



THE UNIVERSITY OF SHEFFIELD

FACILITIES MANAGEMENT DIRECTORATE

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SAFETY SERVICES

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AW/DLF

7 October 2005

**To: Departmental Safety Officers, Lab Superintendents and
Chief Technicians in Science, Engineering and Medical Departments**

Dear Colleague

Training for Solvent Store Operatives

As a result of the introduction of DSEAR, licensing of University petroleum and solvent stores is no longer a mandatory requirement. However the training requirements specified by the old licences are retained in the new regulations. There is also a general duty under CoSHH to ensure that anyone using hazardous substances receives suitable training. It is with this in mind that Safety Services run a short training session aimed at people operating such stores.

The session aims to cover the training requirements specified by CoSHH and DSEAR, covering risk assessment, general hazards, storage requirements and what to do in an emergency. It is not the intention to introduce significant changes to the way departments operate, except where required for legal reasons or on genuine safety grounds.

Since this training should be done "on a regular basis" we advise that all operatives should attend this session once every 3 years and in addition be scrupulous about undertaking Fire Training on an annual basis.

The sessions will be held as follows:

S1 Wednesday 2 November 1400

It will be held in the training room at 40 Victoria Street and will last approximately 2 hours.
Please email A.Willcox@Sheffield or use the form below to book places. You are advised to book as early as possible and it is important to list applicants in order of preference.

If you need any further information about the training, please do not hesitate to telephone me.

Yours sincerely

Dr Anne Willcox
Deputy Head of Safety Services

To: Anne Willcox, Safety Services, 40 Victoria Street

The following people wish to attend "Training for Solvent Store Operatives":

Prename:

Surname:

Course:

Tel No:

Job Status:

Signed: Department: