



Health and Safety Services
TRAINING FOR SCHOOLS CATALOGUE
2023/2024



3
HOURS

Asbestos awareness

This 3 hour course aims to provide information on the hazards and risks associated with asbestos-containing materials to staff who manage, or work in, premises where they may come into contact with such materials.

Target group:

Head Teachers, School Business Managers,
Site Services Officers

Outcomes of this course:

- › Have a basic understanding of legislative requirements and how they affect schools
- › Understand why asbestos must be managed
- › Understand responsibilities

The study topics include:

- › The properties of asbestos and its effects on health
- › The types, uses and likely occurrence of asbestos and Asbestos Contained Materials in buildings and plant rooms
- › The general procedures to be followed to deal with an emergency
- › How to avoid risks from asbestos
- › Different types of surveys and their limitations
- › Local asbestos management plan
- › Visual inspection of Asbestos Contained Materials

Assessment:

- › Multiple choice test paper



2
HOURS

Legionella awareness and management

This 2 hour course aims to provide information on the hazards and risks associated with legionella to staff that manage premises or who undertake water hygiene management tasks.

Target group:

Head Teachers, School Business Managers,
Site Services Officers.

Outcomes of this course:

- › Have a basic understanding of legislative requirements and how they affect schools
- › Understand why water hygiene must be managed
- › Understand responsibilities

The study topics include:

- › Brief overview of relevant legislation
- › What is legionella?
- › How legionella proliferates
- › How it impacts on health
- › Water hygiene surveys and risk assessment
- › Proactive monitoring
- › What to do if you have concerns



Working alone in safety/dealing with violence and aggression

This 2 ½ hour course aim is to provide information on being safe when working alone and give strategies to prevent and manage potential acts of violence and aggression. This course does not specifically cover potential violence and aggression from pupils or behavioural management, although aspects will be relevant.

Target group:

Staff who work alone, out of hours and front line staff who may have the potential to deal with incidents of violence and aggression.

Course objectives:

- › Enable staff to develop strategies that will enable them to minimise risks when working alone
- › Enable staff to identify behaviours that may lead to aggression and how to de-escalate

The study topics include:

- › Risk assessment
- › Coventry City Council policy and guidance on dealing with violence
- › Identifying hotspots and hazards
- › Developing strategies
- › Preventative action to minimise risks
- › Developing a code of safe practice
- › Dealing with darkness and dangerous places
- › Recognising behaviours
- › Recognising triggers
- › De-escalation techniques



Infection control in a school setting

This 2 hour course aims to provide staff with a knowledge of the importance of good infection control standards in a school setting.

Target group:

Any staff working in the education sector.

Outcomes of this course:

- › Understand the definition of infection control.
- › Understand how pathogenic micro-organisms grow and spread
- › Understand the standard precautions to prevent infection and its spread
- › Understand correct methods of handling waste
- › Understand the legislation, policy and guidance covering infection control.

The study topics include:

- › Legislation and guidance
- › Roles, responsibilities and boundaries
- › Cause and spread of infection
- › Preventing and controlling the spread of Infection



1
DAY

Premises Management for Site Services Officers

This one day course is aimed at giving new or inexperienced Site Services Officers an understanding of health and safety requirements that are relevant to their job role and practical guidance of how to undertake tasks in a safe manner. It can also serve as a refresher for existing experienced Site Services Officers who are required to refresh their skills in line with the School Standards Document every two years.

Target group:

Site Services Officer, Site Managers, Handy Person etc.

Outcomes for this course:

- › To understand the safety responsibilities of a Site Services Officer
- › To understand how safety can be 'managed' and the practical application of health and safety law

The study topics include:

- › Working alone and dealing with violence and aggression
- › COSHH
- › Moving and handling awareness
- › Working at height awareness
- › Asbestos awareness
- › Legionella awareness
- › Electrical and Gas safety – do's, don'ts and visual inspection
- › Fire safety management – in-house checks



1
DAY

Safe erection and use of aluminium mobile tower scaffold

This 1 day course aims to provide delegates with the necessary information to safely erect, use, inspect and dismantle aluminium mobile access towers. This course requires a minimum of eight delegates for it to go ahead.

