

DEVON HEALTH & SAFETY SERVICE TRAINING COURSES

1 SEPTEMBER 2019 – 31 DECEMBER 2020



Course Title	Time	Dates	Who should attend	Aims / Content Overview
Accident Investigation	1 – 4	03/12/2019	Individuals who have the responsibility for investigating accidents/incidents	An overview and practical outline of investigating accident & incidents
Asbestos Awareness *	9.30 – 12.30	18/09/2019	Individuals who manage asbestos	To provide a practical outline of the duties, actions and responsibilities in regard to managing asbestos in buildings and how to ensure building users remain protected. Mandatory Devon County Council course with a mandatory refresher period: <u>3 years</u>
		27/11/2019		
		22/01/2020		
		11/03/2020		
		03/06/2020		
		16/09/2020		
25/11/2020				
Legionella Awareness *	1 – 4	18/09/2019	Individuals who manage legionella risk	To provide a practical outline of the duties, actions and responsibilities in regard to managing legionella in domestic hot and cold-water services and to provide the skills to ensure building users remain protected. Mandatory Devon County Council course with a mandatory refresher period: <u>3 years</u>
		27/11/2019		
		22/01/2020		
		11/03/2020		
		03/06/2020		
		16/09/2020		
25/11/2020				
Control of Contractors and CDM	9.30 – 12.30	17/09/2019	Individuals who arrange, supervise or carry out building maintenance or construction, or who act as Client. Whilst the course will reference other duty holders (Principal Designer, Designers, Principal Contractor and Contractor) you should contact the Devon Health and Safety Service if you require more detailed knowledge about these roles.	To provide a practical outline of the Client duties, & responsibilities for managing all maintenance and construction projects as well as a general overview of the CDM Regulations. Mandatory Devon County Council course with a mandatory refresher period: <u>3 years</u>
		30/01/2020		
		10/06/2020		
		15/09/2020		
Fire Risk Assessment	One Day 9.30 – 4.00	03/10/2019	Individuals who undertake Fire Risk Assessments & persons or their deputies with responsibility for buildings including the 'Responsible Person'.	To provide delegates with a degree of knowledge and skills to carry out a suitable and sufficient fire risk assessment using the DCC Fire Risk Assessment template.
		04/02/2020		
		11/06/2020		

		01/10/2020		Mandatory Devon County Council course with a mandatory refresher period: <u>3 years</u> (attend the half day Fire Risk Assessment Refresher course)
Fire Risk Assessment Refresher	9.30 – 12.30	08/01/2020	Individuals who <u>HAVE ALREADY ATTENDED THE FULL DAY FIRE RISK ASSESSMENT TRAINING</u> and are responsible for the Fire Risk Assessments & persons or their deputies with responsibility for buildings including the 'Responsible Person'.	To refresh delegates knowledge and skills in carrying out a suitable and sufficient fire risk assessment using the DCC Fire Risk Assessment template. Mandatory Devon County Council course with a mandatory refresher period: <u>3 years</u>
		12/03/2020		
		04/06/2020		
		07/10/2020		
Fire Warden	9.30 – 12.30	17/10/2019	Nominated personnel acting as fire wardens	To give delegates a wider knowledge of the role of a Fire Warden and their responsibilities in the workplace.
		23/01/2020		
		17/06/2020		
		13/10/2020		
Health & Safety Awareness	90 minutes	To provide attendees with an enhanced knowledge of their H&S duties & responsibilities, to support safe working and the management of H&S within their designated roles.		
Health & Safety for Caretakers & Premises Staff	One Day 9.30 – 4.00	13/11/2019	Caretakers, cleaners and other staff within the facilities management function of establishments	To give delegates a foundation level knowledge of the principal risks found within caretaking and cleaning work along with the control measures used to manage these risks. Mandatory Devon County Council course with a mandatory refresher period: <u>5 years</u>
		07/05/2020		
		11/11/2020		
IOSH Managing Safely	4 full Days 9.30 – 5.00	30, 31 October, 6, 7 November 2019	The course is aimed at staff who have responsibility for others within their organisation /externally e.g. Health & Safety Co-ordinators, Managers, Unit or Practice Managers	This 4-day IOSH-approved course aims to provide candidates with the knowledge and skills to work safely themselves, to examine the issues, and apply the techniques and processes involved in managing health and safety effectively, to also consider organisational implications and determine how to contribute to improved health and safety standards and performance within the organisation.
		5, 6, 12, 13 February 2020		
		13, 14, 20, 21 May 2020		

