



# Health and Safety Training Courses

## Course Provision 2026/27 Q2

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>Face to face</li> <li>3 hours</li> </ul>	Content also included within Managing Health & Safety course	3-5 years	Natalie Watts	<ul style="list-style-type: none"> <li>8 Sept 26, 09:00 -13:00 Town Hall Tea Rooms</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</li> </ul> (Unless attending BRO course which includes Asbestos Awareness module)	<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>8 Oct 26, 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>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)	Tracy James All	<ul style="list-style-type: none"> <li>5 Aug 26, 09:30-13:00 City Hall 1.14 Halford Wing</li> <li>15 Sept 26, 09:30-13:00 City Hall 1.14 Halford Wing</li> </ul>

Awareness & Statutory Inspections modules)						
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	Steve Taylor Bav Odedra	<ul style="list-style-type: none"> <li>2 July 26, 09:30-12:00 City Hall 1.13 Halford Wing</li> <li>17 Sep 26, 09:30-12:00 City Hall 1.13 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	Steve Taylor Bav Odedra	<ul style="list-style-type: none"> <li>2 July 26, 13:00-16:00 City Hall 1.13 Halford Wing</li> <li>17 Sep 26, 13:00-16:00 City Hall 1.13 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</li> </ul>	<ul style="list-style-type: none"> <li>E-Learning</li> </ul>				

	reviewing low risk fire risk assessments					
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>Face to face</li> <li>3 hours</li> </ul>	Refresher can be completed online (see below)	3 years (see below)	Tracy James Natalie Watts	<ul style="list-style-type: none"> <li>9 July 26, 09:30-13:00 City Hall 1.13 Halford Wing</li> <li>30 July 26, 13:30-16:30 City Hall 1.13 Halford Wing</li> <li>18 Sep 26, 09:30-13:00 Town Hall Tea Rooms</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>9 July 26, 10:00-12:00 Housing CTC</li> <li>5 Aug 26, 10:00-12:00 Housing CTC</li> <li>2 Sep 26, 10:00-12:00 Housing CTC</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	Steve Taylor Bav Odedra	<ul style="list-style-type: none"> <li>8 July 26, 09:30-12:30 City Hall G.02</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 referral manager 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>Face to face</li> <li>3 hours</li> <li>E-Learning</li> </ul>		4 years	Natalie Watts	<ul style="list-style-type: none"> <li>22 Sept 26, 13:00-16:00 City Hall 1.14 Halford Wing</li> </ul>
Risk Assessment - General Health and Safety (Basic principles covered in Managing Health & Safety course for Managers)	<ul style="list-style-type: none"> <li>Risk Assessors (manager or delegated assessor)</li> </ul>	<ul style="list-style-type: none"> <li>Face to face</li> <li>3 hours</li> </ul>			Tracy James Natalie Watts All	<ul style="list-style-type: none"> <li>10 July 26, 09:30-12:30 City Hall 1.14 Halford Wing</li> <li>3 Aug 26, 09:30-12:30 City Hall 1.13 Halford Wing</li> <li>16 Sep 26, 09:30-12:30 City Hall 1.13 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, Wellbeing and Resilience at Work	<ul style="list-style-type: none"> <li>All People Managers, Heads, Principals, Business Managers</li> </ul>	<ul style="list-style-type: none"> <li>3 hours</li> </ul>	Mandatory training for People Managers –	No formal refresher period	Various	<ul style="list-style-type: none"> <li>7 Jul 26, 09:30-12:30 Town Hall Tea Rooms</li> <li>17 Sep 26, 09:30-12:30 City Hall G.01</li> </ul>

			ISMA Accredited			
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 Bav Odedra	<ul style="list-style-type: none"> <li>15 Jul 26, 10:00-12:00 Housing CTC</li> <li>13 Aug 26, 10:00-12:00 Housing CTC</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>27 Aug 26, 10:00-12:00 Housing CTC</li> <li>10 Sep 26, 10:00-12:00 Housing CTC</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>On site – Customers premises</li> </ul>

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.