School Health & Safety and Welfare Training

2018/19 edition

020 8619 0939
www.skillstrainingcentre.co.uk
Skills Training Centre Ltd (STC) have been providing a comprehensive range of quality, cost effective, short courses to Schools and Children’s Centres for over 20 years.

This brochure contains Health & Safety and Welfare training courses that have been specifically selected to meet the needs of staff in Primary/Junior/Secondary Schools; Nursery Schools; Special Educational Needs Schools; and Children’s Centres.

**ALL INCLUSIVE PACKAGE OR PAY AS YOU GO**

We can offer all schools and Children’s Centres unlimited places* for staff on a wide range of the most popular scheduled courses for one fixed annual fee. The fee is based on a number of factors and for larger schools we have capped the charges to make the package as cost effective as possible. Please contact us for a School/Centre specific quote. Bespoke courses and places on “Additional Courses” outside of the schools package, are not be covered under the annual fee. However, places and bespoke courses can be purchased at a discounted rate by those who buy into the inclusive package. (See Training Sections marked “+£”)

If you sign up to our “All Inclusive Package” you will also be entitled to reduced cost Online (Blended) Learning from as little as £5 + VAT per person, per course.

If you only require a limited number of places on the courses in 2018-19, Pay-As-You-Go might be a more cost effective option for your school. You can still book places on any of the courses or in-school courses at our standard rates, which are still very competitive.

**RECOMMENDATION**

“Skills Training Centre’s schools’ All Inclusive Package represents real value for money. It has enabled us to work through a program of first aid and health and safety training that we would never have been able to cover through individually purchased courses with the same training budget.”

Sara Gibbins (Mrs)
Bursar
Rimon Primary School, Barnet

**TRAINING LOCATION & STC STAFF**

Our scheduled courses take place at North London Business Park, New Southgate and for an additional cost, we can also provide school based training in most parts of the UK for groups of staff, providing you have access to the appropriate equipment and facilities.

Our Sales team are helpful and knowledgeable. They will guide you through the range of options available, to find the most appropriate solution for your School. We are open and honest and will share with you what we know, good or bad, to assist you in your decision, working with you to deliver the best outcome for your school.

Our instructors are professional and experienced in their respective fields and we believe we have a depth of experience in the provision of Training services for School staff that is second to none.

Finally, if you can’t see what you are looking for in this brochure, please do not hesitate to contact us.

**Health & Safety Consultancy package**

We can also assist you with a fixed price Health & Safety consultancy package in association with Customised Safety Solutions (CSS). This association allows us to offer a personalised, high quality, consultancy service that provides outstanding value for money.

The Standard Health & Safety Consultancy Package offers a service to enable you to meet your school’s legal requirement to have access to “Competent” health and safety advice and a range of other benefits. Additional Health & Safety Consultancy services can also be purchased if required.

*Subject to fair use policy – details available on request.*
Training, Consultancy and Online Learning

This year, in addition to our School Health & Safety and Welfare Training Package we are adding the option to purchase a low cost Standard School Health & Safety Consultancy Package for a fixed fee.

**SCHOOL HEALTH & SAFETY AND WELFARE TRAINING PACKAGE**

STC can offer all schools and Children’s Centres unlimited places (subject to our Fair Use Policy*) for staff on a wide range of the most popular scheduled courses for one fixed annual fee.

We offer a range of training including First Aid; Caretakers’ Safety; and the management of health and safety in a school/centre environment. STC have significant experience in delivering these courses and have extensive experience of co-ordinating and delivering training to Schools and Children’s Centres.

Our Sales team are helpful and knowledgeable. They will guide you through the range of options available, to find the most appropriate solution for your School. We are open and honest and will work with you to deliver the best outcome for your school.

**STANDARD HEALTH & SAFETY CONSULTANCY PACKAGE**

If you purchase our All Inclusive Training Package, you will be entitled to a discount of £200 off the normal cost of the Standard Consultancy Package. You can also purchase the Standard Consultancy Package as a stand-alone package at the normal price.

Delivered by Customised Safety Solutions (CSS) in association with Skills Training Centre, CSS are professionally qualified health and safety practitioners to CMIOSH with years of practical experience of working with Schools covering a wide range of health and safety issues.

The Standard Health & Safety Consultancy Package offers a service to meet your school’s basic requirements and provides access to “Competent” health and safety advice as required by Law. Additional Consultancy services can also be purchased as required.

Whether you need to assess compliance with the current health and safety laws; a school inspection or assistance with vetting contractors; specialised and personal risk assessments; PEEPs; stress survey’s and planning reasonable adjustments to the workplace, we will be happy to discuss it with you and customise a package to suit your needs. Further details are available on page 28 & 29.

**NEW ONLINE (BLENDED) LEARNING**

If your school signs up to the All Inclusive Package for classroom based courses, we will also set up a Blended Learning Account for you that will give you access to a wide range of discounted e-Learning; e-Books; and Videos.

Even if you don’t sign up to our All Inclusive Package, you can still benefit from the wide range of low cost e-Courses that are available via our website. If you wish to purchase a number of courses, please contact us and we can make sure you get the best possible price for your e-Courses.

More details of the Online (Blended) Learning we provide can be found on page 27.
Legal Requirements for Health & Safety Training

THE LAW

The Health and Safety at Work etc Act 1974 requires you to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practical, the health and safety at work of your employees.

This is expanded by the Management of Health and Safety at Work Regulations 1999, which identify situations where health and safety training is particularly important, eg. when people start work, on exposure to new or increased risks and where existing skills may have become rusty or need updating.

The Health & Safety (First Aid) Regulations 1981 set out the essential aspects of first aid that employers (schools) have to address.

Employers have a legal duty to make arrangements to ensure their staff receive immediate attention if they are injured or taken ill at work. First aid provision in the workplace covers the arrangements that need to be made to manage injuries or illness suffered at work.

First Aid provision must be “adequate and appropriate in the circumstances”. This means that sufficient first aid equipment, facilities and personnel should be available at all times.

Where an employer provides first-aiders in the workplace, they should ensure they have undertaken suitable training, have an appropriate first-aid qualification and remain competent to perform their role.

There are a number of other regulations that include specific Health & Safety training requirements e.g. Asbestos Awareness, Provision of Use of Work Equipment Regulations (POWER).

Why Provide Health & Safety Training?

Providing health and safety information and training helps you:

- Ensure that staff who work for you know how to work safely and without risk to health,
- Develop a positive health and safety culture, where safe and healthy working becomes second nature to everyone,
- Meet your legal duty to protect the health and safety of your employees.

Effective training:

- Will contribute towards making your staff competent in health and safety,
- Can help your business avoid the distress that accidents and ill health cause,
- Can help you avoid the financial costs of accidents and occupational ill health.

Schools must appoint someone competent to assist with Health & Safety responsibilities.

A competent person is someone with the necessary skills knowledge and experience to manage Health & Safety.

CSS who are delivering the standard Health & Safety Consultancy Package in association with STC are members of the Occupational Safety and Health Consultants Register.

What is the Occupational Safety & Health Consultants Register (OSHCR)?

This is a register of consultants who have met set standards within their professional body. All those on the register have a minimum of two years’ experience, a degree level qualification, are committed to continuing professional development, and give sensible and proportionate advice on general health and safety matters.

Who needs Health & Safety Training?

- All Staff – need to know how to work safely and without risks to health. All staff need to know about the school health & safety policy, arrangements for implementing it and the part they play in it. Also how they can raise any health & safety concerns with senior staff / management.
## SCHOOLS PACKAGE COURSES

### CARETAKER & BUILDING MAINTENANCE

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## ADDITIONAL COURSES (+£)

(£) = Additional charges apply for these courses / services as they are offered outside of the inclusive package.

