



# Health and Safety Training Courses

## Course Provision 2024/25

The following table should be read in conjunction with Leicester City Council’s Health & Safety Management Standard ‘Health & Safety Training’.

Book through ESS, email: [healthandsafetytraining@leicester.gov.uk](mailto:healthandsafetytraining@leicester.gov.uk), or telephone: 0116 454 3210

Training Course	Who should attend	Type & Duration	Notes	Recommended Refresher	Advisors	Venue
Accident & Incident Investigation	<ul style="list-style-type: none"> <li>All staff responsible for completing accident investigations</li> <li>Managers</li> </ul>	<ul style="list-style-type: none"> <li>MS Teams</li> <li>Face to face</li> <li>4 hours</li> </ul>	Content also included within Managing Health & Safety course	3-5 years	Natalie Watts Bav Odedra	<ul style="list-style-type: none"> <li>15 April 24, 09:00 -13:00 City Hall 1.13 Halford Wing</li> <li>12 June 24, 09:00 -13:00 MS Teams</li> <li>13 Sept 24, 09:00 -13:00 Town Hall Tea Rooms</li> <li>14 Jan 25, 09:00 -13:00 MS Teams</li> </ul>
Asbestos Awareness (Also covered on BRO course) <b>NOT SUITABLE FOR HOUSING STAFF</b>	<ul style="list-style-type: none"> <li>All BROs</li> <li>EBS Managers</li> <li>Premises Officers</li> <li>Monitoring Officers</li> <li>Contract Managers</li> <li>Project Managers (Unless attending BRO course which includes Asbestos Awareness module)</li> </ul>	<ul style="list-style-type: none"> <li>MS Teams</li> <li>1 ½ hours</li> <li>E-Learning</li> </ul>		3 years	Tracy James Bav Odedra	<ul style="list-style-type: none"> <li>7 May 24, 10:00 -11:30 MS Teams</li> <li>15 Oct 24, 10:00 -11:30 MS Teams</li> <li>17 Dec 24, 09:30 -11:00 MS Teams</li> <li>12 Feb 25, 10:00 -11:30 MS Teams</li> </ul>
Building Responsible Officer (BRO) (incl. Asbestos Awareness, Water Hygiene)	<ul style="list-style-type: none"> <li>All BROs</li> <li>Property Staff</li> <li>Premises Officers</li> </ul>	<ul style="list-style-type: none"> <li>MS Teams</li> <li>Face to face</li> <li>3 hours</li> </ul>	Refresher can be completed online (see below)	3 years (e-learning refresher is available, see below)	All	<ul style="list-style-type: none"> <li>12 April 24, 09:30-13:00 City Hall 1.13 Halford Wing</li> <li>15 May 24, 9:30-13:00 City Hall 1.14 Halford Wing</li> </ul>

Awareness & Statutory Inspections modules)						<ul style="list-style-type: none"> <li>• 5 June 24, 09:30 -13:00 MS Teams</li> <li>• 5 Aug 24, 09:30-13:00 City Hall 1.14 Halford Wing</li> <li>• 10 Sept 24, 09:30-13:00 City Hall 1.13 Halford Wing</li> <li>• 2 Oct 24, 09:30-13:00 City Hall 1.13 Halford Wing</li> <li>• 31 Oct 24, 09:30-13:00 MS Teams</li> <li>• 10 Dec 24, 09:30-13:00 City Hall 1.13 Halford Wing</li> <li>• 18 Feb 25, 09:30-13:00 City Hall 1.13 Halford Wing</li> <li>• 11 Mar 25, 09:30-13:00, City Hall 1.14 Halford Wing</li> </ul>
Building Responsible Officer Refresher	<ul style="list-style-type: none"> <li>• All BROs</li> <li>• Property Staff</li> <li>• Premises Officers</li> </ul>	<ul style="list-style-type: none"> <li>• E-Learning (refresher)</li> </ul>	Refresher to face to face BRO training	3 years		
Communicable Diseases	<ul style="list-style-type: none"> <li>• All staff who are likely to work in close contact with service users i.e. providing personal care or cleaning</li> </ul>	<ul style="list-style-type: none"> <li>• E-Learning</li> </ul>				
COSHH Awareness	<ul style="list-style-type: none"> <li>• All staff who have significant exposure to hazardous substances/chemicals</li> </ul>	<ul style="list-style-type: none"> <li>• Face to face</li> <li>• 2 hours</li> <li>• E-Learning (refresher)</li> </ul>		3 years	Keith Rhodes	<ul style="list-style-type: none"> <li>• 28 May 24, 09:30-12:00 City Hall 1.14 Halford Wing</li> <li>• 2 July 24, 09:30-12:00 City Hall 1.14 Halford Wing</li> <li>• 20 Sep 24, 09:30-12:00 City Hall 1.14 Halford Wing</li> <li>• 22 Jan 25, 09:30-12:00 City Hall 1.14 Halford Wing</li> </ul>

