



Safety Services.

All Departmental Safety Officers,
Lab Supers and all First Aid Trainers.

Head of Safety Services
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Our ref AW/DLF

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Dear Colleague

Spring Dates for Forward Planning

This is the usual circular to enable you to plan your staff and post graduate training up until Easter 2009. Please note the following important details.

1. **No bookings for individual courses will be accepted until the relevant e.mail goes out to departmental safety officers, confirming the dates and details.** This is especially the case for out-of-hours bookings.
2. Whilst these dates in this list are as accurate as possible, it is occasionally necessary to change them because of other priority commitments. This will be obvious from the departmental safety officer e.mail.
3. Courses will only run if the numbers are viable. **Please do not enrol for courses without considering seriously whether you will be available.**

If you have any enquiries, please address them to:

Out-of-hours courses – Debbie Fisher (outofhours@sheffield.ac.uk)
Fire related courses – Steve Massey (S.Massey@Sheffield.ac.uk, Tel: 27463)
Radiation & laser courses – Trevor Moseley (T.J.Moseley@Sheffield.ac.uk, Tel: 26190)
All other courses – Anne Willcox (A.Willcox@Sheffield.ac.uk Tel: 26100)

Courses appertaining to individual groups will be arranged as usual.

Accident Procedures & Investigation

A course to assist Departmental Safety Officers and others who may be involved in the processing, investigation and recommendations following an accident.

Date: Monday 2 February (morning)

Cartridge Mask Training

A training session for anyone who is going to be using cartridge masks. To a certain extent this course can be run according to need if the numbers are viable.

Date: Monday 2 February (afternoon)

Display Screen

A combined session for anyone who is wishing to become a departmental display screen training and/or assessor.

Date: Thursday 5 February (afternoon)

Fire Training (no advance booking required but you must be on time)

Fire training must be attended annually by all members of staff and any post-graduate students wishing to work out-of-hours. On the first occasion this must be by attending a lecture session but in subsequent years, the web-based training may be completed if desired.

Dates: Please refer to the Safety Services [Fire Training Web Page](#) for details

First Aid

Preliminary Sessions

One of these sessions must be attended by beginners before attending any other courses. They are simple foundation-laying sessions. If in doubt please enquire if you will need to attend one. They are also suitable for those who just want a bit of training at the “common sense” level.

Dates: Tuesday 13 January (morning)
Tuesday 13 January (afternoon)
Friday 13 February (morning)
Tuesday 24 February (morning)
Wednesday 18 March (afternoon)

Appointed Person

Appointed Persons can provide first aid cover in low risk departments where a fully qualified person is not needed. Beginners will need to attend a preliminary session first.

Dates: Thursday 22 January (all day)
Wednesday 14 March (all day)

Basic First Aid

This is a formally certificated 2 day course for those people who do not need a full First Aid at Work certificate. Anyone attaining the Basic certificate can automatically become an Appointment Person. It would be particularly appropriate for people who are likely to be involved giving first aid eg, hall tutors, science demonstrators, hall porters etc (Attendance at a preliminary session is not essential for this course only). We will put this course on when we have sufficient interest to make it viable.

Dates: please let us know if your are interested

First Aid at Work

These lead to a nationally-recognised certificate and have a formal examination. Don't forget that previous experience or attendance on a Preliminary session is a prerequisite for these courses.

Course A: A 5-day course held every Wednesday for 5 weeks, commencing on Wednesday 21 January and finishing on Wednesday 18 February – 0900 to 1715 on each day

Course B: A 5-day course held either side of a weekend. It runs on 25, 26, 25, 30 & 31 March, 0900 to 1715 each day.

Lecturer's Lifeline

How to deal with those accident or medical emergencies which may happen in a class situation - a simple and quick session lasting just 2 hours. It is particularly suitable for members of staff who may have new students with medical conditions. No particular session have been arranged but this course is available departmentally if required. It may be useful for general staff training days

Baby Aid

An occasional course half-day on resuscitation for babies. It is not only for those working with babies and new parents but also as added interest for people with a current qualification in First Aid at Work or Appointed Persons.

