

**Corporate Health and Safety Team (CHST) - Health and Safety Training Course Booking Form (to be used by Schools only)**

 For further information about how your personal information will be used, please visit [www.derby.gov.uk](http://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. Email: [contact.support@derby.gcsx.gov.uk](mailto:contact.support@derby.gcsx.gov.uk)

**For official use 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. If you aren’t sure about any of the questions, call us on 01332 **640748**.

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.

|  |  |
| --- | --- |
| Course Title |  |
| Date of course |  |
| Alternative date |  |
| Candidate’s name |  |
| Employee number |  |
| School |  |
| Email address |  |
| Phone number |  |
| Home address and postcode |  |
| Manager’s name |  |
| Cost centre  Nominal Account | |
| **Note:** 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 CIA order for all training. You can find us under Health and Safety Training. If you don’t use CIA, email us your purchase order number and we’ll send an invoice.  **There is a charge for all non-mandatory courses, for every delegate.** | |

Please attach the form to an e-mail and send to: - [employee.healthandsafety@derby.gov.uk](mailto:Employee.HealthandSafety@Derby.gov.uk)

Tell us if you need any help to take part in this course such as large print handouts, induction loop or something else.

Booked       Acknowledged       Joining Instructions       Order Number