



Derby City Council

# **Health and Safety Training Courses 2022-23**

**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 dependant 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 elearning 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.

The majority of 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.

Schools who do not buy back the CHST H&S package can buy places on courses at a fee of £60 per 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 don't 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](mailto:employee.healthandsafety@derby.gov.uk).



## **Booking onto training via iDerby**

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](mailto:employee.healthandsafety@derby.gov.uk).

Telephone: 01332 640748

If you do not have access to MiPeople, please complete the form on the next page and send through to [employee.healthandsafety@derby.gov.uk](mailto:employee.healthandsafety@derby.gov.uk).



## Course dates 2022-23

Figure 1 – Scheduled courses for 2022-23

Course	Dates	Venue	Time
Management of Health and Safety and Risk Assessment	6 September 2022	CH	9am to 1pm
	29 September 2022	CH	
	4 October 2022	CH	
	11 October 2022	CH	
	18 October 2022	CH	
	3 November 2022	CH	
	17 November 2022	CH	
	24 November 2022	CH	
	1 December 2022	CH	
	6 December 2022	CH	
Accident Investigation and Reporting	13 September 2022	CH	9am to 1pm
	28 September 2022	CH	
	12 October 2022	CH	
	20 October 2022	CH	
	1 November 2022	CH	
	16 November 2022	CH	
	22 November 2022	CH	
	30 November 2022	CH	
8 December 2022	CH		
Stress Risk Assessment for Managers (Schools)	8 November 2022	CH	9am to 1pm
Management of Contractors	TBC	TBC	TBC
Construction (design and management) & confined spaces awareness	TBC	TBC	TBC
Management of Work at Height Activities	15 September 2022	CH	9am to 1pm
	19 October 2022	CH	
	7 December 2022	CH	
Managing Lone Workers	20 September 2022	CH	9am to 1pm
	2 November 2022	CH	
	23 November 2022	CH	
Managing COSHH	21 September 2022	CH	9am to 1pm
	15 November 2022	CH	
	29 November 2022	CH	
Managing Asbestos	TBC	TBC	TBC
Managing Manual Handling (Risk assessment)	9 November 2022	CH	9am – 1pm
Water Hygiene – the control of Legionella in hot and cold-water systems	TBC	TBC	TBC
Evolve – Event Risk Management	From September 2022	TBC	TBC

Registration is 15 mins before the start.

Key:

Venues - **K** = Kedleston Road, **CH** = Council House.



## eLearning

### Display Screen Equipment (DSE) and workstation safety e-learning (RoSPA)

#### Who is the course intended for?

Four short courses. Mandatory for any member of staff who uses display screen equipment as part of their normal work routine. On confirmation of completion staff will be sent a certificate by email.

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



# Fire safety and evacuation e-learning (RoSPA)

## Who is the course intended for?

Mandatory for any member of staff who needs a basic instruction to fire safety in the workplace and those that do not receive physical fire training.

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



## Safe manual handling e-learning (RoSPA)

### Who is the course intended for?

Mandatory for any member of staff who needs an introduction to the basic principles of manual handling and does not receive physical manual handling or assisting and moving training. There are of course some limitations in learning a practical skill by computer so it's 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.

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





# Work at height (WaH) with access equipment e-learning (RoSPA)

## Who is the course intended for?

Mandatory for any colleague carrying out work at height activities.

Additional face-to-face training will be required for those who manage WAH activities or those who undertake higher risk tasks and/or use specialist equipment. Refer to Page 8 of this booklet for further information.

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

## Course aim

To give the learner an overview of the key hazards and risk controls relating to ladders, stepladders and mobile elevated working platforms (MEWPs.)

## Course objectives

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

- explain the consequence of ladder misuse
- describe the circumstances under which a ladder or stepladder should be used
- explain how to use ladders and stepladders safely
- list ladder inspection and maintenance requirements
- list the risk controls required in respects of MEWPs

## Participant Assessment

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



## General courses

### Accident investigating 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.



# Construction (design and management) and confined spaces awareness

## Description

A basic introduction to the Construction (Design and Management) Regulations 2015 and the Confined Spaces Regulations 1997.

## Who should attend?

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

\*School Business Managers and facility managers only need complete this course if this subject forms a substantial part of their work

Schools colleagues mandatory for School Business Managers and Facility Managers

\*School Business Managers and facility managers only need complete this course if this subject forms a substantial part of their work

## Duration

Approximately 1 and a half hours each session

Participants only need to attend this course if it's relevant to your role and risk profile.

## Course aim

To understand the requirements and duties imposed by CDM 2015 for non-domestic projects.

To understand the requirements of the Confined Spaces Regulations 1997.

## Course objectives

### CDM

- confirm the role of principal duty holders
- know when CDM applies
- explain the requirements of the DCC CDM policy

### Confined Spaces

- identify confined spaces
- know the requirements to safely enter a confined space
- describe specific hazards associated with confined space working
- explain the requirements of a rescue plan

## Participant Assessment

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



# 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 facility managers

## Duration

Approximately 3 hours

## Course aim

To provide an introduction to 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. In order 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're 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](mailto: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 situation



# 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're 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](mailto: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 situation.



