



Health and Safety Training Catalogue



IOSH MANAGING SAFELY

Health and safety training is a statutory requirement and IOSH Managing Safely offers you a nationally recognised and respected certification for managers and supervisors in understanding of all aspects of health and safety management in the workplace. This 4 day course is provided by accredited trainers and on completion successful candidates will be awarded an IOSH Managing Safely Certificate

TARGET GROUP

Managers, Supervisors, Charge hands, Team Leaders.

OUTCOMES OF THIS COURSE

- Have a understanding of legislative requirements
- Understand individual and collective responsibilities
- Identify and understand key areas of health and safety management

THE STUDY TOPICS INCLUDE:

- Introduction to Managing Safely
- Understanding Hazards
- Assessing Risks
- Investigating Accidents and Incidents
- Controlling Risks
- Measuring Performance
- Understanding Responsibilities

COST

£500 per person

RISK ASSESSMENT

This 3 hour course is for anyone who has to carry out risk assessments in the workplace. By the end of the course learners will be performing their own risk assessments with confidence. This will help protect staff and the business, as well as comply with the law.

TARGET GROUP

Anyone who is completing a risk assessment.

OUTCOMES OF THIS COURSE

- Understand the importance of risk assessments
- Understand the principles of controlling risks
- Understand how a risk assessment is undertaken

THE STUDY TOPICS INCLUDE:

- Legislation and responsibilities
- Understanding Hazards
- Assessing Risks
- The Hierarchy of Controls
- Risk analysis
- Completing a risk assessment

COST

£85 per person



CONSTRUCTION DESIGN MANAGEMENT (CDM) REGULATIONS

The Construction (Design and Management) Regulations 2015 place specific responsibilities on duty holders, including clients, designers and contractors, and make them accountable for the consideration and management of health and safety on construction sites. This 3 hour CDM Regulations Training will guide you through everything that you need to keep yourself, and others, safe when it comes to construction design and management.

TARGET GROUP

Anyone who is a key duty holder, whether they are the client, the principal contractor, the principal designer.

OUTCOMES OF THIS COURSE

- Fully understand the new CDM regulations
- Understand the roles and responsibilities within the CDM Regulation
- Gain knowledge of the documentation required under CDM.

THE STUDY TOPICS INCLUDE:

- Legal requirements as outlined within the CDM Regulations
- CDM documentation
- Integrated safety management.
- Role of key duty holders (clients, Principal Designer, Principal Contractor, other contractors)
- Overview of the general health and safety requirements for all construction sites
- Notification requirements

COST

£85 per person

MANUAL HANDLING

This 2 hour course teaches delegates the best practices in manual handling to minimise the risk of accidents and injury. Staff will learn how to improve their manual handling technique, how to conduct a personal risk assessment, and how to understand the risks linked with manual handling.

TARGET GROUP

Anyone who conducts regular manual handling tasks in their role.

OUTCOMES OF THIS COURSE

- Understand the correct manual handling techniques
- Knowledge of lifting injuries and how they occur
- Understanding of the Manual Handling Regulations

THE STUDY TOPICS INCLUDE:

- Manual handling legislation
- Risk Assessments
- Reducing and Controlling the Risks.
- Lifting techniques
- Identifying the Risks

COST

£85 per person

ASBESTOS AWARENESS

This two hour course aim is to provide information on the hazards and risks associated with asbestos containing materials to staff that manage premises or who work in premises whereby they may come into contact with asbestos containing materials.

TARGET GROUP

Anyone managing or working on buildings likely to contain asbestos.

OUTCOMES OF THIS COURSE

- Have a basic understanding of legislative requirements
- Understand why asbestos must be managed
- Understand responsibilities

THE STUDY TOPICS INCLUDE:

- The properties of asbestos and its effects on health
- The types, uses and likely occurrence of asbestos and ACMs in buildings and plant rooms
- The general procedures to be followed to deal with an emergency
- How to avoid the risks from asbestos
- Different types of surveys and their limitations
- Local asbestos management plan
- Visual inspection of ACM's

COST

£85 per person

CONTROL OF NOISE AT WORK

This one hour course covers general health and workplace safety and the risks posed by noise to hearing. It looks at the duties and responsibilities outlined in the Control of Noise at Work Regulations (2005) for both employers and employees.

TARGET GROUP

Anyone who is exposed to high levels of noise at work.

OUTCOMES OF THIS COURSE

- Have a basic understanding of legislative requirements
- Understand the effect of high levels of noise
- Understand responsibilities

THE STUDY TOPICS INCLUDE:

- Awareness of the Control of Noise at Work Regulations
- Effects of Noise on the ear
- Level of noise
- Control measures
- Guidance on hearing protection

COST

£85 per person

COSHH AWARENESS AND ASSESSMENT

This two hour course will equip staff with an understanding of how substances can harm health and what is required to ensure everyone works safely with substances. The course will also cover how to undertake a COSHH assessment.

TARGET GROUP

Anyone who is exposed to potentially harmful substances through their work.

