

Issue 13
September 2008

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OCCUPATIONAL HEALTH & SAFETY NEWSLETTER

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Changes to Health and Safety Reporting

The departmental, divisional and campus safety reporting format is currently undergoing reform and the former requirement for the production of an annual report followed by scrutiny at the annual meeting, will be suspended from 2008. Instead, the annual meeting, this year scheduled for 2 October, will take on a different feel. The emphasis will be on delivering a high level update on College safety and health combined with a wider perspective provided by external speakers. The guest speakers being lined up include representatives from the Health and Safety Executive, who will provide some insight into the national context of health and safety and the solicitors Mills & Reeve, who will discuss legal obligations. Attendance for Heads of Department and Divisions, as before, is mandatory and the programme opposite outlines the day (or more accurately, half a day) as it stands at the time of this newsletter going to print.

Following the recent HASTAM report and the development of the College Safety Management System, a more focussed system for safety reporting is being introduced. As part of the reforms, the old Health and Safety Management Committee is being reconstituted as the Health and Safety Committee. Like its predecessor, it will continue to report to Management Board and will have membership at Faculty Principal level. The Committee will be tasked with regular safety monitoring and will continue to meet once a term. It is envisaged that the Committee will receive reports from the professional Safety, Fire and Occupational Health teams and also reports from the Faculties and Support Services. The Terms of Reference for the Committee are currently being finalised, but it is expected that Faculties and Support Services will be expected to include reports on compliance with risk control systems (currently under

Programme for Health and Safety
Review Day

THURSDAY 2 OCTOBER 2008

| | |
|------|--|
| 0800 | Breakfast |
| 0830 | Introduction and overview—including audit obligations (<i>Mr Chris Gosling</i>) |
| 0900 | Changes in legislation / recent developments (<i>Mr Ian Gillett</i>) |
| 0940 | Managing our organisational risks / business continuity (<i>Mr David Forbes</i>) |
| 1015 | Break |
| 1025 | The national health and safety context (<i>Guest speaker from HSE</i>) |
| 1100 | Good health! (<i>Dr Alan Swann</i>) |
| 1130 | Legal obligations—individual and corporate (<i>Guest speaker from Mills & Reeve</i>) |
| 1210 | Break |
| 1215 | How can we help support Heads of Department (<i>open forum</i>) |
| 1300 | Close |

*Mechanical Engineering
Lecture Theatre 220*

development), significant incidents or items of note, the outcome of audits, inspections and spot-checks and the current status with regard to the implementation of the Safety Management System within each Faculty or Support Services Department.



Access this Newsletter in electronic format at:

<http://www3.imperial.ac.uk/safety/otherresources/newsletter>

Adjusting your office chair

Claire O'Brien,
Senior Occupational Health Adviser

There are many styles of office chair available. You should take the time to familiarise yourself with your chair and if necessary, enquire locally about the availability of instructions. You should be able to freely adjust your chair depending on the work you are doing and how you are feeling. Quite a number of people sit on high specification chairs without thinking about setting it up to suit them. You may be surprised how much more comfortable you could be by making some simple adjustments.

The minimum standard office chairs have a five prong base with castors suitable for the floor surface (carpet or smooth). They will have adjustable height and lumbar support. Many chairs have additional functionality which can be fine tuned to suit each individual.

"Hot-desk" users usually need to adjust their chair each time they sit at a different desk.

The following provides a short summary:

1. Height adjustment: your chair will have a lever which you can use to adjust the gas lift. The position of this will vary - why not try it out.....

The optimum seat height allows you to sit at your desk with your shoulders relaxed and elbows bent at a 90° angle, very slightly higher than the surface of the desk.

Having adjusted your seat height you will only need a foot rest if you cannot now position your feet firmly on the floor.

If your knees touch the underside of your desk you may need to have your desk height altered. This is not uncommon and there are some simple solutions to this problem.

2. You will need to adjust the height of the lumbar support - the mechanism for adjusting this varies with manufacturer & model. Again, you are unlikely to damage your chair by investigating how it works.

