



Leicester  
City Council

## HEALTH & SAFETY TRAINING COURSES

### RECOMMENDED ATTENDEES

The following table should be read in conjunction with Leicester City Council's Health & Safety Management Standard 'Health & Safety Training'.

<b>Training Course</b> * Provided by the Corporate Health and Safety Team	<b>Who should attend</b>	<b>Type</b>	<b>Syllabus Summary</b>
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>MS Teams</li> <li>Face to face</li> </ul>	<ul style="list-style-type: none"> <li>Legal</li> <li>Principals of Incident Prevention</li> <li>Immediate, underlying, root causes</li> <li>Human Factors</li> <li>Reporting</li> <li>Conducting Interviews</li> <li>SO2</li> <li>SO3</li> </ul>
Asbestos 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</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>Face to face</li> <li>E-Learning</li> </ul>	<ul style="list-style-type: none"> <li>Hazard awareness</li> <li>Types</li> <li>Locations</li> <li>Management actions</li> <li>surveys</li> </ul>
Asbestos Awareness (Housing)	<ul style="list-style-type: none"> <li>Housing Operatives in relevant roles</li> </ul>	<ul style="list-style-type: none"> <li>Face to face</li> <li>E-learning (refresher)</li> </ul>	<ul style="list-style-type: none"> <li>Theory &amp; practical exercises based on non-licenced asbestos removal job</li> <li>Method statements</li> </ul>
Building Responsible Officer (BRO) *	<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>MS Teams</li> <li>Face to face</li> <li>E-Learning (refresher)</li> </ul>	<ul style="list-style-type: none"> <li>Asbestos Awareness</li> <li>Water Hygiene Awareness</li> <li>Fire safety</li> <li>Statutory Inspections</li> </ul>
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>	<ul style="list-style-type: none"> <li>Sharps</li> <li>Basic info on Needle stick injury</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>MS Teams</li> <li>Face to face</li> <li>E-Learning (refresher)</li> </ul>	<ul style="list-style-type: none"> <li>Hazard identification</li> <li>Control measures</li> </ul>

<b>Training Course</b> * Provided by the Corporate Health and Safety Team	<b>Who should attend</b>	<b>Type</b>	<b>Syllabus Summary</b>
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>• MS Teams</li> <li>• Face to face</li> </ul>	<ul style="list-style-type: none"> <li>• EH40</li> <li>• Case studies</li> <li>• Risk assessment</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>	<ul style="list-style-type: none"> <li>• Overview of regulations</li> <li>• Hazardous work practices</li> <li>• Correct ergonomic controls</li> <li>• Health issues</li> <li>• Working from home</li> </ul>
Emergency First Aid - Nominated Persons	<ul style="list-style-type: none"> <li>• Any staff responsible for First Aid</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> </ul>	<ul style="list-style-type: none"> <li>• Safe use</li> </ul>
Evacuation Chair: Train the Trainer *	<ul style="list-style-type: none"> <li>• Evac Chair Trainers</li> </ul>	<ul style="list-style-type: none"> <li>• Face to face</li> </ul>	<ul style="list-style-type: none"> <li>• Safe use</li> <li>• Competence assessment</li> </ul>
First Aid at Work (3 Day & requalification)	<ul style="list-style-type: none"> <li>• First Aiders (voluntary)</li> </ul>		
Fire Risk Assessment Review *	<ul style="list-style-type: none"> <li>• Manager, BRO or Delegated Assessor responsible for reviewing low risk fire risk assessments</li> </ul>	<ul style="list-style-type: none"> <li>• E-Learning</li> </ul>	
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>• E-Learning (refresher)</li> </ul>	<ul style="list-style-type: none"> <li>• Fire triangle</li> <li>• Preventative measures</li> <li>• Protective measures</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>	<ul style="list-style-type: none"> <li>• Critical areas</li> <li>• Typical control measures</li> </ul>
Introduction to Health and Safety *	<ul style="list-style-type: none"> <li>• All Staff (see page 4 of Training SMS)</li> </ul>	<ul style="list-style-type: none"> <li>• MS Teams</li> <li>• E-Learning</li> </ul>	<ul style="list-style-type: none"> <li>• A range of typical hazards and controls</li> </ul>
Introduction to Health and Safety (Craft Operatives/Manual)	<ul style="list-style-type: none"> <li>• All relevant staff</li> </ul>	<ul style="list-style-type: none"> <li>• Face to face</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>	<ul style="list-style-type: none"> <li>• Relevant anatomy</li> <li>• Principles of prevention</li> <li>• Good lifting and handling technique</li> </ul>

