



Derby City Council

Health and Safety Training Courses 2024

Corporate Health and Safety Team

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Introduction

Training is a key component in establishing a successful Health and Safety (H&S) culture. Derby City Council is committed to ensuring all employees have the required level of health and safety training and competence to fulfil their role as confirmed in the corporate H&S policy roles and responsibilities document.

The Corporate Health and Safety Training Policy outlines the H&S training required for colleagues. The level and type of training required will vary greatly dependent on the individual's role and level of responsibility. Schools' colleagues can access via The Schools Information Portal (SIP).

Contained within the policy is a H&S training matrix which will help identify both face to face and e-learning training courses aligned to level of responsibility and role.

To achieve this the Corporate Health and Safety Team (CHST) provides a suite of H&S courses as outlined in this booklet. Each course description gives a brief overview of the course, explaining the aims and objectives, who it is for and duration.

Most courses will have an end of course assessment which will be marked by the course leader. The end of course assessment is to confirm that the required level of understanding has been achieved.

Most courses will be held either at Kedleston Road Training and Development Centre or the Council House. You will be notified of the venue and joining instructions 5 working days prior to the training taking place.

Courses could be delivered at other venues, such as schools, libraries, leisure centres or offices, by prior arrangement.

Specialist courses, including Evac+™ Chair and bespoke, tailored sessions, are available at competitive prices to Schools - contact CHST for details.

Please send any expressions of interest in EVOLVE EVC and Visit Leader training courses to employee.healthandsafety@derby.gov.uk

Schools who do not buy back the CHST H&S package can buy places on courses at a fee of £60 per place per course. See the package details in the sold services brochure on the Schools' Information Portal (SIP) for more details.

Pre course reading is advisable; course descriptions refer to corporate H&S policy and guidance documents. These are available on:

- [iDerby](#)
- [Schools' Information Portal](#).

Copies of the pre-course reading material can be requested from CHST by colleagues who do not have access to iDerby or the Schools' Information Portal.

For further details, contact the CHST by:

Telephone: 01332 640748

Email: employee.healthandsafety@derby.gov.uk.



Booking onto training via MiDerby

In order to add yourself as a participant on any of our training courses please access MiPeople Self-Service. If you are unsure of the process, please view the [MiPeople user guide - how to book on to a course](#).

Joining instructions will be sent to you by email 5 working days before the course. If you have any problems, please contact the Corporate Health and Safety Team – employee.healthandsafety@derby.gov.uk.

Telephone: 01332 640748

School Colleagues

Please complete the [health and safety training course booking form](#) and send through to employee.healthandsafety@derby.gov.uk.



Course dates 2024

Figure 1 – Scheduled courses for 2024

Course	Dates	Venue	Start and finish times
Management of Health and Safety and Risk Assessment	19th January 2024	K	09:30 – 15:00
	8th March 2024 (Schools only)	K	
	26 th April 2024	K	
	17 th May 2024	K	
	5 th July 2024	K	
	13 th September 2024	K	
	18 th October 2024	K	
	29 th November 2024	TBC	
Accident Investigation and Reporting	25th January 2024	K	09:30 – 15:00
	5 th March 2024 (Schools only)	K	
	2 nd May 2024	K	
	18 th July 2024	K	
	17 th September 2024	K	
	24 th October 2024	K	
	10 th December 2024	TBC	
Managing COSHH	30 th January 2024	K	09:30 – 12:30
	24 th April 2024	K	
	10 th September 2024	K	
	27 th November 2024	TBC	
Managing Manual Handling (Risk assessment)	20 th March 2024	K	09:30 – 12:30
	26 th September 2024	K	
Managing Lone Workers	23 rd January 2024	K	09:30 – 12:30 13:00 – 16:00
	12 th March 2024	TBC	09:30 – 12:30
	25 th April 2024	K	
	16 th July 2024	K	
	30 th October 2024	K	
Management of Work at Height Activities	6 th February 2024	K	09:30 – 12:30
	1 st May 2024	K	
	24 th September 2024	K	
	5 th December 2024	TBC	

Registration is 15 minutes before the start.

Venues:

K = Kedleston Road.

CH = Council House.

Several courses are currently under review or in development namely:

- Premises Management. Asbestos and Legionella (Combined)
- Control of Contractors EVOLVE for Schools



eLearning

Display Screen Equipment (DSE) fixed and DSE remote e-learning x 2 (RoSPA)

Who is the course intended for?

