



Safety Services.

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

Head of Safety Services
Dewi Thomas

40 Victoria Street
Sheffield
S3 7QB
United Kingdom

6 March 2008
Our ref AW/DLF

Telephone: +44 (0)114 2226198
Fax: +44 (0)114 2768741
Email: Safety@sheffield.ac.uk

Dear Colleague,

Summer Training Date for First Aid and General Safety Courses

The following training sessions are available after Easter and we are open for bookings for all of them, **except** the out-of-hours sessions for which a separate booking circular will be sent out in due course.

General Safety Training

Royal Society of Health Foundation Certificate in Health & Safety

A simple certificated course in Health & Safety – useful for Departmental safety Officers and others with an interest in Safety. There is a small course fee originating from RSH.

(note this is a change of date from the last planning circular)

Tuesday 8 April 0900 - 1700

Basic Manual Handling

This session is designed for anyone who may lift over 5kg on a regular basis or for anyone who may supervise people who do so.

Thursday 12 June 0900 – 1200

General Risk Assessment

All departments are required by law to perform risk assessments and to record significant findings in a suitable way. This session shows you how to do it.

Thursday 12 June 1400 – 1630

Display Screen Equipment

This session is designed for anyone wishing to become a Display Screen Trainer or Assessor for their department

Wednesday 9 April 1400 - 1700

Cartridge Mask Training

This session is designed for anyone who may need to use a cartridge mask as part of their work. It also incorporates the statutory fit testing, so it is essential that anyone attending brings their mask with them.

Wednesday 9 April 0900 – 1200

First Aid Training

Preliminary First Aid

Although this half-day session is useful training in its own right, it is primarily designed as an introductory session for anyone who wishes to attend an Appointed Person or First Aid at Work course.

Prelim 1	Thursday 13 March	1330 - 1700
Prelim 2	Thursday 24 April	0900 – 1230
Prelim 3	Thursday 24 April	1330 - 1700

Appointed Persons

This session is designed for anyone who wishes to provide first aid cover in a low-risk department. Anyone who has not held the certificate within the last 3 years must attend a Preliminary session first.

AP	Thursday 8 May	0900 – 1715
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First Aid at Work

This course leads to the nationally-recognised First Aid at Work Certificate and is examined by independent examiners on the final day of the course. Anyone not holding a current First Aid at Work or Appointed Person certificate must attend a Preliminary session first. Full attendance is mandatory.

FAW	14,15,16, 19 & 20 May	0900 – 1715 each day
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First Aid at Work Refresher Course

This course is only available to people whose First Aid at Work course will still be “in date” on the first day of the course. It renews the certificate for a further 3 years.

FARF	18 & 21 April	0845 – 1715 each day
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Hydrofluoric Acid First Aid Training

This specialist course is designed for anyone who may need to provide first aid cover where hydrofluoric acid is in use. It is essential that anyone without current general first aid training attends a Preliminary session first.

HF	Wednesday 7 May	0915 – 1700
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Babyaid

This is a short session on what to do if a baby becomes unconscious or worse. It is ideal for those working with babies or who care for babies. The session is complete in its own right.

Babyaid	Thursday 17 April	0915 – 1700
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Heartstart

Simple non-assessed sessions, lasting just 2 hours which will show you what to do if someone collapses. Spouses and partners are welcome.

HS1	Thursday 10 April	0900
HS2	Thursday 10 April	1200
HS3	Thursday 10 April	1500

HS4	Friday 11 April	0900
HS5	Friday 11 April	1200

Other Training Coming Soon

Out-of-hours session will be held as follows:

14 & 15 April

12 May

10 & 11 June

8 July

Note that no bookings will be accepted for out-of-hours sessions until the booking circulars go out.

All sessions will be held in the Training Room at 40 Victoria Street. If you have any queries, please don't hesitate to contact me

Yours sincerely

Dr Anne Willcox
Deputy Head of Safety Services
A.Willcox@Sheffield.ac.uk
Phone: 26100