



THE UNIVERSITY OF SHEFFIELD

Facilities Management Directorate

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Safety Services

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Our ref: AW/DLF

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To: Departmental Safety Officers, Lab Superintendents, First Aid Trainers

Dear Colleague

Spring Training Dates for Forward Planning

This is the usual circular to enable you to plan your staff and post graduate training up until Easter. The summer programme will be notified later. 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 booking e.mail.
3. Courses will only run if the numbers are viable. **Please do not enroll for courses without considering seriously whether you will be available.**

If you have any enquiries, please address them to:

Out-of-hours courses – Safety Services Office, Tel:27466
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 and Investigation

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

Date: Monday 6 February (am)

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 6 February (pm)

Display Screen

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

Date: Thursday 16 February (am)

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

Fire training must be undertaken 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: Thursday 19 January(am)
Thursday 19 January (pm)
Tuesday 14 February(am)
Tuesday 21 March (am)
Tuesday 21 March (pm)

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 2 February (all day)
Friday 17 February (all day)
Monday 27 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). No dates have been arranged but please contact Safety Services if you are interested in a course.

First Aid at Work

These lead to a nationally-recognised certificate. 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 all day on 5 consecutive Wednesdays, commencing on Wednesday 1 February and finishing on Wednesday 1 March, which will be the date of the examination.

Course B: A 5 day course held, straddling a weekend. This will take place on 29, 30, 31 March and 3 & 4 April which will be the examination date.

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

Date: Friday 3 February (am)

Baby Aid

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

Date: Tuesday 17 January (am) This session for First aiders and
Appointed Persons only

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 within the last three years to at least Preliminary First Aid level** (Out-of-hours is not adequate).

Dates: Tuesday 7 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 within the last three years to at least Preliminary First Aid level** (Out-of-hours is not adequate).

Dates: Wednesday 8 March (all day)

Laser Safety

Dates: Wednesday 25 January (early pm)
Wednesday 22 March (early pm)

Managing Contractors

This session is designed for anyone who will be arranging and supervising small works jobs in their department in accordance with the Property Services scheme:

Dates: Friday 24 February (am)

Manual Handling

Basic 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: Thursday 9 February (am)
Thursday 9 February (pm)

Manual Handling Assessor

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

Date: Friday 10 February (am)

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: Thursday 26 January (5 sessions)
Friday 27 January (3 sessions)
Monday 27 February (4 sessions)
Tuesday 28 February (4 sessions)
Thursday 23 March (4 sessions)

Further sessions may be arranged if there is sufficient demand and all current courses run full. There will also be further sessions after Easter. We are able to offer training for people who may be genuinely unable to manage the stairs at 40 Victoria Street. Please contact Anne Willcox for details.

Radiation

Work with radioactive materials – unsealed sources.

Date: Wednesday 18 January (pm)
Thursday 16 March (pm)

Work with radioactive materials – sealed sources.

Date: see Trevor Moseley

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 16 February (pm)

Royal Society of Health Foundation Health & Safety 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 6 April (all day)

Solvent Store Operative

A session to satisfy the Fire Service and COSHH requirement for training in the use of solvent stores. The next session will be arranged in the autumn.

X-Rays

Introduction to the use of X-rays.

Date: Wednesday 25 January (late pm)
Wednesday 22 March (late pm)

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 but also to minimise the length and ensure prompt finishing.

Yours sincerely

Dr Anne Willcox
Deputy Head of Safety Services