

20th May 2019



Entrance to the new science laboratory building nearing completion

In Today's News...

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Staff Update

New Technicians

We would like to welcome:

Patrick Ellison who has been with us on a temporary basis since the end of January and has been successfully appointed to the full time post of Technical Support Specialist in CMP IT Support; and

Jordan Smith in BIO Research Labs Tech Support.

Job Vacancy

The part-time (0.4 FTE) SCI Tech Admin Assistant role will be advertised shortly.

Please see the UEA Current Vacancies webpage at <https://myview.uea.ac.uk/webrecruitment/> for all roles available at the University.

Events

Future event:

Norwich Science Festival returns for the October half-term (18-26 October 2019). Read more:

<https://norwichsciencefestival.co.uk/about/news/dates-announced-2019-norwich-science-festival/>

TRAINING

Safety Services courses

University Safety

Services run the following courses :

- **Practical Risk Assessment Training**
- **COSHH/DSEAR for laboratory work**
- **COSHH in the General Workplace**
- **Display Screen Equipment**
- **Manual Handling (Non-Office)**
- **Manual Handling Assessor Training**
- **First Aid**
- **Practical Risk Assessment**

Health and Safety Update

Fire Safety

Chemical Near Miss



The photograph shows some peroxyacetic acid (an oxidising agent) which had been incorrectly placed in a flammables store. Getting this wrong, as happened here, is an easy way to cause fires. Please make sure you know the difference between the flammable and oxidising hazard labels. Flammables have a flame whilst oxidising agents have a flame above an O.

Stephen Moore
Faculty Safety Manager

Laboratory Cupboards and Stools Available

We have the following cupboards and stools available for use in Science:

- Approximately 20 underbench cupboards (some with individual keys);
- Approximately 15 tall cupboards (2m tall, 60cm deep, 80cm wide);
- Plenty of stools.

Please contact Kathryn Barrie, Teaching Laboratory Co-ordinator, Biology if interested:

Room number: BIO 02.15
Email: K.Barrie@uea.ac.uk
Telephone extension: 2444

- **Safe Use of Radioactive Substances**
- **Fire Warden Briefing Session**
- **Fire Warden Refresher Training**
- **Evacuation Chair Training**

Please visit [USS Training Courses](#) for further details and dates.

Contact training.uss@uea.ac.uk to be reserved a place, or to be placed on the waiting list.

If you require this training, please let safety services know (safetyservices@uea.ac.uk) so they can reserve them a place.

Please also complete a training request form for all new training courses that you wish to attend. These forms can be obtained from SCI.Tech Admin – SCI.Techadmin@uea.ac.uk or via the [SCI intranet page, quick links forms and templates.](#)



CSED News and Events

Cultural Awareness

Tues 18 June, 10.00am-3.00pm

This workshop helps non-academic staff interact effectively with students from different cultures. We explore cultural factors and assumptions which can influence communication, and strategies to make such interactions more successful.

We draw on participants' experiences and those of international students in the UK, to help staff to:

- Identify key stages of cultural adjustment
- Increase awareness of your culture and of cultural diversity
- Identify possible effects of culture shock
- Develop knowledge, skills and attitudes to communicate with students from different backgrounds.

Intrapreneurial Thinking

Fri 21 June, 9.30am-12.30pm

This workshop explores what it means to be 'intrapreneurial' using an entrepreneurial skill set within an organisation. We consider the early stages of forming and developing an idea as a foundation for creating innovative products, processes and services that add value. The objectives are to:

- Explore what intrapreneurial thinking is
- Identify supporting factors that promote intrapreneurial thinking
- Discuss different types of innovation and their impact
- Consider the next steps in transforming innovative ideas into real projects.

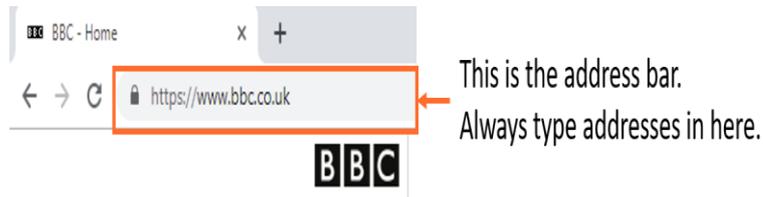
ICT Tip Of The Week

ICT Tips of the Week

Using Internet browsers

Where should I enter an address?

If you are given an address, enter it in the address bar, not Google. That way you will go straight to the site.



The technical term for an address is URL (Uniform Resource Locator). This tells your browser where to locate a site on the Internet.

What are the shortcut keys for new tabs and close tabs?

For Chrome and Edge:

- New tab: Ctrl + T
- Close active tab: Ctrl + W

Closing multiple tabs in Chrome

Closing multiple tabs in Chrome

For tabs that are not next to each other, hold down Ctrl key and click on tabs. Ctrl + W to close.



For a group of tabs that are next to each other:

- 1) click tab at one end of group
- 2) hold down Shift key and click other end of group. Ctrl + W to close.



Practice: make several new tabs using Ctrl + T and then practice closing them as above.

Information

Please follow the SCI twitter account. It can be found on the technical services pages but also check and follow under @UEASCIintranet.

Submissions for inclusion in the bulletin should be sent to SCI.Tech Admin (SCI.Techadmin@uea.ac.uk) by Friday, 31st May 2019. Thank you! ☺