



## **HEALTH AND SAFETY TRAINING COURSES**

**A comprehensive programme of courses covering aspects of health and safety in the Education and Cultural Services Department is listed below.**

**Additional courses can be arranged to meet individual section requirements**

**For further information, contact the Health and Safety Section, Facilities Management, Hamilton Building, Birkenhead, on 666 5601/5602/4693.**

- 1. Basic Health and Safety Awareness – one day**
- 2. Managing Safety – two days**
- 3. Personal Safety at Work – one day**
- 4. Design Technology Workshops – one day**
- 5. Manual Handling – half day**
- 6. Safe Working with Display Screen Equipment – half day**
- 7. Risk Assessment for Teachers – half day**
- 8. Safe Use of Access Equipment – half day**
- 9. Competency in General Risk Assessments – one day**
- 10. Control of Substances Hazardous to Health – half day**
- 11. Fire Safety Awareness – half day**
- 12. Managing Health and Safety in Education – one day**

# **BASIC HEALTH AND SAFETY AWARENESS**

**ONE DAY COURSE: 9.30am – 4.30pm**

This course is suitable for all levels of personnel, and is essential learning for a safe and healthy work environment.

<b>TOPICS COVERED</b>
-----------------------

General Health and Safety

Manual Handling

Occupational Health

A Safe and Healthy Workplace

Work Equipment

Accidents

Electricity

Fire Safety

Legislation

First Aid

On completion a 30 minute exam will be held. Everything you need to know for this will be covered on the course.





## PERSONAL SAFETY AT WORK

### ONE DAY

#### Who should attend?

This programme is designed for particular groups of staff with particular needs because of the risks they face – for example, reception staff, travelling staff such as advisers, inspectors, welfare officers, youth workers, lone-workers, teachers between sites, staff who visit clients homes or premises.

#### Aim

To provide participants with practical knowledge of steps they can take to keep safe.

#### Objectives

At the end of the programme, delegates will be able to:

- Identify potential areas of risk in their work;
- Describe practical steps they can take to keep safe in the course of their work;
- Develop an action plan describing the steps they will take:
  - to change the way they work
  - to bring about changes
  - procedures to ensure safety
  - to obtain help, support and resources they need.

#### Contents

- Introduction
- Violence at work and its effects
- The risks of violence
- Safe procedures
- Action plan
- Evaluation



## HEALTH & SAFETY

### D.T. WORKSHOPS

#### ONE DAY

##### Who should attend?

Design and Technology (resistant materials)

##### Aims

- To outline current legislation as it effects technicians in school workshops.
- Explain the process of risk assessment and the technicians' role within the process.
- Explain the process of the COSHH regulations.
- To consider the relevant sources of information and instruction on safe workshop practice and procedures.

##### PROGRAMME

- Relevant regulations
- Employees Liability
- Work Equipment
- COSHH regulations
- Electrical safety
- Risk assessment
- P.P.E.



## MANUAL HANDLING COURSE

### HALF DAY

#### Who should attend?

Anyone involved in moving, carrying, in the course of their work.

#### Aims

This half day workshop is aimed at raising awareness in the safe method of handling objects. Good manual handling practice is not always immediately thought of as a skill. This workshop aims to explain basic handling techniques in clear and simple terms.

#### Objectives

On completion of the workshop delegates should be aware of the principles of safe handling and general back care.

#### PROGRAMME

1. Introduction to manual handling.
2. The legal requirements for handling operations.
3. Responsibilities of employers and employees.
4. Avoiding the need for manual handling.
5. Correct handling techniques and posture.
6. Practical applications of handling.



## **SAFE WORKING WITH DISPLAY SCREEN EQUIPMENT**

### **HALF DAY**

#### *Who should attend?*

Employees, managers who use Display Screen Equipment on whatever scale.

#### *Aims*

This course will enable delegates to understand the:

- Implications on the use of VDU equipment to the human body.
- Obligations on employers for assessment of workstations, scheduling of work and training.
- The ergonomic factor in the use of workstations.

#### *PROGRAMME*

- |  |  |
|--|--|
| 1. Introduction:<br>* Background<br>* Definitions<br>* Effects on the body                     | 2. Implications on Hardware:<br>* The screen<br>* The keyboard |
| 3. Implications on the environment:<br>* Lighting<br>* Space                                   | 4. Workstation Design:<br>* Furniture                          |
| 5. Obligations on Employers:<br>* Examination of existing workstations<br>* Scheduling of work |  |



## **RISK ASSESSMENT**

### **FOR TEACHERS**

### **FOUR HOURS**

This course can if required be delivered in two separate sessions to fit in with the school day e.g. 3.30pm to 5.30pm.

