

Health and Safety Training Courses

Course Provision 2025/26

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	<ul style="list-style-type: none"> • All staff responsible for completing accident investigations • Managers 	<ul style="list-style-type: none"> • MS Teams • Face to face • 4 hours 	Content also included within Managing Health & Safety course	3-5 years	Natalie Watts	<ul style="list-style-type: none"> • 7 April 25, 09:00 -13:00 City Hall 1.13 Halford Wing • 12 June 25, 09:00 -13:00 MS Teams • 11 Sept 25, 09:00 -13:00 Town Hall Tea Rooms • 14 Jan 26, 09:00 -13:00 MS Teams
Asbestos Awareness (Also covered on BRO course) NOT SUITABLE FOR HOUSING STAFF	<ul style="list-style-type: none"> • All BROs • EBS Managers • Premises Officers • Monitoring Officers • Contract Managers • Project Managers (Unless attending BRO course which includes Asbestos Awareness module) 	<ul style="list-style-type: none"> • MS Teams • 1 ½ hours • E-Learning 		3 years	Tracy James Bav Odedra	<ul style="list-style-type: none"> • 7 May 25, 10:00 -11:30 MS Teams • 15 Oct 25, 10:00 -11:30 MS Teams • 17 Dec 25, 09:30 -11:00 MS Teams • 27 Feb 26, 10:00 -11:30 MS Teams
Building Responsible Officer (BRO) (incl. Asbestos Awareness, Water Hygiene)	<ul style="list-style-type: none"> • All BROs • Property Staff • Premises Officers 	<ul style="list-style-type: none"> • MS Teams • Face to face • 3 hours 	Refresher can be completed online (see below)	3 years (e-learning refresher is available, see below)	All	<ul style="list-style-type: none"> • 3 April 25, 09:30-13:00 City Hall 1.13 Halford Wing • 14 May 25, 9:30-13:00 Town Hall 1.24

Awareness & Statutory Inspections modules)						<ul style="list-style-type: none"> 5 June 25, 09:30 -13:00 MS Teams 5 Aug 25, 09:30-13:00 City Hall 1.14 Halford Wing 10 Sept 25, 09:30-13:00 City Hall 1.13 Halford Wing 2 Oct 25, 09:30-13:00 City Hall 1.13 Halford Wing 29 Oct 25, 09:30-13:00 MS Teams 10 Dec 25, 09:30-13:00 Town Hall 1.24 24 Feb 26, 09:30-13:00 City Hall 1.13 Halford Wing 11 Mar 26, 09:30-13:00, City Hall 1.14 Halford Wing
Building Responsible Officer Refresher	<ul style="list-style-type: none"> All BROs Property Staff Premises Officers 	<ul style="list-style-type: none"> E-Learning (refresher) 	Refresher to face to face BRO training	3 years		
Communicable Diseases	<ul style="list-style-type: none"> All staff who are likely to work in close contact with service users i.e. providing personal care or cleaning 	<ul style="list-style-type: none"> E-Learning 				
COSHH Awareness	<ul style="list-style-type: none"> All staff who have significant exposure to hazardous substances/chemicals 	<ul style="list-style-type: none"> Face to face 2 hours E-Learning (refresher) 		3 years	Keith Rhodes	<ul style="list-style-type: none"> 21 May 25, 09:30-12:00 City Hall 1.14 Halford Wing 2 July 25, 09:30-12:00 City Hall 1.13 Halford Wing 17 Sep 25, 09:30-12:00 Town Hall Tea Rooms 22 Jan 26, 09:30-12:00 City Hall 1.14 Halford Wing