Target Group:

Any staff who, as part of their working duties, are involved in the erection, dismantling and use of mobile access towers.

Outcomes for this course:

- › Have an understanding of the statutory regulations
- › Inspect mobile access tower equipment
- › Identify safe working heights
- › Understand safe working loads
- › Moving mobile access towers
- › Use and inspect mobile access towers

The study topics include:

- › Health and safety legislation and regulations
- › Safe working at heights
- › Identifying mobile access tower equipment
- › Manufacturers' instruction manuals
- › Ground and site conditions
- › Sequence of erecting and dismantling mobile access towers
- › Use of stabilisers, outriggers, sole pads and ties
- › Moving and repositioning erected towers
- › Inspection report procedure

Before you start the course:

You must be fit to carry out the practical part of the course and where there are limitations have a personal risk assessment in place. Safety boots and hard hats must be worn by delegates.

Assessment:

- › Multiple choice test paper and practical assessment



2.5
HOURS

Selection and Management of Contractors

This 2.5 hour course aim is to provide delegates with the necessary information in the safe use and inspection of ladders and steps.

Target Group:

Head Teachers and Managers who have responsibility for the selection, procurement and management of contractors.

Outcomes for this course:

- › Identify the planning considerations for any work undertaken by contractors
- › Have an understanding of employers' responsibilities for the selection and management of contractors
- › Explain the key considerations when selecting contractors
- › Identify the documentation needed to be reviewed pre tender
- › Gain an understanding of the CDM regulations 2015
- › Define the monitoring and supervision considerations for contractors
- › Identify the training and competency requirements for contractors

The study topics include:

- › Planning considerations for contract work
- › Practical selection of contractors
- › Hazards and risks
- › Training and competency
- › Documentation and communication
- › Client and contractor responsibilities
- › Monitoring and supervision arrangements
- › Induction and welfare arrangements
- › Overview of the CDM regulations 2015
- › Post completion considerations (maintenance, standards of workmanship, snagging)



2.5
HOURS

Safe use and inspection of ladders and step-ladders

This 2.5 hour course aims to provide delegates with the necessary information to select and manage contractors.

Target Group:

Any staff who, as part of their working duties, are involved in the use and inspection of steps and ladders.

Outcomes for this course:

- › Have an understanding of the statutory regulations
- › Identify types of ladders and steps
- › Understand safe use and carrying techniques
- › Inspect ladders and steps

The study topics include:

- › Planning considerations for working at height
- › Selection of equipment
- › Classes of steps and ladders available
- › Identifying the key components of steps and ladders
- › Identifying the main causes why people fall from ladders
- › Pre use checks
- › How to position ladders safely
- › How to inspect ladders for serviceability



2.5
HOURS

Practical Fire Extinguisher Training

This 2.5 hour course aims to provide delegates with the practical and safety considerations of using fire extinguishers. This course is available on request but requires a minimum of eight delegates for it to go ahead.

Target Group:

Site Services Staff or those who work in higher risk areas of the school e.g. Science and D&T staff.

Outcomes for this course:

- › Identify the different classes of fire
- › Clarify the correct type of extinguishers to use for different classes of fire
- › Understand the safety considerations when using extinguishers
- › Practical operation of fire extinguishers

The study topics include:

- › Classes of fire
- › Selection of fire extinguishers
- › Safety considerations when using fire extinguishers
- › Practical operation of fire extinguishers

For more information on course dates [click here](#)

To make a course booking [click here](#)

For further information on your training needs please contact:

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Occupational Health, Safety and Wellbeing Service



Coventry City Council

www.coventry.gov.uk/handsschoolscalendar