



School Health & Safety and Welfare Training



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Introduction

Health & Safety & Welfare Training for Schools

Skills Training Centre Ltd (STC) provide a comprehensive range of quality, cost effective, short courses to Schools and Children's Centres as well as Local Authorities and Private Sector Organisations. We pride ourselves on being able to provide a professional and reactive response to training requests. Flexible enough to manage last minute requirements, as well as being capable of assisting with the implementation of organisation wide Training Plans.

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

STC 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 specific experience of co-ordinating and delivering training to 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 for schools and places for courses outside of the schools package will 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.

If you only require a limited number of staff to attend the courses, 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.

ACCREDITATIONS

We are accredited with Exor (Silver Accreditation) and BIP's Select Accredited, meeting all of their standard pre-qualification requirements, these are recognised by a large number of Public Sector organisations.

TRAINING CENTRE & STC STAFF

We have our own dedicated Training Centre in Mill Hill, North London and can 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.

STC strive for excellence in everything we do and we aim to achieve customer satisfaction every time. It is about getting it right first time! 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.

OUR HISTORY

The Skills training Centre was part of the London Borough of Barnet for over 20 years and became a private limited company in 2005.

The Directors Tim Bottoms and Paul Buey have over 40 years experience in Skills & Safety Training, working as Training Managers for both the London Borough of Barnet and in the private sector.

*Subject to a fair use policy – details available on request.

Health & Safety and Welfare Programme

CARETAKER & BUILDING MAINTENANCE SCHOOLS PACKAGE

Carpentry (Basic)

COSHH & PPE

Electrical Safety

Health & Safety Awareness

Ladders & Stepladders

Plumbing (Basic)

Mobile Towers

Portable Appliance Testing

Risk Assessment & Method Statements

CARETAKER & BUILDING MAINTENANCE ADDITIONAL COURSES

Carpentry (Intermediate)

Lock By-pass

Plumbing (Intermediate)

Scaffolding Inspection

Working at Heights for Operatives

FIRST AID SCHOOLS PACKAGE

Emergency First Aid at Work

Epilepsy Basic Course - Buccal Midazolam Training

Epilepsy Refresher Course - Buccal Midazolam Training

Epipen Training for Education Staff

First Aid at Work

First Aid at Work Re-Qualification

First Aid at Work Refresher

First Aid for Children Aged 6-12

First Aid for Children Aged 6-12 - Add-on (½ day)

Needlestick Injuries & Infection Control

Paediatric First Aid

SCHOOL HEALTH & SAFETY MANAGEMENT SCHOOLS PACKAGE

Asbestos Awareness

Boarding & Securing Passengers & Wheelchairs

Controlling the Contractor

COSHH & PPE

Emergency Evacuation of Minibuses

Fire Safety & Extinguishers

Fire Wardens

Health & Safety Awareness

Manual Handling of Objects

Manual Handling: People

Passenger Safety in Minibuses

Playground Inspection: Routine Visual Inspections (without RPII)

Premises Management

School Fire Risk Assessment

School Risk Assessment

Site Health & Safety Inspections

SCHOOL HEALTH & SAFETY MANAGEMENT ADDITIONAL COURSES

Confined Spaces Awareness & Risk Assessment

Level 2 Award in Food Hygiene

Manual Handling: People Paediatric / One Day Handling Children with Disabilities Course (which includes hoisting)

Manual Handling: People Paediatric / Three Hour Handling Children with Disabilities Course (which does not include hoisting)

Manual Handling: People Paediatric / Half Day Course for Nursery Staff

Playground Inspection: Routine Visual Inspections (with RPII)

Playground Inspection: Operational Inspections (with or without RPII)

School Minibus Foundation Course

Working at Heights for Managers

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 and replace batteries
- ▶ Identify faults in cables
- ▶ Inspection and safe use of power tools



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



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

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

PLUMBING (BASIC) : 1 DAY

WHO SHOULD ATTEND

An essential one day course for those who are responsible for routine maintenance work as part of their job.