COSHH Risk Assessment	<ul style="list-style-type: none"> COSHH Risk Assessors (Manager or Delegated Assessor) 	<ul style="list-style-type: none"> Face to face 2 ½ hours 		3 years	Keith Rhodes	<ul style="list-style-type: none"> 21 May 25, 13:00-16:00 City Hall 1.14 Halford Wing 2 July 25, 13:00-16:00 City Hall 1.13 Halford Wing 17 Sep 25, 13:00-16:00 Town Hall Tea Rooms 22 Jan 26, 13:00-16:00 City Hall 1.14 Halford Wing
DSE Assessor Course	<ul style="list-style-type: none"> DSE Assessors (Manager or Delegated Assessor) 	<ul style="list-style-type: none"> E-learning 				
Evacuation Chair Operator Training	<ul style="list-style-type: none"> Evac Chair Operators 	<ul style="list-style-type: none"> Face to face 2+ hours – dependent on number of trainees 	Chargeable 4 delegates max		Steve Taylor Tracy James Natalie Watts	<ul style="list-style-type: none"> As requested – Customers premises.
Fire Risk Assessment Review	<ul style="list-style-type: none"> Manager, BRO or Delegated Assessor responsible for reviewing low risk fire risk assessments 	<ul style="list-style-type: none"> E-Learning 				
Fire Safety & Portable Fire Fighting Equipment	<ul style="list-style-type: none"> All Staff with responsibility for fire safety 	<ul style="list-style-type: none"> Face to face 2 hours E-Learning (refresher) 	Practical training - External (chargeable)		All	<ul style="list-style-type: none"> As requested
Glass and Glazing	<ul style="list-style-type: none"> Those responsible for carrying out/reviewing glass and glazing risk assessments 	<ul style="list-style-type: none"> E-learning 				
Introduction to Health and Safety	<ul style="list-style-type: none"> All Staff (see page 4 of Corporate Training SMS) 	<ul style="list-style-type: none"> MS Teams 2 hours E-learning 			Tracy James	<ul style="list-style-type: none"> As requested

Introduction to Manual Handling	<ul style="list-style-type: none"> • All staff undertaking manual handling 	<ul style="list-style-type: none"> • E-learning 				
Managing Health & Safety	<ul style="list-style-type: none"> • All Managers/Supervisors 	<ul style="list-style-type: none"> • MS Teams • Face to face • 3 hours 	Refresher can be completed online (see below)	3 years (see below)	Tracy James	<ul style="list-style-type: none"> • 6 May 25, 09:30-13:00 City Hall G.03 Ground Floor • 9 July 25, 09:30-13:00 City Hall 1.13 Halford Wing • 30 July 25, 13:30-16:30 City Hall 1.13 Halford Wing • 17 Sep 25, 09:30-13:00 Town Hall 1.24 • 9 Oct 25, 09:30-13:00 City Hall 1.13 Halford Wing • 12 Nov 25, 09:30-13:00 City Hall 1.14 Halford Wing • 19 Jan 26, 09:30-13:00 City Hall 1.13 Halford Wing • 16 Mar 26, 09:30-13:00 City Hall 1.13 Halford Wing
Managing Health & Safety Refresher	<ul style="list-style-type: none"> • All Managers/Supervisors 	<ul style="list-style-type: none"> • E-Learning (refresher) 	As a refresher to face to face Managing Health & Safety Training			
Manual Handling (Inanimate Objects)	<ul style="list-style-type: none"> • All staff undertaking manual handling operations with a significant risk of injury 	<ul style="list-style-type: none"> • Face to face • 2 hours – dependent on number of trainees 	12 Delegates max	3 years	Steve Taylor Bav Odedra	<ul style="list-style-type: none"> • 7 Apr 25, 10:00-12:00 Housing CTCE • 4 Jun 25, 10:00-12:00 Housing CTCE • 9 July 25, 10:00-12:00 Housing CTCE • 4 Aug 25, 10:00-12:00 Housing CTCE • 1 Oct 25, 10:00-12:00 Housing CTCE • 19 Nov 25, 10:00-12:00

						Housing CTCE <ul style="list-style-type: none"> • 2 Dec 25, 10:00-12:00 Housing CTCE • 14 Jan 26, 10:00-12:00 Housing CTCE • 6 Feb 26, 10:00-12:00 Housing CTCE
Manual Handling Risk Assessment	<ul style="list-style-type: none"> • Manual handling risk assessors (manager or delegated assessor) 	<ul style="list-style-type: none"> • Face to face • 3 hours • E-Learning 		4 years	Steve Taylor Bav Odedra	<ul style="list-style-type: none"> • 8 Apr 25, 09:30-12:30 Town Hall Tea Rooms • 8 July 25, 09:30-12:30 City Hall 1.13 Halford Wing • 14 Oct 25, 09:30-12:30 City Hall 1.13 Halford Wing • 25 Feb 26, 09:30-12:30 Town Hall 1.24
Occupational Health Manager Referral Training	<ul style="list-style-type: none"> • All current referral managers • Staff who wish to become referral managers (required to set up account) 	<ul style="list-style-type: none"> • E-learning 				
Personal Safety: Managing Violence and Aggression	<ul style="list-style-type: none"> • Staff who have direct contact with the public 	<ul style="list-style-type: none"> • MS Teams • Face to face • 2 ½ hours • E-Learning 		4 years	Natalie Watts	<ul style="list-style-type: none"> • 4 Apr 25, 10:00-12:30 City Hall 1.13 Halford Wing • 11 Jun 25, 13:30-16:00 City Hall 1.13 Halford Wing • 18 Sept 25, 13:30-16:00 City Hall 1.14 Halford Wing
Risk Assessment - General Health and Safety	<ul style="list-style-type: none"> • Risk Assessors (manager or delegated assessor) 	<ul style="list-style-type: none"> • MS Teams • Face to face • 2 ½ hours 			Tracy James Natalie Watts All	<ul style="list-style-type: none"> • 1 Apr 25, 10:00-12:30 City Hall 1.13 Halford Wing • 29 Apr 25, 09:00-11:30 City Hall 1.13 Halford Wing

