



DEVON HEALTH AND SAFETY SERVICE TRAINING COURSES

APRIL 2010 – MARCH 2011

Course Title	Time	Dates	Location	Cost	Who should attend	Aims / Content Overview
Asbestos <i>HSTA</i>	9.30-12.30	25/05/10	Great Moor House, Exeter	£40*	Individuals who arrange, supervise or carry out premises maintenance tasks	To provide a practical outline of the duties, actions & responsibilities in regard to managing asbestos in building and how to ensure building users remain protected
	9.30-12.30	04/11/10				
Legionella <i>HSTL</i>	1 - 4pm	25/05/10	Great Moor House, Exeter	£40*	Individuals who arrange, supervise or carry out water related premises maintenance tasks	To provide a practical outline of the duties, actions & responsibilities in regard to managing legionella in building and how to ensure building users remain protected
	1 - 4pm	04/11/10				
CDM <i>HSTCDM</i>	9.30-12.30	08/07/10	Great Moor House, Exeter	£40	Individuals who arrange, supervise or carry out building maintenance or construction	To provide a practical outline of the duties, & responsibilities for managing all maintenance and construction projects
	9.30-12.30	08/02/11				
Fire Safety Awareness <i>HSTFSA</i>	9.30-12.30	19/05/10	East Devon Business	£40*	Individuals with responsibilities for buildings or managers of staff in shared buildings	To give an overview of fire safety and a broad understanding of the requirements of the Fire Safety Order. Individuals who carry out the fire risk assessments should also attend the Fire Risk Assessment course
	9.30-12.30	11/10/10	Great Moor House, Exeter			
	9.30-12.30	10/02/11				
Fire Risk Assessment <i>HSTFRA</i>	1 – 4pm	19/05/10	East Devon Business Centre, Honiton	£40*	All staff who are nominated to carry out fire risk assessments.	To enable delegates to understand the Devon Fire Safety Toolkit and conduct a fire risk assessment of their premises
	1 – 4pm	11/10/10	Great Moor House, Exeter			
	1 – 4pm	10/02/11				
Fire Warden <i>HSTFW</i>	9.30-12.30	16/06/10	Great Moor House, Exeter	£40	Suitable for anyone who has specific duties in the event of a fire e.g. To check premises, etc	To give delegates a wider knowledge of the role of a Fire Warden and their responsibilities in the workplace.
	9.30-12.30	04/02/11				
Handling Chemicals (COSHH) <i>HSTCOSHH</i>	1 – 4pm	16/06/10	Great Moor House, Exeter	£40	For staff who use or come into contact with hazardous substances or who may have to carry out risk assessments for hazardous substance	To provide with the knowledge to safely select, use, store and dispose of hazardous substances. Including carrying out risk assessments.
	9.30-12.30	25/01/11				

Health & Safety Awareness <i>HSTHSA</i>	90 minutes	Bespoke only - delivered in house and tailored to individual team, establishment or service needs		Please contact H&S Service for details	Service / Establishment teams	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 and Safety for Caretakers & Premise staff <i>HSTC&PS</i>	9.30-4pm	30/06/10	Buckfast Abbey, Buckfast	£80	Site management and caretaking staff.	To provide a practical overview for caretakers and site managers to ensure that they are able to fulfil their duties safely, with regard to themselves and others using the premises (clients, students, staff, visitors etc.).
	9.30-4pm	06/10/10	Great Moor House Exeter			
	9.30-4pm	15/02/11				
IOSH Managing Safely <i>HSTIOSHMS</i>	4 full Days 9-5pm	22 nd , 23 rd , 28 th & 29 th June 2010	East Devon Business Centre, Honiton	£325 (includes Certificate & Work book)	A four day course aimed at workers who have responsibility for others within the organisation/externally to it e.g. H&S Co-ordinators, Building's Manager, Unit or Practice Managers	To provide delegates with the knowledge and skills to work safely themselves. To examine the issues, and apply the techniques and processes involved in managing H&S effectively. To consider organisational implications and determine how to contribute to improved H&S standards and performance within the organisation.
	4 full Days 9-5pm	20 th , 21 st , 27 th & 28 th Sept 2010	Great Moor House Exeter			
	4 full Days 9-5pm	2 nd , 3 rd , 9 th & 10 th March 2011				
IOSH Working Safely <i>HSTIOSHWS</i>	One Day 9.30-5pm	10/05/10	Great Moor House, Exeter	£113 (includes Certificate & Work book)	Working Safely is a one-day course for staff from any sector with no supervisory or managerial responsibility.	It provides a grounding in the essentials of health and safety – everyone at work should have an understanding of why they must 'work safely' and this course offers exactly that. Working Safely introduces a completely new approach to health and safety training and offers all the basics in a high impact interactive package.
		31/01/11				
Managing Safety in Schools and other Child Care Settings <i>HSTMSIS</i>	One Day 9.30-4pm	10/06/10	East Devon Business Centre, Honiton	£80	Essential for Headteachers, Centre Managers, H&S Governors and H&S Coordinators in schools and other child care settings (e.g. Children Centres, Outdoor Education Centres, etc).	To provide delegates with an outline of their personal and organisational responsibilities and to be able to identify strategies for developing best practice
		04/10/10	Great Moor House, Exeter			
		08/03/11				

