



Loughborough
University

Health & Safety Service

Health & Safety Course Guide 2018-2019

www.lboro.ac.uk/health-safety



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Welcome

A warm welcome to the 2018-2019 Health and Safety Course Guide.

Every so often in your life you'll face a moment of truth, where taking one choice will expose you or others to danger, whilst making another choice will mean that you all remain safe and healthy.

At that moment of truth, you need to know what the best choice is, and what you need to do. That is where great safety training comes in – making sure that you have all the background knowledge you need.

Please take the time to talk with your line manager about the training that is needed to help you with your job. Additionally, if you are willing, please take a quick look at the courses we offer then just think if there are any areas where your knowledge or skills need a quick polish – find the right courses so that when that moment of truth comes around you can make the right choice.

If the course you need isn't here, then check on my.HR for the most up-to-date information, just put "Health and Safety" in the search box for a comprehensive list of courses and dates.

If you are still not sure what you need to do, look at Appendix 3 of the Health and Safety Policy (Loughborough University Staff Training Matrix).

Finally, if you can't find what you need, give us a call and we'll see if we can find something to suit. We are a pretty flexible bunch and can normally help!

I hope that you find something both helpful and interesting in the following pages.



Neil Budworth, Health, Safety and Risk Manager



Accredited courses

BOC Safe Decanting of Liquid Nitrogen

Suggested attendees: For staff who work with cryogenic liquids and associated equipment in a laboratory or workshop environment.

Course Content:

- Why accidents occur with cryogenic liquids
- Pipework identification
- Design and operation of cryogenic vessels
- Practical exercise

Notes: Those who attend must first have completed on-line training – Using Liquid Nitrogen Safely within Universities (accessed via www.gas-safe-interactive.com). Completion of this training is at the department's expense (approximate cost of £30 per person).

There will be a department charge for attendance on this course. Further information on pricing is available through my.HR.

Length: 2.5 hours

BOC University Connecting Regulators

Suggested attendees: For anyone who has to change gas cylinder regulators.

Course content:

- The need for standard operating procedures
- PPE
- Information on regulator checking and fitting
- Practical exercise

Notes: Those who attend must first have completed on-line training – Using Gas Cylinders Safely within Universities (accessed via www.gas-safe-interactive.com). Completion of this training is at the department's expense (approximate cost of £30 per person).

There will be a department charge for attendance on this course. Further information on pricing is available through my.HR.

Length: 2.5 hours

BOC Safe use of Laboratory Gases

Please see the online resources section on page 08.

First Aid at Work Beginner:

Please see the First Aid section on page 07

First Aid at Work Requalification:

Please see the First Aid section on page 07

First Aid at Work Workshop:

Please see the First Aid section on page 07

Emergency First Aid at Work

Please see the First Aid section on page 07

IOSH Managing Safely

Suggested attendees: For anyone who manages staff and wishes to gain a greater understanding of Health and Safety management. Priority will be given to Safety Officers due to the limited places available.

A mandatory training requirement for all Safety Officers.

Course content:

- How to assess and control risks
- Understand the demands of the law
- Investigate accidents and incidents

Notes: Attendees will be expected to complete a work based Risk Assessment for submission within two weeks of the course completion date.

There will be a departmental charge for attendance on this course. Further information pricing is available through my.HR.

To maintain accreditation, this course requires refreshing every three years.

Length: Four days plus assignment

NEBOSH National General Certificate

Suggested attendees: For anyone who wishes to enhance their knowledge of Health and Safety management and law. It is made up of three units which must be successfully completed within five years to achieve the NEBOSH National General Certificate. A recommended training requirement for all Safety Officers.

Course content:

- Unit 1 – NGC1 – Management of Health and Safety
- Foundations in Health and Safety
- Unit 2 – GC2 – Control of Workplace Hazards
- Workplace hazards and risk control
- Transport hazards and risk control
- Musculoskeletal hazards and risk control
- Work equipment hazards and risk control
- Electrical safety
- Fire safety
- Chemical and biological hazards and risk control
- Physical and Psychological Health Hazards and Risk Control
- Unit 3 - GC3 – Health and Safety Practical Application
- A work based practical assessment

Notes: The course is assessed via two, two hour written examinations plus a work based assessment. You will be required to use your own time to study for this course.