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<td>Children with Disabilities Course (which does not include hoisting)</td>
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**Call:** 020 8619 0939  **Email:** info@skillstrainingcentre.co.uk  **Website:** www.skillstrainingcentre.co.uk
## Caretaker & Building Maintenance
### Schools Package & Additional Courses

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## Caretaker & Building Maintenance

### Schools Package Courses

#### CARPENTRY (BASIC) : 1 DAY

**WHO SHOULD ATTEND**
An essential course for those responsible for routine maintenance.

**COURSE CONTENT**
- Carry out repairs to wood using a variety of tools and techniques
- Ease and adjust doors
- Use personal protective equipment including eye and breathing protection
- Boarding up
- Safe use of basic power tools

#### COSHH & PPE : 1 DAY

**WHO SHOULD ATTEND**
All those who need to know about personal protective equipment and who may encounter substances hazardous to health as part of their work. The aim is to raise the awareness of delegates about their responsibilities and duties under regulations related to COSHH and PPE.

**COURSE CONTENT**
- Legal requirements
- Hazard recognition/exposure assessment
- Order of controls
- Establishing procedures/monitoring procedures
- Medical surveillance/record keeping
- Example COSHH assessments
- What is PPE?
  - Assessing suitable PPE
  - Provision, use, and maintenance of PPE
  - The ‘CE’ mark

#### ELECTRICAL SAFETY : 1/2 DAY

**WHO SHOULD ATTEND**
An essential half day course for those who are responsible for routine maintenance work as part of their job.

**COURSE CONTENT**
- Safety
- Wiring 3 pin plugs
- Replacing damaged light diffusers
- Replacing fluorescent strip lights
- Renew starters
- Identify faults in cables
- Inspection and safe use of power tools

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HEALTH & SAFETY AWARENESS : 1 DAY

WHO SHOULD ATTEND
At the end of the course participants will have a general awareness of health and safety in relation to building maintenance.

COURSE CONTENT
- Health and Safety at Work Legislation
- Accident reporting and emergency procedure
- Health and hygiene
- Manual handling/working at heights
- Working with electricity
- Use of handheld equipment and tools
- Personal protective equipment
- Fire prevention
- First aid
- The control of substances hazardous to health

MOBILE TOWERS : 1/2 DAY

WHO SHOULD ATTEND
An essential course for those who use, or may use mobile towers in the course of their work.

COURSE CONTENT
- Relevant legislation
- Local code of practice
- Mobile towers
- Components
- Features
- Stability
- Safe working load
- Practical erection, moving and dismantling of mobile towers

LADDERS & STEPLADDERS : 1/2 DAY

WHO SHOULD ATTEND
An essential half day course for those who use ladders and stepladders in the course of their work.

COURSE CONTENT
- Safety/local code of practice
- Moving ladders and stepladders
- Checking ladders and stepladders
- Securing ladders and stepladders
- Ladder aids – levellers, stabilisers, stand offs etc.
- Ladder types, single and double extension
PORTABLE APPLIANCE TESTING : 1 DAY

WHO SHOULD ATTEND
For those new to portable appliance testing. The aim is to enable delegates to acquire the skills and knowledge necessary to be able to instigate and implement a testing programme for portable electrical appliances.

COURSE CONTENT
- Electrical safety
- Regulations role and responsibilities
- Insulation and earthing
- Classification of appliances
- Preliminary inspection – test precautions
- Using a portable appliance tester
- Essential tests/optional tests/labelling tests
- Reporting and recording results
- Implementing a test programme

RISK ASSESSMENT & METHOD STATEMENTS : 1 DAY

WHO SHOULD ATTEND
All staff who are required to carry out risk assessments and produce method statements.

COURSE CONTENT
- Be aware of their legal responsibility to carry out risk assessments
- Understand the difference between hazards and risks
- Carry out and record a risk assessment
- Example risk assessment policy
- Write a method statement
- Risk assessment and method statement exercises
BASIC SCAFFOLD INSPECTION & AWARENESS : 1 DAY

WHO SHOULD ATTEND
This course is designed for Local Authority inspectors/enforcement officers and contractors required to carry out basic visual safety inspections of Scaffolding.

This course is NOT intended for those working on Construction Sites or carrying out statutory inspections, for these staff a 2 day Scaffold Inspection course would be more appropriate.

AIMS
This one day course will give persons attending the knowledge and observational techniques to be able to carry out Basic Scaffold Inspections.

OBJECTIVES
By the end of the course attendees will have the skills to carry out Basic Scaffolding Inspections and an understanding of the requirements to keep appropriate records of inspections.

COURSE CONTENT
- The Legal framework, Enforcement and consequence of bad practice
- Working at Height Regulations 2005
- TG20 and British Standard Guidance
- Identification and purpose of Components
- What is a basic scaffold?
- Scaffold types and purpose:
- Statutory Inspection Procedure
- Record Keeping
- Site Safety
- Knowledge check

Carpentry (Intermediate) : 3 Days

WHO SHOULD ATTEND
This course has been developed for caretakers to broaden their experience and expertise of carpentry skills relating to general maintenance. The aim is to familiarise the delegates with safe working practices and the care and use of tools (hand and electric) whilst carrying out the refurbishment/maintenance of properties.

COURSE CONTENT
- Safety associated with carpentry
- Care of tools and equipment
- The use of hand tools
- The use of electrical tools
- Door hanging and fitting door furniture
- Repair/refurbishment of windows and sills

Needle Stick Injuries & Infection Control : 1/2 Day

WHO SHOULD ATTEND
This course is aimed at caretakers and all those who may come across needles and/or who may come into contact with human waste and bodily fluids as part of their job. This course is also relevant for line managers and supervisors. The course is designed to raise awareness of needle stick injuries and the potential risks of dealing with bodily fluids. The aim is to ensure that staff are clear about the procedures and precautions to be taken when needles, sharps or clinical waste are found.

COURSE CONTENT
- Immunisation
- Infection control process
- Cleansing processes & hygiene
- How transmission takes place
- Safe working methods/policies/procedures
- Dealing with clinical waste
- First Aid for sharps/needle stick injuries
- Bodily fluids
- Spillages
- PPE/precautions
- Sucking chest wound/serious fracture
PLUMBING (INTERMEDIATE) : 3 DAYS

WHO SHOULD ATTEND
This course is aimed at caretaking staff who need an overview of working safely with plumbing hand tools and the hazards associated with looking after plumbing systems. It will also provide an overview of repairing leaks on plumbing systems and an overview of plumbing taps etc. and fitting washers up to 3/4".

COURSE CONTENT
- Hazards and precautions when working with plumbing systems
- Mixing materials/dos and don'ts
- Dissimilar materials/galvanic corrosion etc.
- Chlorination of portable systems
- Chemicals used in heating systems
- Fall and rise in pipework
- Venting draining/isolation
- Expansion/clipping etc.
- Hazards associated with working on or nearby steam systems
- Choked pipes/overflows
- Clearing air locks
- Types of wastes and where they are used
- Potential hazards with blocked drains and wastes
- Checking conditions of seals etc.
- Rewasher/repacking
- Fitting seals to glands/different types of taps and uses

WORKING AT HEIGHTS FOR OPERATIVES : 1 DAY

WHO SHOULD ATTEND
All those required to work at height as part of their job.

COURSE CONTENT
- Health and Safety at Work Act
- Working at Heights Regulations
- Accident reporting; prevention and investigation
- COSHH
- Fire prevention
- Risk assessment
- Method statements
- Manual handling
- Access equipment
  - Steps and ladders
  - Towers
  - Scaffold
  - Harnesses
  - Machines (eg. MEWP s)
  - Cradles
  - Roof protection
# First Aid

## Schools Package

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## First Aid

### Schools Package Courses

### EMERGENCY FIRST AID AT WORK: 1 DAY

This HSE approved course is completed over one day. It is continually assessed by the instructor and upon successful completion of the course, the student will be able to act as a first aider in the workplace. Candidates will be issued with a certificate which is valid for three years. At the end of this three year period they will need to undertake the EFAW course again.

**WHO SHOULD ATTEND**

This course is ideal for smaller/lower risk workplaces that present few health and safety risks where a nominated person is required to take charge in the event of illness or accident. Fully qualified first aiders in larger organisations can also benefit from the additional support.

The EFAW course is also applicable to LGV/PCV drivers who need to undertake periodic training in order to retain their Driver CPC licence.