COSHH Risk Assessment	<ul style="list-style-type: none"> <li>• COSHH Risk Assessors (Manager or Delegated Assessor)</li> </ul>	<ul style="list-style-type: none"> <li>• Face to face</li> <li>• 2 ½ hours</li> </ul>		3 years	Keith Rhodes	<ul style="list-style-type: none"> <li>• 28 May 24, 13:00-16:00 City Hall 1.14 Halford Wing</li> <li>• 2 July 24, 13:00-16:00 City Hall 1.14 Halford Wing</li> <li>• 20 Sep 24, 13:00-16:00 City Hall 1.14 Halford Wing</li> <li>• 22 Jan 25, 13:00-16:00 City Hall 1.14 Halford Wing</li> </ul>
DSE Assessor Course	<ul style="list-style-type: none"> <li>• DSE Assessors (Manager or Delegated Assessor)</li> </ul>	<ul style="list-style-type: none"> <li>• E-learning</li> </ul>				
Evacuation Chair Operator Training	<ul style="list-style-type: none"> <li>• Evac Chair Operators</li> </ul>	<ul style="list-style-type: none"> <li>• Face to face</li> <li>• 2+ hours – dependent on number of trainees</li> </ul>	Chargeable 4 delegates max		Steve Taylor Tracy James Natalie Watts	<ul style="list-style-type: none"> <li>• As requested – Customers premises.</li> </ul>
Fire Risk Assessment Review	<ul style="list-style-type: none"> <li>• Manager, BRO or Delegated Assessor responsible for reviewing low risk fire risk assessments</li> </ul>	<ul style="list-style-type: none"> <li>• E-Learning</li> </ul>				
Fire Safety & Portable Fire Fighting Equipment	<ul style="list-style-type: none"> <li>• All Staff with responsibility for fire safety</li> </ul>	<ul style="list-style-type: none"> <li>• Face to face</li> <li>• 2 hours</li> <li>• E-Learning (refresher)</li> </ul>	Practical training - External (chargeable)		All	<ul style="list-style-type: none"> <li>• As requested</li> </ul>
Glass and Glazing	<ul style="list-style-type: none"> <li>• Those responsible for carrying out/reviewing glass and glazing risk assessments</li> </ul>	<ul style="list-style-type: none"> <li>• E-learning</li> </ul>				
Introduction to Health and Safety	<ul style="list-style-type: none"> <li>• All Staff (see page 4 of Corporate Training SMS)</li> </ul>	<ul style="list-style-type: none"> <li>• MS Teams</li> <li>• 2 hours</li> <li>• E-learning</li> </ul>			Tracy James	<ul style="list-style-type: none"> <li>• As requested</li> </ul>

