



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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Dear Colleague

Spring Dates for Forward Planning & Booking

This is the usual circular to enable you to plan your staff and post graduate training up until the end of Spring 2012. Please note the following important details. Because of the restrictions due to lack of facilities and staffing changes, not all the normal courses will be available this time.

ALL BOOKING MUST BE SENT TO DEBBIE FISHER d.l.fisher@sheffield.ac.uk

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:

General courses – Debbie Fisher (d.l.fisher@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)

Courses appertaining to individual groups will be arranged as usual.

Display Screen

A combined session for anyone who is wishing to become a departmental display screen trainer and/or assessor. This role is still required, to oversee and trouble-shoot the on-line training.

Date: Thursday 16 February 0915 - 1200

Fire Training (no advance booking required but you must be on time, it is advisable to arrive at the location approximately 5-10 minutes before the start 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. Please refer to <http://www.shef.ac.uk/firetraining/displayTimetable.do> for details

First Aid

Emergency First Aid (formerly Appointed Person)

People with Emergency First Aid Certificates can provide first aid cover in low-risk departments. These courses are being conducted by “Get Set Training” and are nationally recognised. In the first instance this training is only open to members of staff.

Dates: Monday 27 February (all day)
Monday 2 April (all day)

First Aid at Work

This course leads to a nationally-recognised certificate and has a formal examination. It is being run for us by “Get Set Training” and is ONLY available to full-time and half-time members of staff in the first instance. **If you wish to attend this course, your application must be submitted before Friday 30 March.**

Dates: 19, 20, 23 April (You must attend all 3 days)

Baby Aid

An occasional course on the resuscitation of 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 Emergency First Aid.

Dates: Tuesday 7 February 0900 - 1200

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.

Date: Monday 13 February 1200 – 1400 or
Monday 13 February 1500 - 1700

Cyanide and Hydrofluoric acid training will be the subject of a separate circular

Manual Handling

Two sessions are being run for us by “Get Set Training”. Both sessions will involve practical work, so please ensure that anyone applying for the course does not have any medical condition which would make lifting unwise.

Session A – Wednesday 15 February 0915 – 1215

This session is designed for people in offices, libraries and lighter lifting environments

Session B – Wednesday 15 February 1330 – 1630

This session is for those people who may be involved in more serious lifting in workshops, laboratories and similar areas

General Risk Assessment

Training in simple general risk assessment, including the special aspects related to stress and violence. All departments should have at least one person who has attended one of these brief courses.

Dates: Thursday 16 February 1400 - 1630

All courses, except where indicated, will take place in the Arts Tower. 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.

Yours sincerely

Dr Anne Willcox
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