There will be a departmental charge for attendance on this course. Further information pricing is available through my.HR.

Length: The course is 12 days in duration, delivered in two one week blocks plus two days for a revision workshop and examination day.



Occupational safety training

Accident and Near Miss Reporting

Suggested attendees: For any member of staff involved in the process of investigating and reporting accidents and near misses.

A mandatory training requirement for all Safety Officers.

Course content:

- The reasons for recording and reporting accidents and near miss incidents
- Legal requirements for investigating and reporting workplace accidents and injuries
- Understanding the language of accident and near miss investigations
- Accident reporting and recording procedures
- Information gathering techniques
- Identifying immediate and underlying causes of accidents and incidents
- How to use the University's Accident and Near Miss reporting system.
<https://sheassure.net/lboro/Portal/LBU/Index>

Length: 2 hours

Biological Safety

Suggested attendees: Safety Officers, laboratory technicians, laboratory supervisors, researchers and PhD students.

Course content:

- Biological and genetic modification legislation
- Classification of biological/GM material
- Principal hazards
- Risk assessment process
- Considerations before use
- Handling and person protective equipment
- Microbiological safety cabinets
- Storage
- Emergency procedures
- Waste
- Disinfection and sterilisation routes

Notes: It is recommended that refresher training is undertaken every five years.

Length: 3 hours

Construction Small Works

Suggested attendees: For all staff involved in small works within their School/Department.

A mandatory training requirement for all Safety Officers.

Course content:

- Legal requirements
- University Policy and Code of Practice
- Roles and responsibilities of those identified in the Policy
- Guidance on allowable works
- Risk assessments including identifying hazards and providing control measures
- Planning small works

Length: 2.5 hours



Occupational safety training - continued

Control of Substances Hazardous to Health (COSHH) Awareness

Suggested attendees: For any member of staff who is responsible for chemicals within their work areas. Store room staff and/or any personnel involved in receipt of goods inwards.

A mandatory training requirement for Safety Officers in High Risk Schools/Departments.

Course content:

- Identification of hazards
- Safety Data sheets
- Classification and labelling
- Understanding the risks
- Controlling the risks
- Health surveillance

Notes: A new Chemical Safety Policy was introduced in 2018 and it is recommended that you familiarise yourselves with this and the requirements for training. This course forms part one of four in our COSHH Safety Programme. The other three elements are COSHH Chemical Safety, COSHH Risk Assessment and COSHH Spill Management. It is **recommended** that all four modules are undertaken (in any particular order).

It is recommended that training is refreshed every three years.

Length: 2 hours

Control of Substances Hazardous to Health (COSHH) Chemical Safety

Suggested attendees: Laboratory technicians, laboratory supervisor's researchers, PhD students.

A mandatory training requirement for Safety Officers in High Risk Schools/Departments.

Course content:

- Chemical types
- Classification of substances
- Principal hazards
- Exposure routes
- Exposure limits
- Secondary hazards
- Chemical reactions
- Considerations before use
- Handling and personal protective equipment
- Storage
- Emergency procedures
- Waste

Notes: A new Chemical Safety Policy was introduced in 2018 and it is recommended that you familiarise yourselves with this and the requirements for training. This course forms part two of four in our COSHH Safety



Programme. The other three elements are COSHH Awareness, COSHH Risk Assessment and COSHH Spill Management. It is **recommended** that all four modules are undertaken in any order (in any particular order).

It is recommended that training is refreshed every four years.

Length: 3 hours

Control of Substances Hazardous to Health (COSHH) Risk Assessment

Suggested attendees: Laboratory technicians and supervisors, COSHH assessors, researchers, academics in charge of research students and PhD students.

A mandatory training requirement for Safety Officers in High Risk Schools/Departments.

Course content:

- Basics of the Electronic COSHH system
- Breakdown of the form
- Looking at SDS
- How to fill out the form using examples from School/research area
- COSHH exercises
- Limitations of forms

Notes: A new Chemical Safety Policy was introduced in 2018 and it is recommended that you familiarise yourselves with this and the requirements for training. This course forms part three of four in our COSHH Safety Programme. The other three elements are COSHH Awareness, COSHH Chemical Safety and COSHH Spill Management. It is recommended that all four modules are undertaken (in any particular order).

