

# SCHOOL HEALTH & SAFETY AND WELFARE TRAINING

BECAUSE TRAINING MATTERS

**020 8619 0939**

[www.skillstrainingcentre.co.uk](http://www.skillstrainingcentre.co.uk)



**SKILLS  
TRAINING  
CENTRE**

# INTRODUCTION

## Health & Safety and Welfare Training for Schools

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 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 only require a limited number of places on the courses in 2023/24, 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

*"I have been working with Skills Training now for over a year and I have found them to be the easiest team to work with"*

*"Skills Training are always more than happy to make things work"*

*"I cannot fault how Skills Training have helped me with my staff training bookings"*

*Fred Chamberlain, Premises Manager, The Compton School*

### 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

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

Gain access to unlimited training places for your staff across a diverse array of popular courses with our School Health & Safety and Welfare Training Package. Our experienced trainers' deliver quality training in First Aid, Caretakers' Safety, and overall health and safety management within a school/centre environment. Enjoy the flexibility of unlimited training for a fixed annual fee, subject to our Fair Use Policy\*.

## **STANDARD HEALTH & SAFETY CONSULTANCY PACKAGE**

Enhance your safety protocols further by opting for our Standard Health & Safety Consultancy Package. As a subscriber to our All-Inclusive Training Package, enjoy a £200 discount on the Standard Consultancy Package, or choose it as a standalone solution at the regular price. Delivered in partnership with Customised Safety Solutions (CSS), our consultancy service, led by professionally qualified CMIOSH practitioners, addresses a spectrum of health and safety issues faced by schools.

## **E-LEARNING & ONLINE LEARNING**

Please note that, due to unforeseen circumstances, we are unable to offer our e-Learning and online learning services this year. We apologise for any inconvenience this may cause. If you have any questions or concerns, feel free to reach out to us.



# 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.

# HEALTH & SAFETY WELFARE PROGRAMME

## Courses

### SCHOOLS PACKAGE COURSES

#### CARETAKER & BUILDING MAINTENANCE

Carpentry (Basic)	7
COSHH & PPE	7
Electrical Safety	7
Health & Safety Awareness	7
Ladders & Stepladders	8
Mobile Towers	8
Plumbing (Basic)	8
Portable Appliance Testing	8
Risk Assessment & Method Statements	8

#### FIRST AID

Anaphylaxis and Auto Injector First Aid	11
Emergency First Aid at Work	11
Epilepsy Basic Course - Buccal Midazolam Training	12
First Aid at Work	12
First Aid at Work Re-Qualification	12
Emergency Paediatric First Aid	13
Paediatric First Aid	13

#### SCHOOL HEALTH & SAFETY MANAGEMENT

Asbestos Awareness	17
Fire Wardens including Fire Safety Extinguishers	17
Health & Safety Awareness	17
Manual Handling of Objects	18
Playground Inspection: Routine Visual Inspections (without RPII)	18
Premises Management	18

### ADDITIONAL COURSES (+£)

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

#### CARETAKER & BUILDING MAINTENANCE

Needlestick Injuries & Infection Control	9
Carpentry (Intermediate)	9

#### SCHOOL HEALTH & SAFETY MANAGEMENT

Controlling the Contractor	19
Display Screen Equipment (DSE)/Workstation Assessments	19
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Managing Water – Legionella Awareness	20
Managing Personal Stress	20
Managing Organisational Stress	20
Manual Handling: People Paediatric/One Day Handling	20
Children with Disabilities Course (which includes hoisting)	21
Manual Handling: People Paediatric/Three Hour Handling	
Manual Handling: People Paediatric / Half Day Course for Nursery Staff	21
Mental Health Awareness	22
Mental Health Awareness in the Workplace	22
Mental Health Awareness and Wellbeing in the Workplace	22
Playground Inspection: Operational Inspections (with or without RPII)	23
Playground Inspection: Routine Visual Inspections (with RPII)	23
Playground Maintenance	24
Site Health & Safety Inspections	25
School Risk Assessment	25

