To Students in the Department of Chemical Engineering and Biotechnology who commence study/research in the academic year 2017/18

From Dr Martin Vinnell, Director of Health and Safety

Date June 2017

Subject Graduate Safety Course (Scientific and certain other Departments)

Tuesday 3 and Wednesday 4 October 2017

Our Ref S/GSC/17/209b

To keep the University a safe and healthy place to work and stay, we expect every member of the University to look after their own safety, to watch out for each other and to co-operate with University, Faculty, Department or Institution safety management arrangements.

We expect you to attend the safety training that we provide specifically for new graduate students in October as part of your introduction to the University. All the sessions take place in central Cambridge.

Please note that the Department of Chemical Engineering and Biotechnology will organise Chemical/Laboratory training on an alternative date and therefore you are not expected to attend that session on 3 October.

You can find more information about the Graduate Safety Course, including timetables, venues and maps on our website www.safety.admin.cam.ac.uk/training/graduate-safety-course. If you need more information, email us at safety@admin.cam.ac.uk or contact us at the address below with your query.

Please follow the advice on attendance below, unless your Director of Graduate Education or your Departmental Safety Officer tell you that you are officially excused.

<table>
<thead>
<tr>
<th>When?</th>
<th>What?</th>
<th>Where?</th>
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<tbody>
<tr>
<td>Tuesday 3 October 2017 1000-1130</td>
<td>General Safety</td>
<td>Corn Exchange</td>
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<tr>
<td>Wednesday 4 October 2017 1230-1700</td>
<td>Repeated, optional sessions on specific topics*</td>
<td>Mill Lane Lecture Rooms</td>
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Continued…
Tuesday (3 October) – **Please arrive at the Corn Exchange by 0945.** Please note that late arrivals will not be admitted. Attendance at the General Safety Session is mandatory unless you are officially excused.

**Wednesday** (4 October) - * Attend whichever topics are appropriate to your field of work (see timetable at [www.safety.admin.cam.ac.uk/training/graduate-safety-course/current-timetable-venues-and-handouts](http://www.safety.admin.cam.ac.uk/training/graduate-safety-course/current-timetable-venues-and-handouts).) Ask your supervisor which sessions to attend if they have not already told you and you can also find further advice on our website. Bookings are not taken for Wednesday’s sessions.

**Bicycle parking**
If you intend to cycle to the Corn Exchange on Tuesday please use the Grand Arcade Cycle Park in Corn Exchange Street (see [www.cambridge.gov.uk/cycle-parks](http://www.cambridge.gov.uk/cycle-parks)) or bike racks near the marketplace.

**Please note:** Bicycles parked along the pavement by the Corn Exchange may be removed if they obstruct the pavement, fire exits etc.

**Recording your attendance and completing a short test**
There will be a short test (5 questions) on the first day. You will be expected to return your answers along with your name, department and address/college in order to be credited with attendance. (Proforma will be provided with the programme given out on the day.) Please remember to bring a pen with you.

**Transferable skills**
All the UK Research Councils regard health and safety issues as an essential part of training requirements for research students. You can gain credits for Transferable Skills Training by attending this Safety Course and other courses provided by the Safety Office. For more information on transferable skills and our courses, follow the link:

Safety Office Training and Development page [www.safety.admin.cam.ac.uk/training](http://www.safety.admin.cam.ac.uk/training).

**Special requirements?**
Please let us know if you have any particular requirements that will enable you to participate fully in this training by emailing safety@admin.cam.ac.uk or telephoning 01223 333301.