It is **recommended** that refresher training takes place every three years.

Length: 2 hours

Control of Substances Hazardous to Health (COSHH) Spill Management

Suggested attendees: Any member of staff handling hazardous chemicals, cleaning products or other liquids which if spilled may pose a risk to health, safety or the environment. Staff moving such items or that may be asked to respond to spills. This could include: technicians, security, FM staff, cleaners, caretakers, accommodation and catering managers, maintenance staff and sports staff.

A mandatory training requirement for Safety Officers in High Risk Schools/Departments

Course content: Understanding spills, pollution and the need for appropriate response, spill prevention and spill response.

Notes: A Chemical Safety Policy was introduced in 2018 and it is recommended that you familiarise yourselves with this and the requirements for training. This course forms part four of four in our COSHH Safety Programme. The other three elements are COSHH Awareness, COSHH Chemical Safety and COSHH Risk Assessment. It is **recommended** that all four modules are undertaken (in any particular order).

Length: 1.5 hours

Display Screen Equipment Assessors Training

Suggested attendees: For all nominated School/Departmental DSE Assessors under the Display Screen Equipment Regulations.

Course content:

- Health issues arising from prolonged computer work and how to avoid them
- Hazard spotting
- Legal requirements in relation to workstations
- University assessment procedures
- Roles and responsibilities of an Assessor

Occupational safety training - continued

Notes: The course is available to those who are new to the role or who require refresher training.

Length: One day

Health and Safety Awareness

Suggested attendees: Any member of staff looking for a basic understanding of health and safety in the workplace.

Course content:

- Summary of Health and Safety law
- University Health and Safety policies
- Brief introduction to:
 - Risk Assessment
 - COSHH
 - Manual Handling
 - Accident Reporting
 - Fire Training
 - Working at Height
 - DSE
 - Electricity

Length: 1.5 hours

Laser Safety Awareness

Suggested attendees: Research Students, Research Associates, Technicians and Academic Supervisors, who have any involvement with research involving lasers, across the University.

Course content:

- To introduce and explain the University Laser Safety Policy.
- To explain the legislative framework that governs laser safety research.
- To explain the legislative framework that governs the purchasing and use of laser products.
- To provide an overview of laser safety topics and to introduce the key terms used in laser safety.
- To identify the different types of hazard arising from lasers and laser applications.
- To introduce the control methods available to reduce laser hazards.

Notes: Delegates should familiarise themselves with the University Code of Practice for using lasers and risk assessments for their areas of work. Users of Class 3B and 4 lasers should notify the University Laser Safety Officer.

Due to continuing changes in University policy and changes made by the HSE, refresher training should be undertaken every three years.

Length: 4 hours

Management and Risk Assessment of Manual Handling Operations

Suggested attendees: For anyone who has the responsibility for managing manual handling and/or carrying out manual handling risk assessments.

A mandatory training requirement for Safety Officers in Medium and High Risk Schools/Departments.

Course content:

- Basic anatomy and manual handling injuries
- The law and University policy
- Principles of safe handling
- Key movement issues
- Risk assessments and risk reduction

Length: 2.5 hours

Manual Handling Operations – Safe Lifting Techniques

Suggested attendees: Aimed at anyone who is required to move loads using bodily force in the course of their work.

Course content:

- Key manual handling risk factors and how musculoskeletal injuries can occur
- How to carry out safe manual handling
- Tips on good handling techniques
- Appropriate system of work for the delegates work tasks and environment
- The use of mechanical lifting aids

Notes: Please note that this is a practical workshop involving participation by delegates. This course is led by an experienced Manual Handling trainer. However, if this course or places on it are not available via my.HR, please check the Health and Safety website (Departmental Contacts) to ascertain whether your School/Department has a local trainer who will also be able to provide this training.

Length: 2 hours

Radiation Legislation and Protection

Suggested attendees: Mandatory training for all registered radiation workers working with open and sealed sources or equipment producing ionising radiation.

A mandatory training requirement for Safety Officers in High Risk Schools/Departments.

