

Health & Safety Training Brochure 2020



If you require any further information or assistance, please contact us at:

healthandsafetytraining@leicester.gov.uk

0116 454 3210

Welcome

In this booklet, you will find the training opportunities that are offered by Leicester City Council Health and Safety Training team. We provide training across several different areas to give you the confidence to feel that you are dealing with health and safety matters in a responsible way.

The sessions contain practical exercises that give you the chance to practice your skills and share your experiences.

Our Trainers—your guarantee of quality

Our Design & Technology courses are accredited externally by the Design and Technology Association (DATA) and all trainers are approved by them.

Food Safety Courses are accredited by the Chartered Institute of Environmental Health (CIEH)

All trainers on Health and Safety courses are experienced Health and Safety practitioners.

Our Moving & People Handling trainers are approved ROSPA qualified trainers.

We are also members of the Association of First Aiders (AFA) and all First Aid courses use approved trainers.

How Much Will It Cost?

Other than where specifically mentioned, e.g. for Design & Technology and First Aid/Food Safety courses, courses are free of charge for Leicester City Council Employees and schools who buy into the Health and Safety support packages however we welcome delegates from a wide range of backgrounds and our charges are kept as reasonable as possible.

Cancellation/Non-attendance

Any delegate failing to attend a First Aid/Food Safety/D&T course without prior notification of at least 10 days will be charged a non-attendance fee and if applicable the full delegate fee which is non-refundable. For our core internal Health & Safety courses we require notification of at least 3 days. Delegate substitution is permitted at any time, even on the day for most courses. No charges will be made, and monies will be returned where cancellation is by the organiser. Liability cannot be accepted for any consequential loss.

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Times

Unless specified, all morning courses start at 9.30am and finish at 1.00pm and all afternoon courses start at 1.00pm and finish at 4.30pm.

All full day Health & Safety courses start at 9:00am and finish at 16:00pm.

All full day Design & Technology and First Aid/Food Safety courses start at 09:30 and finish at approx. 16:30.

All courses will begin promptly.

Late arrivals will not be accepted. This will be dealt with as non-attendance and therefore, will incur charges as above.

During all courses, portable communication devices must be on silent mode or switched off.

Please be aware, for all Health & Safety and First Aid/Food Safety courses lunch is not provided. There are fridges on site so please bring your own lunch.

To Book Your Place

Before you book, do make sure that you speak with your own manager to agree your attendance.

Please contact healthandsafetytraining@leicester.gov.uk

Or 0116 454 3210 to book any of our courses

The Training Venues

New College Health and Safety training Centre

New College
Glenfield Road
Leicester
LE3 6DN
Telephone:
0116 454 3210



Beaumont Leys Training Centre

Beaumont Leys Lane
Leicester
LE4 2BF
Telephone: 0116 454 3210



Health & Safety Courses....

Building Responsible Officers

COSHH Risk Assessment

Evacuation Chair Training

Evacuation Chair – Train the Trainer *

Fire Risk Assessment

Manual Handling: Inanimate Objects

Manual Handling: People Handling - Annual Refresher

Manual Handling: Risk Assessment

Risk Assessments Workshop

Stress Awareness

Stress Awareness—Managing Stress for Managers

Trips and Visits: Educational Visits Co-ordinator (EVC)/Update Training *

Trips and Visits: Visitor Leader Training*

Water Hygiene

Work at Height

*** Charge made for these courses**

Building Responsible Officer

1-day course

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This one-day training session will focus on:

- Duties and responsibilities of Building Responsible Officers
- Areas of control
- Asbestos awareness: nature of hazard, typical asbestos containing materials and the duty to manage
- Asbestos management: systems and procedures to manage the hazard including asbestos register, monitoring and emergency procedures
- Control of contractors and permits to work
- Fire: summary of duties including fire risk assessment and maintenance of controls
- Water hygiene: nature of hazard, legal requirements, water hygiene risk assessments, typical controls and temperature monitoring
- Statutory inspections: summary of all legal requirements related to the management of buildings
- Detailed statutory requirements for gas, electricity, pressure systems, extraction systems, lifts and lifting equipment
- Various exercises and case studies

This course is mandatory for

Those people in overall charge of an establishment. It will also be of interest to those involved in the day to day operation and management of an establishment.

COSHH Risk Assessment

Half day course

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It is essential that attendees have previously completed the COSHH Awareness e learning training course as the content of that course will not be covered again on this course.

The aim of this course is to ensure that hazardous substances in the workplace are identified prior to use and that attendees are capable of producing a suitable and sufficient COSHH Risk Assessment and a User Information Sheet using the LCC forms to minimise the risk to employees exposed to those substances.

The topics covered in this training include:

- Hazardous substances and the hazard symbols (brief refresher)
- What EH40 is and how to use it
- 8 steps to adequate control
- Material safety data sheets
- Individual COSHH risk assessment exercise
- Individual COSHH User Information Sheet exercise
- Individual evaluation test

Course designed for

Managers (or other designated persons) with responsibilities for staff and others who use or otherwise may be exposed to hazardous substances in the workplace.

Evacuation Chair Operator Training

2-hour session

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This course is for those employees based at buildings where Evac-chairs are in use.

By the end of the course, participants will be competent to carry out the role of the Evac-chair operator and will be able to aid people with mobility impairment enabling them to reach a place of safety in the event of a fire or other emergency.