<b>Training Course</b> * Provided by the Corporate Health and Safety Team	<b>Who should attend</b>	<b>Type</b>	<b>Syllabus Summary</b>
Managing Health & Safety*	<ul style="list-style-type: none"> <li>All Managers/Supervisors</li> </ul>	<ul style="list-style-type: none"> <li>MS Teams</li> <li>Face to face</li> <li>E-Learning (refresher)</li> </ul>	<ul style="list-style-type: none"> <li>Legal</li> <li>Accident Investigation</li> </ul>
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> </ul>	<ul style="list-style-type: none"> <li>Relevant anatomy</li> <li>Principles of prevention</li> <li>Good lifting and handling technique</li> </ul>
Manual Handling (People Handling)	<ul style="list-style-type: none"> <li>Reablement</li> <li>ICRS</li> <li>Enablement Services</li> </ul>	<ul style="list-style-type: none"> <li>External (chargeable)</li> </ul>	
Manual Handling Risk Assessment *	<ul style="list-style-type: none"> <li>Manual handling risk assessors</li> <li>(manager or delegated assessor)</li> </ul>	<ul style="list-style-type: none"> <li>Face to face</li> <li>E-Learning</li> </ul>	<ul style="list-style-type: none"> <li>Hierarchy of control</li> <li>Identifying the need for risk assessment</li> <li>Hazard identification</li> <li>Typical controls</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 account)</li> </ul>	<ul style="list-style-type: none"> <li>E-Learning</li> </ul>	<ul style="list-style-type: none"> <li>Suitable referral principles</li> <li>Facilitates referral manager account set up</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>MS Teams</li> <li>Face to face</li> <li>E-Learning</li> </ul>	<ul style="list-style-type: none"> <li>Factors that can increase risk</li> <li>Recognising warning signs</li> <li>De-escalation techniques</li> </ul>
Planning for Safe Trips & Visits: EVC/Group Leader Training/etc.	<ul style="list-style-type: none"> <li>All staff who are responsible for planning and leading school trips</li> </ul>	<ul style="list-style-type: none"> <li>External (chargeable)</li> <li>DATA for Schools)</li> <li>Housing Dept. (External provider)</li> </ul>	
Portable Power Tools	<ul style="list-style-type: none"> <li>All staff who operate power tools (&amp; their supervisors)</li> </ul>		
Risk Assessment: General * (Also covered in Managing Health & Safety)	<ul style="list-style-type: none"> <li>Risk Assessors</li> <li>(manager or delegated assessor)</li> </ul>	<ul style="list-style-type: none"> <li>MS Teams</li> <li>Face to face</li> </ul>	<ul style="list-style-type: none"> <li>Five steps to risk assessment</li> <li>Hierarchy of control</li> <li>Practical examples</li> </ul>