Course content:

- General radiation awareness
- Background radiation and principles of radiation protection
- Radiation protection legislation

Length: 3 hours

Risk Assessment Awareness

Suggested attendees: For anyone required to carry out Risk Assessments at work.

A mandatory training requirement for all Safety Officers.

Course content:

- Information on the principles of risk assessment
- How to carry out a risk assessment
- Understand the legal requirements for risk assessment

Length: 2 hours

Security Threat Awareness

Suggested attendees: For any member of staff who may feel at particular risk.

Course content:

- Information on action to be taken upon receiving a telephoned or emailed bomb threat or suspicious package
- How to obtain information from telephoned bomb threat callers
- The procedures for dealing with a bomb threat against the University, including the evacuation of buildings
- Action to be taken in the event of a terrorist weapons incident

Length: 1.5 hours

Workplace Noise Risk Assessment

Suggested attendees: For all staff who are required to carry out noise risk assessments or work in areas with high noise levels (80db or above).

Course content:

- The basic concepts of noise
- Legal duties
- Measurements and instrumentation
- Noise and exposure risk assessments
- Hearing loss measurements
- Protection

Length: One day

– available on request

Health and Safety Services can provide information on trainers in respect of Working at Height, Woodwork Machinery, In-Service Inspection and Testing of Electrical Equipment (PAT Testing), Provision and use of Work Equipment Regulations (PUWER) and Personal Safety training. Training should be arranged by departments at their own cost.

Fire Safety Training

Fire Marshal Awareness

Suggested attendees: Newly nominated Fire Marshals in Schools/Departments.

Course content:

- The role and responsibilities of a fire marshal
- How fire travels
- What to do in the event of a fire
- Fire alarm systems
- Practical fire extinguisher training

Notes: Please dress according to the weather forecast as there will be an outdoors practical session. If you have attended training in the past and wish to refresh your training please do so via Learn (see the online resources section on page 08). It is recommended that training is refreshed every four years.

Length: 3.5 hours

Fire Marshal Refresher Please see the online resources section on page 08.

Fire Safety Awareness Please see the online resources section on page 08.



Safety Officer Training

The training regime for Safety Officers has been approved at Health and Safety Committee and consists of a mixture of different modules for new and established Officers who require refresher training, and other staff with health and safety management responsibilities such as Laboratory Supervisors, Technical Supervisors, Technical Managers or Facilities Managers. Each school has been allocated a risk rating and an appropriate development and training plan has been built around this.

The training has been designed to raise competency levels and the profile of Safety Officers generally. Please refer to the Safety Officer matrix at the back of this guide. If you wish to see the classification of your School/Department please contact Health and Safety Services.

Safety Officer Module One

Suggested attendees: A mandatory training requirement for all Safety Officers.

Course content:

- General Health and Safety awareness
- Health and Safety Management
- Role of the Safety Officer
- Role of the Health and Safety Committee
- Occupational Health
- Inspections, audits and accident investigations
- Risk Assessments and First Aid

Length: 2.5 hours

Safety Officer Module Two

Suggested attendees: A mandatory training requirement for all Safety Officers.

Course content:

A brief overview and introduction to all Health and Safety training and modules relevant to School/Department.

Length: 2.5 hours

Safety Officer Module Three

Either mandatory or risk assessed dependent on the risk rating of the School/Department. Mandatory training has been identified in the Occupational Safety courses section of this guide.

Safety Officer Module Four

Either mandatory or risk assessed dependent on the risk rating of the School/Department. Mandatory training has been identified in the Accredited Courses section of this guide.



First Aid Training

First Aid at Work: Beginner

Suggested attendees: A mandatory course for Security staff and Hall Wardens and for all staff who have been nominated to act as a University First Aider. The training provides a complete set of practical skills needed to become confident and competent as a nominated first aider, it also meets the standards required to help comply with Health and Safety (First Aid) regulations.

