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| **Course title** | **Duration**  **LBHF HEALTH AND SAFETY TRAINING PROGRAMME**  **SEPTEMBER 2021 – MARCH 2022** | **Dates** | **Who should attend** | **Aims/Content Overview** |
| **Exact timings for each course are available on the IBC Learning Zone** | | | | |
| **Conflict Resolution for Civil Enforcement Officers** | 3 hours/half day | 27/09/21 | Civil Enforcement Officers | A course for Civil Enforcement Officers and Law Enforcement Team Officers looking at conflict from a number of different angles. The course is interactive and group discussion is encouraged.  All staff will learn how to recognise conflict and how to manage conflict when it arises in the workplace |
| 29/10/21 |
| **Principles of Risk Assessment** | 3 hours/half day | 01/10/21 | All staff and managers that carry out risk assessments as part of their job role. | This course gives staff confidence in completion of risk assessment.  It is an interactive course and attendees will complete a basic risk assessment to successfully complete the course. |
| 01/10/21 |
| **Principles of Manual Handling** | 6 hours/1 day | 25/10/21 | All staff that carry out manual handling as part of their job role | A course covering the principles of moving and handling loads in the workplace.  Staff will obtain knowledge in moving and handling in the workplace, including the principles of injury prevention through technique and referral to manual handling assessment methods.  This course expands on the basic virtual training course that is part of induction. |
| 14/02/22 |
| **Asbestos Briefing** | 3 hours/half day | 23/11/21 | H&F premises managers, trades, EHOs, surveyors | Similar in content to the UKATA course ‘asbestos awareness’, this asbestos briefing is for H&F trades whose work could possibly disturb the fabric of a building and expose them to asbestos, or for those who supervise or influence the work. The briefing is intended to give workers and supervisors the information they need to **avoid** work that may disturb asbestos during any normal work which could disturb the fabric of a building, or other item which might contain asbestos.  This course is also recommended for employees such as EHOs, certain housing officers and surveyors. It can be taken as a refresher or CPD course. The briefing will cover   * the properties of asbestos and its effects on health, including the increased risk of developing lung cancer for asbestos workers who smoke * the types, uses and likely occurrence of asbestos and asbestos materials in buildings and plant * the general procedures to deal with an emergency, e.g. an uncontrolled release of asbestos dust into the workplace   how to avoid the risk of exposure to asbestos |
| 21/01/21 |
| 18/02/22 |
| **Principles of COSHH** | 3 hours/half day | 25/11/21 | All staff that use substances that may be hazardous to health in their duties. | Staff will learn how to control substances hazardous to health in the workplace and school through the procedures and understanding necessary to ensure this.  Attendees are invited to bring along a manufacturer’s safety data sheet (MSDS) for one substance only that is used in their workplace. |
| 25/11/21 |
| **IOSH Managing Safely** | 3 days/6 hours per day | 28/09/21 to 30/09/21 | Managers of all LBHF services and schools. Also offered to commissioned services providers and academy schools | IOSH *Managing Safely ®* is for anyone and everyone in a managerial working role who wants to learn the basics of health and safety.  IOSH *Managing Safely ®* works because   * It is designed for anyone, in any sector, worldwide * It provides the knowledge and tools required to work safely * It gives peace of mind from training that’s designed and quality controlled by IOSH * It suits the business needs of the council * It is internationally recognised and awards respected certification * It is efficient and effective health, safety and environmental basics covered in a single programme   What to expect from IOSH *Managing Safely ®*   * Memorable and thought-provoking facts and case studies * Modules backed by clear examples and recognisable scenarios * Summaries to reinforce key points * Checklists and materials supplied for subsequent use in workplace * Informal and interactive quizzes and discussions   Evaluation using a multi-format question paper and a multiple-choice hazard spotting exercise |
| 26/10/21 to 28/10/21 |
| 07/12/21 to 09/12/21 |
| 18/01/22 to 20/01/22 |
| 15/02/22 to 17/02/22 |
| 15/03/22 to 17/03/22 |
| **IOSH Fire Safety Manager** | 1 day/5 hours | 22/11/21 | Premises Managers in all LBHF buildings and schools. Also offered to commissioned services providers and academy schools | Who is Fire Safety for Managers for?  Fire Safety for Managers is designed for managers  and supervisors in any sector, and any organisation  worldwide, who require an awareness of their fire  safety responsibilities.  What will delegates get out of it?  Delegates will gain the knowledge and tools to tackle  the relevant fire safety issues they’re responsible for. The  course is designed to take initial steps in raising owners’,  managers’ and supervisors’ awareness and knowledge  of fire safety and introduces the concept of a fire safety  culture. It will also encourage delegates to address core  issues in their respective workplaces, based on a set of  defined competencies.  What will managers get out of it?  - Globally-recognised and respected certificated  training  - Peace of mind offered by training that’s  designed and quality-assured by the Chartered  body for safety and health professionals |
| 24/11/21 |
| 26/11/21 |
| 06/11/21 |
| 10/12/21 |
| 14/03/22 |
| 18/03/22 |

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| **Location of Training** | Adult Learning & Skills Service, 239a Uxbridge Rd, Shepherd’s Bush, W12 9DL  Courses might be changed to virtual / online delivery at short notice if the Covid-19 situation changes. |
| **Who can attend** | Course places are open to all government, educational, not for profit and voluntary organisations |
| **Training Costs** | * Half day: £40 * Full day: £75 * IOSH Managing Safely: £390 * IOSH Fire Safety Manager: £170 |
| **How to book a place** | [corporatehealthandsafety@lbhf.gov.uk](mailto:corporatehealthandsafety@lbhf.gov.uk) |
| **For further information** | [corporatehealthandsafety@lbhf.gov.uk](mailto:corporatehealthandsafety@lbhf.gov.uk) |