificate (or attendance voucher for those who elect not to take the examination or do not pass it). Individuals will need to pay by cheque in advance (when a place on the course is confirmed) but those for whom their department is paying will be sent an inter-departmental transfer. However, please note that anyone cancelling less than 7 days before the course is due to commence will have to be charged.

The course will be held at 40 Victoria Street, on **Thursday 10 March**, commencing at 0915 hours and finishing at about 1645. Because of essential administration you should aim to get your application in before Wednesday 2 March. E.mail your application to A.Willcox@Sheffield.ac.uk, giving name, department, status and whether you will be paying by personal cheque or whether you will be funded by your department.

Yours sincerely

Dr Anne Willcox
Deputy Head of Safety Services