

## WCC Corporate Health and Safety Training Courses for Schools 2023/24

Please note: The following courses are open to WCC employees of all community and voluntary controlled schools (schools where WCC is the employer).

Date	Course	Venue	Time	Capacity
	<b>Risk Assessment Workshop</b>			
21 <sup>st</sup> April 2023	HSW RA003 Health & Safety Risk Assessment Workshop	Virtual delivery through Teams	09:30 – 12:30	Min 8 Max 12
11 <sup>th</sup> May 2023	HSW RA003 Health & Safety Risk Assessment Workshop	Virtual delivery through Teams	09:30 – 12:30	Min 8 Max 12
22 <sup>nd</sup> June 2023	HSW RA003 Health & Safety Risk Assessment Workshop	Virtual delivery through Teams	09:30 – 12:30	Min 8 Max 12
18 <sup>th</sup> October 2023	HSW RA003 Health & Safety Risk Assessment Workshop	Virtual delivery through Teams	09:30 – 12:30	Min 8 Max 12
16 <sup>th</sup> November 2023	HSW RA003 Health & Safety Risk Assessment Workshop	Virtual delivery through Teams	09:30 – 12:30	Min 8 Max 12
21 <sup>st</sup> February 2024	HSW RA003 Health & Safety Risk Assessment Workshop	Virtual delivery through Teams	09:30 – 12:30	Min 8 Max 12
13 <sup>th</sup> March 2024	HSW RA003 Health & Safety Risk Assessment Workshop	Virtual delivery through Teams	09:30 – 12:30	Min 8 Max 12
	<b>Management of Health and Safety</b>			
18 <sup>th</sup> April 2023	HSW MT006 The Management of Health and Safety & Wellbeing	Virtual delivery through Teams	09:30 – 15:30	Min 8 Max 12
4 <sup>th</sup> May 2023	HSW MT006 The Management of Health and Safety & Wellbeing	Virtual delivery through Teams	09:30 – 15:30	Min 8 Max 12
8 <sup>th</sup> June 2023	HSW MT006 The Management of Health and Safety & Wellbeing	Virtual delivery through Teams	09:30 – 15:30	Min 8 Max 12
4 <sup>th</sup> October 2023	HSW MT006 The Management of Health and Safety & Wellbeing	Virtual delivery through Teams	09:30 – 15:30	Min 8 Max 12
9 <sup>th</sup> November 2023	HSW MT006 The Management of Health and Safety & Wellbeing	Virtual delivery through Teams	09:30 – 15:30	Min 8 Max 12
7 <sup>th</sup> February 2024	HSW MT006 The Management of Health and Safety & Wellbeing	Virtual delivery through Teams	09:30 – 15:30	Min 8 Max 12
5 <sup>th</sup> March 2024	HSW MT006 The Management of Health and Safety & Wellbeing	Virtual delivery through Teams	09:30 – 15:30	Min 8 Max 12

	Safe Management of Contractors			
28 <sup>th</sup> April 2023	HSW GS012 Safe Management of Contractors (SMOC)	Virtual delivery through Teams	09:30 – 15:30	Min 8 Max 12
17 <sup>th</sup> May 2023	HSW GS012 Safe Management of Contractors (SMOC)	Virtual delivery through Teams	09:30 – 15:30	Min 8 Max 12
23 <sup>rd</sup> November 2023	HSW GS012 Safe Management of Contractors (SMOC)	Virtual delivery through Teams	09:30 – 15:30	Min 8 Max 12
19 <sup>th</sup> March 2024	HSW GS012 Safe Management of Contractors (SMOC)	Virtual delivery through Teams	09:30 – 15:30	Min 8 Max 12

**Non-attendance & Cancellation** Non-attendance or a cancellation within 14 days before the class date will result in a minimum £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.

### **(RA003) 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 RA003' course code.

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

### **(MT006) 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**

WCC Health & Safety Team

- 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 MT006' course code.

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

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