



## DEVON HEALTH AND SAFETY SERVICE TRAINING COURSES

### JANUARY 2012 – DECEMBER 2012

Course Title	Time	Dates	Who should attend	Aims / Content Overview
<b>Asbestos*</b> <i>HSTA</i>	9.30-12.30	11/01/2012	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	13/06/2012		
	9.30-12.30	17/10/2012		
<b>Legionella*</b> <i>HSTL</i>	1 – 4	11/01/2012	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 – 4	13/06/2012		
	1 – 4	17/10/2012		
<b>CDM</b> <i>HSTCDM</i>	9.30-12.30	30/04/2012	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	24/09/2012		
<b>Fire Safety Awareness*</b> <i>HSTFSA</i>	9.30-12.30	23/02/2012	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	24/05/2012		
	9.30-12.30	12/11/2012		
<b>Fire Risk Assessment*</b> <i>HSTFRA</i>	1 – 4	23/02/2012	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 – 4	24/05/2012		
	1 – 4	12/11/2012		
<b>Fire Warden</b> <i>HSTFW</i>	9.30-12.30	30/05/2012	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	07/11/2012		
<b>Handling Chemicals</b> <i>HSTCOSH</i>	9.30-12.30	02/05/2012	For staff who use or come into contact with hazardous substances	To provide with the knowledge to safely select, use, store and dispose of hazardous substances. Including carrying out risk assessments.
	9.30-12.30	24/10/2012		
<b>Health &amp; Safety Awareness</b> <i>HSTHSA</i>	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.		
<b>Health and Safety for Caretakers &amp; Premise staff</b> <i>HSTC&amp;PS</i>	One Day 9.30 - 4	28/06/2012	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.).
	One Day 9.30 - 4	29/11/2012		

<b>IOSH Managing Safely</b>  <b>HSTIOSHMS</b>	4 full Days 9 - 5	<b>16th, 17th, 23rd &amp; 24th April 2012</b>	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.
		<b>9th,10th &amp; 16th 17th July 2012</b>		
		<b>19th,20th,26th &amp; 27th November 2012</b>		
<b>IOSH Working Safely</b>  <b>HSTIOSHWS</b>	One Day 9.30 - 5	17/09/2012	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.
<b>Managing Safety in Schools and other Child Care Settings</b>  <b>HSTMSIS</b>	One Day 9.30 - 5	14/05/2012	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
		15/11/2012		
<b>Moving and Handling Awareness</b> <b>HSTMHA</b>	9.30-12.30	25/04/2012	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.
	9.30-12.30	11/07/2012		
	9.30-12.30	21/11/2012		
<b>Portable Electrical Testing (PAT)</b> <b>HSTPAT</b>	One Day 9.30 - 4	21/06/2012	Intended for any staff that are required to carry out Portable Appliance Testing.	To enable staff to correctly and safely test portable appliances.
		27/09/2012		
		03/12/2012		
<b>Risk Assessment</b> <b>HSTRA</b>	9.30-12.30	14/06/2012	Any individual who undertake risk assessments.	To enable staff to be competent risk assessors in the work place in accordance with the relevant Health & Safety Legislation.
	9.30-12.30	08/11/2012		
<b>Snr Managers Premises Overview</b> <b>HSTPM</b>	One Day 9.30 – 4	17/05/2012	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.
		06/12/2012		
<b>Stress Awareness for Individuals*</b> <b>HSTSA</b>	9.30-12.30	08/05/2012	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	08/10/2012		

<b>Stress Management for Managers*</b> <i>HSTSM</i>	1 - 4.30	08/05/2012	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 - 4.30	08/10/2012		
<b>Focus Groups for Managing Stress</b> <i>HSTFG</i>	tba	To provide team members with an awareness of individual/ team stressors, develop team relationships and communication and to explore practical and workable solutions		
<b>Working at Height and Ladder Safety</b> <i>HSTWAH</i>	One Day 8.45 - 5	10/05/2012	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
		13/11/2012		

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

<b>Location of Training</b>	All training (apart from Bespoke in-house training) will take place at <a href="#">Great Moor House</a> , Exeter.
<b>Training Costs</b>	General Health and Safety Courses: £40 for half day courses and £80 for full day courses  Externally accredited Health and Safety Courses (includes assessment and certification) IOSH Working Safety £115 IOSH Managing Safety 4 day Course: £325 Working at Height and Ladder Safety: £115
<b>How to book a place</b>	To log on or to register as a new user, click on link <a href="#">Devon On Line Training Booking System</a> or to manually access enter - <a href="https://www.devon.gov.uk/onlinebookings">https://www.devon.gov.uk/onlinebookings</a> Please note all places are booked on line.
<b>For Further information or to book a bespoke course</b>	In addition to the published training programme, the Devon Health and Safety Service can deliver bespoke in-house training covering all H&S topics, please contact the Service for information on courses or to book a bespoke course Please contact us:  Devon Health and Safety Service. Great Moor House, Bittern Road, Sowton, Exeter, EX2 7NL Tel: 01392 382027 Fax: 01392 381857 email: <a href="mailto:healthandsafety@devon.gov.uk">healthandsafety@devon.gov.uk</a>

**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/>**