This course is designed for

Employees who volunteer to be trained as operators of Evac-chairs.

PLEASE NOTE: A moderate degree of fitness and physical effort is required to operate the Evac-chair.

Bespoke Training

For further details or to arrange this course please contact:

Corporate Health and Safety Team: Telephone 0116 454 3210.

Evacuation Chair – Train the Trainer

3-hour session

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The course is delivered on site and is for those employees based at buildings where Par Aid Evac-chairs are in use with several other members of staff needing to be trained as Evac-chair operators. By the end of the course, participants will be able to train other members of staff to carry out the role of an Evac-chair operator.

This course is designed for

Employees who need to have several volunteers to be trained as operators of Evac-chairs.

PLEASE NOTE: A moderate degree of fitness and physical effort is required to operate the Evac-chair and to train other members of staff in its use.

Bespoke Training

Training can be arranged for your team and at a place to suit your needs.

For further details or to arrange this course please contact us on:

Telephone 0116 454 3210 or email:

healthandsafetytraining@leicester.gov.uk

Fire Risk Assessment

Half day course

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The course will provide an awareness of the relevant legislation and the requirement to produce a full and sufficient Fire Risk Assessment is in place. It will provide the necessary knowledge for managers to understand, interpret, review and revise their premises fire risk assessment.

This training course will also:

- Enable the council to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005
- Provide easy to follow, but comprehensive guidance to enable managers to complete or review a fire risk assessment

This course is designed for

Key Managers and other persons in control of a workplace who are required to carry out Fire Risk Assessments.

Manual Handling: Inanimate Objects

09:30 – 12:00

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We aim to give you the knowledge, understanding and practical skills to enable you to identify hazards and risks presented during manual handling activities.

The information, instruction and training, will enable you to identify, practice and promote safer manual handling techniques.

By the end of the course participants will be able to:

- Identify and understand the causes of injury and the principles of back care
- Demonstrate increased awareness and understanding of Manual Handling and its associated risks
- Understand and apply the principles of Good Handling Techniques
- Apply practical knowledge and skills to assist in assessment of risk and reduction of injuries in their work place

This course is designed for

All staff who carry out manual handling activities as part of their daily work.

Manual Handling: People Handling - Annual Refresher

1-day course

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This course aims to provide:

- A learning experience that will enable delegates to consolidate and refresh current practice
- An understanding of the principles of applying a minimal handling approach in order to promote independence
- An update on best practice, techniques and equipment, to enable them to review and promote safer moving and handling techniques.

Delegates will have the opportunity to:

- Refresh and consolidate knowledge from previous moving and handling training
- Revise current practices and identify developments in practice, technique and equipment
- Identify the use of appropriate equipment and aids
- Identify and demonstrate good practice when moving and handling
- Apply the principles of minimal handling and promoting independence

This is a competence-based course that is a **compulsory** refresher training for all staff that carry out any significant people handling activities with adults, including the use of hoists.

(Please Note: This course is not designed for handling children)

Manual Handling: Risk Assessment

Half day course

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The aim of this course is to provide staff with the necessary skills and knowledge to enable them to carry out effective assessment of manual handling risks and provide problem solving skills to enable them to identify and recommend risk reduction measures.

By the end of the course participants will be able to:

- Identify risks associated with manual handling – how and why injuries occur
- Explore practical ways to reduce the likelihood of harm
- Obtain an understanding of how to make balanced risk assessment decisions
- Update knowledge and use of available manual handling equipment
- Identify the benefits of risk assessment
- Learn to record findings of a risk assessment satisfactorily
- Learn to monitor the outcome of risk assessments

This course is designed for

All LCC managers, team leaders and/or nominated staff with responsibility for carrying out Manual Handling risk assessment.

Risk Assessment Workshop

Half day workshops

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The risk assessment course now consists of both an e-learning package and a training workshop.

The e-learning packaging is an introductory module and includes:

- The legal requirements and responsibilities
- The principles of risk assessment
- Different types of hazards
- Who might be harmed and how
- Identity control measures
- Evaluating the risk
- Action plan and review

The workshop is a half day practical session designed to allow assessors time to practice completing risk assessments under the supervision of a Health and Safety Advisor who will offer constructive advice.

This course is designed for

All LCC staff responsible for carrying out health and safety risk assessments. Please note that a risk assessment exercise will be completed by delegates during the workshop session.

Delegates attending the training workshop should have attended the 'Identifying and Assessing Operational Risk' training course delivered by Risk Management Services.

Stress Awareness

Half day course

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This course will assist delegates in recognising and dealing with work related stress.

The course will focus on:

- Providing information on work related stress
- Causes, symptoms and effects of stress
- Issues related to organisational stress
- Preventing or reducing stress at work
- Where to get help

This course is designed for

Anyone concerned about stress in their working lives.

Managing Stress - For Managers

1-day course

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This course will assist delegates in recognising and dealing with work related stress.

Managers will gain an understanding of:

- Providing information about work related stress
- Roles and responsibilities regarding work related stress
- Causes, symptoms and effects of stress
- Work related stress prevention or reduction
- Where to get help

Managers will also find out about:

- The Council's Safety Management Standard for Stress
- The Stress Management Standards
- Proactive Stress Management, including the Healthy Workplace Survey
- Reactive Stress Management, including the Stress Support Plan
- Risk Assessment

This course is MANDATORY for Managers of staff in all workplace settings

Water Hygiene - Half day course

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The aim of this course is to raise awareness about the control of Legionella bacteria in LCC properties and the management systems in place to minimise the risk to employees and others who could potentially be exposed.