**COURSE CONTENT**

- Role of the first aider
- Introduction to First Aid
- The unconscious breathing casualty
- Resuscitation
- Choking
- Circulation theory
- Shock
- Wounds & bleeding
- Minor burns and scalds

Research has shown that following training, the practical skills of first aiders can deteriorate. Therefore we strongly recommend that first aiders undertake annual refresher training during any three year EFAW certification period. This will help first aiders maintain their basic skills and keep up to date with any changes to first aid procedures.

### EPILEPSY BASIC COURSE – BUCCAL MIDAZOLAM TRAINING: 4½ HOURS

General information on Epilepsy causes, management of seizures, Status Epilepticus, Buccal Midazolam.

**WHO SHOULD ATTEND**

All designated staff in schools.

**COURSE CONTENT**

- Demonstrate an awareness of the Trust Protocol relating to the administration of Buccal Midazolam
- Give an account of the precipitating factors, observable features of a seizure and its stages.
- Demonstrate the safe and appropriate management of a person, before, during and after a seizure.
- Identify the indications and describe the procedures for the administration of Buccal Midazolam.
- Demonstrate knowledge of when to administer Buccal Midazolam, for status epilepticus.
- Gain awareness of the safety aspects about epilepsy, duty of care and safe management of risks in daily living.

It is recommended that you renew your certificate every 2 years.

### EPILEPSY REFRESHER COURSE – BUCCAL MIDAZOLAM TRAINING: 3 HOURS

General information on Epilepsy causes, management of seizures, Status Epilepticus, Buccal Midazolam.

**WHO SHOULD ATTEND**

All designated staff in schools who need to renew their certificate.

**COURSE CONTENT**

- Demonstrate an awareness of the Trust Protocol relating to the administration of Buccal Midazolam.
- Give an account of the precipitating factors, observable features of a seizure and its stages.
- Demonstrate the safe and appropriate management of a person, before, during and after a seizure.
- Identify the indications and describe the procedure for the administration of Buccal Midazolam.
- Demonstrate knowledge of when to administer Buccal Midazolam, for status epilepticus.
- Gain awareness of the safety aspects about epilepsy, duty of care and safe management of risks in daily living.

It is recommended that you renew your certificate every 2 years.
ANAPHYLAXIS AND AUTO INJECTOR FIRST AID: 3 HOUR SESSION

By the end of the programme delegates will:

- Understand the background to allergic reactions and how they occur
- Identify the signs and symptoms
- Treat a casualty correctly
- Safely administer an Auto Injector in the event of an acute attack

WHO SHOULD ATTEND
This course is designed for all those who are working with people with allergies that would need an Auto Injector.

COURSE CONTENT
- Introduction to allergies
- Background to anaphylactic shock and causes
- The signs and symptoms of anaphylactic shock
- Treatment for anaphylactic shock
- DVD to show examples of such cases
- Demonstration and practice using an Auto Injector

FIRST AID AT WORK RE-QUALIFICATION: 2 DAYS

- Having qualified as a first aider, your certificate will be valid for three years. It can ONLY be renewed by attending a two day re-qualification programme BEFORE the certificate expires, otherwise you will need to re-take the three day programme.
- This two day programme has been designed to comply with the requirements of the Health and Safety (First Aid) Regulations and the HSE First Aid at Work Approved Code of Practice and Guidance. Tuition is classroom based and requires 100% attendance. There is time built into each day for practical exercises.
- When you attend the re-qualification programme, you need to be able to produce your current First Aid at Work certificate.

WHO SHOULD ATTEND
Qualified three day first aiders seeking to renew their qualification before the end of three years.

FIRST AID AT WORK: 3 DAYS

This three day programme has been designed to comply with the requirements of the Health and Safety (First Aid) Regulations and the HSE First Aid at Work Approved Code of Practice and Guidance. Tuition is classroom based and requires 100% attendance. There is time built into each day for practical exercises. A first aid manual is included in the price.

WHO SHOULD ATTEND
All staff who are designated to be a first aider.

COURSE CONTENT
- Role of the first aider
- Introduction to First Aid
- The unconscious breathing casualty
- Resuscitation
- Airway and breathing difficulties
- Circulation and disorders
- Wounds and bleeding
- Causes of unconsciousness
- Burns and scalds
- Eye injuries
- Poisoning
- Injuries to muscles, joints and bones

FIRST AID FOR CHILDREN 6-12 YEARS OLD: 1 DAY

- Know how to cope with an emergency with a child
- Understand the different procedures for treatment for children aged 6-12
- Aims of First Aid
- Contents of a First Aid kit
- Record keeping, regulations and hygiene
- Incident management, medical care plans and records
- Casualty management
- The unconscious child – checking vital signs
- The recovery position for children aged 6-12
- Rescue breaths and CPR for children aged 6-12
- Procedure for dealing with airway and breathing disorders
- Bleeding and wounds
- Shock, causes and treatment
- Common medical conditions, meningitis, sickle cell, croup, diabetes, epilepsy, anaphylactic shock.
- Head injuries
- If time allows: eye problems and the effects of heat and cold, burns
- Open forum

WHO SHOULD ATTEND
All staff in schools. This course is designated for all those who need to provide basic First Aid to older children aged 6 to 12. This course is not intended for those who already hold a First Aid qualification or 2 day Paediatric First Aid Certificate.

It is recommended that you renew your certificate every 3 years.
### FIRST AID FOR CHILDREN 6-12 YEARS OLD (Add on) : ½ DAY

- Know how to cope with an emergency with an older child
- Understand the different procedures for treatment of older/younger casualties
- Preparation (danger, calling for help, location, useful equipment, medication, information from parents)
- Communication
- Observation (colour, personality change, temperature change)
- Managing an incident (casually care)
- The unconscious child – checking vital signs in older children
- The recovery position for older children
- Rescue breaths and CPR for older children
- Procedure for dealing with an older child who is choking
- Checking vital signs in an older child
- Meningitis – recognition and treatment
- Dependent on time and the group (some/all of the following may be included) – nose bleeds, poisons, asthma, electric shock, clinical shock, head injuries, diabetic emergencies, croup, sickle cell, extreme heat, cold, burns, eye injuries, etc.
- Open forum

**WHO SHOULD ATTEND**

All schools staff who hold a First Aid at Work Qualification or a 2 day Paediatric First Aid Certificate who need to provide basic first aid to older children aged 6-12.

It is recommended that you renew your certificate every 3 years.

### PAEDIATRIC FIRST AID : 2 DAYS

This course is appropriate for all those who work with younger children & babies, who have no formal First Aid qualifications. It will also be suitable for First Aid at Work qualified staff and other trained staff who need to meet the legislative requirements in relation to providing first aid to young children and babies. It will empower delegates with the skills, knowledge and confidence to cope with an emergency involving a child or baby whilst in their care.

**WHO SHOULD ATTEND**

All those who may need to provide First Aid to younger children and babies.

**COURSE CONTENT**

- Plan and manage an incident involving a child or baby in their care taking into consideration their own and the child’s safety.
- Assess a child or a baby’s condition and enlist appropriate professional aid as necessary.
- Place an unconscious child or baby in an appropriate position (usually recovery position) to maintain an open airway and effective breathing.
- Maintaining a child or baby’s basic life support (CPR/EAR).
- Recognise and give first aid treatment to a child/baby with a wide range of symptoms
- Recognise emergency or sudden illnesses including the suspicion of Meningitis/Measles/etc.
- Record and report all incidents/accidents or sudden illness to the appropriate person.
- List and maintain the contents of a first aid kit appropriate to looking after children and babies.
- Explain hygiene precautions when dealing with a child or baby’s body fluid.
FIRST AID: MAKING EFFECTIVE MANAGEMENT DECISIONS

What do the Regulations Say?

The Health and Safety (First Aid) Regulations 1981 state that employers must provide:

- adequate and appropriate equipment and facilities
- adequate numbers of suitable persons to administer first aid
- a responsible person to take charge when the designated first aider is absent
- information to all employees concerning the arrangements for first aid.