		14, 15, 21, 22 October 2020		
IOSH Managing Safely Refresher	One Day 9.30 – 5.00	16/10/2019	The course is aimed at staff who have responsibility for others within their organisation /externally e.g. Health & Safety Co-ordinators, Managers, Unit or Practice Managers <i>who have previously attended the IOSH Managing Safely course</i>	This 1 day IOSH-approved course aims to refresh delegates' knowledge and skills obtained via the IOSH Managing Safely course. It also updates delegates' knowledge regarding legislative and organisational changes.
		29/04/2020		
		04/11/2020		
IOSH Working Safely	One Day 9.30 – 5.00	04/12/2019	Employees from any service without managerial or supervisory responsibilities	To provide a first level qualification in health and safety that's designed to improve the safety culture within the organisation. It focuses on how individual actions contribute to health and safety in the workplace and provides an understanding of an individual's responsibility.
		06/05/2020		
COSHH – Managing Chemicals Safely	9.30 – 12.30	15/10/2019	Staff and managers who purchase, store, use or dispose of hazardous substances in the course of their work or are required to carry out a COSHH risk assessment	To provide the knowledge to risk assess the selection, use, storage and disposal of hazardous substances.
		17/03/2020		
		05/11/2020		
Managing Safety in Schools	9.30 – 12.30	12/11/2019	Headteachers, managers, H&S coordinators in schools and other similar child care settings (e.g. Children Centres, PRU's, etc.)	To provide delegates with an understanding of management arrangements for health & safety in schools.
		19/03/2020		
		18/11/2020		
Moving and Handling Awareness	9.30 – 12.30	25/09/2019	All staff who undertake the moving and handling of objects, materials and equipment in the course of their work. This course is not suitable for the moving and handling of adults or children.	To introduce staff to the basic manual handling techniques and the organisational arrangements and responsibilities that are required by law.
		05/03/2020		
		23/09/2020		
Personal Safety	9.30 – 12.30	09/10/2019	Ideal for anyone who may have to face the threat of verbal or physical danger	To introduce staff to the wider knowledge of working with others whose behaviours may be challenging

		28/04/2020	whilst at work when dealing with service users or members of the public	when at work
Inspecting and Testing Portable Electrical Appliances	One Day 9.30 – 4.00	01/10/2019	Caretakers, facilities management staff, technicians	This 1 day training course provides delegates with the knowledge and skills required to undertake electrical inspection and testing of portable electrical appliances.
		29/01/2020		
		01/07/2020		
		29/09/2020		
Risk Assessment	9.30 – 12.30	02/10/2019	All staff who may be expected to undertake risk assessments in the workplace	To give delegates the knowledge to enable them to undertake basic risk assessments with particular reference to generic risk assessments.
		18/03/2020		
		30/09/2020		
Senior Managers' Premises Overview	One Day 9.30 – 4.00	21/11/2019	Senior Managers (excluding Headteachers)	To provide an overview of building and site responsibilities, including managing & controlling contractors, asbestos, legionella and fire, etc. Mandatory Devon County Council course with a mandatory refresher period: <u>5 years</u>
		18/06/2020		
		19/11/2020		
Senior Managers' Premises Overview (Schools)	One Day 9.30 – 4.00	14/11/2019	Headteachers and other school leaders	To provide an overview of building and site responsibilities, including managing & controlling contractors, asbestos, legionella and fire, etc. Mandatory Devon County Council course with a mandatory refresher period: <u>5 years</u>
		21/01/2020		
		23/04/2020		
		12/11/2020		
Stress Management – Managing Your Responsibilities	9.30 – 12.30	28/11/2019	All line-managers and others with responsibility for the prevention and reduction of work-related stress.	Aimed at increasing line-managers' knowledge and skills in the recognition, prevention and reduction of work-related stress.
		26/02/2020		
		12/05/2020		
		17/09/2020		
Tree Safety Management on Sites / Tree Safety	eLearning course – please visit the DEL Digital Learning site		Staff who manage sites with trees, on or within falling distance of the site.	Policies and responsibilities around Tree Safety Management

Management on Highways			Mandatory Devon County Council course with a mandatory refresher period: <u>5 years</u>
Working at Height / Ladder Awareness <i>HSTWAH</i>	One Day 9.30 - 5.00	10/10/2019 16/01/2020 22/04/2020 08/10/2020	Staff and managers involved in work at height activities, including the use of ladders/towers and step ladders The aim of this course is to provide delegates with a knowledge and understanding of the risks associated with working at height and of appropriate ways to manage these risks. Also to understand the legal requirements for such activities.

*** Course participants who also attend the related training on the same day and the same venue will be provided with lunch**

Location of Training	All training (apart from bespoke in-house training) will take place at <u>Great Moor House</u> , Exeter
Who can attend	Course places are open to all Governmental, Educational, not for profit and voluntary organisations.
Training Costs	General Health and Safety Courses: £52.75 for half day courses and £104 for full day courses IOSH-approved Health and Safety Courses (includes assessment and certification) IOSH Working Safely: £141.25 IOSH Managing Safely Refresher (1 day): £141.25 IOSH Managing Safely 4-day Course: £395.25
How to book a place	To log on or to register as a new user, click on link <u>DEL Digital Learning</u> or to manually access enter - http://devon.learningpool.com/ Please note all places are booked online.
For further information or to book a bespoke course	In addition to the published training programme, the Devon Health & Safety Service can deliver bespoke in-house training covering all H&S topics at your premises; please contact the Service for information on courses or to book a bespoke course. Please contact us: Devon Health & Safety Service Great Moor House, Bittern Road, Sowton, Exeter, EX2 7NL Tel: 01392 382027 Fax: 01392 381857 email: healthandsafety@devon.gov.uk



Governor Health and Safety Courses are delivered by the Devon Health & Safety Service and are available via the Babcock/LDP Governor Support – Governor Services <http://www.babcock-education.co.uk/ldp/>