

Health and Safety Training Courses

Course Provision 2026/27 Q1

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, or telephone: 0116 454 3210

Training Course	Who should attend	Type & Duration	Notes	Recommended Refresher	Advisors	Venue
Accident & Incident Investigation	- All staff responsible for completing accident investigations - Managers	- Face to face 3 hours	Content also included within Managing Health & Safety course	3-5 years	Natalie Watts	14 April 26, 09:00 -13:00 City Hall 1.13 Halford Wing 11 June 26, 09:00 -13:00 City Hall 1.13 Halford Wing
Asbestos Awareness (Also covered on BRO course) NOT SUITABLE FOR HOUSING STAFF	- All BROs - EBS Managers - Premises Officers - Monitoring Officers - Contract Managers - Project Managers (Unless attending BRO course which includes Asbestos Awareness module)	- MS Teams 1 ½ hours - E-Learning		3 years	Tracy James Bav Odedra	7 May 26, 10:00 -11:30 MS Teams
Building Responsible Officer (BRO) (incl. Asbestos Awareness, Water Hygiene Awareness & Statutory)	- All BROs - Property Staff - Premises Officers	- Face to face 3 hours	Refresher can be completed online (see below)	3 years (e-learning refresher is available, see below)	Tracy James All	7 April 26, 09:30-13:00 City Hall 1.13 Halford Wing 14 May 26, 9:30-13:00 City Hall 1.13 Halford Wing 5 June 26, 09:30 -13:00 City Hall 1.14 Halford Wing

Inspections modules)						
Building Responsible Officer Refresher	• All BROs • Property Staff • Premises Officers	• E-Learning (refresher)	Refresher to face to face BRO training	3 years		
Communicable Diseases	• All staff who are likely to work in close contact with service users i.e. providing personal care or cleaning	• E-Learning				
COSHH Awareness	• All staff who have significant exposure to hazardous substances/chemicals	• Face to face • 2 hours • E-Learning (refresher)		3 years	Steve Taylor Bav Odedra	• 19 May 26, 09:30-12:00 City Hall 1.14 Halford Wing
COSHH Risk Assessment	• COSHH Risk Assessors (Manager or Delegated Assessor)	• Face to face • 2 ½ hours		3 years	Steve Taylor Bav Odedra	• 19 May 26, 13:00-16:00 City Hall 1.14 Halford Wing
DSE Assessor Course	• DSE Assessors (Manager or Delegated Assessor)	• E-learning				
Evacuation Chair Operator Training	• Evac Chair Operators	• Face to face • 2+ hours – dependent on number of trainees	Chargeable 4 delegates max		Steve Taylor Tracy James Natalie Watts	• As requested – Customers premises.
Fire Risk Assessment Review	• Manager, BRO or Delegated Assessor responsible for reviewing low risk fire risk assessments	• E-Learning				

Fire Safety & Portable Fire Fighting Equipment	All Staff with responsibility for fire safety	- Face to face 2 hours - E-Learning (refresher)	Practical training - External (chargeable)		All	As requested
Glass and Glazing	Those responsible for carrying out/reviewing glass and glazing risk assessments	E-learning				
Introduction to Health and Safety	All Staff (see page 4 of Corporate Training SMS)	- MS Teams 2 hours - E-learning			Tracy James	As requested
Introduction to Manual Handling	All staff undertaking manual handling	E-learning				
Managing Health & Safety	All Managers/Supervisors	- Face to face 3 hours	Refresher can be completed online (see below)	3 years (see below)	Tracy James Natalie Watts	6 May 26, 09:30-13:00 City Hall 1.13 Halford Wing
Managing Health & Safety Refresher	All Managers/Supervisors	E-Learning (refresher)	As a refresher to face to face Managing Health & Safety Training			
Manual Handling (Inanimate Objects)	All staff undertaking manual handling operations with a significant risk of injury	- Face to face 2 hours – dependent on number of trainees	12 Delegates max	3 years	Steve Taylor Bav Odedra	4 Jun 26, 10:00-12:00 Housing CTC
Manual Handling Risk Assessment	Manual handling risk assessors (manager or delegated assessor)	- Face to face 3 hours - E-Learning		4 years	Steve Taylor Bav Odedra	15 Apr 26, 09:30-12:30 Town Hall 1.24

Occupational Health Manager Referral Training	- All current referral managers - Staff who wish to become referral managers (required to set up referral manager account)	E-learning				
Personal Safety: Managing Violence and Aggression	Staff who have direct contact with the public	- Face to face 3 hours - E-Learning		4 years	Natalie Watts	16 Apr 26, 9:30-12:30 City Hall 1.13 Halford Wing 11 Jun 26, 13:00-16:00 Town Hall Tea Rooms
Risk Assessment - General Health and Safety (Basic principles covered in Managing Health & Safety course for Managers)	Risk Assessors (manager or delegated assessor)	- Face to face 3 hours			Tracy James Natalie Watts All	20 Apr 26, 09:30-12:30 City Hall 1.13 Halford Wing 5 May 26, 09:00-12:00 City Hall 1.13 Halford Wing 2 June 26, 09:30-12:30 City Hall 1.13 Halford Wing
Sharps	Any member of staff at risk of coming into contact with sharps	E-Learning				As requested
Stress, Wellbeing and Resilience at Work	All People Managers, Heads, Principals, Business Managers	3 hours	Mandatory training for People Managers – ISMA Accredited	No formal refresher period	Various	13 Apr 26, 09:30-12:30 City Hall G.01 12 May 26, 09:30-12:30 Town Hall Tea Rooms 9 Jun 26, 09:30-12:30 Town Hall Tea Rooms

Water Hygiene Awareness (Also covered on BRO course)	• All BROs • Property Staff • Premises Officers • Monitoring Officers (Unless attending BRO course which includes Water Hygiene Awareness module)	• MS Teams + Face to face • 2 hours • E-Learning (refresher)	Theory covered during BRO training. MS Teams followed up with onsite, practical training 12 delegates max	3 years	Steve Taylor Bav Odedra	• 16 Jun 26, 10:00-12:00 Housing CTC Or • MS Teams • On site – Customers premises
Work at Height	• Staff who are required to work at height (or who supervise those that do)	• Face to face • 2 hours – dependent on number of trainees	12 delegates max	3 years	Steve Taylor Bav Odedra	• 1 July 26, 10:00-12:00 Housing CTC Or • On site – Customers premises

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.

Delegates failing to attend a FREE course without prior notification will be charged:

- **£75 for a full day**
- **£40 for a half day**

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