COURSE CONTENT

- ▶ Unblock sink, toilet, urinals etc.
- ▶ Replace tap washers
- ▶ Emergency action to stop flooding
- ▶ Check and adjust ball valves in cisterns
- ▶ Replace float and arm in water storage tanks
- ▶ Secure and make safe toilet seats
- ▶ Replace toilet chains
- ▶ Clean out shower heads
- ▶ Clean out gutters and down pipes



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

Caretaker & Building Maintenance

Additional Courses

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

LOCK BY-PASS : 3 DAYS

WHO SHOULD ATTEND

Anyone who is required to gain legal entry to houses, offices, cars, garages etc. The aim is to teach delegates basic locksmith skills and how to gain access to property causing the minimum of damage.

COURSE CONTENT

- ▶ Introduction to locks, fundamentals of cylinder lock, stripping cylinder lock
- ▶ Theory on cylinder, its weakness, opening techniques, drilling, picking, by-pass techniques, mica-carding, lassoing
- ▶ Euro-profiles
- ▶ Basic theory on mortise lock, stripping and re-building of mortise, naming of parts and important components
- ▶ Lock identification
- ▶ Picking, drill points, practice, by-pass techniques
- ▶ High-security deadlocks, introduction, stripping and rebuilding
- ▶ Different drill points, easy opening techniques
- ▶ Ways of defeating any deadlock
- ▶ Practice on mortise locks
- ▶ Lock fitting and practice lock opening
- ▶ Padlocks

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 $\frac{3}{4}$ ".

COURSE CONTENT

- ▶ Hazards and precautions when working with plumbing systems
- ▶ Mixing materials/do's and don'ts
- ▶ Dissimilar materials/galvanic erosion 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

SCAFFOLDING INSPECTION : 1 DAY

WHO SHOULD ATTEND

This one day course will give persons attending the knowledge and the skills to be proficient in Basic Scaffolding Inspection and Appreciation.

COURSE CONTENT

- ▶ Health and Safety at Work Act
- ▶ Definition of terms
- ▶ Construction (working places) Regulations
- ▶ Tubes – fittings, types, uses, inspecting
- ▶ Boards – types, uses, inspecting
- ▶ Ladders – inspecting, securing, using
- ▶ Construction and layout of independent scaffolds – putlog, zip-up, towers, mobile, static, telescopic, proprietary
- ▶ Ties – types, uses, methods of fixing
- ▶ Inspection procedure – initial, weekly, record keeping
- ▶ Practical inspection
- ▶ Site safety

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 (MEWPs)
 - 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 that need to undertake periodic training in order to retain their Driver CPC license.

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

EPILEPSY BASIC COURSE – BUCCAL MIDAZOLAM TRAINING : ½ DAY

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.

Please Note: A short session on the use of Rectal Diazepam (stesolid) will follow if you require this training.



EPILEPSY REFRESHER COURSE – BUCCAL MIDAZOLAM TRAINING : ½ DAY

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.

Please Note: A short session on the use of Rectal Diazepam (stesolid) will follow if you require this training.

EPI PEN TRAINING : 3 HOUR SESSION

By the end of the programme delegates will be able to understand the background to allergic reactions and how they occur, identify the signs and symptoms, treat a casualty correctly and safely administer an epi-pen 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 Epi Pen.

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 Epi Pen

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 & breathing difficulties
- ▶ Circulation & disorders
- ▶ Wounds and bleeding
- ▶ Causes of unconsciousness
- ▶ Burns and scalds
- ▶ Eye injuries
- ▶ Poisoning
- ▶ Injuries to muscles, joints and bones

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.



ANNUAL REFRESHER /FIRST AID AT WORK : ½ DAY

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

WHO SHOULD ATTEND

Qualified 1 or 3 day first aiders needing to refresh their skills and keep up to date with First Aid procedures between their 3 year re-qualification periods.

COURSE CONTENT

- ▶ Assessing emergency situations
- ▶ The unconscious breathing casualty
- ▶ Resuscitation
- ▶ Choking
- ▶ Shock
- ▶ Wounds and bleeding

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 form 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 (casualty 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 of the group (some/all of the following may be included) – nose bleeds, poisons, asthma, electric shock, shock, head injuries, diabetic emergency, 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.