(Basic principles covered in Managing Health & Safety course for Managers)						<ul style="list-style-type: none"> • 13 May 25, 10:00-12:30 City Hall 1.14 Halford Wing • 6 June 25, 10:00-12:30 Town Hall Tea Rooms • 3 July 25, 10:00-12:30 City Hall 1.14 Halford Wing • 1 Aug 25, 10:00-12:30 City Hall 1.13 Halford Wing • 12 Sep 25, 10:00-12:30 Town Hall tea Rooms • 10 Oct 25, 10:00-12:30 City Hall 1.14 Halford Wing • 4 Nov 25, 10:00-12:30 MS Teams • 9 Dec 25, 10:00-12:30 City Hall 1.13 Halford Wing • 20 Jan 26, 10:00-12:30 Town Hall Tea Rooms • 12 Feb 26, 10:00-12:30 City Hall 1.14 Halford Wing
Sharps	<ul style="list-style-type: none"> • Any member of staff at risk of coming into contact with sharps 	<ul style="list-style-type: none"> • E-Learning 				<ul style="list-style-type: none"> • As requested
Stress, Wellbeing and Resilience at Work	<ul style="list-style-type: none"> • All People Managers, Heads, Principals, Business Managers 	<ul style="list-style-type: none"> • 3 hours 	Mandatory training for People Managers – ISMA Accredited	No formal refresher period	Various	<ul style="list-style-type: none"> • 21 Oct 25, 09:30-12:30 City Hall G.01 • 19 Nov 25, 09:30-12:30 City Hall 1.13 • 11 Dec 25, 09:30-12:30 City Hall G.02 • 19 Jan 26, 09:30-12:30 Town Hall Tea Rooms 19 Feb 26, 09:30-12:30 Town Hall Tea Rooms

						17 Mar 26, 09:30-12:30 Town Hall Tea Rooms
Water Hygiene Awareness (Also covered on BRO course)	<ul style="list-style-type: none"> • All BROs • Property Staff • Premises Officers • Monitoring Officers <p>(Unless attending BRO course which includes Water Hygiene Awareness module)</p>	<ul style="list-style-type: none"> • MS Teams + Face to face • 2 hours • E-Learning (refresher) 	<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"> • 22 Apr 25, 10:00-12:00 Housing CTCE • 19 Jun 25, 10:00-12:00 Housing CTCE • 13 Aug 25, 10:00-12:00 Housing CTCE • 15 Oct 25, 10:00-12:00 Housing CTCE • 9 Dec 25, 10:00-12:00 Housing CTCE • 17 Feb 26, 10:00-12:00 Housing CTCE <p>Or</p> <ul style="list-style-type: none"> • MS Teams • On site – Customers premises.
Work at Height	<ul style="list-style-type: none"> • Staff who are required to work at height (or who supervise those that do) 	<ul style="list-style-type: none"> • Face to face • 2 hours – dependent on number of trainees 	12 delegates max	3 years	Steve Taylor Bav Odedra	<ul style="list-style-type: none"> • 12 May 25, 10:00-12:00 Housing CTCE • 1 July 25, 10:00-12:00 Housing CTCE • 27 Aug 25, 11:00-13:00 Housing CTCE • 10 Sep 25, 10:00-12:00 Housing CTCE • 9 Oct 25, 11:00-13:00 Housing CTCE • 11 Dec 25, 10:00-12:00 Housing CTCE • 21 Jan 26, 10:00-12:00 Housing CTCE

						<ul style="list-style-type: none"> • 12 Feb 26, 10:00-12:00 Housing CTCE <p>Or</p> <ul style="list-style-type: none"> • On site – Customers premises
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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.

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

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

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