



FOR UNIVERSITY STAFF

WEEK COMMENCING 9 APRIL 2018

ISSUE NO 133

SEMINARS

There are no seminars this week.

GRAND NATIONAL SWEEP STAKE



The Grand National takes place on Saturday 14th April. Karen Parish has kindly offered to organise the OCDEM Sweep Stake. Please see Karen to pick your horse.

TRAINING



Spreadsheets: Start To Finish

This "boot camp" is for those who need to quickly get up to speed working with spreadsheets. It brings together topics covered in our separate spreadsheet courses into an immersive 2-day session including:

- Good practice with spreadsheets
- Charts
- Inheriting spreadsheets
- Designing robust spreadsheets
- Lookups
- PivotTables

The course will be taught using Excel 2013 and is ideal for anyone who needs to work with spreadsheets, build spreadsheets to be used by others, or adapt an existing spreadsheet.

23/04/2018 and 24/04/2018 (both sessions 09:15-15:15)

Staff £100/Students £50

[Book and pay](#)

SAFETY TRAINING COURSES

Trinity Term 2018

COURSE TITLE	WEEK	DATE	TIME	VENUE
Emergency First Aid for Fieldworkers	2	Friday 4 May	09.00-17.00	Centenary Seminar Room, Careers Service, 56 Banbury Road
Introduction to Laser Safety	3	Wednesday 9 May	14.30-15.30	Wolfson Seminar Room, Chemistry Research Laboratory, Mansfield Road
Introduction to Biological Safety & Genetic Modification	3	Thursday 10 May	14.00-16.00	Seminar Room, Nuffield Department of Medicine Research Building, Old Road Campus, Roosevelt Drive
Fire Safety Lecture & Practical	4	Tuesday 15 May	14.15-16.15	Wolfson Seminar Room, Chemistry Research Laboratory, Mansfield Road
Radiation Safety for Laboratory Workers	4	Wednesday 16 May	14.00-16.00	Lecture Theatre, Medical Sciences Teaching Centre, South Parks Road
Introduction to Biological Safety & Genetic Modification	5	Tuesday 22 May	10.30-12.30	Centenary Seminar Room, Careers Service, 56 Banbury Road
Safe Use of X-ray Generators, Sealed Sources & Accelerators	5	Wednesday 23 May	14.00-16.00	Lecture Theatre, Medical Sciences Teaching Centre, South Parks Road
Compressed Gas Safety	6	Wednesday 30 May	09.30-13.00	Centenary Seminar Room, Careers Service, 56 Banbury road
Safe Use of Cryogenic Liquids	6	Wednesday 30 May	14.00-16.30	Centenary Seminar Room, Careers Service, 56 Banbury Road
Introduction to Manual Handling	6	Friday 1 June	09.00-12.00	Centenary Seminar Room, Careers Service, 56 Banbury Road
Introduction to Manual Handling	6	Friday 1 June	13.00-16.00	Centenary Seminar Room, Careers Service, 56 Banbury Road
Chemical Safety & COSHH	7	Tuesday 5 June	10.00-12.30	Centenary Seminar Room, Careers Service, 56 Banbury Road
Introduction to Biological Safety & Genetic Modification	7	Thursday 7 June	10.30-12.30	Centenary Seminar Room, Careers Service, 56 Banbury Road
Display Screen Equipment (DSE) Assessors' Training	8	Tuesday 12 June	14.30-16.30	Wolfson Seminar Room, Chemistry Research Laboratory, Mansfield Road

Evac-chair 300H & IBEX Transeat 700H	8	Wednesday 13 June	10.30-12.30	Mathematical Institute Stairwell, Andrew Wiles Building, Radcliffe Observatory Quarter, Woodstock Road (meet in reception area)
Introduction to Biological Safety & Genetic Modification	8	Thursday 14 June	14.00-16.00	Seminar Room A, Wellcome Trust Centre for Human Genetics, Old Road Campus, Roosevelt Drive
Risk Assessment	8	Friday 15 June	10.00-12.30	Centenary Seminar Room, Careers Service, 56 Banbury Road
Introduction to Biological Safety & Genetic Modification	9	Tuesday 19 June	14.00-16.00	Seminar Room, Nuffield Department of Medicine Research Building, Old Road Campus, Roosevelt Drive
Supervisors' Responsibilities	9	Tuesday 19 June	09.30-12.00	Seminar Room, Weatherall Institute of Molecular Medicine, John Radcliffe Hospital, Headley Way
Supervisors' Responsibilities	-	Thursday 28 June	10.30-12.30	Centenary Seminar Room, Careers Service, 56 Banbury Road
Departmental Safety Officers' 'Summer Term' Meeting	-	Tuesday 10 July	11.30-14.30	Centenary Seminar Room, Careers Service, 56 Banbury Road

course information may be viewed via the links at the following url:

<http://www.admin.ox.ac.uk/safety/safetytraining/>

Parent/Carers Group

Next session

Thursday 19 April 2018 at 10.00am

Do you have questions or want to share information/experiences with fellow parents/carers?

The parent/carers group is a useful way for staff to share tips and advice. All staff are welcome to attend.

10:00am
Large Seminar Room

To sign up contact
ocdem.personnel@ndm.ox.ac.uk