<b>Training Course</b> * Provided by the Corporate Health and Safety Team	<b>Who should attend</b>	<b>Type</b>	<b>Syllabus Summary</b>
<b>Sharps *</b>	<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>Activities With the Risk of Exposure</li> <li>Managers' Checklist – Sharps &amp; Blood Borne Viruses (BBV)</li> <li>Risk Assessment</li> <li>Where can sharps be found?</li> <li>What to do if You Find a Discarded Needle</li> <li>Immediate Actions in the event of an Inoculation Incident</li> <li>Reporting of Sharps Injuries and Exposure to BBV's</li> </ul>
<b>Stress Awareness *</b>	<ul style="list-style-type: none"> <li>All Staff</li> </ul>	<ul style="list-style-type: none"> <li>MS Teams</li> <li>E-Learning</li> </ul>	<ul style="list-style-type: none"> <li>Signs and symptoms</li> <li>Causes</li> <li>HSE guidance</li> <li>Sources of support</li> </ul>
<b>Stress: Managing Stress</b>	<ul style="list-style-type: none"> <li>All Managers</li> </ul>	<ul style="list-style-type: none"> <li>HR OD Team</li> </ul>	
<b>Water Hygiene Awareness *</b> (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</li> </ul> (Unless attending BRO course which includes Water Hygiene Awareness module)	<ul style="list-style-type: none"> <li>MS Teams + Face to face</li> <li>E-Learning (refresher)</li> </ul>	<ul style="list-style-type: none"> <li>Legislation &amp; Approved Code of Practice L8</li> <li>What is Legionella/Legionnaire s' Disease</li> <li>How does it get into Water Systems?</li> <li>L8 ACOP and HSG 274 Part 2 Requirements</li> <li>Risk Assessment &amp; Site Log Book</li> <li>Periodic Monitoring</li> <li>How to carry out Temperature Checks</li> <li>Best Practice – Work &amp; Design</li> <li>Training</li> </ul>
<b>Work at Height *</b>	<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> </ul>	<ul style="list-style-type: none"> <li>Hierarchy of control</li> <li>Identification of suitable work equipment</li> <li>Inspections</li> <li>Correct use of equipment</li> </ul>

## **Detailed course outlines for LCC provided training**

### **Building Responsible Officer**

- Duties and responsibilities of Building Responsible Officers
- Areas of control
- Asbestos awareness: nature of hazard, typical asbestos containing materials and the duty to manage
- Asbestos management: systems and procedures to manage the hazard including asbestos register, monitoring and emergency procedures
- Control of contractors and permits to work
- Fire: summary of duties including fire risk assessment and maintenance of controls
- Water hygiene: nature of hazard, legal requirements, water hygiene risk assessments, typical controls and temperature monitoring
- Statutory inspections: summary of all legal requirements related to the management of buildings
- Detailed statutory requirements for gas, electricity, pressure systems, extraction systems, lifts and lifting equipment
- Various exercises and case studies

This course is mandatory for:

Those people in overall charge of an establishment, those designated as Building Responsible Officer. It will also be of interest to those involved in the day to day operation and management of an establishment.

### **COSHH Risk Assessment**

It is essential that attendees have previously completed the COSHH Awareness training course as the content of that course will not be covered again on this course.

The aim of this course is to ensure that hazardous substances in the workplace are identified prior to use and that attendees are capable of producing a suitable and sufficient COSHH risk assessment using the LCC forms to minimise the risk to employees exposed to those substances.

The topics covered in this training include:

- Hazardous substances and the hazard symbols (brief refresher)
- What EH40 is and how to use it
- 8 steps to adequate control
- Material safety data sheets
- Individual COSHH risk assessment
- Individual evaluation test

Course designed for:

Managers (or other designated persons) with responsibilities for staff and others who use or otherwise may be exposed to hazardous substances in the workplace.

### **Evacuation Chair Operator Training**

This course is for those employees based at buildings where Evac+chairs are in use.

By the end of the course, participants will be competent to carry out the role of the Evac+chair operator and will be able to aid people with mobility impairment enabling them to reach a place of safety in the event of a fire or other emergency.

This course is designed for:

Employees who volunteer to be trained as operators of Evac+chairs.

PLEASE NOTE: A moderate degree of fitness and physical effort is required to operate the Evac-chair.

### **Evacuation Chair – Train the Trainer**

The course is delivered on site and is for those employees based at buildings where Par Aid Evac+chairs are in use with several other members of staff needing to be trained as Evac+chair operators.