Two short courses. Mandatory for any colleagues who use display screen equipment as part of their normal work routine either at a fixed workstation or remotely from home. On confirmation of completion staff will be able to download their certificate. School colleagues, please take a screenshot of your completion certificate for your records.

For DCC colleagues, this course can be accessed via My Development pages on MiDerby and for Schools' colleagues via the training tab on the SIP.

Course aim

To inform colleagues on the potential hazards and associated risks caused by prolonged use of display screen equipment, as required by the Health and Safety (Display Screen Equipment) Regulations (1992).

Course objectives

To provide course participants with the knowledge to enable them to:

- organise a safe workstation.
- safely use Display Screen Equipment.
- safely use workstation chairs.
- safely use mobile devices.

Participant Assessment

Understanding of the course material is evaluated by means of a short end-of-course assessment



eLearning

Fire safety and evacuation e-learning (RoSPA)

Who is the course intended for?

Mandatory for any colleagues who needs a basic instruction to fire safety in the workplace and those that do not receive physical fire training. On confirmation of completion staff will be able to download their certificate. School colleagues, please take a screenshot of your completion certificate for your records.

For DCC colleagues, this course can be accessed via My Development pages on MiDerby and for Schools' colleagues via the training tab on the SIP.

Course aim

To give an overview of basic fire safety principles.

Course objectives

To provide course participants with the knowledge to enable them to:

- state their responsibilities, and those of their employer, for fire safety.
- describe the controls necessary to prevent fire in respect of:
 - Flammable substances.
 - Electricity.
 - Housekeeping.
 - Fire doors.
- explain the method of extinguishing small fires, including the current use of fire extinguishers.
- describe key procedures for emergency evacuation of building.
- explain what do if trapped by a fire.
- explain how to deal with fire casualties.

Participant Assessment

Understanding of the course material is evaluated by means of a short end-of-course assessment.



eLearning

Handling violence and aggression at work

Who is the course intended for?

Mandatory for all colleagues.

On confirmation of completion colleagues will be able to download their certificate. School colleagues, please take a screenshot of your completion certificate for your records.

For DCC colleagues, this course can be accessed via My Development pages on MiDerby and for Schools' colleagues via the training tab on the SIP.

Course aim

This course introduces colleagues to the hazard of violence and aggression at work. It explores who is at risk, investigates the causes and asks why violence and aggression is likely to occur.

Course objectives

By the end of the course you will know:

- what causes people to be violent and aggressive and when this is likely to occur.
- how to avoid violence and aggression.
- how to deal with aggressive behaviour.
- how to deal with violent behaviour.

Participant Assessment

Understanding of the course material is evaluated by means of a short end-of-course assessment.



eLearning

Introduction to risk assessment

Who is the course intended for?

Mandatory for all colleagues.

On confirmation of completion colleagues will be able to download their certificate. School colleagues, please take a screenshot of your completion certificate for your records.

For DCC colleagues, this course can be accessed via My Development pages on MiDerby and for Schools' colleagues via the training tab on the SIP.

Course aim

This course introduces colleagues to the subject of risk assessment.

Course objectives

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

- define the terms 'hazard' and 'risk'.
- list the six different types of hazards.
- know and identify types of hazards.
- describe 'hidden' hazards.
- explain the importance of risk assessments.
- implement risk control measures.

Participant Assessment

Understanding of the course material is evaluated by means of a short end-of-course assessment.



eLearning

Lone working – hazards and risks equipment e-learning (RoSPA)

Who is the course intended for?

Mandatory for all colleagues.

Additional face-to-face training will be required for those who manage colleagues who lone work.

On confirmation of completion colleagues will be able to download their certificate. School colleagues, please take a screenshot of your completion certificate for your records.

For DCC colleagues, this course can be accessed via My Development pages on MiDerby and for Schools' colleagues via the training tab on the SIP.

Course aim

To introduce colleagues to the concept of personal safety by considering the general hazards and risks involved in lone working. Responsibility to identify and address these hazards and risks.

Course objectives

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

- identify who is a lone worker.
- describe lone working risks.
- explain personal responsibility while lone working.
- explain types of lone working risk assessments understand your employer's responsibilities.

Participant Assessment

Understanding of the course material is evaluated by means of a short end-of-course assessment.



eLearning

Safe manual handling e-learning (RoSPA)

Who is the course intended for?

