

## WCC Corporate Health and Safety Training Courses (Schools) 2020/21

**Please note: The following corporate courses are open to all community and voluntary controlled schools (schools where WCC is the employer). Due to the Coronavirus pandemic, limited training is currently being provided virtually. When new courses have been adapted for virtual content and delivery this will be communicated accordingly.**

Date	Course	Venue	Time
20 <sup>th</sup> January 2021	HSW RA002 Health & Safety Risk Assessment Workshop	Virtual delivery through Teams	09:30 – 12:30
20 <sup>th</sup> January 2021	HSW RA002 Health & Safety Risk Assessment Workshop	Virtual delivery through Teams	14:00 – 17:00
23 <sup>rd</sup> February 2021	HSW RA002 Health & Safety Risk Assessment Workshop	Virtual delivery through Teams	09:30 – 12:30
23 <sup>rd</sup> March 2021	HSW RA002 Health & Safety Risk Assessment Workshop	Virtual delivery through Teams	09:30 – 12:30

Please note that non-attendance or a cancellation within 14 days before the course date will result in an additional £100 fee charged for a full day course and £50 for a half day course. Please refer to the relevant programme administrator for specific costs. If a suitable substitute attends, there will be no charge

### (RA002) Risk Assessment Workshop (Every 3 Years)

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

- Headteacher(s) / Deputy Head(s) **and**
- Nominated persons who carry out risk assessments for the work activities i.e. School Business Manager

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

**Participants must attend this session every 3 years** (or contact the Health, Safety and Wellbeing 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 schools where WCC is the employer i.e. community schools, voluntary controlled schools and community special schools.

#### Contact

For course application queries please contact Anagha Sahasrabuddhe [anaghasahasrabuddhe@warwickshire.gov.uk](mailto:anaghasahasrabuddhe@warwickshire.gov.uk) or call 01926 412577.

Queries regarding this course or to discuss a bespoke session please contact the Health, Safety and Wellbeing Service on 01926 476803 or email [healthandsafety@warwickshire.gov.uk](mailto:healthandsafety@warwickshire.gov.uk)

### **(MT006) Management of Health, Safety & Wellbeing (Every 3 Years)**

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

- Headteacher(s) / Deputy Head(s) **and**
- Nominated persons responsible for health and safety i.e. School Business Managers.

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

**Participants must attend this session every 3 years** (or contact the Health, Safety and Wellbeing 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 schools where WCC is the employer i.e. community schools, voluntary controlled schools and community special schools.

#### **Contact**

For course application queries please contact Anagha Sahasrabudde [anahasahasrabudde@warwickshire.gov.uk](mailto:anahasahasrabudde@warwickshire.gov.uk) or call 01926 412577.

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### **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, Safety and Wellbeing service.*

**Participants must attend this session every 3 years** (or contact the Health, Safety and Wellbeing 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 Anagha Sahasrabuddhe [anahasahasrabuddhe@warwickshire.gov.uk](mailto:anahasahasrabuddhe@warwickshire.gov.uk) or call 01926 412577.

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