The topics covered in this training include:

- What is Legionella and where can it be found?
- Who is most at risk if exposed to Legionella bacteria,
- How Legionnaires disease is contracted
- What the symptoms and potential health effects of that exposure are
- Legislation, Approved Codes of Practice and the 'duty to manage'
- Responsibilities – The hierarchy of accountabilities and why it is important that building managers manage water hygiene
- Identification of risk – Where Legionella may colonise, source of nutrients, avoiding stagnation and potential for water droplet formation
- Methods of Control – Temperature monitoring of water services and equipment. Flushing little used outlets, regular cleaning regimes, managing changes to water systems and recording these actions
- Methods of Recording and Reporting – Creating audit trails, ensuring logbook records are kept up to date and how to process your findings
- Individual evaluation test

This course is designed for

This course is **compulsory** for all managers responsible for the day-to- day management of any building. It is also suitable for other staff with responsibilities for the management or maintenance of property.

Work at Height

09:30 – 12:00

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The aim of this course is to give an understanding of what must be considered when using access equipment and working at height. This knowledge will enable work to be carried out safely without injury to persons or damage to property or equipment.

This training will cover:

- Safe use of ladders and stepladders
- An overview of the use of scaffolding
- Selection of access equipment
- Fall prevention
- Inspection and care of access equipment
- Legal duties and responsibilities
- Practical on-site procedure
- PPE requirement

As the training involves a practical demonstration of safe erection of a ladder, trainees are required to wear robust footwear and trousers. A moderate degree of fitness is required.

This course is designed for

All LCC employees who work at height or use ladders and stepladders in their work.

Trips and Visits Educational Visits Co-ordinator Initial Training/ Refresher Training

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It is mandatory that all schools have a trained Educational Visits Coordinator (EVC) in post to oversee all school trips and visits. This training is approved by the Outdoor Education Adviser's Panel. Where schools do not have a named EVC then this role automatically reverts to the Head teacher who must have been on the EVC training and be in date.

Delegates will learn about the role of the EVC which is to:

- Ensure that educational visits meet the employer's requirements including those of risk assessment
- Support the Head teacher and governors with approval and other decisions
- Organise the emergency arrangements and ensure that there is an emergency contact for each visit
- Assess the competence of leaders and other adults proposed for a visit
- Ensure that the school maintains an updated Educational Visits Policy | Keep records of accidents and 'near misses'

EVC Initial Training – Cost £150

This course is for new EVCs or Head teachers taking on this role.

EVC Refresher Training – Cost £125

This course is for current EVCs who require refresher training.

This course is designed for

Primary Schools, Secondary Schools, Special Schools, Academies, Pupil Referral Units (PRUs) and Staff in Early Prevention and Youth Services. EVC training needs to be revalidated every three years.

Booking

For further details or to book your place please contact us on

Telephone (0116) 454 3210 or email: healthandsafetytraining@leicester.gov.uk

Planning for Safe Trips and Visits: Visit Leader Training

Half day course

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The safe planning, preparation and delivery of trips and visits. How to apply risk assessment principles and the importance of knowing what to do and what support is available when things go wrong.

The course will cover:

- Legal requirements and responsibilities for schools and staff
- Roles and responsibilities for organising a safe trip/visit
- Use of Health and Safety Bulletin 33
- Notification of Educational Visits through EVOLVE
- Risk assessment (this course will not cover risk assessment in depth)
- Transport and catering arrangements
- Using activity centres

This course is designed for

Staff that will be undertaking the planning and supervision of all trips and visits in all schools, PRUs, Early Prevention and Youth Services, etc.

Booking

For further details or to book your place please contact us on Telephone (0116) 454 3210 or email:
healthandsafetytraining@leicester.gov.uk

First Aid & Food Safety Courses....

First Aid – Emergency First Aid at Work * (1 day)

First Aid – First Aid at Work: (3 day) *

First Aid – First Aid at Work Requalification (2 day) *

First Aid – Paediatric First Aid * (2 day)

CIEH Foundation Certificate in Food Safety in Catering*

*** *Charge made for these courses***

First Aid - Emergency First Aid at Work

1-day course - £60

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It is a legal requirement to have suitable first aid provision in your workplace under “The Health and Safety (First Aid) Regulations 1981”. This course is aimed at anyone who will give emergency first aid to someone who is injured or becomes ill whilst at work. The course includes incidents, accidents and injuries commonly occurring in a variety of businesses (burns, scalds, trips, allergies etc.) and covers:

- Health and Safety (First Aid) Regulations
- Managing an Accident
- Resuscitation
- The priorities of first aid
- Treatment of an unconscious casualty
- Common workplace injuries
- Bleeding & Shock

All candidates are continually assessed by the trainer during this one-day course. All successful candidates will be awarded with an Emergency First Aid at Work certificate (valid for three years) and a wallet sized plastic card detailing their qualification. This qualification replaces the “Appointed Persons” first aid qualification.

This course is designed for

This course is ideal for ‘nominated’ persons or for people who provide support to qualified first aiders.

First Aid – First Aid at Work:

3-day Course - £180

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Health and Safety Law requires employers to ensure the health, safety and welfare of their employees and the public. Employers must also provide adequate personnel, training and equipment to administer first aid to their employees.