#### ADDITIONAL SERVICES (+£)

Standard Health & Safety Consultancy Package	26
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# CARETAKER & BUILDING MAINTENANCE

## Courses

### SCHOOLS PACKAGE COURSES

Carpentry (Basic)	7
COSHH & PPE	7
Electrical Safety	7
Health & Safety Awareness	7
Ladders & Stepladders	8
Mobile Towers	8
Plumbing (Basic)	8
Portable Appliance Testing	8
Risk Assessment & Method Statements	8

### ADDITIONAL COURSES (+£)

Carpentry (Intermediate)	9
Needlestick Injuries & Infection Control	9

# 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 : 0.5 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

### 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 : 0.5 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 : 0.5 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 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

### NEEDLE STICK INJURIES & INFECTION CONTROL : 0.5 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 and 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



# FIRST AID

## Courses

### SCHOOLS PACKAGE COURSES

Anaphylaxis and Auto Injector First Aid	11
Emergency First Aid at Work	11
Epilepsy Basic Course –	
Buccal Midazolam Training	12
First Aid at Work	12
First Aid at Work Re-Qualification	12
Emergency Paediatric First Aid	13
Paediatric First Aid	13

# FIRST AID

## SCHOOLS PACKAGE COURSES

### **ANAPHYLAXIS & 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

### **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.

#### **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 : 1.25 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.

## **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 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.





## EMERGENCY PAEDIATRIC FIRST AID (EPFA) : 1 DAY

### WHO SHOULD ATTEND

Suitable for staff that work with children but do not require a 12 hour course for the full OFSTED register and who supports qualified colleagues in an early years setting.

### COURSE CONTENT

- ▶ Be able to assess an incident involving an Infant or Child
- ▶ Be able to manage an Infant or Child who is unresponsive and NOT breathing normally
- ▶ Be able to provide first aid to an unresponsive and breathing normally Infant or Child
- ▶ Be able to manage an Infant or Child who is having a seizure
- ▶ Be able to recognise and assist an Infant or Child who is choking
- ▶ Manage an Infant or Child with external bleeding
- ▶ Manage an Infant or Child who is in shock (from severe blood loss).
- ▶ Understand the roles and responsibilities of a Paediatric First Aider

## 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



## 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)	Emergency Paediatric First Aid (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 strongly recommended Emergency First Aid at Work

## 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, 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 50 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	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 <b>legislative requirements</b> of the Statutory Framework for the Early Years Foundation Stage for staff who may need to provide first aid to younger children and babies <b>aged 0-5 years</b> <b>BUT</b> the course actually provides training for staff who may need to provide first aid to children and babies <b>0-8yrs</b> .	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
Emergency Paediatric First Aid	1 day	Anyone over the age of 16 who is involved in the care of children in any professional setting	This course is designed to supplement paediatric first aid provision and <b>will not meet the Ofsted Early Years and Childcare Registration requirements.</b>	This course is designed to teach the latest first aid skills which have been especially adapted for children to minimise dangers to them and improve their chances of survival in a serious emergency.	Emergency Paediatric First Aid 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.**

# SCHOOL HEALTH & SAFETY MANAGEMENT

## Courses

### SCHOOLS PACKAGE COURSES

Asbestos Awareness	17
Fire Wardens / Fire Safety Extinguishers	17
Health & Safety Awareness	17
Manual Handling of Objects	19
Playground Inspection:	
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Premises Management	19

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Face Fit Testing	19
Managing Water – Legionella Awareness	20
Managing Personal Stress	20
Managing Organisational Stress	20
Manual Handling: People Paediatric: 0.5 Day	21
Manual Handling: People Paediatric: 1 Day / 3 Hours	21
NEW Mental Health Awareness	22
Playground Inspection: Operational Inspections (with or without RPII)	23
Playground Inspection:	23
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School Risk Assessment	25



# SCHOOL HEALTH & SAFETY MANAGEMENT

## SCHOOLS PACKAGE COURSES

### ASBESTOS AWARENESS : 0.5 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
- ▶ 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