The Statutory Framework for the Early Years Foundation Stage states:

- At least one person who has a current paediatric first aid certificate must be on the premises at all times when children are present. There must be at least one person on outing who has a current paediatric first aid certificate.

So What Do I Need To Do?

What is adequate and appropriate will depend on the circumstances in your workplace and you need to assess what your first aid needs are.

The minimum first aid provision on any work site is:

- a suitably stocked first aid box
- an appointed person to take charge of first aid arrangements

It is also important to remember that accidents can happen at any time. First aid provision needs to be available at all times people are at work.

First Aid training is designed for a range of ages

<table>
<thead>
<tr>
<th>Age</th>
<th>Course Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 8 years</td>
<td>Paediatric First Aid 2 Day (12 Hour) Course</td>
</tr>
<tr>
<td>6 – 12 years</td>
<td>First Aid for Children Aged 6-12 (75% of 1 day dependent on level of training)</td>
</tr>
<tr>
<td>12 years to Adult</td>
<td>First Aid at Work Certificate 3 Day Course or 2 Day Requalification</td>
</tr>
</tbody>
</table>

HOW MANY FIRST AIDERS DO I NEED?

It is impossible to give hard and fast rules on how many first aiders or appointed persons might be needed. This will depend on the circumstances of each particular organisation or work site. The following offers suggestions on how many first aiders or appointed persons might be needed in relation to categories of risk and number of employees. The details in the table are only suggestions, they are not definitive and are not a legal requirement. It is for you to assess your first aid needs in the light of your particular circumstances.

WHAT IS A FIRST AIDER?

A first aider is someone who has undergone a three day training course (or two day re-qualification course) in administering first aid at work and holds a current First Aid at Work Certificate. At present first aid certificates are valid for three years. A first aider can also undertake the duties of an appointed person.

WHAT IS AN APPOINTED PERSON?

An appointed person is someone you choose to:

- take charge when someone is injured or falls ill, including calling an ambulance if required
- look after the first aid equipment, e.g. Restocking the first aid box

<table>
<thead>
<tr>
<th>CATEGORY OF RISK</th>
<th>NUMBERS EMPLOYED AT ANY LOCATION</th>
<th>SUGGESTED NUMBER OF FIRST AID PERSONNEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOWER RISK</td>
<td>Eg. shops, offices and libraries</td>
<td>fewer than 50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>at least one appointed person</td>
</tr>
<tr>
<td></td>
<td></td>
<td>50 - 100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>at least one first aider</td>
</tr>
<tr>
<td></td>
<td></td>
<td>more than 100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>one additional first aider for every 100 employed</td>
</tr>
<tr>
<td>MEDIUM RISK</td>
<td>Eg. light engineering and assembly work, food processing, warehousing</td>
<td>fewer than 20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>at least one appointed person</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20 - 100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>at least one first aider for every 50 employed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(or part thereof)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>more than 100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>one additional first aider for every 100 employed</td>
</tr>
<tr>
<td>HIGHER RISK</td>
<td>Eg. most construction, slaughter houses, chemical manufacture, extensive work with dangerous machinery or sharp instruments</td>
<td>fewer than 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>at least one appointed person</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5 – 50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>at least one first aider</td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
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<td></td>
<td></td>
<td>one additional first aider for every 100 employed</td>
</tr>
</tbody>
</table>

Training Solution

<table>
<thead>
<tr>
<th>Name</th>
<th>Length of Course</th>
<th>Who should attend</th>
<th>Purpose of Course</th>
<th>Certified</th>
<th>Valid for (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid at Work - 3 Day Qualification Course</td>
<td>3 days</td>
<td>All those who are required to hold a First Aid at Work Certificate.</td>
<td>Provides ‘First Aid at Work’ - First Aiders</td>
<td>First Aid at Work Certificate</td>
<td>3</td>
</tr>
<tr>
<td>First Aid - 2 Requalification Course</td>
<td>2 days</td>
<td>All those who are required to requalify their First Aid at Work Certificate.</td>
<td>Requalifies First Aiders with current Certificate.</td>
<td>First Aid at Work Certificate</td>
<td>3</td>
</tr>
<tr>
<td>First Aid at Work – Annual Refresher</td>
<td>0.5 day</td>
<td>First Aid at Work certificate holders and Emergency First Aid at Work certificate holders</td>
<td>To annually update First aid at Work certificate holders</td>
<td>Annual Update certificate</td>
<td>1</td>
</tr>
<tr>
<td>Emergency First Aid at Work (previously named Emergency Treatment)</td>
<td>1 day</td>
<td>All those who may need an Emergency First Aid qualification</td>
<td>Provides emergency first aid training to staff who work specially with children 13 to adults</td>
<td>Emergency First Aid at Work Certificate</td>
<td>3</td>
</tr>
</tbody>
</table>

The First Aid at Work Certificate is predominantly geared towards adults in the workplace (12 years plus).
But we have Young Children Present?

So this will bring you back to your Risk Assessment.

You will no doubt conclude that you need some of your staff trained in administering first aid to young children.

Training Solution

<table>
<thead>
<tr>
<th>Name</th>
<th>Length of Course</th>
<th>Who should attend</th>
<th>Purpose of Course</th>
<th>Explanatory Note</th>
<th>Certificated</th>
<th>Valid for (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paediatric First Aid</td>
<td>2 days</td>
<td>All those who may need to provide first aid to younger children and babies (0-8yrs)</td>
<td>Meets the legislative requirements of the Statutory Framework for the Early Years Foundation Stage for staff who may need to provide first aid to younger children and babies aged 0-5 years. BUT the course actually provides training for staff who may need to provide first aid to children and babies 0-8yrs.</td>
<td>All staff in schools. This course will be appropriate for all those who work with children who have no formal first aid qualifications. It will also be suitable for First Aid at Work qualified staff and other trained staff who need to meet the legislative requirements in relation to providing First Aid to young children &amp; babies.</td>
<td>Attendance Certificate</td>
<td>3</td>
</tr>
</tbody>
</table>

You will need to assess how many ‘First Aid at Work’ certificate holders (who have completed the 3 day course or 2 day requalification) you require and how many Paediatric First Aiders you need. You may choose to reduce the number of First Aid at work certificate holders and place these people on Paediatric first aid courses BUT that will be determined by your risk assessment.

What about the children between 6 and 12?

You will no doubt conclude that you need some of your staff trained in administering first aid to children between 6 & 12.

Training Solution

<table>
<thead>
<tr>
<th>Name</th>
<th>Length of Course</th>
<th>Who should attend</th>
<th>Purpose of Course</th>
<th>Explanatory Note</th>
<th>Certificated</th>
<th>Valid for (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid for Children Aged 6-12</td>
<td>1 day</td>
<td>All those who may need to provide basic first aid to children (6-12yrs)</td>
<td>Provides basic First Aid training for staff with no formal first aid qualifications who work specifically with children aged 6-12. Not suitable for Qualified First Aiders or those required to provide first aid to younger children and babies.</td>
<td>All staff in schools with children aged 6-12. This course will be appropriate for all those who work with children who have no formal first aid qualifications. Not suitable for Qualified First Aiders or 2 day Paediatric First Aid trained staff.</td>
<td>Attendance Certificate</td>
<td>3</td>
</tr>
</tbody>
</table>

What if I want my qualified staff (either ‘First Aid at Work’ or ‘Paediatric First Aid’ attendees) trained in dealing with children from 6 – 12 years?