The course covers:

- The role and responsibility of a First-Aider
- Assessing an incident
- Managing an unresponsive casualty who is breathing normally
- Managing an unresponsive casualty who is not breathing normally
- Recognise and assist a casualty who is choking
- Managing a casualty who is wounded and bleeding
- Managing a casualty who is in shock
- Managing a casualty with a minor injury
- Administer First Aid for a range of conditions
- Managing a casualty for a range of major illnesses

Practical assessment is continuous throughout the course and in the final written assessment all questions must be answered correctly.

This course is designed for Nominated workplace first aiders.

**First Aid – First Aid at Work:
Requalification - £120**

2-day course

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Health and Safety Law requires employers to ensure the health, safety and welfare of their employees and the public. Employers must also provide adequate personnel, training and equipment to administer first aid to their employees.

The course covers:

- The role and responsibility of a First-Aider
- Assessing an incident
 - Managing an unresponsive casualty who is breathing normally
- Managing an unresponsive casualty who is not breathing normally
- Recognise and assist a casualty who is choking
- Managing a casualty who is wounded and bleeding
- Managing a casualty who is in shock
- Managing a casualty with a minor injury
- Administer First Aid for a range of conditions
- Managing a casualty for a range of major illnesses

Practical assessment is continuous throughout the course and in the final written assessment all questions must be answered correctly.

The course to obtain your initial First Aid at Work qualification is 3 days long.

This requalification course is 2 days.

Please note that this course can only be taken if your current certificate is less than 28 days out of date.

This course is designed for Nominated workplace first aiders.

First Aid – Paediatric First Aid

2-day course - £75

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This course meets the requirements laid down by Ofsted for Childcare workers and provides theoretical and practical training in First Aid techniques specific to infants aged 0 – 1 and children aged 1 to the onset of puberty.

Candidates will become familiar with the role of the paediatric first aider and be able to assess and react appropriately to an emergency situation, including providing first aid for a child or infant who:

- is unresponsive and needs to receive CPR
- has an airway obstruction
- is suffering from shock, is wounded/bleeding
- has a fracture or dislocation
- has a head, neck or back injury
- has a condition effecting the eyes, ears or nose
- has a chronic medical condition or sudden illness
- is experiencing the effects of extreme heat and/or cold
- has been poisoned, bitten or stung
- has sustained an electric shock

The course consists of two units, delivered over two days. Candidates are continually assessed by the trainer during the course. All successful candidates will be awarded a Paediatric First Aid certificate, lasting for three years, and wallet sized plastic card detailing their qualifications.

This course is designed for anyone working with young children

Food Safety Course

CIEH Foundation Certificate in Food Safety in Catering

1-day study plus 1 hour for the test - £55

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This course is suitable for anyone who works in an environment where food is prepared, cooked and handled.

Learning outcomes

- Firm grasp of the importance of food safety and knowledge of the systems, techniques and
- Procedures involved.
- Understanding of how to control food safety risks (personal hygiene, food storage, cooking and handling)
- Confidence and expertise to safely deliver quality food to customers.

At the end of the course there will be a written assessment of MCQ of 20 questions with 14 required to pass.

Design & Technology Courses....

SCHS - Secondary Core Training*

SCHSR - Secondary Core Refresher*

S12HS - Essential Health and Safety for D&T Technicians*

SMHS - Secondary Materials Health and Safety*

S1HS/S8HS - Wood Sawing Machines and Planer/Thicknesser Machines (2 days) *

S1HS/S8HSR - Wood Sawing Machines and Planer/Thicknesser Machines Refresher*

S1HS—Wood Sawing Machines

S7HS - Wood Turning Lathe*

S9HS - Portable Power Tools*

S10HS - Grinding and Sharpening*

SFHS - Secondary Food*

STHS - Secondary Textiles*

The above courses are suitable for Teachers, Teaching Assistants and anyone who may be involved in supporting pupils in a D&T environment.

S9HS Portable power tools is also suitable for site and premises staff

*** Charge made for these courses**

SECONDARY CORE LEVEL HEALTH AND SAFETY (SCHS)

1-day course

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The Design and Technology Association (D&TA) health and safety standards cover all areas of work within design and technology and are relevant therefore to all teachers/technicians and support staff working in:

Food

- Graphics
- Systems and control
- Textiles
- Resistant materials.

This course will prepare colleagues to meet the D&TA Core Level training standards. Following the training, course members will be required to submit a personal portfolio to show evidence they meet the relevant standards to enable them to apply for national accreditation through the D&TA.

Cost

£145 per person (Ex VAT)

Please note - Certification is valid for a period of 5 years.

SECONDARY CORE LEVEL HEALTH AND SAFETY - REFRESHER (SCHSR)

1-day course

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This course is suitable for all colleagues who have completed the Core Level Training Standards and the personal Health and Safety portfolio and whose Design and Technology Association accreditation is now due for renewal. The course will extend and update your knowledge and understanding of health and safety and will include a range of activities, including:

- Checking knowledge and understanding of H&S
- Extending knowledge and understanding of H&S
- Ensuring that risk assessments are 'suitable and sufficient'
- Exploring environmental issues, incl. lighting, heating, dust, noise and vibration
- Investigating accidents
- Measuring competence
- Teaching and learning strategies

Please Note: Colleagues attending should bring their personal Health and Safety portfolios along as a reference to use during the course, and there will be an opportunity to update it to meet the requirements for re-accreditation of the D&T Association Core Level Training Standards during the session.