### FIRE WARDEN INCLUDING FIRE SAFETY EXTINGUISHERS : 0.5 DAY

#### WHO SHOULD ATTEND

All staff that are designated as Fire Wardens or who have responsibilities for carrying out fire drills and/or checking that fire doors are working properly. For staff who need 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 and legal responsibilities
- ▶ Evacuation and human behaviour
- ▶ Dealing with arson
- ▶ General fire prevention, your role and responsibility
- ▶ Liaising with the Fire Service
- ▶ Fire safety auditing
- ▶ Combustion
- ▶ Smoke behaviour
- ▶ Classes of fire
- ▶ Fire safety signs
- ▶ Fire extinguishers and fire blankets
- ▶ Hazards in the work place
- ▶ Fire extinguishers – practical session

### 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 : 0.5 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 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

### DISPLAY SCREEN EQUIPMENT (DSE) / WORKSTATION ASSESSMENT : 0.5 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

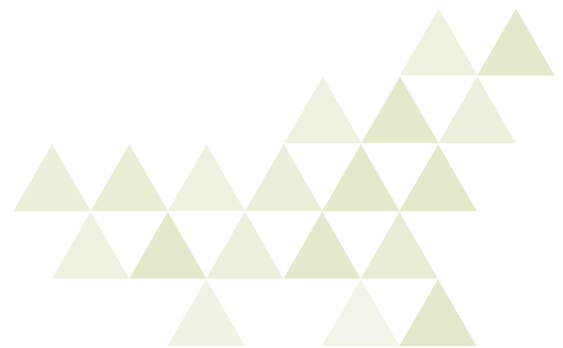
### FACE FIT TEST : 20 MINS PER PERSON

#### WHO SHOULD ATTEND

For all staff required to wear a mask.

#### COURSE CONTENT

- ▶ Qualitative face fit test.
- ▶ Pre-use seal check or fit check
- ▶ Correct procedures, introducing fit test solution with nebulizer.
- ▶ Carry out a series of tests to ascertain the correct fitting of the mask.
- ▶ Discuss 3M FFP3 8833 for general industrial dust and particles (others are available on the market)



## MANAGING WATER – LEGIONELLA AWARENESS : 0.5 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 its 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

## MANAGING PERSONAL STRESS : 1 DAY

### WHO SHOULD ATTEND

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

### AIM

To enable delegates to have a better understanding of personal stress and how to effectively manage this.

### COURSE CONTENT

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

## MANAGING ORGANISATIONAL STRESS : 1 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.

### AIM

To provide delegates with a better understanding of stress in the work environment and how to appropriately manage this.

### 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



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

### 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.



## MENTAL HEALTH AWARENESS

### NEW TRAINING PROGRAMME

The courses on offer within the Mental Health Awareness programme focus on stress and common Mental Health illnesses with a robust Mental Health Action plan to help those in crisis or need. It provides information to show how to promote Mental Health and Well-being in your workplace or setting. Priority is given to information on wellbeing and self help and support to aid prevention. The courses ensure that by the end of training the delegates have an actionable development plan ready to implement straight into their organisation.

#### MENTAL HEALTH AWARENESS : 0.5 DAY

##### AIM

To increase awareness in Mental Health for themselves or others.

##### WHO SHOULD ATTEND

Suitable for all staff.

##### COURSE CONTENT

- ▶ Recognising possible signs and symptoms of a person that has mental ill-health
- ▶ Awareness of Mental Health and its stigma
- ▶ How to access help for those in crisis or need

#### MENTAL HEALTH IN THE WORKPLACE : 1 DAY

##### AIM

To increase their awareness of Mental Health and how to support and manage it in the workplace.

##### WHO SHOULD ATTEND

Suitable for anyone who has line manager responsibility.