The fullest part of the lumbar support should fit into the curve of your lower back, so this will vary between individuals depending on their height.

Some chairs even have inflatable lumbar supports to offer greater adjustability.

The following functionality varies between chairs:

3. If you have shorter legs, the seat pad depth may be adjusted to allow you to reach the lumbar support

while sitting with your knees at a 90° angle. If this is not possible you may need an alternative chair.

4. There may be a "rake" which means the chair has a fluid movement backwards & forwards. Many people do not use this function.
5. The seat angle may tilt forward opening the angle between the seat and the lumbar support to more than a 90° angle. This is down to individual preference as some people do not use it as they feel they are being pushed forwards. However it can be helpful in relieving tension in the lumbar area.
6. Many chairs are supplied with arms. If your chair has fixed arms you may find they cause you to sit forwards preventing you from using the lumbar support effectively. If this is the case, you may be able to remove them easily with an allen key. "T" style arms are mostly adjustable in height and angle position.
7. Most people do not need a neck support.



TRAVELLING ON COLLEGE BUSINESS?

Following the recent OH survey, a review of the Off Site Working Policy and Procedures has taken place. A number of changes have been made:

- From October, health clearance by the College OH Service will be required for any travel to tropical countries to ensure people are appropriately protected against malaria and other infection risks.
- The Policy has been amended to include the requirement for health clearance where relevant and the roles and responsibilities of those involved have been clarified.
- The Off Site Working front page has been modified to make it more user-friendly. The requirement for health advice / clearance for certain locations and activities has been made more prominent.
- The flowchart on the front page has also been modified and the previous two charts have been combined into one. The criteria for health clearance is now included.
- The Travel Health page will be updated to include an established definition for 'tropical' countries.
- The templates have undergone a degree of modification:
 - * the Meeting / Conferences form, which has been the subject of some criticism, has been simplified.
 - * the Hosted Research form has been updated to include some specific questions to help determine whether the host institution has appropriate arrangements in place to ensure the health, safety and welfare of visitors.
 - * the Fieldwork form remains unchanged.

<http://www3.imperial.ac.uk/safety/guidanceandadvice/offsiteworking1>



College Vehicle Policy and Survey Ahead



1

The Safety Department, in conjunction with the College Insurance Manager, is currently undertaking a review of motor vehicle operations across the College. The emphasis will be on the safety of vehicles operated on the College's behalf and also the safety of those who operate them.

HoDs of those departments known to operate vehicles (including hire vehicles) and the Student Union will shortly be contacted and asked for information on how they manage the following issues:

- Recording driver license details.
- Ensuring only appropriately licensed drivers operate the vehicles.
- Ensuring the vehicles are in a safe and roadworthy condition.
- Information and training for drivers.
- Using privately owned vehicles for College business.
- Hiring vehicles for use in the UK and abroad.
- Documenting the measures that are in place.

This information will enable formulation of a proper policy and guidance on the subject. It will also complement the existing policy and procedures for off site working.

More information available from Julia Cotton, College Safety Auditor - j.n.cotton@imperial.ac.uk

Latex allergy

A recently published evidence-based review of latex allergy¹ supports the main tenets of the College's Glove Policy. The Policy prohibits the use of powered latex gloves, but permits the use of non-powered, low protein gloves where these are the best choice on safety grounds for contact prevention. Powered latex gloves are hazardous because they tend to have higher levels of free latex protein than non-powdered gloves. Powder absorbs protein and as it becomes airborne during glove use it creates a latex aerosol and contamination hazard.

