



The
University
Of
Sheffield.

Safety
Services.

To: Departmental Safety Officers
and Lab Superintendents

Head of Safety Services
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Dear Colleague

Departmental Project Managers/Work Supervisors for using contractors in your own department

Many departments will already be using contractors in various ways (eg to service machinery) and it is important to understand the legal responsibilities and requirements. The Estates department formally operated a system for departments to do their own small works and should this be reinstated, attendance of a person on one of these courses will be mandatory.

This course will enable you to be aware of what is needed and will run, subject to sufficient enrolment.

Course PM : Wednesday 28 October 0900 – 1200 (approx)

We strongly advise that anyone attending this course should already be familiar with the principles of risk assessment.

In the first instance, we are limiting the allocation of places to two per department. You are welcome to submit more names, but please list them in order of preference. Please aim to submit names to A.Willcox@Sheffield.ac.uk, at least one week before the course commences.

The sessions will be held in the Training Room at 40 Victoria Street.

Yours sincerely

Dr Anne Willcox
Deputy Head of Safety Services