NEEDLE STICK INJURIES & INFECTION CONTROL : 1/2 DAY

WHO SHOULD ATTEND

This course is aimed at 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

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.
- ▶ Maintain a child or baby's basic life support (CPR/EAR) until help arrives or they become exhausted.
- ▶ 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?

You are required by law to make an assessment of significant risks in your workplace. Your first aid provision will depend on your risk assessment.

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 outings 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

0 – 8 years	6 – 12 years	12 years to Adult
Paediatric First Aid 2 Day (12 Hour) Course The Legislative Requirement is for 0-5yrs (Statutory Framework for the Early Years Foundation Stage)	First Aid for Children Aged 6-12 (½ day or 1 day dependent on level of previous training)	First Aid at Work Certificate 3 Day Course or 2 Day Requalification Legislative Requirement (The Health and Safety (First Aid) Regulations 1981) First Aid at Work – Annual Refresher (HSE strongly recommended) Emergency First Aid at Work

How Many First Aiders Do I Need?

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 HSE 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. The training has to have been approved by the HSE. 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, eg. Restocking the first aid box

CATEGORY OF RISK	NUMBERS EMPLOYED AT ANY LOCATION	SUGGESTED NUMBER OF FIRST AID PERSONNEL
LOWER RISK Eg. shops, offices and libraries	fewer than 50	at least one appointed person
	50 - 100	at least one first aider
	more than 100	one additional first aider for every 100 employed
MEDIUM RISK Eg. light engineering and assembly work, food processing, warehousing	fewer than 20	at least one appointed person
	20 - 100	at least one first aider for every 90 employed (or part thereof)
	more than 100	one additional first aider for every 100 employed
HIGHER RISK Eg. most construction, slaughter houses, chemical manufacture, extensive work with dangerous machinery or sharp instruments	fewer than 5	at least one appointed person
	5 - 50	at least one first aider
	more than 50	one additional first aider for every 100 employed

Training Solution

Name	Length of Course	Who should attend	Purpose of Course	Certificated	Valid for (years)
First Aid at Work - 3 Day Qualification Course	3 days	All those who are required to hold a First Aid at Work Certificate.	Provides 'First Aid at Work' - First Aiders	First Aid at Work Certificate	3
First Aid - 2 Requalification Course	2 days	All those who are required to requalify their First Aid at Work Certificate.	Requalifies First Aiders with current certificates	First Aid at Work Certificate	3
First Aid at Work – Annual Refresher	0.5 day	First Aid at Work certificate holders and Emergency First Aid at Work certificate holders Strongly recommended by the HSE	To annually update First aid at Work certificate holders and Emergency First Aid at Work certificate holders	Annual Update certificate	1
Emergency First Aid at Work (previously named Emergency Treatment)	1 day	All those who may need an Emergency First Aid qualification	Provides emergency first aid training to staff who work specially with children 13 to adults	Emergency First Aid at Work Certificate	3

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 are required by law to make an assessment of significant risks in your workplace. Your first aid provision will depend on your risk assessment.

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

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

Training Solution

Name	Length of Course	Who should attend	Purpose of Course	Explanatory Note	Certificated	Valid for (years)
Paediatric First Aid	2 days	All those who may need to provide first aid to younger children and babies (0-8yrs).	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 0-8 years BUT the course actually provides training for staff who may need to provide first aid to children and babies 0-8yrs	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 & babies.	Attendance Certificate	3

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 chose 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

Name	Length of Course	Who should attend	Purpose of Course	Explanatory Note	Certificated	Valid for (years)
First Aid for Children Aged 6-12	1 day	All those who may need to provide basic first aid to children (6-12yrs)	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.	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.	Attendance Certificate	3

