

WCC Corporate Health and Safety Training Courses 2022/23

Please note: The following courses are open to WCC employees and all community and voluntary controlled schools (schools where WCC is the employer). Due to the Coronavirus pandemic, limited training is currently being provided virtually.

Date	Course	Venue	Time	Capacity
Risk Assessment				
28 th April 2022	HSW RA002 Health & Safety Risk Assessment Workshop	Virtual delivery through Teams	09:30 – 12:30	Min 8 Max 12
23 rd June 2022	HSW RA002 Health & Safety Risk Assessment Workshop	Virtual delivery through Teams	09:30 – 12:30	Min 8 Max 12
27 th September 2022	HSW RA002 Health & Safety Risk Assessment Workshop	Virtual delivery through Teams	09:30 – 12:30	Min 8 Max 12
15 th November 2022	HSW RA002 Health & Safety Risk Assessment Workshop	Virtual delivery through Teams	09:30 – 12:30	Min 8 Max 12
25 th January 2023	HSW RA002 Health & Safety Risk Assessment Workshop	Virtual delivery through Teams	09:30 – 12:30	Min 8 Max 12
16 th March 2023	HSW RA002 Health & Safety Risk Assessment Workshop	Virtual delivery through Teams	09:30 – 12:30	Min 8 Max 12
Management of Health and Safety				
5 th May 2022	HSW MT005 The Management of Health and Safety & Wellbeing	Virtual delivery through Teams	09:30 – 03:30	Min 8 Max 12
6 th July 2022	HSW MT005 The Management of Health and Safety & Wellbeing	Virtual delivery through Teams	09:30 – 03:30	Min 8 Max 12
5 th October 2022	HSW MT005 The Management of Health and Safety & Wellbeing	Virtual delivery through Teams	09:30 – 03:30	Min 8 Max 12
7 th December 2022	HSW MT005 The Management of Health and Safety & Wellbeing	Virtual delivery through Teams	09:30 – 03:30	Min 8 Max 12
8 th February 2023	HSW MT005 The Management of Health and Safety & Wellbeing	Virtual delivery through Teams	09:30 – 03:30	Min 8 Max 12
Safe Management of Contractors				
19 th May 2022	HSW GS012 Safe Management of Contractors (SMOC)	Virtual delivery through Teams	09:30 – 03:30	Min 8 Max 12
18 th October 2022	HSW GS012 Safe Management of Contractors (SMOC)	Virtual delivery through Teams	09:30 – 03:30	Min 8 Max 12

17 th January 2023	HSW GS012 Safe Management of Contractors (SMOC)	Virtual delivery through Teams	09:30 – 03:30	Min 8 Max 12
8 th March 2023	HSW GS012 Safe Management of Contractors (SMOC)	Virtual delivery through Teams	09:30 – 03:30	Min 8 Max 12

(RA002) Risk Assessment Workshop (Every 3 Years)

This half day practical workshop is a **mandatory** course for:

- Manager(s), Team Lead(s) and anyone responsible for activities or an operation,
- Headteacher(s) / Deputy Head(s) **and**
- Nominated persons who carry out risk assessments for the work activities i.e. School Business Manager, supervisors, staff members etc.

**If you are unsure whether you need to attend, please contact the Health and Safety service.*

Participants must attend this session every 3 years (or contact the Health and Safety Service if a refresher course will be more suitable).

Aim - To understand the requirements and responsibilities of effective risk management.

Learning Objectives

- Be familiar with the risk assessment process
- Effectively complete risk assessments using WCC forms
- Identify and control hazards and risks

Target Audience - Please note this course is only available to WCC employees and schools where WCC is the employer i.e. community schools, voluntary controlled schools, and community special schools.

Booking

This course can be booked through YourHR by entering the 'HSW RA002' course code.

For schools please book through the [External Learner – Booking Request](#) or contact hr-bs@warwickshire.gov.uk or call 01926 418151.

Queries regarding this course or to discuss a bespoke session please contact the Health and Safety Service on 01926 476803 or email healthandsafety@warwickshire.gov.uk

(MT005) Management of Health, Safety & Wellbeing (Every 3 Years)

A one-day **mandatory** training course for:

- Manager(s), Team Lead(s), Individuals responsible for projects and activities with significant health and safety risk.
- Headteacher(s) / Deputy Head(s) **and**
- Nominated persons responsible for health and safety i.e. School Business Managers (only if your manager or headteacher is attending with you or has already attended).

**If you are unsure whether you need to attend, please contact the Health and Safety service.*

Participants must attend this session every 3 years (or contact the Health and Safety Service if a refresher course will be more suitable).

Aim - To provide an understanding of the main requirements to fulfil the responsibilities of managing health, safety, and wellbeing within WCC

Learning Objectives

- Align themselves to the aims of the course, to identify and bridge any gaps
- Identify the required skills and knowledge to be able to effectively and efficiently manage the health, safety, and wellbeing requirements within WCC

Target Audience - Please note this course is only available to WCC employees and schools where WCC is the employer i.e. community schools, voluntary controlled schools, and community special schools.

Booking

This course can be booked through YourHR by entering the 'HSW MT005' course code.

For schools please book through the [External Learner – Booking Request](#) or contact hr-bs@warwickshire.gov.uk or call 01926 418151

Queries regarding this course or to discuss a bespoke session please contact the Health and Safety Service on 01926 476803 or email healthandsafety@warwickshire.gov.uk

(GS012) Safe Management of Contractors (Every 3 Years)

A one-day mandatory training course for:

- Headteacher(s) / Deputy Head(s) and if applicable...
- Nominated persons responsible for health and safety and managing contractors and contractor work i.e. School Business Managers.

Other school staff can attend this course, if deemed appropriate i.e. Site Manager / caretaker (however this is not mandatory)

*If you are unsure whether you need to attend, please contact the Health and Safety service.

Participants must attend this session every 3 years (or contact the Health and Safety Service if a refresher course will be more suitable).

Aim - To provide an understanding and the main requirements to fulfil the responsibilities of safely managing contractors within your school(s)

Learning Objectives

- Understand the extent of the responsibilities for safely managing contractors
- Understand types of work and the specific responsibilities that fall under Construction, Design and Management regulations
- Align themselves to the aims of the course, to identify and bridge any gaps

Target Audience - Please note this course is only available to schools where WCC is the employer i.e. community schools, voluntary controlled schools, and community special schools.

Contact

For course application queries please contact hr-bs@warwickshire.gov.uk or call 01926 418151.

Queries regarding this course or to discuss a bespoke session please contact the Health and Safety Service on 01926 476803 or email healthandsafety@warwickshire.gov.uk