Cost

£145 per person (Ex VAT)

Please note - Certification is valid for a period of 5 years.

Essential H&S for D&T Technicians (S12HS)

1-day course

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This course is introduced as a 1-day introductory course to H&S for D&T technicians in schools and colleges.

This training will enable you to work through the course activities and add the course to your accreditation.

S12HS introduces technicians to a range of essential knowledge, practical skills and understanding. The activities will include:

- H&S legislation, documentation and responsibilities
- Undertaking risk assessments and maintaining control measures
- Providing effective support for the D&T curriculum
- Understanding LEV system
- Essential routine maintenance
- Managing D&T resources
 - Managing the D&T environment

This is a workshop-based course and will offer technicians a choice from a range of essential practical skills that can be taught during the session.

Cost

£145 per person (Ex VAT)

Please note - Certification is valid for a period of 5 years.

Secondary Materials Health and Safety (SMHS) – Initial Training

1-day course

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This course will enable delegates to acquire H&S accreditation certification through a 'hands on' approach using the following...

- Drilling Machine
- Sanding Machine
- Portable power tools (Drill & Sander)
- Power Fret Saw
- Off Hand Grinder
- Hand Tools
- Plastics Moulding Equipment
- Mortiser

Cost

£145 per person (Ex VAT)

Please note - Certification is valid for a period of 5 years.

**SPECIALIST EXTENSION LEVEL: WOOD SAWING MACHINES (S1HS) and
PLANER/THICKNESSER MACHINES (S8HS)**
2-day course

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This course is suitable if you require a new certificate on this range of machines. **This is not a refresher course** for those who already have certificates or whose certificates have recently expired.

The course consists of practical exercises during the day.

Machines covered will include:

- Circular saw
- Narrow band saw
- Compound mitre saw
- Combined planer-thicknesser.

You will receive a course pack covering current legislation and the knowledge, skills and understanding required to safely use this range of woodworking machinery in schools. If you have recently completed the TDA/D&TA 'Core' Level Training, and have submitted your portfolio of evidence for accreditation, you will be able to add these two course units to your D&TA accreditation.

This nationally accredited practical course will provide 'initial training' for:

- Teachers
- Technicians
- Support staff In Design and Technology Departments

Cost

£210 per person (Ex VAT)

Please note - Certification is valid for a period of 5 years.

**SPECIALIST EXTENSION LEVEL: WOOD SAWING MACHINES (S1HS)
AND PLANER/THICKNESSER MACHINES (S8HS) – Refresher Course
1-day course**

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This nationally accredited practical course will provide teachers, technicians and support staff in Design and Technology Departments 'refresher training' on two of the Specialist Extension Levels: WOOD SAWING MACHINES (S1HS) and PLANER/THICKNESSER MACHINES (S8HS).

Course members will undertake a variety of practical exercises during the day. Machines covered will include:

- The circular saw
- Narrow band saw
- Compound mitre saw
- The combined planer-thicknesser.

Course members will receive a course pack covering current legislation and the knowledge, skills and understanding required to safely use this range of woodworking machinery in schools. Course members who have recently completed the TDA/D&TA 'Core' Level Training, and have submitted their portfolio of evidence for accreditation, will be able to add these two course units to their D&TA accreditation.

Please note - this 'refresher' course is suitable for staff who already hold certification on this range of machines, but whose certification is now over 5 years old.

Cost

£145 per person (Ex VAT)

Please note - Certification is valid for a period of 5 years.

SPECIALIST EXTENSION LEVEL: WOOD SAWING MACHINES (S1HS)

1-day course

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This nationally accredited practical course will provide:

Teachers

Technicians

Support staff

In Design and Technology Departments 'initial training' on the Specialist Extension Level: WOOD SAWING MACHINES (S1HS)

Course members will undertake a variety of practical exercises during the day. Machines covered will include:

- Circular saw
- Narrow band saw
- Compound mitre saw

Course members will receive a course pack covering current legislation and the knowledge, skills and understanding required to safely use this range of woodworking machinery in schools. Course members who have recently completed the TDA/D&TA 'Core' Level Training, and have submitted their portfolio of evidence for accreditation, will be able to add these two course units to their D&TA accreditation.

Cost

£145 per person (Ex VAT)

Please note - Certification is valid for a period of 5 years.

WOOD TURNING LATHE (S7HS)

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This course will familiarise teachers and technicians with the TDA/Design and Technology Association Specialist Extension Level Training Standards for the Wood Turning Lathe (S7HS) and prepare you to teach students how to turn safely.

During the day you will undertake a number of exercises, including turning between centres and using faceplates and chucks.

Cost

£145 per person (Ex VAT)

Please note - Certification is valid for a period of 5 years.

SPECIALIST EXTENSION LEVEL: PORTABLE POWER TOOLS (S9HS)

This nationally accredited practical training will prepare teachers, technicians and support staff in design and technology departments to meet the requirements of the TDA/D&TA 'Health and Safety Training Standards in Design and Technology' - Specialist Extension Level S9HS 'Portable Power Tools'.

Premises staff will also find this course useful to use power tools safely.

During the day, delegates will undertake a variety of practical exercises to prepare them to safely use a range of portable power tools at work. These include:

- Angle grinder
- Jigsaw
- Portable circular Saw
- Reciprocating saw
- Compound mitre saw
- Biscuit jointer
- Portable power plane, router and router table.