Mandatory for all colleagues unless you receive physical manual handling or assisting and moving training as part of your job role. This course is an introduction to the basic principles of manual handling.

There are, of course, some limitations in learning a practical skill by computer so it is important that you receive additional specific on the job training if required. The amount and type of training you need should be identified in your manual handling risk assessment.

On confirmation of completion colleagues will be able to download their certificate. School colleagues, please take a screenshot of your completion certificate for your records.

For DCC colleagues, this course can be accessed via My Development pages on MiDerby and for Schools' colleagues via the training tab on the SIP.

Course aim

To provide some basic knowledge about manual handling to help reduce the risk of injury.

Course objectives

To provide course participants with the knowledge on the following:

- the law and manual handling.
- how to avoid manual handling.
- how to reduce the risk of injury through manual handling.
- the manual handling risks in the office environment.
- a brief physiology of the workings of the spine.
- safe lifting techniques.

Participant Assessment

Understanding of the course material is evaluated by means of a short end-of-course assessment



Face-to-face courses – mandatory for all managers

Accident Investigation and Reporting

Description

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires that certain accidents, diseases and dangerous occurrences are recorded and reported to the HSE.

This course will guide you through the requirements of RIDDOR and the Council's Accident, Diseases and Dangerous Occurrences policy and the Abuse, Aggression and Violence policy.

Course participants will also gain an understanding of accident terminology and how to correctly investigate near misses, dangerous occurrences, occupational ill health, accidents and incidents.

Suggested pre-course reading can be found on our incident reporting page on MiDerby and via The SIP.

Who should attend?

Corporate colleagues - mandatory for all tier 3-5 managers and building duty holders.

Schools colleagues - mandatory for School Leadership Team, School Business Managers and facilities managers.

Duration

Approximately 4 hours.

Course aim

To provide course participants with the knowledge and techniques necessary to ensure that accidents are recorded, reported and investigated in accordance with Council's Accident, Diseases and Dangerous Occurrences policy and the Abuse, Aggression and Violence policy.

Course objectives

- explain what is meant by an 'accident' and other terminology.
- describe the Council's reporting procedure.
- familiarise yourself with the Council's incident reporting forms.
- outline the essential elements of an accident investigation.
- complete an accident investigation form using a work scenario.

Participant Assessment

Understanding of the course material is evaluated by means of a short end-of-course assessment.



Management of health and safety and risk assessment

Description

The keys to effectively managing health and safety are leadership, management and a trained/skilled workforce operating in an environment where people are trusted and involved. The Health and Safety Executive (HSE) advocates that all these elements, underpinned by an understanding of the risks the organisation creates or faces, are needed. H&S law requires that all health and safety risks are assessed and managed.

This course will guide you through the Council's health and safety policy and explain your responsibilities as a manager. At the end of the course participants will have a better understanding of their legal responsibilities, how to manage health and safety and how to complete and review a risk assessment.

Suggested pre-course reading - Risk Assessment Policy for MiDerby colleagues and Risk Assessment Policy for schools colleagues.

Colleagues are required to bring a current copy of a risk assessment with them.

Who should attend?

Corporate colleagues - mandatory for all tier 3-5 managers, building duty holders and facilities managers.

Schools colleagues - mandatory for School Leadership Team, School Business managers and facilities managers.

Duration

Approximately 4 hours.

Course aim

To provide participants with a working knowledge of how to manage health and safety.

Course objectives

By the end of the session participants will:

- have produced a strategy to manage health and safety on their site.
- confirmation of managers responsibilities in relation to the DCC H&S Policy.
- why we need to manage health and safety.
- describe behavioural safety.
- tort of negligence.
- define hazard, risk, severity, likelihood and reasonably practicable.
- identify five steps to risk assessment.
- be able to complete a risk assessment.
- identify when to monitor and review risk assessment.

Participant Assessment

Understanding of the course material is evaluated by means of a short end-of-course assessment.



Face-to-face courses – mandatory risk-based courses

Control of Substances Hazardous to Health (COSHH)

Description

Managers must prevent or reduce workers exposure to hazardous substances
This course enables managers to identify hazardous substances, considers how substances can enter the body and their effects, and explains the measures available to control exposure.

Participants are shown how to carry out a basic COSHH assessment using a practical example – please bring a COSHH assessment from your department/school.