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

Name	Length of Course	Who should attend	Purpose of Course	Explanatory Note	Certificated	Valid for (years)
First Aid For Children Aged 6-12 - 'Add on' for Trained Staff	3¼ hour	Trained staff who may need to provide first aid to older children (6-12yrs)	Provides an opportunity for First Aiders to do an update and offers additional training for First Aiders working with children aged 6-12	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.	Attendance Certificate	3

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

School Health & Safety Management

Schools Package & Additional Courses



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School Health & Safety Management

Schools Package Courses

ASBESTOS AWARENESS : 1/2 DAY

WHO SHOULD ATTEND

This course has been designed for managers, supervisors, and operatives 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
- ▶ Identification – sampling, testing and labelling
- ▶ 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

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

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

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 & flash overs
- ▶ 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 / 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

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

PASSENGER SAFETY IN MINIBUSES : 1 DAY

AIM

To give delegates an awareness of the hazards associated with mini bus transport, the hazards associated with fire on a minibus and the requirements for safe boarding of passengers.

COURSE CONTENT

- ▶ Health & Safety at Work Act
- ▶ Duty of care
- ▶ Manual Handling Regulations
- ▶ Risk assessments
- ▶ Road Traffic Act (Construction and Use Regulations)
- ▶ Risk of fire
- ▶ Dangers to passengers from fire in a vehicle
- ▶ Elements and causes of fire
- ▶ Practical exercises
- ▶ Checking the vehicle
- ▶ Passenger restraints
- ▶ Codes of practice
- ▶ Safe working procedures
- ▶ Departmental requirements and guidelines

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 & 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 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

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

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

School Health & Safety Management

Additional Courses

CONFINED SPACES AWARENESS & RISK ASSESSMENT : 1 DAY

WHO SHOULD ATTEND

Managers, supervisors, engineers and all those with responsibility for controlling work in confined spaces and/or carrying out risk assessments prior to permitting entry into confined spaces.

COURSE CONTENT

- ▶ What is a confined space and what are the hazards?
- ▶ Confined Spaces Regulations 1997
- ▶ Risk assessments
- ▶ Arrangements for emergencies
- ▶ Equipment required to enter a confined space
- ▶ The purpose/examination/testing/maintenance of gas detection equipment
- ▶ Personal protective equipment and hygiene
- ▶ Ventilation and the avoidance of unsafe atmospheres
- ▶ Manpower including training requirements
- ▶ Communication and entry procedures



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

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.

Course endorsed by the College of Occupational Therapists.

MANUAL HANDLING / PEOPLE PAEDIATRIC : FOR NURSERY NURSES : 1/2 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 and 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.

Course endorsed by the College of Occupational Therapists.

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 & 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



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 and 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 & 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



SCHOOL MINIBUS FOUNDATION COURSE : 1 DAY

WHO SHOULD ATTEND

All new minibus drivers and minibus drivers who are new to the school/organisation.

ADDITIONAL INFORMATION

- ▶ This course is the first part of the training recommended by some Local Authorities for new minibus drivers in schools.
- ▶ The second part is the practical assessment (lasting 1 hour) which can be organised with the trainer on the day. Both parts should be completed before a person can drive a minibus.
- ▶ This theory course has been designated as mandatory training for minibus drivers who transport people in wheelchairs, and is strongly recommended for all other minibus drivers.
- ▶ The practical assessment should be re-assessed every 3 years.

COURSE CONTENT

- ▶ Vehicle familiarisation
- ▶ Planning journeys
- ▶ Driving techniques
- ▶ Driver responsibilities
- ▶ Practical driving assessment
- ▶ Tail lift – checking/inspection (if applicable)



WORKING AT HEIGHTS FOR MANAGERS : 1 DAY

WHO SHOULD ATTEND

Anyone that is involved in the planning, supervision or management of work at a height.

COURSE CONTENT

- ▶ Risk assessment
- ▶ Legislation related to working at heights
- ▶ British & European Standards
- ▶ Organisation planning
- ▶ Competence – decision maker, user, others
- ▶ Hierarchy of control
- ▶ Selection of equipment
- ▶ Fragile surfaces/falling objects
- ▶ Inspection and records