Cost

£165 per person (Ex VAT)

Please note - Certification is valid for a period of 5 years.

**SPECIALIST EXTENSION LEVEL:
GRINDING AND SHARPENING (S10HS)**

1-day course

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This course will enable delegates to acquire H&S accreditation certification through a 'hands on' approach using the types of grinding machines that can be safely used in school workshops.

- The types and grading of bench stones that can be used to sharpen hand and machine tools, safety in the use of abrasive wheels
- The hazards and risks arising from the use of abrasive wheels.
- How to: assemble abrasive wheels correctly to make sure they are properly balanced and fit to use.
- How to store, handle and transport abrasive wheels.
- How to inspect and test abrasive wheels for damage.
- Appropriate methods of dressing abrasive wheels.
- The use of a range of bench stones, including an understanding of sharpening angles and the use of honing guides
- The requirements for routine maintenance as required by legislation and recommended by the manufacturer of the equipment.
- How to identify defects in grindstones and the procedures for dealing with them to avoid accidents.
- The use of maintenance logs for machinery.

All the activities conform to the current TDA/D&T Association Training Standards.

Cost

£145 per person (Ex VAT)

Please note - Certification is valid for a period of 5 years.

Secondary Food (SFHS)

[Return to course list](#)

This course will familiarise you with the D&T Association Specialist Food Training Standards. This course is suitable for:

Everyone who teaches and supports secondary food technology

Home economics or catering or who lead cookery clubs or food activities in schools.

This includes—teachers, technicians, teaching assistants, trainee teachers, special needs support staff.

The course covers –

- Management of Food safety
- Fixed Equipment
- The Environment
- Small Portable Equipment
- Temperature Control
- Contamination and Allergies.

The SFHS accreditation can only be applied for when the delegate has current Level 2 Food Safety certification; evidence will be required on the day. All the activities conform to the current D&T Association Training Standards.

Cost

£110 per person (Ex VAT)

Please note - Certification is valid for a period of 5 years.

Secondary Textiles (STHS)

This nationally accredited practical training will prepare teachers, technicians and support staff in design and technology departments to meet the requirements of the TDA/D&TA 'Health and Safety Training Standards in Design and Technology' - Specialist Extension Level STHS 'Secondary Textiles'.

This course will enable delegates to acquire H&S accreditation certification through a 'hands on' approach. The course will cover the areas of STHS and will involve practical experience in the use of sewing machines, over locker and embellisher. Delegates will complete a series of small practical tasks and complete a mini project.

Cost

£145 per person (Ex VAT)

Please note - Certification is valid for a period of 5 years.

Health & Safety Training 2020

BRO 09:00 – 16:00 – Karen/Jo – New College – Maximum 12 delegates

Tuesday 4th February

Thursday 2nd April

Tuesday 16th June

Thursday 13th August

Wednesday 21st October

Tuesday 8th December

COSHH R/A 09:30 – 13:00 – Jo Lees – New College – Maximum 12 delegates

Thursday 6th February

Wednesday 13th May

Tuesday 18th August

Wednesday 11th November

Fire R/A 09:30 – 13:00 – Richard Shouls – New College – Maximum 16 delegates

Tuesday 21st April

Tuesday 14th July

Thursday 19th November

**General R/A 09:30 – 13:00 – Karen Hands – New College –
Maximum 10 Delegates**

Thursday 30th January

Wednesday 25th March

Tuesday 19th May

Thursday 9th July

Wednesday 16th September

Tuesday 17th November

**MH Objects 09:30 – 12:00 – Vince Taylor – New College –
maximum 16 delegates**

Wednesday 12th February

Wednesday 8th April

Wednesday 10th June

Thursday 20th August

Tuesday 13th October

Thursday 3rd December

**Manual Handling R/A 09:30 – 13:00 – Keith Rhodes – New
College - Maximum 16 delegates**

Thursday 12th March

Wednesday 8th July

Wednesday 18th November

Stress Awareness 09:30 – 13:00 – Ashwin Solanki – New College
– Maximum 16 Delegates

Wednesday 5th February

Thursday 14th May

Wednesday 9th September

Tuesday 1st December

Stress for Managers 09:00 – 16:00 – Ashwin Solanki – New
College – Maximum 12 Delegates

Tuesday 11th February

Wednesday 6th May

Tuesday 8th September

Tuesday 6th October

Wednesday 9th December

Working at Heights 09:30 – 12:00 – Richard Shouls – New College
– Maximum 16 delegates

Wednesday 5th February

Tuesday 7th April

Wednesday 3rd June

Tuesday 20th October

Water Hygiene 09:30 – 13:00 – Karen Hands – New College -
Maximum 16 delegates

Tuesday 18th February

Wednesday 20th May

Thursday 6th August

Tuesday 24th November

Moving and People Handling – 09:00 – 16:00 – Ashwin Solanki & Vince Taylor – Beaumont Leys Training Centre – Maximum 9 delegates

