



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, 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"> Face to face 3 hours | Content also included within Managing Health & Safety course | 3-5 years | Natalie Watts | <ul style="list-style-type: none"> 8 Sept 26, 09:00 -13:00 Town Hall Tea Rooms |
| 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"> 8 Oct 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"> Face to face 3 hours | 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"> 5 Aug 26, 09:30-13:00 City Hall 1.14 Halford Wing 15 Sept 26, 09:30-13:00 City Hall 1.14 Halford Wing |

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

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| | reviewing low risk fire risk assessments | | | | | |
| 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"> Face to face 3 hours | Refresher can be completed online (see below) | 3 years (see below) | Tracy James Natalie Watts | <ul style="list-style-type: none"> 30 July 26, 13:30-16:30 City Hall 1.13 Halford Wing 18 Sep 26, 09:30-13:00 Town Hall 1.24 |
| 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"> 9 July 26, 10:00-12:00 Housing CTC 5 Aug 26, 10:00-12:00 Housing CTC 2 Sep 26, 10:00-12:00 Housing CTC |

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| 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 July 26, 09:30-12:30 City Hall G.02 |
| 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 referral manager 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"> Face to face 3 hours E-Learning | | 4 years | Natalie Watts | <ul style="list-style-type: none"> 22 Sept 26, 13:00-16:00 City Hall 1.14 Halford Wing |
| Risk Assessment - General Health and Safety (Basic principles covered in Managing Health & Safety course for Managers) | <ul style="list-style-type: none"> Risk Assessors (manager or delegated assessor) | <ul style="list-style-type: none"> Face to face 3 hours | | | Tracy James Natalie Watts All | <ul style="list-style-type: none"> 10 July 26, 09:30-12:30 City Hall 1.14 Halford Wing 3 Aug 26, 09:30-12:30 City Hall 1.13 Halford Wing 16 Sep 26, 09:30-12:30 City Hall 1.13 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 – | No formal refresher period | Various | <ul style="list-style-type: none"> 7 Jul 26, 09:30-12:30 Town Hall Tea Rooms 17 Sep 26, 09:30-12:30 Town Hall 1.24 |

| | | | ISMA Accredited | | | |
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| Water Hygiene Awareness (Also covered on BRO course) | <ul style="list-style-type: none"> All BROs Property Staff Premises Officers Monitoring Officers (Unless attending BRO course which includes Water Hygiene Awareness module) | <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 Bav Odedra | <ul style="list-style-type: none"> 15 Jul 26, 10:00-12:00 Housing CTC 13 Aug 26, 10:00-12:00 Housing CTC <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"> 27 Aug 26, 10:00-12:00 Housing CTC 10 Sep 26, 10:00-12:00 Housing CTC <p>Or</p> <ul style="list-style-type: none"> 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.