Suggested pre-course reading – for MiDerby colleagues - Control of Substances Hazardous to Health Policy and for schools colleagues - Control of Substances Hazardous to Health Policy.

Who should attend?

Corporate colleagues - mandatory for all tier 3-5 managers, building duty holders and facilities managers.

Schools colleagues - mandatory for School Business Managers and site/facility managers.

Duration

Approximately 3 hours.

Course aim

To introduce the requirements of the COSHH regulations in conjunction with Derby Council's Control of Substances Hazardous to Health policy and guidance.

Course objectives

- identify the main requirements of the COSHH regulations.
- familiarise yourself with the requirements of the Council's policy on COSHH.
- identify the types of hazardous substances.
- recognise how hazardous substances affect health.
- explain measures to control hazardous substances using the hierarchy of controls.
- know when monitoring and health surveillance is needed.
- plan for emergencies.

Participant Assessment

Understanding of the course material is evaluated by means of a short end-of-course assessment.



EVAC+™ Chair operator (initial course)

Description

The Evac+™ Chair is used by the Council to evacuate colleagues and visitors who require assistance to escape the buildings in the event of a fire or other emergency. To assist, volunteers must have the necessary training and be deemed competent to use the equipment.

Please note:

- participants must be physically fit and free from conditions such as back injuries, vertigo or a fear of heights to operate Evac+™ Chairs and attend this training. A pre-course health questionnaire must be completed. Please check with the Corporate Health and Safety Team if you are unsure.
- please ensure that you are suitably attired in comfortable shoes and clothing.
- the training is only suitable for Evac+™ Chair products.
- to provide training at your premises we need the use of an Evac+™ Chair and staircase for approximately 1.5 – 2 hours for the practical part of the course and a meeting room for 30 minutes to explain the theoretical element of it.
- trainer to participant ratios are set at a maximum of 1 to 4; if you need more than 4 participants trained in one session, please check that additional trainers will be available.

Who should attend?

This course is available to all Council colleagues who have volunteered to give assistance and are physically able to assist those identified as needing to use this equipment either in their personal emergency evacuation plan (PEEP) or are required to assist visitors as part of general emergency evacuation plans (GEEP).

Duration

Approximately 2.5 hours; 75% involves practical hands-on training with an Evac+™ Chair.

Dates

Available throughout the year on your premises or at the Council House. Email the Corporate Health and Safety Team at Employee.HealthandSafety@Derby.gov.uk to arrange.

Course aim

Will be competent in the use of the Evac+™ Chair.

Course objectives

- for colleagues to have a heightened awareness of fire safety issues in buildings, with an understanding of how these may affect the means of escape from fire for mobility impaired personnel.
- an understanding of both the horizontal and vertical escape systems.
- be competent in the deployment of the Evac+™ Chair in an emergency.



EVAC+™ Chair operator refresher/recertification

Description

Refresher training is recommended at least annually.

Recertification is required every three years.

Please note:

- participants must be physically fit and free from conditions such as back injuries, vertigo or a fear of heights to operate Evac+™ Chairs and attend this training. A pre-course health questionnaire will be completed. Please check with the Health and Safety Team if you are unsure.
- Please ensure that you are suitably attired in comfortable shoes and clothing.
- the training is only suitable for Evac+™ Chair products.
- to provide training at your premises we need the use of an Evac+™ Chair and staircase for approximately 1.5 - 2 hours for the practical part of the course.

Trainer to participant ratios are set at 1 to 4; if you need more than 4 participants trained in one session, please check that additional trainers will be available.

Who should attend?

This course is only available to colleagues who have attended the initial Evac+™ Chair course and have been deemed competent to give assistance to those identified as needing to use this equipment in their (PEEP).

Duration

Approximately 1.5 to 2 hours; involves practical hands-on training with an Evac+™ Chair.

Dates

Available throughout the year on your premises or at the Council House. Email the Corporate Health and Safety Team at Employee.HealthandSafety@Derby.gov.uk to arrange.

Course aim

To refresh/recertificate colleagues' skills in use of the Evac+™ Chair.