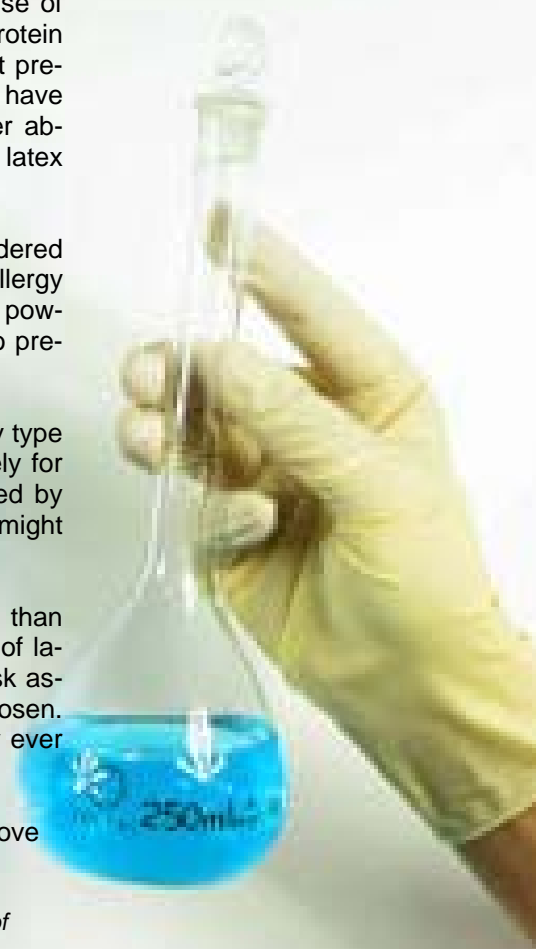
The review found evidence that switching from powdered to non-powdered latex gloves was an effective means of reducing new cases of latex allergy among users. Another finding was that getting co-workers to use only powder-free latex gloves was, in most instances, a sufficient precaution to prevent a worker with established latex allergy from getting symptoms.

A latex-allergic individual will always have to avoid personal use of any type of latex glove but there will usually be no need to ban latex completely for their protection. Only where a person is highly sensitised e.g. affected by latex-induced asthma or has a history of anaphylactic reaction to latex might there be a need for their work area to be made latex-free.

Latex gloves should still only be used when they are a better choice than other gloves e.g. in pathogen laboratories where the higher elasticity of latex provides better protection if a glove snags or is punctured. The risk assessment for the work should still state why latex gloves have been chosen. Users should be given information about latex allergy so, should they ever develop allergy, they can recognise this and seek OH advice.

There is an information leaflet available on the OH web pages under glove guidance.

¹ NHS Plus, Royal College of Physicians, *Latex allergy: occupational aspects of management. A national guideline*. London: RCP, 2008.
http://www.nhsplus.nhs.uk/cms/ArticleFiles/478/Files/Latex_allergy_guidelines.pdf



Dr Alan Swann, Occupational Health Director

Decontamination & Clearance

WHAT EXACTLY IS REQUIRED?

Decommissioning individual rooms, areas, floors and in some cases, entire buildings in advance of re-use, re-occupation or redevelopment is a frequent activity at Imperial. However, if we are honest, we have evidence that it is not always taken as seriously as it should be.

Whatever the situation, there will always be a duty of care owed. On the simplest level, if an area is being vacated and re-occupied by another College group, the vacating occupants have a duty to ensure that it is handed over in good order and that all reasonably practicable measures have been taken to ensure that it is safe. This of course, is with reference to any hazards that may have been present in relation to the activities of the occupying group or department. A more complex example would be the decommissioning and vacation of an entire building before it is handed back to College for demolition. In this case, the College has a duty to ensure that all reasonable measures have been taken to clear and decontaminate the building prior to admitting contractors to undertake demolition works. In practice, the College will require assurance from the occupying groups or departments that appropriate measures have been carried out so that the College can subsequently assure the contractors that work can commence. In both cases, it can be seen that final responsibility for clearance and decontamination rests with those who 'own' the area. Importantly, there must be evidence by way of formal documentation, that the necessary procedures have been completed.

So what is required in practice? It is impossible to go into minute detail in this article and comprehensive guidance exists elsewhere, but here is a 'heads-up':

Hazardous / sensitive waste: established routes exist for chemical, radioactive, healthcare (clinical), 'domestic' and confidential waste—make sure they are utilised.