Introduction to Manual Handling	<ul style="list-style-type: none"> <li>All staff undertaking manual handling</li> </ul>	<ul style="list-style-type: none"> <li>E-learning</li> </ul>				
Managing Health & Safety	<ul style="list-style-type: none"> <li>All Managers/Supervisors</li> </ul>	<ul style="list-style-type: none"> <li>MS Teams</li> <li>Face to face</li> <li>3 hours</li> </ul>	Refresher can be completed online (see below)	3 years (see below)	Tracy James	<ul style="list-style-type: none"> <li>8 May 24, 09:30-13:00 City Hall 1.14 Halford Wing</li> <li>9 July 24, 09:30-13:00 City Hall 1.13 Halford Wing</li> <li>10 June 24, 09:30-13:00 City Hall 1.13 Halford Wing</li> <li>30 July 24, 13:30-16:30 City Hall 1.13 Halford Wing</li> <li>17 Sep 24, 09:30-13:00 City Hall 1.13 Halford Wing</li> <li>9 Oct 24, 09:30-13:00 City Hall 1.13 Halford Wing</li> <li>12 Nov 24, 09:30-13:00 City Hall 1.13 Halford Wing</li> <li>23 Jan 25, 09:30-13:00 City Hall 1.13 Halford Wing</li> <li>20 Mar 25, 09:30-13:00 City Hall 1.13 Halford Wing</li> </ul>
Managing Health & Safety Refresher	<ul style="list-style-type: none"> <li>All Managers/Supervisors</li> </ul>	<ul style="list-style-type: none"> <li>E-Learning (refresher)</li> </ul>	As a refresher to face to face Managing Health & Safety Training			
Manual Handling (Inanimate Objects)	<ul style="list-style-type: none"> <li>All staff undertaking manual handling operations with a significant risk of injury</li> </ul>	<ul style="list-style-type: none"> <li>Face to face</li> <li>2 hours – dependent on number of trainees</li> </ul>	12 Delegates max	3 years	Steve Taylor Bav Odedra	<ul style="list-style-type: none"> <li>11 Apr 24, 10:00-12:00 Housing CTCE</li> <li>6 Jun 24, 10:00-12:00 Housing CTCE</li> <li>1 Aug 24, 10:00-12:00 Housing CTCE</li> <li>3 Oct 24, 10:00-12:00 Housing CTCE</li> </ul>

						<ul style="list-style-type: none"> <li>• 5 Dec 24, 10:00-12:00 Housing CTCE</li> <li>• 6 Feb 25, 10:00-12:00 Housing CTCE</li> </ul>
Manual Handling Risk Assessment	<ul style="list-style-type: none"> <li>• Manual handling risk assessors (manager or delegated assessor)</li> </ul>	<ul style="list-style-type: none"> <li>• Face to face</li> <li>• 3 hours</li> <li>• E-Learning</li> </ul>		4 years	Keith Rhodes	<ul style="list-style-type: none"> <li>• 4 Apr 24, 09:30-12:30 Town Hall Tea Rooms</li> <li>• 4 July 24, 09:30-12:30 City Hall 1.13 Halford Wing</li> <li>• 17 Oct 24, 09:30-12:30 City Hall 1.14 Halford Wing</li> <li>• 25 Feb 25, 09:30-12:30 City Hall 1.14 Halford Wing</li> </ul>
Occupational Health Manager Referral Training	<ul style="list-style-type: none"> <li>• All current referral managers</li> <li>• Staff who wish to become referral managers (required to set up account)</li> </ul>	<ul style="list-style-type: none"> <li>• E-learning</li> </ul>				
Personal Safety: Managing Violence and Aggression	<ul style="list-style-type: none"> <li>• Staff who have direct contact with the public</li> </ul>	<ul style="list-style-type: none"> <li>• MS Teams</li> <li>• Face to face</li> <li>• 2 ½ hours</li> <li>• E-Learning</li> </ul>		4 years	Natalie Watts	<ul style="list-style-type: none"> <li>• 4 Apr 24, 10:00-12:30 City Hall 1.13 Halford Wing</li> <li>• 11 Jun 24, 13:30-16:00 City Hall 1.13 Halford Wing</li> <li>• 17 Sept 24, 13:30-16:00 City Hall 1.14 Halford Wing</li> </ul>
Risk Assessment - General Health and Safety (Basic principles covered in	<ul style="list-style-type: none"> <li>• Risk Assessors (manager or delegated assessor)</li> </ul>	<ul style="list-style-type: none"> <li>• MS Teams</li> <li>• Face to face</li> <li>• 2 ½ hours</li> </ul>			Tracy James Natalie Watts All	<ul style="list-style-type: none"> <li>• 2 Apr 24, 10:00-12:30 City Hall 1.13 Halford Wing</li> <li>• 17 Apr 24, 09:00-11:30 City Hall 1.14 Halford Wing</li> </ul>