Course content:

1. Introduction
 - The Definition of a First Aider • The Aims of First Aid
 - Rescuer Protection • First Aid Kit • Reporting Accidents
2. Safety and casualty care
 - SAFE • Life Cycle • Chain of Survival
3. Basic life support (BLS)
 - Primary Care • Adult Cardiopulmonary Resuscitation (CPR)
 - Automated External Defibrillation (AED) • Adult and Child Choking
 - Types of Bleeding • Bleeding Control
 - Haemostatic Dressing Application • Tourniquet Application
 - Shock • Seizures and Epilepsy
4. Minor injuries
 - Small Cuts, Grazes and Bites • Bruises
 - Small Splinters • Nosebleeds • Burns and Scalds
5. Medical first aid
 - Poisoning • Heart Attack • Stroke • Asthma
 - Allergic Reaction and Anaphylaxis
 - Diabetes • Heat Exhaustion and Heatstroke
 - Hypothermia
6. Injury first aid
 - Chest Injuries • Suspected Spinal Injuries
 - Electric Shock • Head Injuries - Minor and Severe
 - Eye Injuries • Fractures and Dislocations
 - Sprains and Strains

Notes: The course is only available for those who have successfully completed their probationary period (this may be waived in exceptional circumstances). This qualification should be refreshed every three years.

Length: Three days

First Aid at Work Requalification

Suggested attendees: For University First Aiders looking to renew their qualification for a further three years.

Course contents: To update and refresh knowledge as per the syllabus for First Aid at Work.

Notes: Delegates must be in possession of a current First Aid Certificate and be able to attend on both days of the course.

Requalification must be undertaken prior to the expiry date of your certificate. You are allowed a 28-day grace period after the expiry date of the qualification in which to renew your certificate, failure to do so will result in you having to undertake the three-day beginner course again (please note during the 28 day grace you will not hold the title of a first aider). Health and Safety Services schedule sufficient courses for demand, determined by existing records obtained from my.HR and accepts no responsibility for places not being available due to unrecorded training. Should you be unable to attend on a scheduled date then requalification should be arranged at departmental cost.

Length: Two days.

First Aid at Work Workshop

Suggested attendees: Delegates who have completed either the 3-Day First Aid at Work Beginner, 2-Day First Aid Requalification or the 1-Day Emergency First Aid At Work Course.

The HSE strongly recommends that First Aiders attend an annual refresher course to keep their skills up to date. The refresher course will provide you with an opportunity to practice and update your skills at any time during your three year period as a qualified First Aider.

Course content:

1. Safety and casualty care
 - SAFE • Life Cycle • Chain of Survival
2. Basic life support (BLS)
 - Primary Care
 - Adult Cardiopulmonary Resuscitation (CPR)
 - Automated External Defibrillation (AED)
 - Bleeding Control • Shock
 - Seizures and Epilepsy

Length: 3 hours

Emergency First Aid at Work

Suggested attendees: Available to all staff on request.

Course content:

1. Introduction
 - The Definition of a First Aider
 - The Aims of First Aid
 - Rescuer Protection • First Aid Kit
 - Reporting Accidents
2. Safety and casualty care
 - SAFE • Life Cycle • Chain of Survival
3. Basic life support (BLS)
 - Primary Care
 - Adult Cardiopulmonary Resuscitation (CPR)
 - Automated External Defibrillation (AED)
 - Adult and Child Choking
 - Types of Bleeding • Bleeding Control
 - Haemostatic Dressing Application
 - Tourniquet Application
 - Shock • Seizures and Epilepsy
4. Minor injuries
 - Small Cuts, Grazes and Bites
 - Bruises • Small Splinters
 - Nosebleeds • Burns and Scalds

Notes: There will be a department charge for attendance on this course. Further information on pricing is available through my.HR.

If you wish to be a recognised University First Aider please book attend a First Aid at Work Beginner course. To maintain accreditation, training should be refreshed every three years.

Length: One day



Online resources

Asbestos Awareness

Accessed via Lucion's Nexgen system (Lucion are the University's supplier for asbestos removal) – web.lucion.co.uk

Intended as an annual refresher training course for staff who may come into contact or manage a building containing asbestos. It does not train you to work with asbestos containing materials (ACM's).

Assessment is by 20 questions, you will receive a certificate on completion. It is recommended that training is refreshed on an annual basis.

A mandatory training requirement for Safety Officers in High Risk Schools/Departments, technical and maintenance staff, small works co-ordinators and anyone who has the responsibility for the repair and maintenance of University buildings.

