



Health and Safety Training Courses

Course Provision 2024/25

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 Bav Odedra | <ul style="list-style-type: none"> 15 April 24, 09:00 -13:00 City Hall 1.13 Halford Wing 12 June 24, 09:00 -13:00 MS Teams 13 Sept 24, 09:00 -13:00 Town Hall Tea Rooms 14 Jan 25, 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 24, 10:00 -11:30 MS Teams 15 Oct 24, 10:00 -11:30 MS Teams 17 Dec 24, 09:30 -11:00 MS Teams 12 Feb 25, 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"> 12 April 24, 09:30-13:00 City Hall 1.13 Halford Wing 15 May 24, 9:30-13:00 City Hall 1.14 Halford Wing |

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| Awareness & Statutory Inspections modules) | | | | | | <ul style="list-style-type: none"> • 5 June 24, 09:30 -13:00 MS Teams • 5 Aug 24, 09:30-13:00 City Hall 1.14 Halford Wing • 10 Sept 24, 09:30-13:00 City Hall 1.13 Halford Wing • 2 Oct 24, 09:30-13:00 City Hall 1.13 Halford Wing • 31 Oct 24, 09:30-13:00 MS Teams • 10 Dec 24, 09:30-13:00 City Hall 1.13 Halford Wing • 18 Feb 25, 09:30-13:00 City Hall 1.13 Halford Wing • 11 Mar 25, 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"> • 28 May 24, 09:30-12:00 City Hall 1.14 Halford Wing • 2 July 24, 09:30-12:00 City Hall 1.14 Halford Wing • 20 Sep 24, 09:30-12:00 City Hall 1.14 Halford Wing • 22 Jan 25, 09:30-12:00 City Hall 1.14 Halford Wing |

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| 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"> • 28 May 24, 13:00-16:00 City Hall 1.14 Halford Wing • 2 July 24, 13:00-16:00 City Hall 1.14 Halford Wing • 20 Sep 24, 13:00-16:00 City Hall 1.14 Halford Wing • 22 Jan 25, 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 |

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| 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"> 8 May 24, 09:30-13:00 City Hall 1.14 Halford Wing 9 July 24, 09:30-13:00 City Hall 1.13 Halford Wing 17 Sep 24, 09:30-13:00 City Hall 1.13 Halford Wing 12 Nov 24, 09:30-13:00 City Hall 1.13 Halford Wing 23 Jan 25, 09:30-13:00 City Hall 1.13 Halford Wing 20 Mar 25, 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 | <ul style="list-style-type: none"> 11 Apr 24, 10:00-12:00 Housing CTCE 6 Jun 24, 10:00-12:00 Housing CTCE 1 Aug 24, 10:00-12:00 Housing CTCE 3 Oct 24, 10:00-12:00 Housing CTCE 5 Dec 24, 10:00-12:00 Housing CTCE 6 Feb 25, 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 | | 4 years | Keith Rhodes | <ul style="list-style-type: none"> 4 Apr 24, 09:30-12:30 Town Hall Tea Rooms |

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| | | <ul style="list-style-type: none"> E-Learning | | | | <ul style="list-style-type: none"> 4 July 24, 09:30-12:30 City Hall 1.13 Halford Wing 17 Oct 24, 09:30-12:30 City Hall 1.14 Halford Wing 25 Feb 25, 09:30-12:30 City Hall 1.14 Halford Wing |
| 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 24, 10:00-12:30 City Hall 1.13 Halford Wing 11 Jun 24, 13:30-16:00 City Hall 1.13 Halford Wing 17 Sept 24, 13:30-16:00 City Hall 1.14 Halford Wing |
| Risk Assessment - General Health and Safety (Basic principles covered in Managing Risk & Safety course for Managers) | <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"> 2 Apr 24, 10:00-12:30 City Hall 1.13 Halford Wing 17 Apr 24, 09:00-11:30 City Hall 1.14 Halford Wing 9 May 24, 10:00-12:30 City Hall 1.13 Halford Wing 3 July 24, 10:00-12:30 City Hall 1.14 Halford Wing 12 Sep 24, 10-12:30 City Hall 1.13 Halford Wing |

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| | | | | | | <ul style="list-style-type: none"> • 6 Nov 24, 10:00-12:30 MS Teams • 9 Dec 24, 10:00-12:30 City Hall 1.13 Halford Wing • 22 Jan 25, 10:00-12:30 City Hall 1.13 Halford Wing • 12 Feb 25, 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 Awareness – School Staff | <ul style="list-style-type: none"> • Heads, Principals, Business Managers | <ul style="list-style-type: none"> • MS Teams • 3 hours • E-Learning | | | Ashwin Solanki | <ul style="list-style-type: none"> • 21 May 24, 09:30-12:30 MS Teams • 2 July 24, 09:30-12:30 MS Teams |
| Stress Awareness – Centrally Employed LCC Staff | <ul style="list-style-type: none"> • All Staff, as necessary | <ul style="list-style-type: none"> • E-Learning | All information available through e-learning and Interface | | | |
| Stress: Managing Stress | <ul style="list-style-type: none"> • All Managers | <ul style="list-style-type: none"> • Externally Hosted (Vivup) | | | | |
| 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</p> | 3 years | Steve Taylor | <ul style="list-style-type: none"> • 22 Apr 24, 10:00-12:00 Housing CTCE • 19 Jun 24, 10:00-12:00 Housing CTCE • 15 Aug 24, 10:00-12:00 Housing CTCE • 16 Oct 24, 10:00-12:00 Housing CTCE • 11 Dec 24, 10:00-12:00 Housing CTCE |

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| | | | 12 delegates max | | | <ul style="list-style-type: none"> • 19 Feb 25, 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"> • 8 May 24, 10:00-12:00 Housing CTCE • 2 July 24, 10:00-12:00 Housing CTCE • 10 Sep 24, 10:00-12:00 Housing CTCE • 10 Dec 24, 10:00-12:00 Housing CTCE • 13 Feb 25, 10:00-12:00 Housing CTCE <p>Or</p> <ul style="list-style-type: none"> • On site – Customers premises |

Courses are free of charge for Leicester City Council Employees 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.

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