Moving and Handling Awareness <i>HSTMHA</i>	9.30-12.30	10/06/10	Great Moor House, Exeter	£40	Essential training for all staff involved in lifting and handling of objects.	To provide delegates with a knowledge of correct procedures and methods for the safe lifting and handling of objects/loads.
	1 – 4pm	05/05/10	Bluecoats Children Centre, Torrington			
	9.30-12.30	08/12/10	Great Moor House, Exeter			
	1 – 4pm	14/03/11				
Portable Electrical Testing (PAT) <i>HSTPAT</i>	One Day 9.30-4pm	14/06/10	Great Moor House, Exeter	£80	Intended for any staff that are required to carry out Portable Appliance Testing.	To enable staff to correctly and safely test portable appliances.
		24/01/11				
Risk Assessment <i>HSTRA</i>	9.30-12.30	05/05/10	Bluecoats Children Centre, Torrington	£40	Managers & Head teachers & nominated Risk Assessors and any staff who undertake risk assessments.	To enable staff to be competent risk assessors in the work place in accordance with the relevant Health & Safety Legislation.
	1 – 4 pm	08/07/10	Great Moor House, Exeter			
	1 – 4 pm	08/12/10				
	9.30-12.30	14/03/11				
Senior Managers Premises Overview <i>HSTPM</i>	One Day 9.30-4pm	09/06/10	Great Moor House, Exeter	£80	Managers/Headteachers/Site Managers/ Premises Support Officers with <u>overall</u> building and site responsibilities	To provide an <u>overview</u> of building and site responsibilities, including managing & controlling contractors, asbestos, legionella, fire, etc.
		18/01/11				
Stress Awareness for Individuals <i>HSTSA</i>	9.30-12.30	06/07/10	East Devon Business Centre, Honiton	£40*	Suitable for all staff of all levels / grades	To equip individual staff with an awareness of stress, symptoms, basic coping strategies
	9.30-12.30	07/02/11	Great Moor House, Exeter			
Stress Management for Managers <i>HSTSM</i>	1– 4.30pm	06/07/10	East Devon Business Centre, Honiton	£40*	Suitable for all managers	To equip managers with the tools to identify and meet the legal, ethical and moral reasons for tackling and reducing work related stress and the support services available to them in DCC.
	1- 4.30pm	07/02/11	Great Moor House, Exeter			

Focus Groups for Managing Stress <i>HSTFG</i>	Session 1 – 3 hrs Session 2 – 3 hrs	Bespoke only, delivered in house and tailored to individual team, establishment or service needs		Please contact W@W on 01392 384820	For teams of employees	To provide team members with an awareness of individual/ team stressors, develop team relationships and communication and to explore practical and workable solutions
Working at Height and Ladder Safety <i>HSTWAH</i>	One Day 9.30-4pm	12/05/10	Great Moor House, Exeter	£113 (includes practical assessment & certification)	Essential for staff and managers who are required to work at height	To enable staff to work safely at height and to be formally assessed as competent in the use of ladders, towers and other access equipment
23/11/10						

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

Booking Places on H&S Published Programme and for First Aid Courses:

For booking places on the above courses you need to use the DCC online booking facility, to log on/register please click on the link below :-

[Devon On Line Booking System](https://www.devon.gov.uk/onlinebookings?url=TrainingAdmin-Devon/Default.aspx)

<https://www.devon.gov.uk/onlinebookings?url=TrainingAdmin-Devon/Default.aspx>

For Further Information or to Book a Bespoke Course:

Alternatively the Devon Health and Safety Service can deliver bespoke in-house training covering all H&S topics, please contact the following for information on courses or booking a bespoke course:

Devon Health & Safety Service, Great Moor House, Bittern Road, Sowton Industrial Estate, Exeter, Devon. 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 LDP Governor Support – Governor Services <http://www.devonldp.org/>