Time to complete: Approximately one hour

BOC Safe Use of Laboratory Gases

Using Gas Cylinders Safely in Universities, available via Gas Safe www.gas-safe-interactive.com. Completion of this training is at the department's expense (approximate cost of £30 per person).

At the end of the interactive workshop participants will be able to:

- Be aware of the hazards of asphyxia
- Correctly identify gas cylinders
- Identify flammability hazards
- Introduce safe working practices into working environment
- Re-asses current storage facilities in line with safe working practices
- Recognise the hazards associated with handling cylinders
- Become pro-active in assessing risk when using gas cylinders
- Recognise the hazards posed by oxygen enrichment
- Select the correct gas control equipment



Display Screen Equipment Assessment

All staff who use a computer at work should complete a short training course and DSE Risk Assessment. Further information can be found on the Health and Safety Service web page.

Fire Marshal Refresher

Accessed via LEARN, available on the University home page. It is recommended that all Fire Marshal's refresh their training in this way every three to four years.

Time to complete: Approximately one hour

Fire Safety Awareness

General fire safety awareness training to be completed by all University staff as part of their probation period.

A mandatory training requirement for all Safety Officers.

Accessed either via the Staff Development or Health and Safety web pages (search for Fire Safety). It is recommended that Fire Safety training is refreshed every five years.

Time to complete: Approximately 45 minutes

Courses provided by other colleagues

Centre for Academic Practice

www.lboro.ac.uk/services/cap

E: cap@lboro.ac.uk

T: 01509 228042

Executive Education

www.lboro.ac.uk/departments/sbeexecutive-education

E: exec@lboro.ac.uk

T: 01509 223140

Staff Development

www.lboro.ac.uk/staffdevelopment

E: sd@lboro.ac.uk

T: 01509 222381

Health and Safety Services reserve the right to cancel courses should numbers not be sufficient for them to effectively run.

Matrix

MODULE / COURSE	LENGTH	REFRESH PERIOD	HIGH RISK	MEDIUM RISK	LOW RISK
Module 1					
General H&S awareness; H&S mngt, risk assessment, role of Safety Officer, role of H&S Service, role of H&S Committees, occ. Health, inspections, audits, accident investigations, risk assessments and First Aid	2.5 hours	Not refreshed	M	M	M
Module 2					
Introduction to modules in section two	2.5 hours	Not refreshed	M	M	M
Module 3 – Occupational Safety					
Accident and Near Miss Reporting	2 hours	Not refreshed	M	M	M
Asbestos Awareness	ON LINE	Annually	M	RA	RA
Biological Safety	3 hours	Every 5 years	RA	RA	RA
Construction Small Works	2.5 hours	Not refreshed	M	M	M
COSHH Awareness	2 hours	Every 3 years	M	RA	RA
COSHH Chemical Safety	3 hours	Every 4 years	M	RA	RA
COSHH Risk Assessment	2 hours	Every 3 years	M	RA	RA
COSHH Spill Management	1.5 hours	Not refreshed	M	RA	RA
Fire Safety Awareness	ON LINE	Every 5 years	M	M	M
Laser Safety Awareness	4 hours	Every 3 years	RA	RA	RA
Management and Risk Assessment of Manual Handling Operations	2.5 hours	Not refreshed	M	M	RA
Radiation Legislation and Protection	3 hours	Not refreshed	M	RA	RA
Risk Assessment Awareness	2 hours	Not refreshed	M	M	M
Module 4 – Accredited Courses					
BOC Safe use of Laboratory Gases	ON LINE	Not refreshed	RA	RA	RA
BOC Safe Decanting of Liquid Nitrogen	2.5 hours	Not refreshed	RA	RA	RA
BOC University Connecting Regulators	2.5 hours	Not refreshed	RA	RA	RA
IOSH Managing Safely	4 days	Every 3 years	M	M	M
NEBOSH Certificate	12 days	Not refreshed	RA	RA	RA

Key

M - Mandatory training

RA – Need based on risk assessment by School/Department





University Health & Safety Service

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www.lboro.ac.uk/services/health-safety/training

This guide is subject to change so please check our website and my.HR for current details.



www.lboro.ac.uk/health-safety