Gases & cryogenics: bottled gases (whether present in a laboratory or piped from a remote location) should be disconnected and returned to the supplier (often BOC). Old 'legacy' gas bottles can often be disposed via the College hazardous waste route.

Waste electrical equipment and furniture: disposal routes exist for electrical equipment (commonly known as WEEE waste). Equipment that may have come into contact with hazardous substances must be decontaminated as best as possible and a decontamination certificate completed and attached. Whether fixed furniture is due to remain or whether single items of furniture are due to be scrapped, in practice, every cupboard, drawer, fridge, freezer etc. must be emptied as part of the clearance process.

Decontamination: accessible surfaces of benchtops, furniture and equipment, together with floors once the room has been emptied, are relatively easy to decontaminate with appropriate detergents and disinfectants. Contamination monitoring for radioactive materials and UV monitoring for ethidium bromide usage can be employed. Sinks are cleanable but pipework is more problematic, though flushing is easy and wipe tests can be carried out in some cases where radioactive material may have been used. Fumigations should be employed where appropriate for biological agents. All redundant hazard warning signage should be removed from both within the rooms and the outside of the doors.

Transfer of materials: if chemicals, biological agents, cryogenic agents and radioactive materials are to be transferred elsewhere, the procedures and precautions will depend upon whether the materials are to be relocated to the same building, same site or different site. Guidance is available and an article on laboratory relocation appeared in issue 7 of Health and Safety Matters.
<http://www3.imperial.ac.uk/safety/otherresources/newsletter>

Security: this is easy to overlook and we have evidence from past cases that areas that have been cleared but not secured have been used as dumping grounds by persons unknown. With the assistance of Facilities Management, areas must be physically secured.

Documentation: the clearance certificates are the evidence of your efforts.

some key points:

Plan ahead and allow sufficient time. Do not leave everything to the last minute—this significantly increases the likelihood of failure.

Ensure that the paperwork is complete and available. What you have declared on the documentation must match what you have done in practice.

Ensure that the area has been adequately secured once the decontamination process is complete—your hard work will be invalidated if someone takes the opportunity to go fly-tipping in your nice clean space.

If you are unsure whether you have done enough, consult the guidance.....or ask! Your DSO and the Safety Department are here to advise and assist.

Identify the critical action points and prioritise—some things take longer than others to complete. This is particularly so if you are relying on the actions of others who are not under your direct control.

They should be comprehensively completed and signed by someone in authority for the area. Copies should be attached to the doors to the areas, provided to the appropriate recipients and retained by the department.

Links:

Decontamination and clearance:

<http://www3.imperial.ac.uk/safety/guidanceandadvice/constructionsafety>

Chemical waste disposal:

<http://www3.imperial.ac.uk/safety/guidanceandadvice/hazwaste/chemicalwastedisposal>

Healthcare waste:

<http://www3.imperial.ac.uk/safety/guidanceandadvice/biosafety/healthcarewaste>

Ionising radiation:

<http://www3.imperial.ac.uk/safety/guidanceandadvice/ionradiation>

WEEE waste:

<http://www3.imperial.ac.uk/facilitiesmanagement/softservices/wastedirectory/southkensington/weee>

John Luke, Safety Adviser

Safety Department and Occupational Health Service Staff News

Welcome....

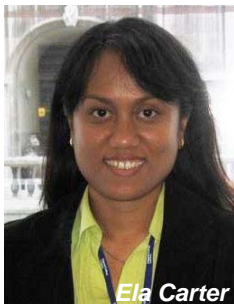
Dr Clive Young joined the Staff Development Unit in August as Learning Technologist and will be initially working on developing safety training via Web CT. Clive joins us from the University of St. Andrews and has over fifteen years experience in e-learning and educational management in higher education.



