

To HoFAs, Heads of School Administration and equivalents in Research Institutes,  
From Dr Melanie Taylor, Head of Safety Services  
Date 3<sup>rd</sup> March 2011  
cc Prof M Case, Dr D Barker, School Safety Advisors, Safety Representatives  
Reference Safety Circular 1/2011

## Health & safety e-learning

Action: HOFAs/HOSAs are asked to notify their school e-learning and safety staff about new mandatory health & safety induction material for students, and to take steps to ensure all new students are enrolled on appropriate modules in advance of the 2011 intake.

The e-learning health and safety induction course has been developed with colleagues from the e-learning team in FLS, and the UG modules have been piloted with over 1000 students, from the Schools of Electrical Engineering and Electronics, Environment & Development, Pharmacy and FLS. The material has been adjusted in light of very positive feedback, and will be ready to use for the Sept 2011 intake. On 14<sup>th</sup> January, the Health & Safety Committee agreed that it should be mandatory for students.

In writing the content, we have used information that is relevant to all students whatever their course of study, and the course is therefore a basic introduction. Many schools will continue to provide additional information, instruction and training specific to their risks and activities. This can be done using our e-learning template for local arrangements, or with material already in existence and delivered by school safety advisors.

The UG course is modular, and covers :

- University Expectations - mandatory
- Your Safety (includes fire safety) - mandatory
- Risk Assessment – mandatory
- Labs and Workshops - optional, but intended as a general introduction to working in these environments
- Biosafety - optional, also a very general introduction

The first stage is for each school to set up non-credit bearing course codes that roll over from year to year. The final content will be downloaded from a Content Management of Blackboard 9 in the Cross Faculty Area. Staff should be familiar with setting up e-learning academic courses. If there are technical queries, colleagues in the pilot schools may be able to help, but for further assistance and information, please contact Ian Miller in FLS.

HOFAs/HOSAs should be aware that there are end tests that students should pass within a pre-set time. It is suggested that all UG students should achieve a pass within 2 weeks of registration, although schools may choose to vary this timescale. However, at the end of the pre-set period, a report from CampusSolutions is available to confirm that all students have passed the test.

Further information will be circulated about the PG course in due course.

Dr Melanie Taylor  
Head of Safety Services