Course objectives

- to remind/recertificate colleagues in how to use the Evac+™ Chair in the event of an emergency supporting colleagues to safely leave the building.
- For colleagues to have a heightened awareness of fire safety issues in buildings, with an understanding of how these may affect the means of escape from fire for mobility impaired personnel.
- an understanding of both the horizontal and vertical escape systems.
- be competent in the deployment of the Evac+™ Chair in an emergency



Managing lone workers

Description

The Council's Lone Working Policy requires managers to assess risks to colleagues whose work requires them to work alone. Managers are required to complete a lone working risk assessment by taking steps to avoid or control risks where necessary to ensure colleagues can perform the required tasks in safety.

Lone workers are those who work by themselves without close or direct supervision.

Examples include:

- those working in fixed establishments, for example, a colleague working alone in a small kiosk.
- those working on their own outside normal hours, for example, a cleaner or caretaker closing a building.
- mobile workers working away from their fixed base; examples include, Social Work colleagues undertaking assessments within customers' homes or an Environmental Health Officer undertaking inspections.
- those working from home (although low risk).
- Suggested pre-course reading for MiDerby colleagues - Lone Working Policy and Guidance and Lone Working Policy and Guidance for our schools colleagues.

Who should attend?

Corporate colleague's mandatory for all tier 3-5 managers, building duty holders and facilities managers.

School's colleagues mandatory for School Business Managers.

Duration

Approximately 3 hours.

Course aims

- recognise your responsibilities and duties in relation to Council's Lone Working policy.
- understand the practical application of managing lone working.
- understand the implications of getting lone working wrong.

Course objectives

- define lone working.
- recognise the occupations likely to involve lone working.
- confirm your duties and responsibilities in relations to the DCC Lone Working Policy.
- identify the hazards of lone working.
- assess the risks from lone working.
- recognise the three types of risk assessment that can be used.
- complete a 'Lone working' risk assessment.
- explain the moral, financial and legal impact when lone working goes wrong.



Participant Assessment

Understanding of the course material is evaluated by means of a short end-of-course assessment.



Managing manual handling (risk assessment)

Description

Incorrect manual handling is one of the most common causes of injury at work. It causes work-related musculoskeletal disorders (MSDs) which account for over a third of all workplace injuries.

Manual handling injuries are caused by repetitive and heavy manual labour, awkward postures, handling materials and equipment, and aggravating previous or existing injuries. This course will assist managers in taking action to reduce the risks by following the hierarchy of controls when completing a basic manual handling assessment.

Please note this course will not teach our colleagues physical manual techniques
Suggested pre-course reading for MiDerby colleagues - Manual Handling Policy and Guidance and for schools colleagues - Manual Handling Policy.

Who should attend?

Corporate colleagues mandatory for all tier 3-5 managers, building duty holders and facilities managers, site/activity responsible person.

Schools colleagues mandatory for School Business managers and facility managers.

Duration

Approximately 3 hours.

Course aim

To provide an overview to the assessment of manual handling tasks.

Course objectives

- clarify what is meant by manual handling.
- recognise how manual handling can cause injury.
- explain the Council's manual handling policy and risk assessment process.
- complete a basic manual handling assessment.
- produce a handling plan.

Participant Assessment

Understanding of the course material is evaluated by means of a short end-of-course assessment.



Management of work at height activities

Description

Working at height remains one of the biggest causes of workplace fatalities and major injuries. 'Work at height' means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.

As managers you must make sure that any work at height is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the job. Managers must ensure that the right type of equipment for working at height is provided.

This course will guide you through that process by following the steps outlined in the Council's Work at Height Policy.

Suggested pre-course reading for MiDerby colleagues - Work at Height Policy and Guidance and Work at Height Policy and Guidance for schools colleagues.

Colleagues are required to bring a current copy of a work at height risk assessment with them

Who should attend?

- Corporate colleagues - mandatory for all tier 3-5 managers, building duty holders and facilities managers.
- Managers only need complete this course if this subject forms a substantial part of their work.
- Schools colleagues - mandatory for School Business Managers and site/facility managers.
- Managers only need complete this course if this subject forms a substantial part of their work.

Duration - Approximately 3 and a half hours.

Course aim

To provide an overview of the management of work at height activities, as outlined in the Council's work at height policy and guidance.

Course objectives

- define work at height and explain why it must be managed.
- confirm and apply the hierarchy of control measures for working at height.
- explain the main requirements of the DCC work at height policy and guidance.
- identify the hazards and controls associated with work at height.
- complete a work at height checklist and risk assessment using a case study.

Participant Assessment

Understanding of the course material is evaluated by means of a short end-of-course assessment.

