# Memo M1/22

# SAFETY TRAINING PROGRAMME – HILARY TERM 2022

The Safety Office has arranged a number of training courses for Hilary Term 2022. The training programme is attached for your information. Bookings for these courses will be open from 12 January 2022 via the link <http://www.admin.ox.ac.uk/safety/safetytraining/>.

This term’s training will be provided mainly online via a combination of live webinars, eLearning packages and pre-recorded training presentations, with a small number of face-to-face sessions.

The Safety Office operates an online course booking system for all these courses. Individuals with a University card are eligible for an account and further information and relevant card application forms are available at: <http://www.admin.ox.ac.uk/card/>

Further information about the University's web authentication system, Webauth, and how to go about obtaining a username and password (single sign-on), is available from IT Services via their helpdesk or [their website](https://webauth.ox.ac.uk/).

Courses are generally provided free of charge to University staff and students. However, departments will be charged a £30 penalty fee if booked trainees fail to complete an eLearning package or attend a live webinar which they have booked a place on, or in the event of late cancellations (within 24 hours), where the place cannot be filled. Trainees are asked to attend live Webinars at the start time indicated when a record of those present will be taken. Late arrivals may be unable to join and charged the ‘no show’ fee.

Departments are reminded that safety training is a legislative requirement and they are asked to review their training needs and ensure that relevant individuals attend the appropriate course(s). Supervisors are also reminded that these centrally provided courses may satisfy only basic training requirements and that they are responsible for ensuring that any additional or specific on-the-job training is delivered, as necessary, on an ongoing basis.

For further information on Safety Office training please email [enquiries@safety.ox.ac.uk](mailto:enquiries@safety.ox.ac.uk)

**New resources**

The Safety Office continues its development of new resources. Newly published resources are listed at the end of the training programme and include a number of Disposal Information Notes (**DINs**). Material Disposal Information Notes (**MDIN**s) provide information on the disposal arrangements for specific materials/ items. Topic Disposal Information Notes (**TDIN**s) provide guidance on specific topics that relate to the disposal of hazardous waste.