##### COURSE CONTENT

- ▶ Recognising possible signs and symptoms of a person that has mental ill-health
- ▶ Understanding Mental Health and its stigma
- ▶ Using a Mental Health Action Plan to help those in crisis or need
- ▶ Finding external professional help and guidance
- ▶ The law in relation to mental health and the workplace
- ▶ Best Practice in the workplace e.g., when helping someone to stay in work or return to work

#### MENTAL HEALTH & WELLBEING IN THE WORKPLACE : 2 DAYS

##### AIM

To increase awareness of mental health and wellbeing and how to influence it in the workplace.

##### WHO SHOULD ATTEND

Suitable For anyone who has Line Manager responsibility and who is responsible for staff wellbeing.

##### COURSE CONTENT

- ▶ Recognising possible signs and symptoms of a person that has mental ill-health or is suffering with stress
- ▶ Understanding mental health and its stigma
- ▶ Using a Mental Health Plan to help those in crisis or need
- ▶ Finding external professional help and guidance
- ▶ The law in relation to mental health and the workplace
- Best practice when helping someone to stay in work or return to work
- ▶ Understanding of more complex mental health conditions
- ▶ Promoting well-being in the workplace and how you can become an Ambassador for Mental Health and Well-being
- ▶ Information on self-care to aid prevention to help others and yourself

## PLAYGROUND OPERATIONAL INSPECTIONS

**OPTION 1 : 2 DAY TRAINING ONLY**

**OPTION 2 : 3 DAY TRAINING & RPII**

### 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.

### COURSE 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

**VISUAL INSPECTIONS : 3 DAY TRAINING & RPII**

### 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.

### COURSE 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



## PLAYGROUND MAINTENANCE : 1 DAY

### WHO SHOULD ATTEND

Anyone who has responsibility for looking after playgrounds in terms of managing and inspecting play sites and maintaining and repairing equipment. The course has been designed to meet an identified need to provide more detailed training on the maintenance side of playground management.

### AIM

To provide practical and theoretical guidance on the maintenance of all the main types of playground equipment and of various elements of the general playground site.

### LEARNING OBJECTIVES

By the end of the programme delegates will:

- ▶ Have an understanding of the Legal Requirements relating to Playground Maintenance
- ▶ Be aware of the Practical Maintenance and Inspection Methodology for a wide range of Playground equipment
- ▶ Be aware of common maintenance issues and how to prioritise repairs

### COURSE CONTENT

- ▶ Legal requirements
- ▶ Overview of maintenance clauses in the playground standards
- ▶ Practical Maintenance and Inspection Methodology for each of the following:
  - ▶ Swings
  - ▶ Rocking Equipment
  - ▶ Rotating Equipment
  - ▶ Cable Runways
  - ▶ Space Nets and Rope structures
  - ▶ Static equipment - e.g. climbing frames, multi units, agility trails, slides
  - ▶ Self-built or custom-made equipment
  - ▶ Natural Elements - e.g. sand, water, boulders, tree trunks
  - ▶ Ancillary Items - gates, fences, seats, bins, signs
  - ▶ Planting and soft landscaping
  - ▶ Different types of playground surfacing
  - ▶ Common maintenance issues such as damage, wear and tear, vandalism etc.
  - ▶ Samples of broken or worn components, fixings etc.
  - ▶ Q & A on maintenance
  - ▶ Use of Risk Assessment in prioritising maintenance repairs

**DELIVERY** : A combination of training room based sessions and practical site work on an actual playground.

A knowledge check is included at the end of the course - to reinforce the knowledge gained.



## 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 RISK ASSESSMENT : 1 DAY

### WHO SHOULD ATTEND

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

### OBJECTIVE

By the end of the course participants will be able to:

- ▶ Understand the main aspects of a risk assessment
- ▶ Be able to carry out a risk assessment

### 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
- ▶ Principles of combustion and spread of fire.
- ▶ Identification and selection of extinguishers.
- ▶ How to identify fire hazards and minimise fire risk.
- ▶ Types and meanings of fire safety signs.
- ▶ Action in the event of fire.
- ▶ Raising and responding to the Fire Alarm.
- ▶ Choosing and using firefighting equipment, including practical use. (See Fire Extinguisher Training).

