WCC Corporate Health and Safety Training Courses for Schools 2026/27

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
	Risk Assessment Workshop s			
Thurs 8th Oct 2026	HSW RA003 Health & Safety Risk Assessment Workshop	Virtual delivery through Teams	09:30 – 12:30	Min 8 Max 14
Tues 23rd Feb 2027	HSW RA003 Health & Safety Risk Assessment Workshop	Virtual delivery through Teams	09:30 – 12:30	Min 8 Max 14
	Management of Health and Safety			
Thurs 7th Jan 2027	HSW MT006 The Management of Health and Safety & Wellbeing	Virtual delivery through Teams	09:30 – 15:30	Min 8 Max 14
	Safe Management of Contractors			
Tues 3rd Nov 2026	HSW GS012 Safe Management of Contractors (SMOC)	Virtual delivery through Teams	09:30 – 15:30	Min 8 Max 14
Tues 16rd Mar 2027	HSW GS012 Safe Management of Contractors (SMOC)	Virtual delivery through Teams	09:30 – 15:30	Min 8 Max 14

Non-attendance & Cancellation Non-attendance or a cancellation within 14 days before the class date will result in a minimum £50 fee charged for a full day course and £25 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.

WCC Workforce Health & Safety Team

(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 Workforce Health and Safety service.*

Participants must complete this training every 3 years

Please note there is also a Risk Assessment elearning module (course code HSW RA004) on Learning Hub, that can be completed instead.

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

Please ensure that you have a Learning Hub account created before proceeding with the booking form.
For schools please book through the External Learner – Booking Request or contact hr-businesssupport@warwickshire.gov.uk or call 01926 418151.
Queries regarding this course or to discuss a bespoke session please contact the Workforce Health and Safety Service on 01926 476803 or email 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**
- 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 Workforce Health and Safety service.*

Participants must attend this session every 3 years (or contact the Workforce 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
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For schools please book through the External Learner – Booking Request or contact hr-businesssupport@warwickshire.gov.uk or call 01926 418151.
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(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 Workforce Health and Safety service.

Participants must attend this session every 3 years (or contact the Workforce 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.

Booking
Please ensure that you have a Learning Hub account created before proceeding with the booking form.
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