



Derby City Council

Health and Safety Training Course Booking Form

Derby City Council Corporate Health and Safety Team (HST)

How to use this form

This form is to be used by schools only.

Use this form to book a place on one of our health and safety courses. You need to complete a separate form for each course you want to book.

Please remember to include your full home address. We need this to create a training record for any candidates who aren't Council employees or who aren't paid through the Council's payroll.

For organisations that have a devolved budget or don't buy into health and safety services, there is a charge for courses (please contact the CHST for current pricing). You'll need to place an Oracle order for all training. You can find us under Neighbourhood Corporate Health and Safety Training. If you don't use Oracle, email us your purchase order number and we'll send an invoice.

If you aren't sure about any of the questions, call us on 01332 640748.

How to submit the form

Please e-mail the completed form to employee.healthandsafety@derby.gov.uk

We'll send you an acknowledgment once we've booked your place. Please don't assume you've definitely got a place until you get confirmation from us.

Privacy

For further information about how your personal information will be used, please visit www.derby.gov.uk where you can see a full copy of our Privacy Notice.

Alternatively you can request a hard copy from the Contact Support Team, Business Support, Derby City Council, Council House, Derby DE1 2FS or email contact.support@derby.gcsx.gov.uk



Candidate details

Name of candidate

Full address of applicant including postcode

Employee number

Email address

Phone number

School

Manager's name



Course details

Course title

Date of course

Alternative date of course

Do you need any help to take part in this course such as large print handouts, induction loop or something else? Please give details.

Cost code

Subjective code



For official use only

Booked

Acknowledged

Joining instructions

Order number