By the end of the course, participants will be able to train other members of staff to carry out the role of an Evac+chair operator.

This course is designed for:

Employees who need to have several volunteers trained as operators of Evac+chairs.

PLEASE NOTE: A moderate degree of fitness and physical effort is required to operate the Evac+chair and to train other members of staff in its use.

### **Manual Handling: Inanimate Objects**

To provide the knowledge, understanding and practical skills to enable you to identify hazards and risks presented during manual handling activities.

The information, instruction and training, will enable you to identify, practice and promote safer manual handling techniques.

By the end of the course participants will be able to:

- Identify and understand the causes of injury and the principles of back care
- Demonstrate increased awareness and understanding of manual handling and its associated risks
- Understand and apply the principles of good handling techniques
- Apply practical knowledge and skills to assist in assessment of risk and reduction of injuries in their workplace

This course is designed for:

All staff who carry out manual handling activities as part of their daily work.

### **Manual Handling: Risk Assessment**

The aim of this course is to provide staff with the necessary skills and knowledge to enable them to carry out effective assessment of manual handling risks and provide problem solving skills to enable them to identify and recommend risk reduction measures.

By the end of the course participants will be able to:

- Identify risks associated with manual handling – how and why injuries occur
- Explore practical ways to reduce the likelihood of harm
- Obtain an understanding of how to make balanced risk assessment decisions
- Update knowledge and use of available manual handling equipment

- Identify the benefits of risk assessment
- Learn to record findings of a risk assessment satisfactorily
- Learn to monitor the outcome of risk assessments

This course is designed for:

All LCC managers, team leaders and/or nominated staff with responsibility for carrying out manual handling risk assessment.

### **Risk Assessment - General**

- The legal requirements and responsibilities
- The principles of risk assessment
- Different types of hazards
- Who might be harmed and how
- Identity control measures
- Evaluating the risk
- Action plan and review

The workshop session is designed to allow assessors time to practice completing risk assessments under the supervision of a Health and Safety Advisor who will offer constructive advice.

This course is designed for:

All LCC staff responsible for carrying out health and safety risk assessments.

Please note that a risk assessment exercise will be completed by delegates during the workshop session.

Delegates attending the training workshop should have attended the 'Identifying and Assessing Operational Risk' training course delivered by Risk Management Services.

### **Stress Awareness**

This course will assist delegates in recognising and dealing with work related stress.

The course will focus on:

- Providing information on work related stress
- Causes, symptoms and effects of stress
- Issues related to organisational stress
- Preventing or reducing stress at work
- Where to get help

This course is designed for:

Anyone concerned about stress in their working lives.

### **Managing Stress - For Managers**

This course will assist delegates in recognising and dealing with work related stress.

Managers will gain an understanding of:

- Providing information about work related stress
- Roles and responsibilities regarding work related stress
- Causes, symptoms and effects of stress

- Work related stress prevention or reduction
- Where to get help

Managers will also find out about:

- The Council's Safety Management Standard for stress
- The Stress Management Standards
- Proactive Stress Management, including the Healthy Workplace Survey
- Reactive stress management, including the stress support plan
- Risk assessment

This course is MANDATORY for Managers of staff in all workplace settings

### **Water Hygiene - Half day course**

The aim of this course is to raise awareness about the control of Legionella bacteria in LCC properties and the management systems in place to minimise the risk to employees and others who could potentially be exposed.

The topics covered in this training include:

- What is Legionella and where can it be found,
- Who is most at risk if exposed to Legionella bacteria,
- How Legionnaires disease is contracted
- What the symptoms and potential health effects of that exposure are
- Legislation, Approved Codes of Practice and the 'duty to manage'
- Responsibilities – The hierarchy of accountabilities and why it is important that building managers manage water hygiene
- Identification of risk – Where Legionella may colonise, source of nutrients, avoiding stagnation and potential for water droplet formation
- Methods of Control – Temperature monitoring of water services and equipment. Flushing little used outlets, regular cleaning regimes, managing changes to water systems and recording these actions
- Methods of recording and reporting – creating audit trails, ensuring logbook records are kept up to date and how to process your findings
- Individual evaluation test

This course is designed for:

This course is mandatory for all managers responsible for the day-to-day management of any building, unless the Building Responsible Officer Training has been undertaken (content included within). It is also suitable for other staff with responsibilities for the management or maintenance of property.

