

**Report by the Deputy Health, Safety & Environment Manager on health and safety training provided during 2010**

**Item for discussion**

**Purpose of report**

To inform the Health, Safety & Environment Committee of safety training provided by the Health, Safety and Environment office during 2010.

Fire safety training; During 2010, sevenFire Extinguisher user courses were run through SD plus three others arranged at the request of departments for technicians. Ten spot Fire Alarm Panel training sessions for weekly fire alarm testers, a number of in-house fire marshal refresher courses and five Fire Marshal/Fire Co-ordinator awareness courses were also arranged. All courses were delivered by the University Fire Officer and the University Fire Technician.

First Aid; First Aid training during 2010 consisted of three refresher courses for trained first aiders and two first Aid beginner courses.

Risk Assessment; Risk assessment workshops provide information on the principles of risk assessment and an overview of their practical application in departments. Twelve workshops were organised and run during 2010 attended by forty members of staff.

Manual Handling; Manual Handling Safe Lifting Technique workshops are bespoke courses, arranged at the request of departments/support services. During 2010, five workshops were run attended by thirty nine people.

Two, one day Management and Risk Assessment of Manual Handling Operations courses were also run. Sixteen people attended. The course covers basic anatomy and manual handling injuries, the law and University policy, principles of safe handling, key movement issues and risk assessment and risk reduction. delegates having attended should have developed a good understanding of the principles and practice of safe manual handling, increased their awareness of manual handling hazards, risks and controls and be able to conduct a suitable and sufficient manual handling risk assessment.

Compressed Gas safety; A Compressed Gas – Connecting Regulators Practical workshop was facilitated for nineteen members of staff. The training was delivered by a highly skilled, industry trained, experienced from Gas Safe Consultants Ltd. The course provides an awareness of how to correctly connect regulators, set working pressures and safely leak test compressed gas systems. Delegates are made aware of potential hazards so that they can identify risks and adopt safe working practices. The workshop is designed for those who either use or supervise personnel working with compressed cylinder gases and associated equipment in a laboratory environment. In order to be able to attend this workshop, all delegates had to pass an online, “Using Gas Cylinders Safely within Universities” course.

Departmental safety officer training; A two day Departmental Safety Officers training course was organised and run in January 2010. Attendance for DSO’s is mandatory. The course is designed to enable DSO's to advise their Head of Department on the implementation of University health and safety policies, to enable DSO's to advise colleagues on hazard evaluation, risk assessment and workplace precautions, to enable DSO's to appreciate the principals of the University safety management system and to ensure that DSO’s understand the main provisions of health and safety law, to make DSO's aware of relevant sources of H&S information, and, to ensure that DSO's are aware of the main requirements for the control of specified hazards.

Hand Arm Vibration; Training on hand arm vibration was given. Two courses entitled; “Vibration – Risk Assessment” were presented. The aims of the course being to give delegates information on the employers responsibilities under the Vibration at Work Regulations and associated University policy, including risk assessment, health risks and control measures.

Control of Substances Hazardous to Health (COSHH); Two COSHH courses were held. The intended recipients were any staff responsible for carrying out COSHH risk assessments, DSO’s and Biological safety officers. The courses included the identification of hazards, understanding the risks, the control of risks, health surveillance, recording, reviewing and monitoring risk assessments.

Training needs were identified by the development of a training matrix. All courses are provided by the HS & E office unless otherwise stated. 2011 will see the above courses being delivered again, plus new courses on Workplace Noise Assessment, Construction – Small Works and an online Fire Safety training for all staff.

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