

---

**2005/2006**

**Half-yearly report 2 February 2006**

---

## **Training**

- New staff are encouraged to attend Safety at Work courses, as part of the health and safety induction checklist that is enclosed in each induction pack
- Eight staff attended the dedicated first aid training course in September
- Two members of staff trained in first aid in August and December, and one has taken the required refresher course

## **Emergency evacuation**

- General emergency evacuation procedures for IS areas have been updated in most libraries, and the others will be completed next month
- The procedures for CCCS will be updated when the data centre and Operations Team have moved to KM, due to pressure of work on the data centre move
- No Personal Emergency Evacuation Plan has been requested

## **Safety Inspections**

- Spot checks at the request of the Safety Office took place in Business Library and King's Meadow Campus in October 2005
- Both areas were considered to have an overall good level of housekeeping, with some exceptions that are being taken forward by Safety Office or VH

## **Occupancy of King's Meadow Campus (KMC)**

- Emergency evacuation procedures were created for the IS areas in KMC in November 2005 and published on the intranet in January 2006. These are now included in induction packs
- First aider information for KMC has been collated and displayed, revised as needed on an ongoing basis

## **Portable Appliance Testing**

- This has been completed in Hallward Library, Shakespeare Street LRC and DLRC so far this session. This is a rolling programme

## **Safety Information displayed in IS areas**

- Fire safety posters have been sent for the computer rooms in Derby Medical School
- First aider information has been revised in all areas, following the relocation of staff from University Park to KMC and the training of new first aiders