**NB:** All courses are run to a maximum of 12 candidates unless prior agreement and a maximum of 20 delegates.

We require the use of a hall or classroom to carry out the training with access to a TV or a projector (we can provide this if requested in advance).

A secure area of around 5m square is required for the live fire.



# 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.

### STANDARD HEALTH & SAFETY CONSULTANCY PACKAGE

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. As professional health and safety practitioners we have years of practical experience of working with London Borough's and Schools. The aim is to become a trusted part of your team working with you to customise solutions that are sensible, proportionate to your risks, needs and budget to help you move forward. CSS can help review, plan and implement infection control measures including CO2 monitoring of workplaces atmospheres as part of assessing room ventilation.

**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.

Access to “Competent Health & Safety Advice”	<ul style="list-style-type: none"> <li>▶ Access to CMIOSH consultants</li> <li>▶ Access to competent, professional and technical Safety Health and Wellbeing (SHaW) Advice</li> <li>▶ Advice on SHaW legislation, policies and guidance documents</li> <li>▶ Advice on the completion of risk assessments</li> <li>▶ Advice and guidance on accident/incident investigations to prevent recurrence and completion of RIDDOR reports</li> <li>▶ Advice and guidance liaising with Enforcing Authorities</li> <li>▶ Facilitate access to other quality services that are independent avoiding potential conflict of interest</li> <li>▶ Assist with the SHaW Training needs analysis</li> </ul>
Health Check of Critical Compliance areas	<ul style="list-style-type: none"> <li>▶ Review existing documentation, certificates and systems relevant to management of fire, asbestos, gas, electricity, legionella and lifts (FAGELL)</li> <li>▶ Provide guidance and recommendations on compliance for FAGELL</li> <li>▶ Facilitate the development of an action plan to work towards FAGELL compliance</li> </ul>
Develop Educational premise SHaW policy documents	<ul style="list-style-type: none"> <li>▶ Advice on the development of SHaW Educational policy and guidance documents</li> <li>▶ Reference to local, Council and Government SHaW policy and guidance (as appropriate)</li> </ul>
Develop risk assessment forms and other record keeping forms	<ul style="list-style-type: none"> <li>▶ Advice and assistance on the development of risk assessment templates, forms, checklist</li> <li>▶ Tailored to Educational premise needs</li> <li>▶ Advice on completion and review</li> </ul>
Provision of system to record work related accidents/incidents	<ul style="list-style-type: none"> <li>▶ Provide system for recording accidents/incidents</li> <li>▶ Advice of measure to prevent recurrence</li> <li>▶ Provide a system to collate and analyse accident trends</li> <li>▶ Advice and guidance on completion of RIDDOR reports</li> </ul>
Display Screen Equipment (DSE) Workstation Assessment	<ul style="list-style-type: none"> <li>▶ Complete 3 or 6 assessments for users of DSE*</li> <li>▶ Produce individual report and action plan</li> <li>▶ As appropriate referral to specialist consultant</li> </ul> <p>*Number of User assessment: Nursery, Children Centre, Primary 3; Secondary School 6</p>
Major accident/incident investigation service	<ul style="list-style-type: none"> <li>▶ Support for the investigation of major accidents and incidents</li> <li>▶ Advice on remedial action</li> </ul>
Liaison with Enforcing Authorities	<ul style="list-style-type: none"> <li>▶ Liaise with trade unions, enforcement authorities HSE, Fire Authority, Ofsted, Public Health England</li> <li>▶ Advice with compliance with enforcement notices</li> <li>▶ Advice on any prosecutions</li> </ul>

<p>If Purchased with Training Package Nursery, Children’s Centre, Primary - <b>£714</b> Secondary School - <b>£924</b></p>
<p>Stand Alone Consultancy Package Nursery, Children’s Centre, Primary - <b>£924</b> Secondary School - <b>£1,124</b></p>

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



## ABOUT US

Our Accreditations  
Specialist Facilities  
Legislation / Code of Practice



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