Dr Yasin Heidari joined the Safety Department at the beginning of September as Genetic Modification Safety Officer on a twelve month contract to cover for Una Sahye whilst she is on maternity leave. Yasin is an internal appointment having worked in the Department of Molecular Genetics and Rheumatology at the Hammersmith Campus since 2003.



Ela Carter and **Karen Wild** have recently joined the admin team in Occupational Health. Ela has come to us from the NHS and Karen from the charity Sense.



Farewell....

Lucy Wakefield, Occupational Health Adviser, left College at the end of June. This post is currently being advertised.

Ka-yan Cheung, Training Administrator, left the Safety Department in July.

Christine Wright, Assistant Safety Director, leaves the Safety Department at the end of September after a lengthy spell of service. We wish Christine well for the future.



FREEPHONE: 0800 174319

Care First
Employee Assistance Solutions

A EUROPEAN CAMPAIGN ON RISK ASSESSMENT

The HSE have announced on their website that the European Campaign for Safety and Health at Work 2008-2009 is to focus on risk assessment. This will constitute a two year campaign to de-mystify, promote, raise awareness, provide information / advice and recognise good practice with respect to the risk assessment process. There are also good practice awards on offer for proven evidence of implemented solutions to promote good practice in the workplace and representatives of winning organisations are to be invited to the European Awards ceremony scheduled for spring 2009. Activities are planned for European Week itself (20-24 October) but details had not yet been announced at the time of going to print.

The main European Campaign page on the HSE website has an internal link to their own risk management web pages and also a link to the European Agency for Safety and Health at Work. The campaign pages of the latter include a number of resources that may be of interest:

- promotional materials.
- sector based posters (though no specific examples for higher education).
- 81 separate fact sheets including ones on subjects that are familiar to us such as manual handling, noise, dangerous substances, reducing workplace accidents and mounting safety campaigns.
- Powerpoint presentations on various aspects of risk assessment including one on common errors encountered.
- 'true / false' answer quizzes (though admittedly, these are fairly simplistic).

The European Campaign coincides with the continuing development of online safety training for risk assessment that the Safety Department and Staff Development are working on. The eventual aim is to devise a foundation training course that covers:

- the reason for conducting risk assessments.
- the risk assessment process.
- interactive risk assessment exercises to include the following subjects:
 - * office risks
 - * roof work
 - * vehicle movement risks
 - * kitchen areas
 - * maintenance tasks
 - * COSHH
 - * workshop machinery
 - * work at height
- when more specialised training is required

The HSE web page on the European Campaign may be found at the following link:

<http://www.hse.gov.uk/campaigns/euoweeek/>

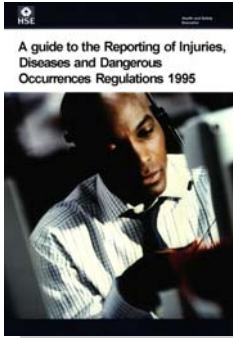
HEALTHY WORKPLACES
GOOD FOR YOU. GOOD FOR BUSINESS.
A European campaign on Risk Assessment



Accidents

Rohini Gowtham, Accident Investigation Officer

RIDDOR Guidance Updated



The HSE guidance publication L73: *A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* has recently undergone a rare revision. Though the amendments are minor and are summarised on the rear cover of the publication, it is worth mentioning them for the sake of diligence.

Introduction

Page 3 now includes a quick reference list of reportable major injuries, diseases and dangerous occurrences in a shaded information box. Useful, but not earth-shattering.

Regulation 2: Interpretation

Pages 5 to 8 have seen some minor changes to wording and dates to reflect amendments to other regulations to which RIDDOR cross references e.g. *Control of Substances Hazardous to Health Regulations* and the *Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations*.

Regulation 3: Notification and reporting of injuries and dangerous occurrences

Page 17, paras 52 & 53 relate to the change in reporting arrangements and the need to use the Incident Contact Centre (ICC). As all HSE reportable incidents in College are reported by the Safety Department, this is relevant to us rather than other College staff. In practice, we have been reporting via the ICC for years—the requirement is now formally confirmed in the guide.