#### **Who should attend?**

Teachers from both Primary and Secondary Schools.

#### **Aims**

- To outline current legislation as it affects teaching staff in school classrooms, workshops etc.
- Explain the process of risk assessment and the teachers role within the process.
- Consider potential hazards to pupils, teachers and others in the education environment.
- To consider the relevant sources of information and instruction on safe procedures.



## **SAFE USE OF ACCESS EQUIPMENT**

### **HALF DAY WORKSHOP**

#### **Who should attend?**

Employees who use ladders and other access equipment in the course of their duties. Caretakers, library staff, maintenance staff etc.

#### **Aim**

Ladders are an essential piece of equipment required for a wide variety of tasks and can be extremely dangerous. It is essential that they are used correctly.

The regulations require that people carrying out their duties are competent. For the purpose of the Management of Health and Safety at Work Regulations 1992, a person shall be regarded as being competent where they have had sufficient training and knowledge. This workshop will provide the information to comply with the regulations.

#### **PROGRAMME**

- Facts and Specific Legislation I the use of access equipment.
- Provision on use of Work Equipment Regulations 1998.
- Manual Handling Operations Regulations 1992.
- Guidance on the use of Stepladders.
- Guidance on the use of Extension Ladders.
- Practical exercise using ladders.



## **COMPETENCY IN GENERAL - RISK ASSESSMENTS**

### **ONE DAY WORKSHOP**

#### *Who should attend?*

Those in roles which involve conducting or co-ordinating risk assessments.

- Line Managers
- Supervisors

#### *Aim*

To produce competent risk assessors who are able to cover the broad range of assessments within their workplace required by health and safety legislation.

#### *Objectives*

- On completion of the workshop delegates should:
- Have an appreciation of modern risk driven health and safety legislation and its implications for risk assessment needs.
- Be competent to carry out risk assessments as required by the Management of Health and Safety at Work Regulations.
- Have the practical skills necessary for adapting risk assessment techniques to a wide variety of application areas.
- Understand record keeping requirements and Implications.
- Recognise and understand the limits of their competence.

#### *Course Contents*

- Background to risk assessment
- Extent of liability
- Principles of risk assessment
- Workplace hazards
- Likelihood estimation
- Risk ranking and prioritising for action
- Understanding task based assessment
- Practical exercise in completing risk assessments
- Monitoring and reviewing risk assessments
- Sources of additional help.



## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH AWARENESS COURSE**

### **HALF DAY**

#### **Who should attend?**

The course is aimed at those who use hazardous substances, supervisors and their managers.

#### **Aims**

To ensure delegates gain an appreciation of the nature of hazardous substances and understand their responsibilities under legislation.

#### **Objectives**

At the end of the workshop, delegates will be understand

- ◆ The fundamental principles of COSHH
- ◆ The potential effects of the substances which are in use
- ◆ The likely routes of entry into the body of substances hazardous to health
- ◆ The use of risk assessments, monitoring and health surveillance
- ◆ The risk of exposure to substances hazardous to health
- ◆ The principles of control measures
- ◆ The reasons behind the requirement to report faults/breakdowns in control measures and to report such faults promptly
- ◆ How to use the appropriate emergency procedures



## FIRE SAFETY AWARENESS

### HALF DAY

#### Who should attend?

All new employees, redeployed/transferred employees, supervisors and managers

#### Aim

To ensure that delegates understand how fires start and what to do in an emergency situation with regard to fighting a fire and evacuating safely from the affected area.

#### Objectives

At the end of the session delegates will

- ◆ Be able to identify the three elements needed to create a fire
- ◆ Understand the legal duties which are placed upon the employer and employee
- ◆ Recognise the risks within the workplace and home
- ◆ Understand and be able to practice basic fire precaution control measures
- ◆ Be fully conversant with the organisation/department's fire procedures
- ◆ Understand the need to maintain ready access to fire exits and routes
- ◆ Know the quickest evacuation route from their respective areas
- ◆ Be able to identify the various types of fire extinguishers used in their departments
- ◆ Understand the toxic nature of smoke in confined fire situations



## **MANAGING HEALTH AND SAFETY IN EDUCATION**

### **ONE DAY**

#### **Who should attend?**

Head Teachers, Safety Co-ordinators and other Senior Managers involved in managing health and safety in education.

#### **Aim**

The aim of this course is to provide delegates with the necessary knowledge to implement health and safety procedures within their own establishment.

#### **Objectives**

- Health and safety as a line management function
- The financial implications of occupational accidents and ill-health
- Main legislative requirements including penalties
- Statutory document requirements
- Root causes of accidents
- Non-prescriptive approach to health and safety based on risk assessments
- Principals of risk assessment and,
- The need to constantly manage health and safety