12 January 2022 C Williams

CIRC: A, C, H, O, S, GLAM, MPLS, UAS, Admins, DSO1s, DSO2s, BSOs, GMBSOs, List V

# SAFETY TRAINING COURSES

**Hilary Term 2022**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COURSE TITLE** | **WEEK** | **DATE** | **TIME** | **Method of delivery** | |
| Fire Warden Lecture | 2 | Tuesday 1 February | 1030-1130 | Webinar |
| Radiation Safety for Laboratory Workers | 3 | Tuesday 8 February | 1000-1200 | Webinar |
| Fire Warden Lecture | 3 | Tuesday 8 February | 1030-1130 | Webinar |
| IRIS Workshop | 3 | Thursday 10 February | 1030-1230 | Webinar |
| Manual Handling, an Introduction | 4 | Monday 14 February | 1130-1300 | Webinar |
| Manual Handling, an Introduction | 4 | Tuesday 15 February | 1400-1530 | Webinar |
| Radiation Safety: Safe use of X-ray generators, sealed sources & Accelerators | 4 | Tuesday 15 February | 1000-1200 | Webinar |
| Manual Handling Risk Assessment | 4 | Tuesday 15 February | 1130-1300 | Webinar |
| Fire Warden Lecture | 4 | Tuesday 15 February | 1030-1130 | Webinar |
| Environmental Management: Environmental Risk & Compliance – Part 1 | 4 | Wednesday 16 February | 0930-1430 | Webinar |
| Laser Safety, an Introduction | 4 | Wednesday 16 February | 1000-1100 | Webinar |
| Fieldwork Safety Overseas | 4 | Wednesday 16 February | 1330 –1700 | Webinar |
| Environmental Management: Environmental Risk & Compliance – Part 2 | 4 | Thursday 17 February | 0930-1430 | Webinar |
| Asbestos Awareness | 4 | Thursday 17 February | 0900-1230 | Webinar |
| Fire Warden Lecture | 5 | Tuesday 22 February | 1030-1130 | Webinar |
| Display Screen Equipment (DSE) Assessors’ | 5 | Wednesday 23 February | 0900-1700 | Webinar |
| Emergency First Aid for Fieldworkers | 5 | Wednesday 23 February | 0900-1700 | Classroom (face-to-face)  Centenary Seminar Room, Careers Service, 56 Banbury Road |
| Working at Height | 5 | Thursday 24 March | 0900-1230 | Classroom (face-to-face)  Blackwood Seminar Room, Pitt Rivers Museum, Robinson Close (entrance on South Parks Road) |
| Fire Warden Lecture | 6 | Tuesday 1 March | 1030-1130 | Webinar |
| Chemical Safety & COSHH | 6 | Wednesday 2 March | 1030-1230 | Webinar |
| Safe Use of Abrasive Wheels | 6 | Thursday 3 March | 0900-1230 | Classroom (face-to-face)  Blackwood Seminar Room, Pitt Rivers Museum, Robinson Close (entrance on South Parks Road) |
| Fire Warden Lecture | 7 | Tuesday 8 March | 1030-1130 | Webinar |
| Portable Appliance Testing | 7 | Wednesday 9 March | 0900-1600 | Classroom (face-to-face)  Centenary Seminar Room, Careers Service, 56 Banbury Road |
| Display Screen Equipment (DSE) Assessors’ | - | Wednesday 9 March | 0900-1700 | Webinar |
| IRIS Workshop – Management Reports | 2 | Thursday 10 March | 1030-1230 | Webinar |
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| Compressed gas safety |  |  |  | E-Learning |
| Emergency First Aid at Work Refresher |  |  |  | E-Learning |
| First Aid at Work Refresher |  |  |  | E-Learning |
| Hand/arm Vibration Awareness |  |  |  | E-Learning |
| Health and Safety for Managers and Supervisors |  |  |  | E-Learning |
| Ladder Awareness |  |  |  | E-Learning |
| Manual Handling Awareness |  |  |  | E-Learning |
| Noise Awareness |  |  |  | E-Learning |
| Risk Assessment |  |  |  | E-Learning |
| Safe Use of Cryogenic Liquids |  |  |  | E-Learning |
| Slips, Trips and Falls |  |  |  | E-Learning |
| Spill Kit (Chemicals & Oils) |  |  |  | E-Learning |
|  |  |  |  |  |
| Chemical Safety & COSHH |  |  |  | Pre-recorded online training presentation |
| Electrical Safety |  |  |  | Pre-recorded online training presentation |
| Fieldwork and overseas travel risk assessment – for fieldworkers and travellers |  |  |  | Pre-recorded online training presentation |
| Fieldwork and overseas travel risk assessment administration |  |  |  | Pre-recorded online training presentation |
| Fire Safety – Fire Doors |  |  |  | Pre-recorded online training presentation |
| Fire Safety – Means of Escape |  |  |  | Pre-recorded online training presentation |
| Fire Safety – Risk Assessment |  |  |  | Pre-recorded online training presentation |
| Glove selection for (PPE) toolbox talk |  |  |  | Pre-recorded online training presentation |
| Hazardous Waste |  |  |  | Pre-recorded online training presentation |
| Hazardous Waste- The University Haz box Service |  |  |  | Pre-recorded online training presentation |
| Introduction to Biological Safety & Genetic Modification |  |  |  | Pre-recorded online training presentation (Part 1&2) |
| LAA Awareness |  |  |  | Pre-recording online training presentation  \*Coming Soon\* |
| Waste Duty of Care |  |  |  | Pre-recording online training presentation  \*Coming Soon\* |
| **New Resources** | | | | |
| **Material Disposal Information Notes (MDINs)** | [Arrangements for specific types of hazardous waste | Safety Office (ox.ac.uk)](https://safety.web.ox.ac.uk/hazardous-waste-a-z-summary-page) | | | Lamps – Filaments  Lamps- Gas Discharge  Lamps - LEDs  Paints and varnishes- solvent based  Paints and varnishes – water based (dried)  Paints and varnishes – water based (liquid)  Plasterboard  Batteries (4 MDINs) Fridges & Freezers |
| **Topic Disposal Information Notes (TDINs)** | [Further guidance related to waste hazardous for disposal | Safety Office (ox.ac.uk)](https://safety.web.ox.ac.uk/further-guidance#/collapse2782281) | | | Waste electrical take back schemes  Storage: Holding areas for chemical waste hazardous for disposal  Emergency Planning: Spill Kits for Chemicals and Oils |
| **Additional Guidance** | [Respiratory protection | Safety Office (ox.ac.uk)](https://safety.web.ox.ac.uk/respiratory-protection) | | | RPE factsheet |

**\*Please note that the fire extinguisher practical training will take place the following day. Times and location will be confirmed upon booking**