# Managing Asbestos

## Description

Asbestos is not just a problem of the past. It can be present today in any building built or refurbished before the year 2000. In the UK, The HSE puts the number of asbestos related deaths at 5000 per year.

The course focuses on how to use the asbestos register, specifically the 'red folder' produced by the Asbestos Management Team. It deals with known asbestos and is not intended as a course to enable the identification of asbestos materials. It also looks at some of the products that typically contain asbestos as well as explaining the health effects of asbestos exposure

Suggested course reading for MiDerby colleagues – The Corporate Asbestos Policy and for schools colleagues – The Asbestos Management page

## 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, facility managers and caretakers

## Duration

Approximately 3 hours

## Course aim

To provide participants with the knowledge and skills necessary to carry out visual inspection and assessment of known asbestos within their establishment, update and maintain their premises asbestos register. Also to develop an awareness of the hazards presented by asbestos.

## Course objectives

- clarify the requirements of the Council's asbestos policy and associated documentation
- identify the types and hazards associated with asbestos
- describe inspection regime for known asbestos
- the maintenance of the site asbestos register
- action to take following accidental damage of known asbestos on site

## Participant Assessment

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



# 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 are able to 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 3 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 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 of 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 5 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.



# 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 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.



# Management of contractors

## Description

Colleagues engaging contractors have health and safety responsibilities, both for the contractors and anyone else that could be affected by their activities. Contractors themselves also have legal health and safety responsibilities

Poor management of contractors can lead to injuries, ill health, additional costs and delays. Working closely with the contractor will reduce the risks to your own service and the contractors themselves.

Remember that contractors may be at particular risk as they may be strangers to your workplace and therefore unfamiliar with our procedures, site rules, hazards and risks. Even regular contractors may need reminding. The level of control needed will, of course, be proportionate to the nature and complexity of the task.

Suggested pre-course reading - The Managing Contractors Safely Policy for MiDerby colleagues and Managing Contractors Safely Policy for schools colleagues.

## Who should attend?

Corporate colleague's 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 2 hours

## Course aim

To give you sufficient knowledge to ensure contractors work safely.

## Course objectives

- defining contract, contractor and sub-contractor
- outline processes for selecting a contractor
- steps to be taken before the contract begins
- identify on-site management responsibilities
- duties in relation to the management of volunteers
- how to monitor contractors and review processes

## Participant Assessment

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



# Water Hygiene - Control of Legionella in hot and cold-water systems

## Description

The course explains what Legionella is and emphasises the importance of water hygiene controls.

Suggested pre-course reading – Water Hygiene Policy 2021 for MiDerby colleagues and Water Hygiene Policy for schools colleagues.

## Who should attend?

Corporate colleagues mandatory for Site responsible person

Staff with nominated H&S tasks

Schools colleagues mandatory for Site responsible person, Staff with nominated H&S tasks

## Duration

Approximately 3 hours

## Course aims

To provide participants with the skills and techniques necessary to comply with the DCC Water Hygiene policy. This includes carrying out inspections and assessments of water services for their establishment and updating and maintaining the premises register. Also to develop an awareness of hazards from water-borne infectious diseases.

## Course objectives

- hazards associated with water borne infectious diseases
- Council Water Hygiene Policy
- inspection and monitoring regime for site water system
- maintaining the site water hygiene register
- action to take if readings fall outside of permitted parameters.

## Participant Assessment

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



## Schools only courses

### EVOLVE – Event risk management

#### Description

A short course giving an overview of your Health and Safety responsibilities when planning school trips.

#### Who should attend?

Schools

Mandatory for Educational Visits Co-ordinator, Group Leaders

Recommended for Heads and School Business Managers

#### Duration

2 hours

#### Course objective

By the end of the session participants will:

- confirm which trips require submission
- understand the submission process and timescales
- confirm the H and S responsibilities relating to trips
- know what is required for the risk assessment to be suitable and sufficient
- understand Corporate Health and Safety role in the approval process
- who to contact for further support.



# Stress risk assessment for managers (Schools)

## Description

The legal requirement to carry out risk assessments not only covers physical injury or illness but also extends to psychological harm. The primary purpose of the course is to enable School Leadership Teams, and School Business Managers to carry out stress risk assessments using the Health and Safety Executive's 'Management Standard.s' Two alternative methods are explained.

The course also covers the legal implications as well as what is actually meant by 'stress'.

Suggested pre-course reading - Stress Management Policy

Please note that the Stress Risk Assessment for Managers (non-Schools) is no longer presented by the Corporate Health and Safety Team. For more details please email the Well-being and Attendance Team at [CorporateWellbeing.derby.gov.uk](mailto:CorporateWellbeing.derby.gov.uk)

## Who should attend?

Schools colleagues mandatory for:

School Leadership Team and School Business Managers

Duration Approximately 3 hours

## Course aim

To enable managers to manage work-related stress through team and individual risk assessments.

## Course objectives

- be able to explain what is meant by work-related stress
- be familiar with two approaches to stress risk assessment
- understand one approach to dealing with individual stress cases
- appreciate the role of management in work-related stress.

