



# 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)<br><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<br>Bav<br>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<br>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<br>Bav<br>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<br>Bav<br>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<br>Tracy<br>James<br>Natalie<br>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<br>Natalie Watts | <ul style="list-style-type: none"> <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 1.24</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<br>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<br>Bav<br>Odedra             | <ul style="list-style-type: none"> <li>8 July 26, 09:30-12:30<br/>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<br/>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<br>James<br>Natalie<br>Watts<br>All | <ul style="list-style-type: none"> <li>10 July 26, 09:30-12:30<br/>City Hall 1.14 Halford Wing</li> <li>3 Aug 26, 09:30-12:30<br/>City Hall 1.13 Halford Wing</li> <li>16 Sep 26, 09:30-12:30<br/>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<br/>Town Hall Tea Rooms</li> <li>6 Aug 26, 09:30-12:30<br/>Town Hall Tea Rooms</li> <li>17 Sep 26, 09:30-12:30</li> </ul>   |

|  |  |  | ISMA Accredited   |         |                               | Town Hall 1.24  |
|--|--|--|---|---------|-------------------------------|---|
| 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<br/>12 delegates max</p> | 3 years | Steve Taylor<br>Bav<br>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<br>Bav<br>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.