Regulation 5: Reporting cases of disease and Regulation 6: Reporting of gas incidents

As above. Paras 75 and 86 have been updated to reflect the requirement to contact the ICC.

Schedule 2: Dangerous Occurrences

Part I, pages 32 & 33 and para 121, and the supporting guidance on page 39 have been revised to take account of the *Manufacture and Storage of Explosives Regulations 2005*. At first glance, it may appear that this would be of little relevance to the College....however, we have had some recent enquiries regarding licenses with a view to purchasing explosives. Hopefully, we will never have to report a Schedule 2 Dangerous Occurrence in relation to this!

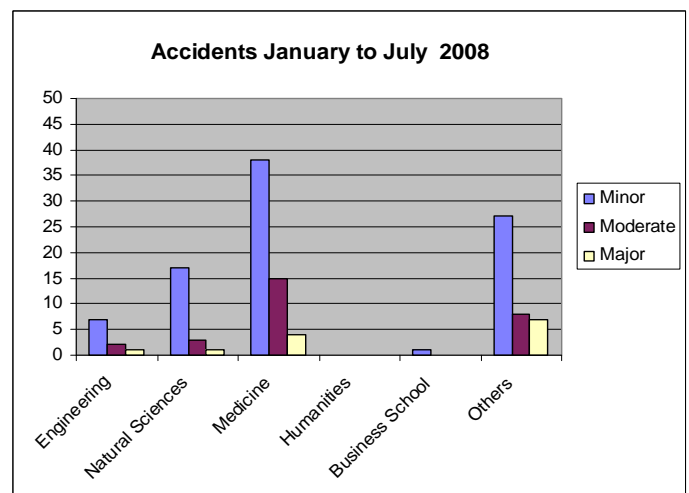
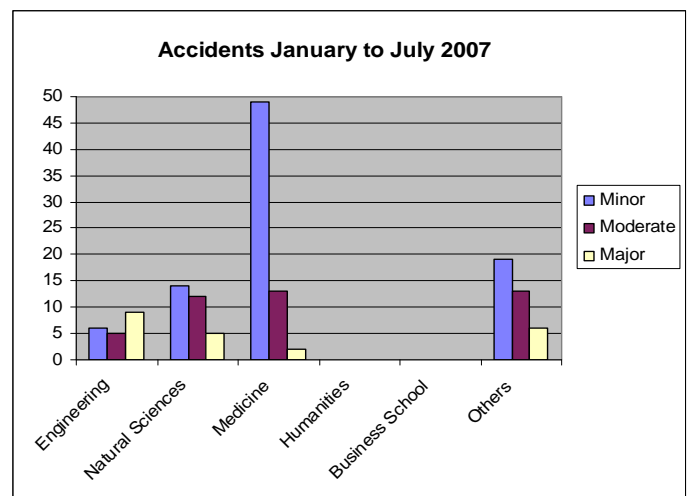
Many departmental safety staff like to obtain their own copy of the guide. It is available direct from the HSE or other book suppliers and currently retails at £11.95—ISBN 978-0-7176-6290-6.....or as a freebie for those who have access to the online Barbour Health and Safety Service: <http://www.barbour.info/barbourinfo/>

Accident Statistics

| | Jan-July 2007 | Jan-July 2008 |
|--|---------------|---------------|
| Total accidents reported to the Safety Department | 153 | 131 |
| Total accidents reported to the Health and Safety Executive in accordance with RIDDOR 1995 | 8 | 5 |

Comparison Graphs

January to July 2007 vs. 2008



Accident rating:

Minor: No treatment required / First Aid.

Moderate: Visit to Occupational Health / GP / Health Centre or A&E.

Major: HSE reportable / Lost time (up to 3 days) / member of public taken to hospital for treatment.

FAQ

FREQUENTLY ASKED QUESTION:

FAQ

How do I go about getting my ladders registered and inspected?