Training Solution

<table>
<thead>
<tr>
<th>Name</th>
<th>Length of Course</th>
<th>Who should attend</th>
<th>Purpose of Course</th>
<th>Explanatory Note</th>
<th>Certificated</th>
<th>Valid for (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid For Children Aged 6-12 - 'Add on’ for Trained Staff</td>
<td>3½ hour</td>
<td>Trained staff who may need to provide first aid to older children (6-12yrs)</td>
<td>Provides an opportunity for First Aiders to do an update and offers additional training for First Aiders working with children aged 6-12.</td>
<td>All staff in schools with children aged 6-12. It is only suitable for 3 Day First Aid at Work or 2 day Paediatric First Aid trained staff who would benefit from an update or additional First Aid training in relation to older children.</td>
<td>Attendance Certificate</td>
<td>3</td>
</tr>
</tbody>
</table>

Having everyone trained for everything is not an effective use of your resources and increases the number of staff days lost to training.
## Schools Package

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<td>COSHH &amp; PPE</td>
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<td>Emergency Evacuation of Minibuses</td>
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<td>Playground Inspection: Routine Visual Inspections (without RPII)</td>
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<td>Managing Water – Legionella Awareness</td>
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<td>Manual Handling: People Paediatric: 1 Day / 3 Hours</td>
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<tr>
<td>Manual Handling: People Paediatric: ½ Day</td>
<td>24</td>
</tr>
<tr>
<td>Playground Inspection: Operational Inspections (with or without RPII)</td>
<td>24</td>
</tr>
<tr>
<td>Playground Inspection: Routine Visual Inspections (with RPII)</td>
<td>25</td>
</tr>
<tr>
<td>School Fire Risk Assessment</td>
<td>26</td>
</tr>
<tr>
<td>Site Health &amp; Safety Inspections</td>
<td>26</td>
</tr>
</tbody>
</table>
School Health & Safety Management

Schools Package Courses

ASBESTOS AWARENESS: 1/2 DAY

It is a legal requirement that all who may come across asbestos in their day to day work have been provided with asbestos awareness training. Any organisation that allows builders or maintenance personnel onto their premises should ensure that they have evidence of asbestos awareness training.

WHO SHOULD ATTEND
Headteachers, Business Managers & Caretakers who need an awareness of asbestos and a knowledge of what to do if it is found/suspected.

COURSE CONTENT
- What is asbestos – nature forms and names
- Legal framework for working with asbestos containing materials (Regulations and ACOPs)
- Health hazards and effects
- Exposure limits and action levels
- Risk assessment – for exposure and MHSW Regulations
- Information, instruction and training requirements
- Duties of employees
- Duties to other persons (visitors etc.)
- Health records and surveillance
- Control of waste, storage, labelling, licensed disposer/tip

BOARDING & SECURING PASSENGERS & WHEELCHAIRS: 1 DAY

AIM
To give delegates an awareness of the requirements for safe boarding of community care transport passengers.

COURSE CONTENT
- Introduction
- The need to restrain wheelchairs and passengers
- Wheelchair restraints
  - Quicklok/doublelok
  - Four point webbing karabiner
  - Four point webbing tongue and buckle
  - Rearlok
  - Double inertia reel
  - Split reel double inertia reel
  - 2 point static full harness
- Passenger restraints
  - Double inertia reel
  - Split reel double inertia reel
  - 2 point static full harness
- Transport a wheelchair on the tail lift
- Other products
- A wheelchair passport system
COSHH & PPE: 1 DAY

WHO SHOULD ATTEND
All those who need to know about Personal Protective Equipment and who may encounter substances hazardous to health as part of their work. The aim is to raise the awareness of delegates about their responsibilities and duties under regulations related to COSHH and PPE.

COURSE CONTENT
- Legal requirements
- Hazard recognition/exposure assessment
- Order of controls
- Establishing procedures/monitoring procedures
- Medical surveillance/record keeping
- Example COSHH assessments
- What is PPE?
  - Assessing suitable PPE
  - Provision, use, and maintenance of PPE
- The ‘CE’ mark

EMERGENCY EVACUATION OF MINIBUSES: 1/2 DAY

AIM
To give delegates an awareness of the hazards associated with fire on a community care transport vehicle.

COURSE CONTENT
- Risk of Fire
- Dangers to passengers from fire in a vehicle
- Elements and causes of fire
- The Six Golden Rules
- Practical exercises

FIRE SAFETY & EXTINGUISHERS: 1/2 DAY

WHO SHOULD ATTEND
The aim of this course is to enable staff to recognise the different types of fires, know which type of extinguisher to use on them and extinguish a small fire.

COURSE CONTENT
- Definition of fire
- Fire and flashovers
- Fire triangle
- Methods of fire extinguishing
- How fire spreads
- Fire prevention
- Extinguisher – colour codes
- Which extinguisher to use
- Extinguisher practical
- Fire blanket
- Water/foam/powder/CO2

FIRE WARDENS: 1 DAY

WHO SHOULD ATTEND
All staff designated as fire wardens or who have responsibilities for carrying out fire drills and/or checking that fire doors are working properly. The aim is to provide staff with the relevant skills and knowledge to fulfil their role as a fire warden.

COURSE CONTENT
- Understand the behaviour of fire and smoke
- Fire prevention
- Storage of combustible materials
- Building features
- Hoses and sprinkler systems
- Means of escape in case of fire
- Know what to do when discovering a fire
- Know how to use fire extinguishers
- Understand the role of a fire warden
**HEALTH & SAFETY AWARENESS : 1 DAY**

**WHO SHOULD ATTEND**
At the end of the course participants will have a general awareness of health and safety in relation to building maintenance.

**COURSE CONTENT**
- Health and Safety at Work Legislation
- Accident reporting and emergency procedure
- Health and hygiene
- Manual handling/working at heights
- Working with electricity
- Use of handheld equipment and tools
- Personal protective equipment
- Fire prevention
- First Aid
- The Control of Substances Hazardous to Health

---

**MANUAL HANDLING / PEOPLE : 1 DAY**

**AIM**
To reduce the risk of injury to escorts, drivers and passengers when using passenger transport and to improve the awareness of hazards.

**COURSE CONTENT**
- Assess the risk while manual handling passengers in a transport scenario
- Assisting a walking passenger
- Assisting passengers up and down steps on a minibus
- Assisting passengers with walking aids on and off a tail-lift
- Assisting a passenger from a wheelchair onto a coach seat
- Assisting passengers with wheelchairs on and off a minibus and manoeuvre up and down kerbs and slopes

---

**MANUAL HANDLING / OBJECTS : 1 DAY**

**WHO SHOULD ATTEND**
All those who may be required to lift or move objects in the course of their work. The aim is to provide participants with information on current manual handling legislation including risk assessment and provide both theoretical and practical training in techniques for moving loads.

**COURSE CONTENT**
- Introduction
- Aims and objectives
- Statistical information on accidents and injuries
- Legislation
- Risk assessment
- Injury types – skeletal and muscular
- Manual handling techniques
- Practical session on lifting and moving loads

---

**PLAYGROUND INSPECTION : ROUTINE VISUAL INSPECTIONS (WITHOUT RPII) : 1 DAY**

**WHO SHOULD ATTEND**
Anyone who undertakes a routine visual checking/inspection of children’s play equipment or play areas.

**COURSE CONTENT**
- Playground accidents, types, severity and reasons
- The legal framework for playgrounds and inspections; negligence, Case Law, Acts of Parliament
- A general knowledge of the European playground standards EN1176 & EN1177
- Risk assessment
- Principles of risk assessment
- Using risk assessments to make decisions and appropriate follow up actions
- Reporting and paperwork
- How to inspect adequately and safely (Including approaches to playgrounds; playground surroundings; and the active playground area, including non play items)
- Common faults with popular equipment
- Practical on-site inspection
PREMISES MANAGEMENT : 1 DAY

WHO SHOULD ATTEND
For premises managers. The aim is to give delegates a general awareness of health and safety and enable them to be able to conduct a health and safety inspection tour of their workplace identifying significant hazards and risks.

COURSE CONTENT
› Health and Safety at Work Legislation (including manual handling and COSHH)
› Management of Health and Safety Regulations and principles of risk assessment
› Welfare regulations and facilities
› PUWER/Personal Protective Equipment
› Workplace transport
› Fire prevention
› Accident reporting and emergency procedures
› First Aid Regulations
› Practical inspection tour of a workplace

SCHOOL RISK ASSESSMENT : 1 DAY

WHO SHOULD ATTEND
Headteachers and all those who control premises on a day-to-day basis.

