

Health and safety training timetable July to December 2015

Accident/ Incident reporting

Who should attend: All investigating officers

Content: How the councils new on line reporting system works, what should be reported and the investigators role. This new system is already being used by schools and Children and Adults Directorate, all other Directorates welcome to attend these 30 minute briefing sessions.

- 23 & 24 June - 1pm, 2pm, 3pm and 4pm
- 14 July - 1pm, 2pm, 3pm and 4pm
- 10 August – 9:30, 10:30 and 11:30
- 11 August - 1pm, 2pm, and 3pm
- 13 August - 9:30, 10:30, 11:30, 1pm, 2pm and 3pm

Cost: Charges only made on non-attendance

Accident investigation

Who should attend: Premise and line managers

Content: This course aims to provide line managers with an understanding of the legislative need to report and investigate accidents and incidents and provide them with the knowledge and the skills in how to investigate all accidents and incidents.

- 30 September – 1-4pm

Cost: Ealing staff – free. Agency, Volunteers and schools £35

Asbestos awareness

Who should attend: Persons in the organisation who may encounter asbestos containing materials during their work and who need a knowledge of the likely occurrences.

Content: The properties of asbestos and its effects on health. The types, uses and likely occurrence of asbestos and ACMs in buildings and plant. The procedures to be followed to deal with an emergency. How to avoid the risks.

- 24th September 9:30 - 12:30
- 10th November 9:30 – 12:30

Cost: Ealing staff – free Schools/agency £35

CCD for Authorising Officers

Who should attend: All staff requested to be authorising officers by your directorate.

Content: To process a request to make someone a cautionary contact.

- 13th July 2 – 4pm

Cost: Ealing staff – free Schools/agency £35

CCD for Line Managers and Read-Only staff

Who should attend: All those who have been nominated to use this

Content: To initiate the process of making someone a cautionary contact and to understand them processes.

- Waiting list available in eLearn

Cost: Ealing staff – free Schools/agency £35

COSHH for managers

Who should attend: Anyone who stores, uses, handles or transports hazardous substances

Content: To make practical improvements to workplace safety, with knowledge of how to undertake practical COSHH risk assessments.

- 8th July – Room M0.09 from 9:30 – 12:30
- 11th September – Room M0.09 from 9:30 – 12:30
- 20th October – Room M0.09 from 9:30 – 12:30

Cost: Ealing staff – free Schools/agency £35

COSHH – using SEVRON Risk Assessment

Who should attend: Those involved with cleaning, transport, maintenance, pest control, utilities or offices

Content: SEVRON is an online package to risk assess chemicals used in the workplace.

- 8th July – Room M0.09 from 1 – 4pm
- 11th September - Room M0.09 from 1 – 4pm
- 20th October - Room M0.09 from 1 – 4pm

Cost: Ealing staff – free Schools/agency £35

Dealing with Conflict and Aggression

Who should attend: All staff who come into contact with conflict (not including service users with behavioural issues,)

Content: To explore the issues of violence to staff and through proactive, practical strategies to help individuals and the organisation to reduce their specific risks and improve the safety of front line staff

- 9 July 9:30 – 16:30
- 28 September 9:30 – 16:30
- 9:30 – 16:30

Cost: Ealing staff – free Schools/agency £65

Emergency First Aid at work

Who should attend: Staff required to provide first aid as part of their job role

Content: Introduction to first aid, recovery position, choking, minor burns and scalds, wounds and bleeding

- 6 July 9 – 16:30
- 25 September 9 – 16:30
- 16 November

Cost: All staff, agency and school £65

How to book:

Through eLearn <http://elearn.ealingservices.net/> except Fire Warden and First Aid training

- Download a booking form from the intranet from health and safety webpages http://inside.ealing.gov.uk/downloads/download/333/health_and_safety_booking_forms
- Request a booking form by email butcherj@ealing.gov.uk
- **ALL training is held in Room 0.10 at Perceval House unless otherwise stated.**

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Fire Warden

Who should attend: Staff identified to as a result of the building Fire warden risk assessment

Content: Participants will be aware of the actions to be taken as a Fire Warden, their role, cover evacuation etc.