### **Work at Height**

The aim of this course is to give an understanding of what must be considered when using access equipment and working at height. This knowledge will enable work to be carried out safely without injury to persons or damage to property or equipment.

This training will cover:

- Safe use of ladders and stepladders
- Selection of access equipment



- Fall prevention
- Inspection and care of access equipment
- Legal duties and responsibilities
- Practical on-site procedure
- An overview of the use of scaffolding
- PPE requirement

As the training involves a practical demonstration of safe erection of a ladder, trainees are required to wear robust footwear and trousers. A moderate degree of fitness is required.

This course is designed for:

All LCC employees who work at height or use ladders and stepladders in their work.

### **Trips and Visits Educational Visits Co-ordinator**

#### **Initial Training/Refresher Training**

It is mandatory that all schools have a trained Educational Visits Coordinator (EVC) in post to oversee all school trips and visits. This training is approved by the Outdoor Education Adviser's Panel. Where schools do not have a named EVC then this role automatically reverts to the Head teacher who must have been on the EVC training and be in date.

Delegates will learn about the role of the EVC which is to:

- Ensure that educational visits meet the employer's requirements including those of risk assessment
- Support the Headteacher and governors with approval and other decisions
- Organise the emergency arrangements and ensure that there is an emergency contact for each visit
- Assess the competence of leaders and other adults proposed for a visit
- Ensure that the school maintains an updated Educational Visits Policy
- Keep records of accidents and 'near misses'

This training is provided by external partners and is bookable through Evolve.

This course is designed for:

Primary Schools, Secondary Schools, Special Schools, Academies, Pupil Referral Units (PRUs) and Staff in Early Years and Youth Services. EVC training needs to be revalidated every three years.

### **Planning for Safe Trips and Visits:**

#### **Visit Leader Training**

The safe planning, preparation and delivery of trips and visits. How to apply risk assessment principles and the importance of knowing what to do and what support is available when things go wrong.

The course will cover:

- Legal requirements and responsibilities for schools and staff
- Roles and responsibilities for organising a safe trip/visit
- Notification of educational visits through EVOLVE
- Risk assessment (this course will not cover risk assessment in depth)
- Transport and catering arrangements

- Using activity centres

This training is provided by external partners and is bookable through Evolve.

This course is designed for:

Staff that will be undertaking the planning and supervision of all trips and visits in all schools, PRUs, Early Prevention and Youth Services, etc.

### **Health and Safety e-Learning Courses**

#### **Asbestos Awareness**

This course is suitable for Managers and staff with responsibilities for the management or maintenance of property and covers the same syllabus as the face to face course offered by Health and Safety Services.

Topics covered during the course are:

- What asbestos is and when it was used
- Those most at risk of exposure and the potential health effects of that exposure
- Types of materials in buildings that may contain asbestos
- Legislation and the 'duty to manage'
- Asbestos surveys and the risk assessment process
- Emergency procedures if asbestos is discovered or suspected

#### **Asbestos Awareness (Housing)**

This module will help you understand what asbestos is, as well as the health implications of exposure, where it is likely to be found in buildings and what you need to do if you suspect the presence of asbestos.

#### **Communicable Diseases**

This module covers:

- The legal duties;
- How to reduce cross contamination;
- The various types of infections you may be presented with;
- To improve Infection prevention and control objectives
- To obtain a greater understanding and knowledge of the principles of infection, prevention and control.
- To incorporate into practice standard IP & C precautions.
- To have the knowledge to be able to assess when source isolation precautions are required.
- The actions to be taken in the event of an outbreak.

