



How to book a Health & Safety course via MyHR

1. Please log onto MyHR: <https://myhr.qmul.ac.uk/live/Portal/index.xsp>
2. Select **Training**
3. Select **Training Request** (bottom right of the screen)
4. Into the **Keyword** section type the course title of the course you are interested in (course titles and descriptions can be found at <http://www.hsd.qmul.ac.uk/training/>)
5. Then click **search** (far right)
6. You will then be given a list of dates to choose from (the request will not register with Health & Safety if you do not select a date)
7. Click on the date you want then click **submit** (bottom right of the screen)

Waiting list: Please do not use the waiting list option on MyHR. If the course you want is full please email hs-helpdesk@qmul.ac.uk and ask to be placed onto the waiting list held by the course trainer.

Course confirmation: Your Line Manager will need to approve this training (in the same way they would approve annual leave) for a place on the course to be secured. Course confirmation and joining instructions will be emailed approximately 5 days before the course commences.

Accredited Courses Non-attendance charge: When a participant fails to attend an accredited course without cancelling their place a charge will be calculated at the cost of £40 per day for the length of the event. For the purposes of this policy 'non-attendance' means failing to attend a course on which you have made a booking without first cancelling your place. Cancellations should be made 48 hours before the event by emailing hs-helpdesk@qmul.ac.uk

Accredited Courses

First Aid

Mental Health First Aid

Institution of Occupational Safety and Health (IOSH) Managing Safely

Institution of Occupational Safety and Health (IOSH) Managing Safely Refresher

Institution of Occupational Safety and Health (IOSH) Working Safely

National Examination Board in Occupational Safety and Health (NEBOSH) National General Certificate – Pending