COURSE CONTENT
› Legal requirements
› Who should carry out risk assessments
› The risk assessment form
› Risk assessment by contractors
› Controlling risk and hazards
› Barnet's Code of Practice
School Health & Safety Management

Additional Courses (+£)

CONTROLLING THE CONTRACTOR: 1 DAY

WHO SHOULD ATTEND
For all those responsible for engaging/monitoring contractors. The aim is to make delegates aware of the extent of their health and safety responsibilities when employing contractors.

COURSE CONTENT
- An overview of Common Law and the Duty of Care
- Health and Safety Legislation
- Construction related regulations
- The management of Health and Safety at Work Regulations and risk assessment
- The need for a corporate policy for managing contractors

LEVEL 2 AWARD IN FOOD HYGIENE: 1 DAY

AIM
The Level 2 Award in Food Safety in Catering is a nationally recognized qualification accredited by the Chartered Institute of Environmental Health. The course incorporates fundamental food hygiene knowledge for all food handlers. Barnet is an accredited centre for the delivery of this qualification. All the tutors are Environmental Health Officers and registered CIEH trainers.

WHO SHOULD ATTEND
Food technology teachers, technicians of food technology and other staff from primary or secondary schools who handle food generally on school premises, supervise at lunchtime or as a teaching assistant.

COURSE CONTENT
- To provide delegates with a knowledge of the basic principles of food hygiene
- To provide knowledge on how to prepare food that is safe to eat
- Know how food poisoning
- Understand basic microbiology related to food
- Know how food can be contaminated and how to prevent it
- Understand the importance of temperature control in food safety
- Know the key temperatures and requirements related to chilling, freezing, cooking, hot holding and cooling
- Understand the different forms of cleaning and disinfection
- Know the signs of pest infestation and how to prevent problems
- Be aware of the main food safety law requirements to manage work-related stressors

DISPLAY SCREEN EQUIPMENT (DSE)/WORKSTATION ASSESSMENT: 1/2 DAY

WHO SHOULD ATTEND
Staff who have been nominated to undertake DSE workstation assessments and wish to receive a thorough DSE workstation assessor training.

Our DSE assessment training course is intended for those wishing to undertake DSE computer workstation assessments and provide delegates with the knowledge and skills to undertake a Basic assessment of workstations to ensure compliance with current legislation, best practice and common sense. It is assumed that delegates will have little or no previous experience.

For individuals with an existing medical and/or learning difficulty and assessments that are required for occupational health physicians, medical centres, insurance companies, or company medical advisors then referral is made to specialist to carry out an Advanced ergonomic assessment.

COURSE CONTENT
- Introduction
- Legislation framework for DSE
- Employer and Employee Responsibilities
- Health Hazards and Affects
- The DSE Assessment Process
- Setting-up the Workstation
- Environmental Factors
- Preventing Illness
- Implications for Mobile and Home Work
- Frequent Phone Calls
FOOD ALLERGEN AWARENESS : 1 DAY

WHO SHOULD ATTEND
All staff who work in a food business.

OBJECTIVES
By the end of the programme delegates will be able to:
- State the importance of controlling food allergens in regard to consumer safety
- Describe the symptoms of an allergic reaction to food or an ingredient and the potential consequences
- Explain the requirements of the food information labelling regulations and the responsibilities of food handlers and food business
- State the 14 allergens required to be considered food law
- Read labels of bought in packaged food to find out what allergens are in food and interpret the allergy advice
- Explain for loose or unpackaged food what information needs to be kept to be able to provide consumers with accurate information
- Explain the need for effective communication between consumers and staff working in a food business
- Describe how cross contamination could occur from an allergenic food to a non-allergenic food
- Explain how to prevent cross contamination in a food environment

COURSE CONTENT
- What is a food allergy
- Sensitivity
- Symptoms of an allergic reaction
- Legislation
- 14 allergens
- What the allergens are and examples of foods and ingredients where they can be found
- Labelling on pre packed food
- Practical process
- Practical things to consider to keep your consumers safe
- Providing allergen information
- Allergen information specific to the food business
- Telling a customer about allergens
- Food preparation
- Avoiding cross contamination of a non-allergenic food with an allergenic one
- The practical process in the factory
- Suppliers
- Storage
- Preparation and processing
- Leaning
- Packaging and labels

MANAGING PERSONAL STRESS : 1/2 DAY

WHO SHOULD ATTEND
Staff who want to be able to identify and manage work-related stress and reduce its adverse effects.

COURSE CONTENT
- Definitions of stress
- Stress as an occupational health hazard
- Identification of basic workplace stressors
- Recognise stress and mental health
- Develop basic controls to manage work-related stressors

MANAGING ORGANISATIONAL STRESS : 1/2 DAY

WHO SHOULD ATTEND
Managers who are responsible for managing Staff who want to be able to identify and manage work-related stress and reduce its adverse effects. This includes Managers, Supervisors, HR Officers, Occupational Health Specialists, Welfare Officers, Health & Safety Officers.

COURSE CONTENT
- Stress and the law
- HSE Management Standards
- Relevant Case Law
- Employer and Employee Responsibilities
- Organisational Stress Policy and Procedures
- Assess the risk and potential causes of stress within your organisation
- Improve managers’ skills and confidence in dealing with stress/mental health and wellbeing in the workplace
MANAGING WATER – LEGIONELLA AWARENESS : ½ DAY

WHO SHOULD ATTEND
Staff who have day to day responsibility for managing a premise(s). This includes facility, site, building and business manager, caretaker, headteacher and school governor. This course is intended to provide those who attend with a basic understanding of what is required to manage water to prevent legionella and the evidence provided by Contractor to give you that assurance. It is assumed that delegates will have little or no previous experience.

COURSE CONTENT
- Legionnaires Disease
  - What is it
  - How do people get it
  - What are it’s symptoms
  - Measures to control Legionella
  - What to do if you or an employee has Legionnaires’ disease
- Responsibilities
  - Duty Holder
  - Responsible Person(s)
  - Contractor
- Legal Requirement and Best Practice
- Safe Operation Assurance
- Legionella Outbreaks

MANUAL HANDLING / PEOPLE PAEDIATRIC : CHILDREN WITH DISABILITIES COURSE : 1 DAY or 3 HOURS

AIM
These courses introduce the problems, techniques and strategies for moving and handling children needing assistance with moving or who use a wheelchair. Spinal anatomy and biomechanics will be linked to the problems of back care and posture.

The Health & Safety at Work Act 1974, and the Manual Handling Operations Regulations 1992 will be discussed and their relevance to the assessment of children needing assistance when moving or being moved.

Time will be devoted to demonstration and practice of current accepted good practice in moving children in a variety of care settings and situations, including unexpected situations such as falling. Seated transfers, eg. wheelchair/chair/toilet will be practised and use of wheelchairs discussed. N.B. On the 3 hour course only limited time can be spent on this.

On the 1 day programme mechanical aids will be demonstrated (eg. hoists) and a selection of small handling aids will be available for the group to use, including those suitable for use in cars/minibuses. N.B. On the 3 hour course there is insufficient time for any mechanical aids to be demonstrated.

OBJECTIVES
Trainees will have learnt sufficient spinal anatomy and biomechanics to realise the importance of back care and posture as well as the dangers of poor techniques.

They will have been given an explanation of the laws affecting moving and handling issues (including recent legislation) and of the legal implications of client handling. The subject of load assessment principles will have been introduced to trainees with reference to handling babies and children with disabilities.

Course participants will have seen and practised current acceptable manual techniques and had the opportunity to try out small handling aids. Equipment and positioning aids particularly for children with special needs, will be discussed and could be demonstrated (by previous arrangement) if on site. The 1 day programme will also cover Hoisting and the problems of handling children with complex needs will be discussed and practised on each other and a doll.
MANUAL HANDLING / PEOPLE PAEDIATRIC: FOR NURSERY NURSES: ½ DAY

AIM
This course serves as an introduction to the problems, techniques and strategies for staff working with mainstream nursery babies and young children.

Spinal anatomy will be linked to problems of posture and back care.

The Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992) will be discussed and their relevance to the assessment of children needing assistance when moving or being moved. Principles of load assessment will be introduced.

