



The
University
Of
Sheffield.

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 2010. 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: Tuesday 2 February (morning)

Biological Safety

A course in biological safety, aimed particularly at Biological Safety Officers, senior technical staff and others who may have a responsibility for overseeing work of a biological nature. It will cover topics including legislation, biological agents, genetic modification, emergency procedures and training.

Dates: Monday 15 February (afternoon) OR
Tuesday 9 March (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: Tuesday 2 February (afternoon)

Display Screen

A combined session for anyone who is wishing to become a departmental display screen trainer and/or assessor. This is a session for first timers. An up-date session explaining the new on line scheme will be notified in due course. Although the role of trainer & assessor will change slightly, the on-line system will not abolish this role.

Date: Thursday 4 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

They are simple foundation-laying sessions, which total beginners will find useful to attend before attending a more advanced course. They are also suitable for those who just want a bit of training at the “common sense” level.

Dates: Monday 11 January (afternoon)
Tuesday 12 January (morning)
Tuesday 23 February (afternoon)

Emergency First Aid (formerly Appointed Persons)

People who have passed this course can provide first aid cover in low risk departments where a person with a full First Aid at Work certificate is not needed. People who have not attended a first aid course before will find it beneficial to attend a Preliminary session first but it is not essential. Emergency First aid is now a nationally recognised qualification.

Dates: Thursday 21 January (all day)
Wednesday 3 March (all day)

First Aid at Work

These courses 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 this course.

Dates: A 4-day course held every Wednesday for 4 weeks, commencing on Wednesday 20 January and finishing on Wednesday 10 February – 0900 to 1715 on each day. You must attend every day.

Further First Aid at Work courses will be held around Easter and later in the Spring. Details of these will be circulated as soon as they are available

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 Emergency First Aid.

Dates: Friday 22 January (morning)
Wednesday 10 March (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 2009/10** (Out-of-hours is not adequate).

Date: Monday 1 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 2009/10** (Out-of-hours is not adequate).

Date: Tuesday 2 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 or experience is required

Dates: Thursday 28 January (2 sessions)

Wednesday 10 March (afternoon)

Informal Resuscitation Refresher Training

The recent changes to the HSE First Aid at Work Code of Practice, encourage all First Aiders and Emergency First Aider to refresh their CPR on an annual basis. Accordingly, we are running two informal sessions:

Thursday 25 February (am) or
Thursday 25 February (pm)

We envisage each session lasting about 2 hours. Please note that these sessions are only available to people with current certificates

Laser Safety

Dates: Tuesday 16th February, 2pm-3.30pm

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: Tuesday 9 February (morning)

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: Thursday 11 February (morning)

Out of Hours (Safety)

A face-to-face Out-of-hours (safety) session must be attended by all members of staff who have not had previous out-of-hours training with the University. However, members of staff, renewing their training may do so with the on-line package. PLEASE NOTE booking will only be accepted for the face-to-face sessions when the booking circular goes out to Departmental Safety Officers and not before. All students, except where departmental policy dictates otherwise, can do the on-line training.

Dates: Monday 25 January (afternoon)
Tuesday 26 January (morning)
Wednesday 24 February (morning & afternoon)

(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 17th February 2pm-5pm

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 4 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 RSPH Level 2 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 11 March (all day)

Sealed Sources

Date: to be arranged

Solvent Store Operative

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

Date: Thursday 11 February (afternoon)

Visual Inspection for Portable Electrical Appliances

During the Spring, Safety Services will be organising training sessions on the visual inspection of portable electrical appliances. No dates are available at present but please contact Bev Gouldsbrough (B.Gouldsbrough@Sheffield.ac.uk Tel: 27460) if you are interested

X-Ray Safety

Introduction to the use of x-rays.

Date: Thursday 18th February 2pm-3.30pm

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