Date: Friday 23 January (morning)

Further dates will be notified in due course or contact Anne Willcox if you are particularly interested.

Cyanide

A session for those people wanting to provide first aid cover for cyanide work. Please note that **anyone wishing to attend this course should have been trained to a satisfactory standard on a Preliminary course during 2008/9** (Out-of-hours is not adequate).

Dates: Monday 2 March (all day)

Hydrofluoric Acid

A session for those people wanting to provide first aid cover for hydrofluoric acid work. Please note that **anyone wishing to attend this course should have been trained to a satisfactory standard on a Preliminary course during 2008/9** (Out-of-hours is not adequate).

Dates: Tuesday 3 March (all day)

Heartstart

Some more of the very popular courses with no formal assessment, giving training on what to do with some simple medical emergencies – someone stopping breathing, heart attacks, choking etc. No previous training is required

Dates: Friday 30 January (2 sessions)

Laser Safety

Dates: Thursday 15 January 14:00 – 15:30
Tuesday 17 March 14:00 - 15:30

Managing Contractors

This session is designed for anyone who will be arranging and supervising small works jobs in their own department.

Date: Tuesday 17 February (morning)

Manual Handling

Basic Manual Handling Session

One of these sessions should be attended by anyone who lift more than 5kg on a regular basis or supervises anyone who does. It is advised that most departments should consider having one person trained on one of these courses.

Dates: Monday 9 February (morning)
Monday 9 February (afternoon)

Manual Handling Assessor

This is a short session for learning how to assess more complex manual handling tasks. Anyone attending should have completed a basic session.

Date: Tuesday 10 February (morning)

Out of Hours (Safety)

An Out-of-hours (safety) session must be attended once every 3 years by any member of staff or post-graduate wishing to work out of normal hours. PLEASE NOTE booking will be only accepted when the booking circular goes out to Departmental Safety Officers and not before.

Dates: Monday 26 January (4 sessions)
Tuesday 26 January (4 sessions)
Wednesday 25 February (4 sessions)
Thursday 26 February (4 sessions)
Thursday 2 April (4 sessions)
Friday 3 April (3 sessions)
Monday 27 April (3 sessions)
Tuesday 28 April (4 sessions)

(there will be a limited number of further sessions after Easter)

We also try to offer training for people who may be genuinely unable to manage the stairs at 40 Victoria Street. Prior arrangements are ESSENTIAL. Please contact Anne Willcox for details.

Radioactive Materials

Work with radioactive materials – unsealed sources.

Dates: Wednesday 14 January 14:00 – 17:00
Monday 09 March 14:00 – 17:00

Risk Assessment

Training in simple general risk assessment. All departments should have at least one person who has attended one of these brief courses.

Dates: Thursday 5 February (morning)

Royal Society for Public Health (Level 2 Certificate in Health & Safety in the Workplace) – formerly the Foundation Certificate

This is a one-day broad-based session leading to the RSH Health & Safety Certificate. It is a useful background course for anyone involved in safety at a departmental level. There is a simple examination at the end of the afternoon.

Date: Thursday 12 March (all day)

Sealed Sources

Dates: Thursday 19 March 14:00 – 16:00

Solvent Store Operative

A session to satisfy the fire safety and COSHH requirement for training in the use of solvent storage.

Date: Tuesday 17 February (morning)

X-Ray Safety

Introduction to the use of x-rays.

Date: Friday 20 February 15:00 – 16:30

All courses, except where indicated, will take place at 40 Victoria Street. Advance booking is required on all except fire training. Prompt attendance is essential for all sessions, not only out of courtesy for others but also to minimise the length and ensure prompt finishing. Details of the summer sessions will be sent out at Easter

Yours sincerely

Dr Anne Willcox
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Phone: 26100