1 Firstly, the department will need to appoint a ladder representative. This person will have the responsibility for identifying what ladders exist, where they are kept, registering them, and undertaking both initial and subsequent inspections.

| LADDERTAG™ | |
|----------------------------|----------|
| Aero (7) Room | |
| LADDER INSPECTION RECORD | |
| REF.No. LDO | |
| LADDER CLASS | 1 |
| DUTY / USE | |
| RISK ASSESSED INSP. PERIOD | 52 Wks |
| NEXT LADDER INSPECTION DUE | |
| DATE | SIGNED |
| 10/07/09 | A. Smith |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Re-order Ref. EITL12 | |

2 Contact the Safety Department. Your ladders will be allocated unique reference numbers and recorded on the central database held by the department.

3 Arrange a mutually convenient date for an initial inspection to be carried out in the presence of a Safety Department representative. The inspection will follow an industry standard checklist that will examine issues such as what 'class' the ladder satisfies, its material of construction and checks for faults or damage.

4 There are three possible outcomes from an inspection: pass; pass 'with observation' or fail. Pass 'with observation' means that there may be some early signs of damage that require recording but not serious enough to warrant decommissioning. Failed ladders should be

decommissioned immediately.

5 A signed, completed tag will be attached to the ladder in a position that does hinder its use. The tag incorporates a memory coil that enables the inspection data to be downloaded onto a PDA for subsequent transfer to the central database.

6 Ladders require re-inspection at defined intervals. It is College policy to inspect all ladders belonging to the Estates Group at six-monthly intervals. For ladders belonging to other departments, a twelve monthly inspection is sufficient. Following the initial inspection, ladder representatives are expected to carry out subsequent inspections themselves using a PDA borrowed from the Safety Department. The PDA is then returned to the Safety Department with the new data and the central database is duly updated.

New ladder safety page:

<http://www3.imperial.ac.uk/safety/guidanceandadvice/laddersafety>

FUME CUPBOARDS

Interim policy on commissioning and a College survey



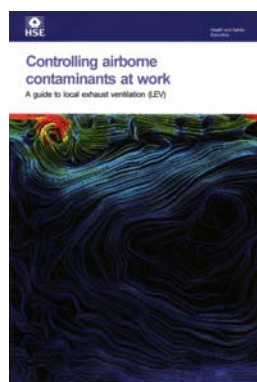
The College intends to produce a Code of Practice covering the selection, installation, commissioning, use and maintenance of fume cupboards. It is envisaged that this will follow a similar format to the existing CoP relating to microbiological safety cabinets.

In the meantime, until this work can be undertaken, an interim policy has been introduced to define the requirements for fume cupboard commissioning. This has been introduced with some degree of urgency for several reasons:

- There is sometimes an absence of original commissioning data.
- Where commissioning data exists, it is often buried away in O&M manuals and is not readily accessible to those that need access to the data—particularly the end users, Laboratory Managers and safety staff.
- Face velocity measurements (the most commonly used method of assessing performance during the annual checks) may not be a good sole indicator of containment in certain environments. This may be particularly so, where the environment may have changed since installation and where there may be an absence of original commissioning data for comparison.

The interim policy requires that the full range of on-site tests recommended in BS EN 14175 are executed and applies to all fume cupboards currently being installed (but not yet handed over) and those to be installed in the future. A Framework Bulletin to this effect has recently been published by the College Estates Group.

In addition to producing a Code of Practice, a survey of all College fume cupboards is likely to take place to furnish information for a central database. A survey template has recently been trialled in the Flowers Building and will be extended to the rest of the College in due course.



It is timely that the HSE have introduced a new publication 'Controlling airborne contaminants at work: a guide to local exhaust ventilation'. Though this publication extends beyond fume cupboards and covers many types of LEV, it still constitutes a useful reference document. The document can be downloaded free of charge to those who have access to the web-based Barbour Health and Safety Service.