A short time will be devoted to practical work, with demonstration of moving children in a variety of care settings, including unexpected situations and encouragement given to staff to participate. Putting young children into standard equipment such as pushchair, chairs and cots will be practised and use of other equipment discussed, including problems associated with working at low levels.

If required, positioning babies and young children into car seats can be covered.

Discussion of stacking/accessing larger pieces of equipment such as bicycles and outdoor play equipment will be discussed.

It must be emphasised that no assessment of competence can take place after such a short course, apart from monitoring class technique. It serves as an introductory session and ongoing monitoring and supervision in the workplace by management is an essential requirement under Health and Safety legislation.

OBJECTIVES
Trainees will have learnt sufficient spinal anatomy and biomechanics to realise the importance of back care and posture as well as the dangers of poor manual techniques.

They will have been given an explanation of the laws affecting moving and handling issues, including current legislation and the implications of client handling. The subject of load assessment will have been introduced to delegates, particularly with reference to handling babies and young children, and nursery equipment.

PLAYGROUND OPERATIONAL INSPECTIONS
OPTION 1: 2 Day training only
OPTION 2: 3 Day training & RPII assessment

WHO SHOULD ATTEND
Anyone responsible for carrying out operational (one to three monthly) inspections of play equipment or play areas and those in a supervisory or maintenance role.

Those completing the course will be eligible to take the Register of Play Inspectors International assessment for routine visual inspections on the same day (option 2: extra charges apply).

CERTIFICATION
Option 1: STC certificate of training
Option 2: STC certificate of training and registration with RPII for routine visual inspections on successful completion of the assessment.

CONTENT
- Introduction to safety
- The importance of play to children and child development
- Playground accidents, types, severity and reasons
- The legal framework for playgrounds and inspections; negligence, Case Law, Acts of Parliament
- Health & Safety at work
- A general knowledge of the European playground standards EN1176 & EN1177
- Types and hierarchy of playground inspections
- Risk assessment
  - Principles of risk assessment
  - Using risk assessments to make decisions and appropriate follow up actions
- Reporting and paperwork
- Inspection of specific play equipment or play features including surfacing
- Checking of maintenance and other playground actions taken
- Common faults with popular items
- How to inspect adequately and safely (including approaches to playgrounds; playground surroundings; and the active playground area, including non-play items)
- Common faults with popular equipment
- Practical on-site inspection
- Optional RPII assessment
PLAYGROUND ROUTINE VISUAL INSPECTIONS
1 Day training & RPII assessment

WHO SHOULD ATTEND
Anyone responsible for carrying out routine visual (daily/weekly) inspections of children’s play equipment or play areas.

Those completing the course will be eligible to take the Register of Play Inspectors International assessment for routine visual inspections on the same day.

CERTIFICATION
- STC certificate of training and registration with RPII for routine visual inspections on successful completion of the assessment.

CONTENT
- Introduction to safety
- Playground accidents, types, severity and reasons
- The legal framework for playgrounds and inspections; negligence, case law, Acts of Parliament
- A working knowledge of the European playground standards EN1176 & EN1177
- Types and hierarchy of playground inspections
- Risk assessment
  - Principles of risk assessment
  - Using risk assessments to make decisions and appropriate follow up actions
- Reporting and paperwork
- How to inspect adequately and safely (including approaches to playgrounds; playground surroundings; and the active playground area, including non-play items)
- Common faults with popular equipment
- Practical on-site inspection
- Optional RPII assessment
**SCHOOL FIRE RISK ASSESSMENT: 1 DAY**

**WHO SHOULD ATTEND**
Headteachers, site managers and deputies who have previously attended a Council risk assessment course.

**COURSE CONTENT**
- Fire safety law and the corporate arrangement for fire safety and risk assessment
- Domestic arrangements, Health & Safety briefing
- Aims and objectives of the course
- What is “FIRE”
- Fire as a hazard, its causes and consequences
- Fire Safety Legislation affecting the workplace
- Escaping a fire, fire alarms and safety lighting
- Fire-fighting in the workplace
- Fire safety action plan
- Understanding fire risk assessment

**SITE HEALTH & SAFETY INSPECTIONS: 1 DAY**

**WHO SHOULD ATTEND**
For all those required to carry out basic health and safety checks on maintenance works being undertaken on residential sites. The aim is to provide knowledge to enable delegates to carry out basic checks in the following areas.

**COURSE CONTENT**
- Safety systems required on site – visitors book, induction records, tool box talks, F10, etc.
- An overview of COSHH to enable the inspectors to randomly check site risk assessments with hazardous substances on site
- PPE on sites – good practice
- Fire safety on sites – example evacuation procedures, safe escape routes and fire safety equipment
- Work equipment – suitability, maintenance
- Welfare facilities – toilet, washing facilities, etc.
- First Aid – required facilities on site
- Housekeeping – storage of materials, slip, trips and falls
- Electrical safety – PAT, power supply
- Noise control – signage, ear protection, risk assessments
- Permit to work – documentation and procedures for hot works, confined spaces, scaffolding
- Vehicles
- Environment – effective waste removal
- Security – access, parking, signage
Online (Blended) Learning

We now offer a wide range of Online (Blended) Learning courses covering the following subject areas:

- Communication Skills
- Finance
- First Aid
- Food Safety
- Health & Safety
- Health & Social Care
- Hospitality
- Management
- and Personal Development

Our online courses are easily accessible from anywhere with an internet connection, enabling your staff to work at their own pace whenever it is convenient for them. You can monitor staff progress and view copies of certificates achieved.

Please be aware the online First Aid courses do not include any practical and do not replace the requirement for your staff to attend the relevant classroom based courses. The online First Aid courses are designed to help you cover CPD refreshers between classroom based courses.

If your school purchases our All Inclusive Training Package for classroom based courses, we will also set up a Blended Learning Account for you that will provide you with access to a wide range of e-Learning, e-Books, and Videos for just £5.00+VAT each (Normal Price £15+VAT). Please note there is no discount off Qualification Courses which are individually priced and no discount off Distance Learning Courses which are priced at £39.99+VAT plus £10+VAT per order to cover postage & packing.

Below are some of the key benefits of online learning compared to traditional classroom learning:

- Learners can access mobile, relevant, personalised and self-paced content
- Faster delivery
- Lower costs
- More effective Learning
- Lower environmental impact (less paper & travel)

The following different types of Online (Blended) Learning are available:

- **Qualifications**
  We can deliver and assess a range of Regulated Qualifications, 100% online without the need for the learner to attend a classroom or site based assessment.

- **E-Learning**
  Involves using a computer or laptop to deliver a course, whether it’s in a Training Centre, part of your in-house employee training, or to further your own career at home.

- **Packages**
  Are a collection of e-Learning products that can be purchased together as a “Package” that offers a saving compared to purchasing the products individually.

- **E-Books**
  are electronic Workbooks that come in a PDF format and provide a more texted based solution for those individuals who prefer learning in this way. Each course can be read on a computer, a laptop, or any mobile device.

- **Video learning**
  Video is a useful alternative to e-learning and e-books for learners who prefer to study and retain information best when information is presented to them in a visual format.

- **Distance Learning**
  Distance Learning courses are facilitated by physical Workbooks and liaison with the course tutor via the post.

Below are some examples of e-Courses that may be of interest to your school:

<table>
<thead>
<tr>
<th>E-COURSE</th>
<th>FORMAT</th>
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<tbody>
<tr>
<td>First Aid Awareness</td>
<td>e-Book</td>
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<tr>
<td>Paediatric First Aid</td>
<td>e-Learning</td>
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<tr>
<td>TQUK Level 2 Award in Food Safety – Catering (QCF)</td>
<td>Qualification</td>
</tr>
<tr>
<td>Asbestos Awareness</td>
<td>e-Learning</td>
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<tr>
<td>Fire Warden / Marshal</td>
<td>e-Learning</td>
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<tr>
<td>Manual Handling of Objects</td>
<td>e-Learning</td>
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<tr>
<td>Preventing Radicalisation</td>
<td>e-Learning</td>
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<tr>
<td>TQUK Level 2 Award in Health &amp; Safety at Work (QCF)</td>
<td>Qualification</td>
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<tr>
<td>Anaphylaxis</td>
<td>e-Learning</td>
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<tr>
<td>Aspergers Syndrome</td>
<td>e-Learning</td>
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<tr>
<td>Autism Awareness for Educators (Paper Based)</td>
<td>Distance Learning</td>
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<tr>
<td>Challenging Behaviour – Children and Young People (Paper Based)</td>
<td>Distance Learning</td>
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<tr>
<td>Learning Disabilities</td>
<td>e-Learning</td>
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<tr>
<td>Safeguarding Children and Young People</td>
<td>e-Book</td>
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Standard Health & Safety Consultancy Package

ARE YOU HAPPY WITH YOUR HEALTH & SAFETY ADVICE?