Thursday 16th January 2020

Friday 17th January 2020

Wednesday 11th March 2020

Wednesday 22nd April 2020

Thursday 23rd April 2020

Thursday 21st May 2020

Friday 22th May 2020

Tuesday 9th June 2020

Wednesday 10th June 2020

Tuesday 7th July 2020

Wednesday 8th July 2020

Wednesday 12th August 2020

Wednesday 16th September 2020

Thursday 17th September 2020

Wednesday 14th October 2020

Thursday 15th October 2020

Thursday 12th November 2020

Thursday 10th December 2020

2020 First Aid / Food Safety Training Dates

Emergency First Aid at Work

Thursday 9 th January	Friday 4 th September
Monday 20 th January	Tuesday 15 th September
Friday 31 st January	Wednesday 30 th September
Tuesday 4 th February	Monday 12 th October
Wednesday 19 th February	Thursday 22 nd October
Friday 6 th March	Friday 6 th November
Tuesday 17 th March	Wednesday 18 th November
Wednesday 1 st April	Thursday 3 rd December
Thursday 16 th April	Monday 14 th December
Monday 27 th April	
Tuesday 12 th May	
Wednesday 27 th May	
Thursday 11 th June	
Friday 26 th June	
Monday 6 th July	
Tuesday 21 st July	
Monday 3 rd August	

First Aid at Work – 3 Day Course

16th, 17th & 23rd January
13th, 20th & 27th March
1st, 2nd & 8th June

18th, 24th, & 25th September

9th, 10th & 16th November

First Aid at Work Requalifier – 2 Day Course

27th & 28th January

30th April & 1st May

21st & 28th September

8th & 9th December

Paediatric First Aid

13th & 14th January

25th January & 1st February

7th & 14th February

10th & 11th March

14th & 21st March

23rd & 24th April

9th & 16th May

18th & 19th May

18th & 25th June

27th June & 4th July

2nd & 3rd July

10th & 17th September

12th & 19th September

5th & 6th October

31st October & 7th November

5th & 12th November

28th November & 5th December

30th November & 1st December

Pet first Aid

Thursday 6th February

Saturday 14th March

Saturday 16th May

Wednesday 8th July

Saturday 19th September

Thursday 26th November

Saturday 28th November

Foundation Food Safety

Wednesday 29th January

Thursday 29th October

Monday 24th February

Thursday 19th November

Wednesday 18th March

Monday 7th December

Monday 20th April

Thursday 21st May

Monday 22nd June

Thursday 9th July

Wednesday 23rd September

D&TA Accredited Training Programme Spring 2020

COURSES FOR SECONDARY SCHOOLS

SCHS - Secondary Core Training: (£145.00 (Ex VAT) per delegate including D&TA accreditation)

- **Tuesday 14th January 2020**
- **Tuesday 24th March 2020**

SCHSR - Secondary Core Refresher: (£145.00 (Ex VAT) per delegate including D&TA accreditation, this course is a half day course)

- **Thursday 23rd January 2020**

SMHS - Secondary Materials Health and Safety (£145.00 (Ex VAT) per delegate including D&TA accreditation)

- **Tuesday 28th January 2020**
- **Tuesday 17th March 2020**

S1HS/S8HS - Wood Sawing Machines and Planer/Thicknesser

Machines 2 Day Training: (£210.00 (Ex VAT) per delegate including D&TA accreditation)

- **Tuesday 21st & Wednesday 22nd January 2020**
- **Wednesday 25th March & Thursday 26th March 2020**

S1HS/S8HS - Wood Sawing Machines and Planer/Thicknesser

Machines Refresher Training: (£145.00 (Ex VAT) per delegate including D&TA accreditation)

- **Thursday 2nd April 2020**

S1HS - Wood Sawing Machines Training (£145.00 (Ex VAT) per delegate including D&TA accreditation)

- **Tuesday 4th February 2020**

S7HS - Wood Turning Lathe: (£165.00 (Ex VAT) per delegate including D&TA accreditation)

• **Wednesday 15th January 2020**

S9HS - Portable Power Tools: (£145.00 (Ex VAT) per delegate including D&TA accreditation)

• **Thursday 16th January 2020**

• **Tuesday 31st March 2020**

S10HS – Grinding and Sharpening (£145.00 (Ex VAT) per delegate including D&TA accreditation)

• **Thursday 19th March 2020**

S12HS – Essential Health & Safety for D&T Technicians (£145.00 (Ex VAT) per delegate including D&TA accreditation)

• **Thursday 30th January 2020**

• **Thursday 6th February 2020**

STHS - Secondary Textiles: (£145.00 (Ex VAT) per delegate including D&TA accreditation)

• **Wednesday 18th March 2020**

SFHS - Secondary Food: (£145.00 (Ex VAT) per delegate including D&TA accreditation)

• **Wednesday 29th January 2020**

The above courses are suitable for Teachers, Teaching Assistants and anyone who may be involved in supporting pupils in a D&T environment.

S9HS Portable power tools is also suitable for site and premises staff

Health and Safety e-Learning Courses

LCC employees and LCC maintained schools only

A range of health and safety training courses can be completed through e-Learning:

Asbestos Awareness - LCC

Asbestos Awareness - Housing

Communicable Diseases

COSHH Awareness

Display Screen Equipment (DSE)

Fire Safety and Fire Appliances

Glass and Glazing

Infection Prevention

Introduction to Manual Handling

Introduction to Health and Safety

Managing Health and Safety

Mental Health Awareness

Occupational Health

Personal Resilience

Personal Safety Awareness

SO2 Online Incident Reporting

To Access these courses

First time users of Leicester Learning Pool must login using their payroll number and the password 'welcome'.