Contact Details

Occupational Health

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Sherfield Building
South Kensington
London SW7 2AZ

PHONE:

0207 594 9401

FAX:

0207 594 9407

E-MAIL:

occhealth@imperial.ac.uk

WEBSITE:

www.imperial.ac.uk/occhealth/

Safety Department

Level 5
Sherfield Building
South Kensington
London SW7 2AZ

PHONE:

020 7594 9423

FAX:

020 7594 9424

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WEBSITE:

www3.imperial.ac.uk/safety

If you have any comments or suggestions for inclusion in future Newsletters please contact the editor:

John Luke
Safety Department
jlake@imperial.ac.uk

Training

Eric Miranda, Learning & Development Coordinator

You may be aware that the Safety Department has undergone a period of re-structuring and the safety programme is currently in a state of transition. Safety training will now be part of Staff Development and to reflect this wider role, we will be re-named the Learning & Development Centre - part of the Human Resources Division. There will be an official announcement via the College network and the matter will be discussed at SHRUG on 24 September 2008.

Firstly, we are looking at the core courses to be delivered in the first term (autumn 2008) and then build on this foundation in the New Year. Our aim is to concentrate on certain mandatory courses for staff and postgraduates, such as Biological Safety Foundation Training, Introduction to Laser Safety and Principles of Radiation Protection. In addition, we will still run the specialised courses like Gas Safety, Carriage of Dangerous Goods, Asbestos Awareness, Fieldwork First Aid, Tower Scaffold & Ladder Safety supplemented with a number of new courses. Furthermore, the First Aid at Work Qualification, Lifesavers and Fire Prevention courses will continue as normal.

Clearly, we cannot allocate the same level of resources to classroom contact given that the College aim to reach a wider audience and increase participation. Although there will be some courses that we will put on hold, others lend themselves to e-Learning using our Virtual Learning Environment (VLE) WebCT/ Blackboard Learning System. In the June issue of this Newsletter, we mentioned that Tata Interactive Systems (TIS) were looking at risk assess-

ment and providing us with a template to work to. At present, the newly appointed Learning Technologist, Clive Young, is looking at various health & safety content & software tools on the market that we can readily use as well as relying on our own resources. The Safety Induction and Introduction to Laser Safety will be starting points. However, we must not underestimate the time needed to design, develop and evaluate online learning resources and this will be ongoing project.

The safety training web page has been populated with dates for training courses that have been organised so far. There will be additional courses, so this is by no means the complete programme, so keep visiting the webpage. The training information can still be found at: www.imperial.ac.uk/safety/training and online bookings can be made by searching the course-index and using the booking button as has always been the case.

All courses with fees should be made through your Departmental Safety Officer (DSO). For all these courses (or those with cancellation fees), you must supply us with a GL code with the registration application. We cannot accept forms without this code (and indeed you will not be able to submit them). All courses without fees may be booked by individual members of staff, but you should confirm your attendance with your Departmental Safety Officer first. All First Aid courses should be made through your local First Aid Coordinator. We will consolidate the training pages so that they can be found on the Learning & Development Centre website in the future.

training schedule & events

Below is a selection of forthcoming courses. The complete list for this term is too comprehensive to include here—please consult the training programme link for the entire range: <https://www3.imperial.ac.uk/safety/training/coursesindex.htm>

September 2008

| | |
|---|-----------|
| First Aid for Fieldwork (SK) | 18th/19th |
| Lifesaver Requalification (SK) | 22nd |
| Fire Safety for Wardens (SK) | 24th |
| Safety, Health & radiation Users Group—SHRUG (SK) | 24th |
| Tower Scaffold Safety (SK) | 30th |
| Ladder Safety (SK) | 30th |

October 2008

| | |
|---|------|
| Responsibilities for Academic Supervisors (SK) | 1st |
| Biological Safety Foundation Training (Hammersmith) | 2nd |
| Introduction to Laser Safety (SK) | 8th |
| Principles of Radiation Protection (SK) | 8th |
| Gas Safety (SK) | 22nd |
| Biological Safety Foundation Training (Charing Cross) | 30th |