

Dear Colleague,

This is a reminder for your upcoming session - Compressed Gases Workshop

The session will take place in Room C.003, George Begg Building, The University of Manchester, Drover Lane, Manchester, M1 7DN

The session will take place 08:45 - 14:30, but please arrive at least 15 mins before to sign in.

All delegates must complete the practical exercise. Delegates who attend without PPE will not be able to participate and will be asked to book onto another course. This will incur a fee.

**PPE REQUIRED:**

Safety shoes (required for manually handling cylinders and fitting regulator)

Safety specs/goggles (Eye protection is required for regulator fitting)

Gripper/Rigger gloves (Required for manually handling cylinders)

NOTE: The Learning and Organisational Development team or External Training Company do not provide PPE, you must attend with your own. Speak to your manager before the course for assistance. PPE is required for any work you carry out with compressed gases.

PPE for FBMH colleagues can be loaned from Stopford Stores.

Safety footwear must meet the basic requirements of ENISO 20345:2011 (which supersedes BS EN 345), i.e. The safety footwear must have a 200j toecap. For frequent users (for example staff in stores), metatarsal protection is also recommended. The gloves should be standard EN 388, protective gloves against mechanical risks.

Please ensure you are dressed appropriately to participate.

**Cancellation**

All of our courses are free of charge to participants; however they do incur costs to run. Failure to attend represents a cost to the University and can lead to difficulties in running courses. Therefore, we reserve the right to charge (to your school/Faculty) a minimum £30 when participants give less than 48-hour notice of cancellation or £50 when someone fails to attend without any notification. Further information about our cancellation policy can be accessed here: <http://app.manchester.ac.uk/public/downloads.aspx?docId=89883>

If you are no longer able to attend this event please click the link below to cancel your place: <https://app.manchester.ac.uk/myprofile/training/default.aspx>

If you have any questions relating to your booking please contact: [od@manchester.ac.uk](mailto:od@manchester.ac.uk)

We hope you find the session enjoyable and informative.

Kind Regards

Organisational Development Team

Please let Learning & Organisational Development Team/the trainer know as soon as possible if you have any additional needs e.g. large print training materials or learning difficulties e.g. dyslexia.