#### **COSHH Awareness**

This course is suitable for staff whose work involves the use of or possible contact with hazardous substances and covers exactly the same syllabus as the face to face course offered by Health and Safety Services.

Topics covered during the course are:

- What a hazardous substance is (as defined in the COSHH Regulations)
- How you could become contaminated (routes of exposure)
- The hazard symbols and the classifications they apply to
- The COSHH Regulations and what they require of employers
- Material safety data sheets, COSHH Risk Assessments & User Information Sheets
- Some golden rules for users of hazardous substances

## **Display Screen Equipment (DSE)**

This is a training course for all Display Screen Equipment users, so they can complete a self-assessment of their own workstation. The course takes the user step by step through all the elements of a DSE workstation offering advice and guidance on the basic principles for compliance.

Topics covered during the course are:

- What DSE is and an understanding of the risk
- How to arrange your desk and good posture
- Advice on sitting correctly when using DSE
- How to set up the keyboard and mouse
- Where to find the LCC DSE Assessment form

## **Fire Risk Assessment Review**

The course will provide an awareness of the relevant legislation and the requirement for a full and sufficient fire risk assessment is in place. It will provide the necessary knowledge for managers to understand, interpret, review and revise their premises fire risk assessment.

This training course will also:

- Enable the council to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005
- Provide easy to follow, but comprehensive guidance to enable managers to complete or review a fire risk assessment

This course is designed for:

Key Managers and other persons in control of a workplace who are required to carry out Fire Risk Assessment reviews.

## **Fire Safety and Fire Appliances**

This course is suitable for Managers and staff who have a responsibility for implementing fire safety procedures within their workplace.

Topics covered during the course are:

- The fire triangle and the common causes of fire
- Classes of fire and means of extinguishing
- Methods of preventing fire
- Types of fire appliances and their usage
- Emergency procedures
- Fire and evacuation signage

## **Glass and Glazing Risk Assessment**

The aim of this course is to give an understanding of what must be considered when doing a glass and glazing risk assessment.

This knowledge will enable you to do a suitable and sufficient glass and glazing risk assessment to comply with legal requirements.

Topics covered during the course are:

- Legal requirements
- risk of breakage and areas of special risk
- Critical locations
- Types of glass and glazing

- BS and EN markings
- Glass manifestation and awareness signs
- Practical exercise

### **Introduction to Manual Handling**

This course covers some basic information on what manual handling is, why it is important in a work setting, the legislation that applies to this type of operation and the risk factors that need to be considered and controlled to make manual handling safe in your workplace.

### **Managing Health and Safety**

This module is designed to give you an overview of management responsibilities with respect to health and safety laws and policies that affect you and your team. The majority of public sector employees work in an office setting, so we will focus on this environment during the module. If you work in an environment where special rules apply to good health and safety practice, additional training should be provided to you and your team.

### **Occupational Health**

As a manager there may be times when the health of one of your employees requires you to seek medical advice. This is where the health professionals at occupational health can help.

The aim of the module is to take you through the process of referring employees to occupational health, and enables a referral manager account to be set up.

### **Personal Safety Awareness**

The aim of this course is to raise awareness of risks to personal safety and to help individuals identify potential safety risks at work and develop strategies to reduce them.

Topics covered during the course are:

- What we mean by personal safety
- Factors that can increase safety risks, including identifying your personal risks
- Choices and options
- Lone working
- Violent behaviour and recognising early signs of aggression
- Body language and handling difficult situations
- Planning ahead

### **Accident and Incident Reporting and Investigation**

The aim of the course is to enable managers and supervisors to complete the SO2 Incident Form to a suitable standard, enabling a suitable and sufficient investigation to be made to prevent a reoccurrence of the accident.

Topics covered during the course are:

- Reporting of accidents and incidents
- Completion of the SO2 incident form
- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences)
- Information gathering
- Further investigation