Managing Risk & Safety course for Managers)						<ul style="list-style-type: none"> <li>• 9 May 24, 10:00-12:30 City Hall 1.13 Halford Wing</li> <li>• 6 June 24, 10:00-12:30 Town Hall Ante Room</li> <li>• 3 July 24, 10:00-12:30 City Hall 1.14 Halford Wing</li> <li>• 1 Aug 24, 10:00-12:30 City Hall 1.13 Halford Wing</li> <li>• 12 Sep 24, 10:00-12:30 City Hall 1.13 Halford Wing</li> <li>• 10 Oct 24, 10:00-12:30 City Hall 1.14 Halford Wing</li> <li>• 6 Nov 24, 10:00-12:30 MS Teams</li> <li>• 9 Dec 24, 10:00-12:30 City Hall 1.13 Halford Wing</li> <li>• 22 Jan 25, 10:00-12:30 City Hall 1.13 Halford Wing</li> <li>• 12 Feb 25, 10:00-12:30 City Hall 1.14 Halford Wing</li> </ul>
Sharps	<ul style="list-style-type: none"> <li>• Any member of staff at risk of coming into contact with sharps</li> </ul>	<ul style="list-style-type: none"> <li>• E-Learning</li> </ul>				<ul style="list-style-type: none"> <li>• As requested</li> </ul>
Stress Awareness – School Staff	<ul style="list-style-type: none"> <li>• Heads, Principals, Business Managers</li> </ul>	<ul style="list-style-type: none"> <li>• MS Teams</li> <li>• 3 hours</li> <li>• E-Learning</li> </ul>			Ashwin Solanki	<ul style="list-style-type: none"> <li>• 21 May 24, 09:30-12:30 MS Teams</li> <li>• 2 July 24, 09:30-12:30 MS Teams</li> </ul>
Stress Awareness – Centrally	<ul style="list-style-type: none"> <li>• All Staff, as necessary</li> </ul>	<ul style="list-style-type: none"> <li>• E-Learning</li> </ul>	All information available through e-			

Employed LCC Staff			learning and Interface			
Stress: Managing Stress	<ul style="list-style-type: none"> <li>All Managers</li> </ul>	<ul style="list-style-type: none"> <li>Externally Hosted (Vivup)</li> </ul>				
Water Hygiene Awareness (Also covered on BRO course)	<ul style="list-style-type: none"> <li>All BROs</li> <li>Property Staff</li> <li>Premises Officers</li> <li>Monitoring Officers (Unless attending BRO course which includes Water Hygiene Awareness module)</li> </ul>	<ul style="list-style-type: none"> <li>MS Teams + Face to face</li> <li>2 hours</li> <li>E-Learning (refresher)</li> </ul>	<p>Theory covered during BRO training.</p> <p>MS Teams followed up with onsite, practical training 12 delegates max</p>	3 years	Steve Taylor	<ul style="list-style-type: none"> <li>22 Apr 24, 10:00-12:00 Housing CTCE</li> <li>19 Jun 24, 10:00-12:00 Housing CTCE</li> <li>15 Aug 24, 10:00-12:00 Housing CTCE</li> <li>16 Oct 24, 10:00-12:00 Housing CTCE</li> <li>11 Dec 24, 10:00-12:00 Housing CTCE</li> <li>19 Feb 25, 10:00-12:00 Housing CTCE</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>MS Teams</li> <li>On site – Customers premises.</li> </ul>
Work at Height	<ul style="list-style-type: none"> <li>Staff who are required to work at height (or who supervise those that do)</li> </ul>	<ul style="list-style-type: none"> <li>Face to face</li> <li>2 hours – dependent on number of trainees</li> </ul>	12 delegates max	3 years	Steve Taylor Bav Odedra	<ul style="list-style-type: none"> <li>8 May 24, 10:00-12:00 Housing CTCE</li> <li>2 July 24, 10:00-12:00 Housing CTCE</li> <li>10 Sep 24, 10:00-12:00 Housing CTCE</li> <li>10 Dec 24, 10:00-12:00 Housing CTCE</li> <li>13 Feb 25, 10:00-12:00 Housing CTCE</li> </ul> <p>Or</p>

						<ul style="list-style-type: none"><li>• On site – Customers premises</li></ul>
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Courses are free of charge for Leicester City Council Employees (non-schools) and schools who buy into the Health and Safety support services, however we welcome delegates from a wide range of backgrounds and our charges are kept as reasonable as possible.

Cancellations require notification of at least 3 days. Delegate substitution is permitted at any time, even on the day for most courses.

Housing CTCE (Construction Training Centre of Excellence) Address – Beaumont Leys Lane (Corner of Strasbourg Drive) LE4 2BF.