

## Important updates:

- Please be aware that going forwards:
  - All non-accredited courses should be booked via [CPD](#) only
  - All accredited courses should be booked via [MyHR](#) only. Accredited courses are: First Aid at Work, Emergency First Aid, First Aid Requalification, Mental Health First Aid, IOSH Managing Safely and IOSH Working Safely.
- Megan Vagg has created some step-by-step guidance documents for MySafety, with more on their way. Please click below to view:
  - [MySafety Workstation Assessment Guidance](#)
  - [MySafety Risk Assessment Guidance](#)
  - [MySafety Audit & Inspection Guidance](#)
  - [Fire Safety Awareness Training Guidance](#)
  - [MySafety Incident Reporting Guidance](#)



## F is for Festive Fun:

Happy Holidays everyone, from your Health & Safety Directorate. Suzanne Mason has created an excellent [document](#) with tips on how to treat any mishaps that you may encounter this festive season.



## Advice from the experts:

- With the increase in hot drinks this season, make sure you know how to correctly [treat a burn](#).
- It's always useful to know information on UK helplines and listening services. If you're struggling with difficult feelings and need to talk to someone quickly, or know someone who could benefit, click [here](#).

## Wellbeing tips for this holiday season:



[Christmas wellbeing tips](#) – “Try to be honest with people if you're finding things overwhelming and you're not feeling up to getting involved in everything. Don't be afraid to cancel plans if you're not feeling up to it. Sometimes you need to put yourself first.” [More](#).

[Coping with loneliness](#) – Many of us will feel lonely over the Christmas period – click [here](#) for ten tips to help you cope with the loneliness.

## H&S Myth-busting

“For any first aid emergency, the only number we should call is 999”

Myth or not? Find out [here](#)

## Train your brain with our courses

***“Really worthwhile! I feel much better equipped to cope with situations I face regularly as well as taking initiatives in new situations”***

Mental Health First Aid Training (HS040)

***“Excellent course well led with knowledgeable and friendly course leaders”***

Fire Marshal Training (HS016)

### Course Calendar

15 Jan	10:00	Fire Marshal Training (HS016)
22 Jan	09:00	Mental Health First Aid (2 Day) (HS040)
24 Jan	10:00	Off-site and Fieldwork Risk Assessment (HS017)
24 Jan	13:30	Decontamination and Sterilisation (HS026)
28 Jan	09:00	IOSH Managing Safely – 3 Day Course (HS032)
31 Jan	10:00	Hazardous Substances Risk Assessment (COSHH) (HS005)
07 Feb	10:00	Working Safely with Biological Hazards (HS020)
11 Feb	10:00	GM & Biosafety for Clinical Trials Staff (HS025)
12 Feb	09:00	First Aid for Laboratory Workers (HS042)
12 Feb	10:00	Fire Marshal Training (HS016)
14 Feb	10:00	Bio Hazards and GM Agents REFRESHER (HS030)
25 Feb	10:00	Safe Management of Lab Hazardous Waste (HS024)

Please click [here](#) for more information, including full course details, how to book, and a matrix to help you identify mandatory training courses specific to your role.

Visit our [website](#) for more information or email our [helpdesk](#) with your queries.

For any feedback or suggestions, please email [Irida Gaikwad](#), we'd love to hear from you.