Are you looking for a more personalised responsive service?

CSS know how establishments value continuous face-to-face contact with people they know, have established rapport with and take time to understand you, your needs and concerns. Their aim to become a trusted integral part of your team working with you to customise solutions that are sensible and proportionate to your needs. Providing a personal service that was once so common, offering ongoing support, guidance and advice not just to comply with legislation but to ensure that at the end of the day everyone returns home safe.

DO YOU MEET YOUR LEGAL OBLIGATIONS TO YOUR EMPLOYEES?

As an employer of a school facility, the Law requires you to appoint a competent person in health and safety. More specifically it is a requirement of the Management of Health and Safety at Work Regulations. Regulation 7 requires employers to appoint one or more Competent Person(s) to assist them in meeting their legal obligations.

CSS Ltd can act as your competent person which will include a comprehensive, affordable range of health and safety support services. This is a suitable option for schools who do not have resources or someone sufficiently competent to make an internal appointment or dissatisfied with your current level of service. When CSS takes on a “competent person package” with a school, their aim is to become an integral part of your team offering ongoing support and expertise to make the day to day running of the business effective, safe and stress-free, allowing you to focus on your business of teaching.

Our annual Standard Package are an affordable option to access competent health & safety advice and are competitively priced.

If you purchase our ALL-Inclusive Training Package, you will benefit from a £200 discount off the normal cost of the Standard Consultancy Package. You can also purchase the Standard Consultancy Package as a stand-alone service at the normal price.

Delivered by Customised Safety Solutions (CSS) in association with STC. CSS are professionally qualified health and safety practitioners to CMIOSH, registered with OSHCR and hold recognised training qualifications. They have years of practical experience of working with London Borough’s and Schools covering a wide range of health & safety issues.

Our experience from working with schools is that they value continuous face-to-face contact with people they know, have established rapport with and take time to understand you, your needs and concerns. Customised Safety Solutions have a natural passion and interest in health & safety and in helping Schools to manage and reduce their risk. Our aim is to understand your specific risk(s) and then piece together a customised solution to help you bridge where you are now, to where you want or need to be.

The Standard Health & Safety Consultancy Package offers a service to meet your school basic requirements and access to “Competent” health and safety advice as required by Law. Additional services can be added to tailor packages to meet your needs.

Whether you need an audit to assess compliance and deficiencies with the current health and safety laws; require specific training; a school inspection or assistance with vetting contractors; specialised and personal risk assessments; PEEPs; stress survey’s and planning reasonable adjustments to the workplace, we will be happy to discuss it with you and customise a package to suit your needs.

The Standard Health & Safety consultancy package is delivered by Customised Safety Solutions in association with Skills Training Centre. This association brings together combined benefits to offer a personalised, high quality, good value consultancy service. As professional health and safety practitioners we have years of practical experience of working with London Borough’s and Schools by sharing our natural passion, enthusiasm and interest in health & safety to help manage and reduce your risk. Our aim to understand your specific risk(s) and provide a personal service to piece together a customised action plan to help you move forward.
The Standard Health & Safety Consultancy Package offers a service to meet your school basic requirements and access to “Competent” health and safety advice as required by Law. Additional services can be added to tailor packages as you need or want to be.

<table>
<thead>
<tr>
<th>Access to “Competent Health &amp; Safety Advice”</th>
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<tbody>
<tr>
<td>- Access to CMIOSH consultants</td>
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<tr>
<td>- Access to competent, professional and technical Safety Health and Wellbeing (SHaW) Advice</td>
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<tr>
<td>- Advice on SHaW legislation, policies and guidance documents</td>
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<tr>
<td>- Advice on the completion of risk assessments</td>
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<tr>
<td>- Advice and guidance on accident/incident investigations to prevent recurrence and completion of RIDDOR reports</td>
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<tr>
<td>- Advice and guidance liaising with Enforcing Authorities</td>
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<tr>
<td>- Facilitate access to other quality services that are independent avoiding potential conflict of interest</td>
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<tr>
<td>- Assist with the SHaW Training needs analysis</td>
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<tr>
<th>Health Check of Critical Compliance areas</th>
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<tbody>
<tr>
<td>- Review existing documentation, certificates and systems relevant to management of fire, asbestos, gas, electricity, legionella and lifts (FAGELL)</td>
</tr>
<tr>
<td>- Provide guidance and recommendations on compliance for FAGELL</td>
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<tr>
<td>- Facilitate the development of an action plan to work towards FAGELL compliance</td>
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<tr>
<th>Develop Educational premise SHaW policy documents</th>
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<tbody>
<tr>
<td>- Advice on the development of SHaW Educational policy and guidance documents</td>
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<tr>
<td>- Reference to local, Council and Government SHaW policy and guidance (as appropriate)</td>
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<tr>
<th>Develop risk assessment forms and other record keeping forms</th>
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<tr>
<td>- Advice and assistance on the development of risk assessment templates, forms, checklist</td>
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<tr>
<td>- Tailored to Educational premise needs</td>
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<tr>
<td>- Advice on completion and review</td>
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<tr>
<th>Supply Legislative updates</th>
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<tbody>
<tr>
<td>- Produce SHaW Newsletter update on SHaW Legislation, Government guidance and what means for the Educational setting</td>
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<table>
<thead>
<tr>
<th>Provision of system to record work related accidents/incidents</th>
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<tbody>
<tr>
<td>- Provide system for recording accidents/incidents</td>
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<tr>
<td>- Advice of measure to prevent recurrence</td>
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<tr>
<td>- Provide a system to collate and analyse accident trends</td>
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<tr>
<td>- Advice and guidance on completion of RIDDOR reports</td>
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<thead>
<tr>
<th>Display Screen Equipment (DSE) Workstation Assessment</th>
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<tbody>
<tr>
<td>- Complete 3 or 6 assessments for users of DSE*</td>
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<tr>
<td>- Produce individual report and action plan</td>
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<tr>
<td>- As appropriate referral to specialist consultant</td>
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*Number of User assessment: Nursery, Children Centre, Primary 3; Secondary School 6

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<thead>
<tr>
<th>Major accident/incident investigation service</th>
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<tbody>
<tr>
<td>- Support for the investigation of major accidents and incidents</td>
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<tr>
<td>- Advice on remedial action</td>
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<tr>
<th>Liaison with Enforcing Authorities</th>
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<tbody>
<tr>
<td>- Liaise with trade unions, enforcement authorities HSE, Fire Authority, Ofsted, Public Health England</td>
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<tr>
<td>- Advice with compliance with enforcement notices</td>
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<tr>
<td>- Advice on any prosecutions</td>
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Additional packages are available and tailored to your needs and budget direct from CSS. These include

- **Flexible** – Can be adapted to meet your needs and budget or purchased individually
- **Premier** – Offer comprehensive service. Purchased in conjunction with Standard package
- **Community School** – Comprehensive service underpinned by Local authority service
- **Swimming pool** – Package tailored for establishments managing swimming pools

Subject to usage limit of 14 hours per annum per school. This policy is introduced to prevent individual schools dominating service and excludes DSE assessment.

### If Purchased with Training Package

| Nursery, Children’s Centre, Primary | £600 | Secondary School | £800 |

### Stand Alone Consultancy Package

| Nursery, Children’s Centre, Primary | £800 | Secondary School | £1,000 |