- 14th July 9:30 – 12:30
- 30th September 9:30 – 12:30
- 23rd October 9:30 – 12:30
- 25th November 1 – 4pm

Cost: Ealing staff – free Schools/agency £35

First Aid at Work

Who should attend: Staff required to provide first aid as part of the job role or those requested to as a result of the first aid risk assessment

Content: You will learn how to deal with any First Aid emergency in a safe, prompt & effective manner and obtain a certificate which is valid for three years.

- 16/17/18 June from 9 – 16:30 over 3 days
- 7/8/9 September from 9 – 16:30 over 3 days
- 3/4/5 November from 9 – 16:30 over 3 days

Cost: Ealing staff – free (if honoraria only) Schools/agency £160

First Aid at Work – requalification

Who should attend: This training is for those whose full 3 day training is due to.

Content: Refresh previous training including any updates to legislation.

- 25/26 June from 9 – 16:30 over 2 days
- 15/16 September from 9 – 16:30 over 2 days
- 21/22 October from 9 – 16:30 over 2 days
- 26/27 November from 9 – 16:30 over 2 days

Cost: Ealing staff – free (if honoraria only) Schools/agency £105

Legionella awareness

Who should attend: All those who have management and/or control of water services within their premises

Content: Raise attendee's awareness of the risks from Legionella and introduce them to the methods of controlling legionella in hot and cold water systems.

- 25 November 9:30-12:30

Cost: Ealing staff – free Schools/agency £35

Line managers training in health and safety

Who should attend: This training is mandatory for anyone with line management responsibility.

Content: Aims to help line managers understand the important role they play in influencing the health and safety culture of an organisation and what is expected of them.

- 15th July two sessions mornings from 9:30 – 12:30 and afternoon from 1 – 4pm
- 3rd September from 1 – 4pm
- 10th September 9:30 – 12:30
- 17th September 9:30 – 12:30

Cost: Ealing staff – free Schools/agency £35

Managing the health and safety of Contractors

Who should attend: Those responsible for procuring contractor services.

Content: Requirements for monitoring and reviewing the performance and safety of contractors.

- 3 September 9:30-12:30
- 24 November AM 9:30-12:30

Cost: Ealing staff – free Schools/agency £35

Manual handling awareness

Who should attend: Those involved in moving items e.g. porters, FM staff, engineers.

Content: Introduce staff to the hazards of manual handling, the risks involved and controls available and what to expect from a manual handling assessment.

- Waiting list available in eLearn

Cost: Ealing staff – free Schools/agency £35

Personal safety for lone workers

Who should attend: All staff who are required to work on their own

Content: To explore the issues of working alone and through proactive, practical strategies help individuals and the organisation to reduce risks and improve the safety of staff

- 8 July 9:30-16:30
- 14 September 9:30-16:30
- 12 November 9:30-16:30

Cost: Ealing staff – free Schools/agency £35

Premise managers

Who should attend: All those who have management and/or control of Ealing Council premises

Content: To update attendees on their responsibilities for managing health and safety risks in buildings

- 7 July 1-4pm **Cost:** Ealing staff – free Schools/agency £35

How to book:

Through eLearn <http://elearn.ealingservices.net/> except Fire Warden and First Aid training

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Risk Assessment

Who should attend: Any member of staff who needs to assess hazards and risks for work activity.

Content: Provides an understanding of the legal requirements and the process

- 24 June 9:30-12:30
- 10 September 1-4pm
- 6 October 9:30-12:30
- 11 November 9:30-12:30
- 8 December 1-4pm **Cost:** Ealing staff – free Schools/agency £35

Stress Management

Who should attend: All managers of people

Content: Definition of work related stress, a risk assessment approach and how to adapt standards, signposting to intervention.

- 12th August 1-4pm
- 17th September 1-4pm **Cost:** Ealing staff – free Schools/agency £35

Work from height

Who should attend: All staff involved with working at height including engineers and FM staff.

Content: To enhance Working at Height awareness within the workplace in accordance with current legislative requirements

- 5 October 1-4pm **Cost:** Ealing staff – free Schools/agency £35

How to book:

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