Simply click on the icon on your desktop



Then select the Health Safety and Wellbeing Icon

Health and
safety,
wellbeing,
equality and
diversity

Alternatively, if you know what course you require type it in the search box at the top of the page

Health and Safety e-Learning Courses

Asbestos Awareness

This course is suitable for Managers and staff with responsibilities for the management or maintenance of property and covers the same syllabus as the half-day course offered by Health and Safety Services.

Topics covered during the course are:

- what asbestos is and when it was used
- those most at risk of exposure and the potential health effects of that exposure
- types of materials in buildings that may contain asbestos
- legislation and the 'duty to manage'
- asbestos surveys and the risk assessment process
- emergency procedures if asbestos is discovered or suspected

Asbestos Awareness (Housing)

This module will help you understand what asbestos is, as well as the health implications of exposure, where it is likely to be found in buildings and what you need to do if you suspect the presence of asbestos.

Communicable Diseases

This E learning module covers:

- The legal duties;
- How to reduce cross contamination;

- The various types of infections you may be presented with;
- Aims and Objectives

Aims

To improve Infection Prevention and Control **Objectives**
 To obtain a greater understanding and knowledge of the principles of Infection, Prevention and Control. To incorporate into practice standard IP &C precautions. To have the knowledge to be able to assess when source isolation precautions are required.
 The actions to be taken in the event of an outbreak.

COSHH Awareness

This course is suitable for staff whose work involves the use of or possible contact with hazardous substances and covers exactly the same syllabus as the half-day course offered by Health and Safety Services.

Topics covered during the course are:

- What a hazardous substance is (as defined in the COSHH Regulations)
- How you could become contaminated (routes of exposure)
- The hazard symbols and the classifications they apply to
- The COSHH Regulations and what they require of employers
- Material safety data sheets, COSHH Risk Assessments & User Information Sheets
- Some golden rules for users of hazardous substances

Display Screen Equipment (DSE)

This is a training course for all Display Screen Equipment users, so they can complete a self-assessment of their own workstation. The course takes the user step by step through all the elements of a DSE workstation offering advice and guidance on the basic principles for compliance.

Topics covered during the course are:

- what DSE is and an understanding of the risk
- how to arrange your desk and good posture
- advice on sitting correctly when using DSE
- how to set up the keyboard and mouse
- where to find the LCC DSE Assessment form

Fire Safety and Fire Appliances

This course is suitable for Managers and staff who have a responsibility for implementing fire safety procedures within their workplace and covers the same syllabus as the half-day course offered by Health and Safety Services, though without the practical exercise.

Topics covered during the course are:

- the fire triangle and the common causes of fire
- classes of fire and means of extinguishing
- methods of preventing fire
- types of fire appliances and their usage
- emergency procedures
- fire and evacuation signage
- asbestos surveys and the risk assessment process
- emergency procedures if asbestos is discovered or suspected

Glass and Glazing Risk Assessment

The aim of this course is to give an understanding of what must be considered when doing a Glass and Glazing Risk Assessment.

This knowledge will enable you to do a suitable and sufficient Glass and Glazing Risk Assessment to comply with legal requirements.

Topics covered during the course are:

- legal requirements
- risk of breakage and areas of special risk
- critical locations
- types of glass and glazing
- BS and EN markings
- glass manifestation and awareness signs
- practical exercise

Infection Prevention

This course will enable delegates to understand the risks presented by infections they may come into contact with during the course of their work activities. It will also enable delegates to identify and use the correct infection control procedures that are necessary to reduce risk of infections spreading.

Topics covered during the course are:

- the types of infections you may be presented with in the course of your work activities
- the routes of infection
- your legal duties and responsibilities
- how you can reduce the risk of cross contamination – infection control
- the actions to be taken in the event of an outbreak or emergency

- **Introduction to Manual Handling**

This course covers some basic information on what manual handling is, why it is important in a work setting, the legislation that applies to this type of operation and the risk factors that need to be considered and controlled to make manual handling safe in your workplace.

Managing Health and Safety

This module is designed to give you an overview of management responsibilities with respect to health and safety laws and policies that affect you and your team. The majority of public sector employees work in an office setting, so we will focus on this environment during the module. If you work in an environment where special rules apply to good health and safety practice, additional training should be provided to you and your team.

Ask your line manager or contact the Corporate Health & Safety team for further details.

Mental Health Awareness

Work in Progress expected to be available in the summer ...

Occupational Health

As a manager there may be times when the health of one of your employees requires you to seek medical advice. This is where the health professionals at Occupational Health can help.

The aim of the module is to take you through the process of referring employees to Occupational Health.

Personal Resilience

This module is designed to help you think about your own resilience and how it can be improved upon.

Personal Safety Awareness

The aim of this course is to raise awareness of risks to Personal Safety and to help individuals identify potential safety risks at work and develop strategies to reduce them.

Topics covered during the course are:

- what we mean by Personal Safety
- factors that can increase safety risks—including identifying your personal risks
- choices and options
- lone working
- violent behaviour and recognising early signs of aggression
- body language and handling difficult situations
- planning ahead

SO2 Completion (Accident and Incident Reporting and Investigation)

The aim of the course is to enable managers and supervisors to complete the SO2 Incident Form to a suitable standard, enabling a suitable and sufficient investigation to be made to prevent a reoccurrence of the accident.

Topics covered during the course are:

- introduction

- reporting of accidents and incidents
- completion of the SO2 Incident Form - Part A and B
- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences)
- information gathering
- further investigation