OUTCOMES OF THIS COURSE

- Have a basic understanding of legislative requirements
- Understand the risks from exposure to substances
- Be able to complete a COSHH assessment

THE STUDY TOPICS INCLUDE:

- The different forms of biological and chemical agents
- Classifying substances
- Routes of entry
- Who is COSHH for?
- Control measures
- Environmental issues
- Practical risk assessments

COST

£85 per person

HAND ARM VIBRATION AWARENESS

This one hour Hand-Arm Vibration Awareness training looks at what staff can do to recognise and reduce exposure to vibration at work. The training sets out the risks and what can be done to minimise the risks associated with long periods of exposure to vibration.

TARGET GROUP

Any staff using vibrating equipment.

OUTCOMES OF THIS COURSE

- Awareness of the regulation for hand arm vibration
- Understand the risks from using vibrating equipment
- Know how to control the risks from hand arm vibration

THE STUDY TOPICS INCLUDE:

- Awareness of the Control of Vibration at Work Regulations
- Effects of vibration
- How to assess vibration exposure
- Acceptable limits
- Control measures
- Guidance on reducing exposure

COST

£85 per person

LEGIONELLA AWARENESS

This two hour course aim is to provide information on the hazards and risks associated with legionella to staff that manage premises or who undertake water hygiene management tasks.

TARGET GROUP

Anyone managing buildings containing water systems

OUTCOMES OF THIS COURSE

- Have a basic understanding of legislative requirements and how it affects schools
- Understand why water hygiene must be managed
- Understand responsibilities

THE STUDY TOPICS INCLUDE:

- Brief overview of relevant legislation
- What is legionella
- How legionella proliferates
- How it impacts on health
- Water hygiene surveys and risk assessment
- Proactive monitoring
- What to do if you have concerns

COST

£85 per person

NEEDLE STICKS, SHARPS AND DISEASE

The Needle sticks, Sharps and Disease training course is a two hour course that raises awareness of the dangers associated with sharp objects and handling them incorrectly. The course also covers the health risks, safe handling and disposal of sharp objects.

TARGET GROUP

Grounds maintenance operatives, caretakers and anyone who may work in environments where sharps could be found or could be exposed to diseases which are present in open spaces.

OUTCOMES OF THIS COURSE

- Have awareness of the risks from sharps and diseases
- Understand the how to reduce risks
- Understand responsibilities

THE STUDY TOPICS INCLUDE:

- Contactable diseases and illnesses from sharp object injuries
- Preventing injury
- PPE and equipment available
- Diseases found in open spaces
- Control measures
- Risk management

COST

£85 per person

HOT WORKS

On completion of this 2 hour course, delegates will be able to use a simple Hot Work Permit, understand the legal requirements for Safe Systems of Work and Hot Work Permits and have an overview of fire safety requirements within a hot works environment.

TARGET GROUP

Any operative undertaking works involving welding, blow torches and any other equipment that involves hot works.

OUTCOMES OF THIS COURSE

- Understand the importance of fire prevention
- Knowledge of how fire starts
- Awareness of how to complete a hot works permit and there use

THE STUDY TOPICS INCLUDE:

- Legal requirements for safe systems of work and Hot Work permits
- Understanding and using a simple Hot Work permit and method statements
- Preparing to carry out hot work
- Precautions during and after hot work
- Understanding fire safety within a hot work environment, including how a fire starts, control methods, emergency procedures, fire risk assessment
- Safe storage of flammable products and fuel gases

COST

£85 per person

EVACUATION CHAIR TRAINING

This two hour course is designed to give staff the skills and knowledge to be able to use the evacuation chairs in the event of an emergency.

TARGET GROUP

Any person wishing to volunteer as a evacuation chair user.

OUTCOMES OF THIS COURSE

- To understand when the evacuation chair is to be used
- to know how to use the evacuation chair
- to get a chance to use the evacuation chair and know what it feels like to use one
- provides confidence in using the chair

THE STUDY TOPICS INCLUDE:

- Reason to use the evacuation chair
- Limitations with the chair
- How to set up the chair
- How to get the person in and out of the chair
- Hands on experience

COST

£85 per person



WORKING AT HEIGHT AWARENESS TRAINING

On completion of this 1 hour course, delegates will have a better understanding of working at height, reasons why accidents happen and how to use the hierarchy of control when planning working at height. They will have an awareness of ladder and step ladder safety.

TARGET GROUP

Any staff member who may plan, use or control working at height.

OUTCOMES OF THIS COURSE

- To understand the importance of planning working at height, using the hierarchy of control, using competent staff using safe systems of work that they are trained in. Ensuring supervision of working at height and why / accidents can happen.

THE STUDY TOPICS INCLUDE:

- Common factors in falls from height.
- What working at height is.
- Competence.
- The hierarchy of control.
- Safe use of ladders and step ladders.
- Unsafe working practices- how not to do it.

COST

£85 per person

PERSONAL SAFETY

This 1 hour course provides delegates with an understanding of how they can prevent physical and verbal abuse at work. Highlighting the early warning signs and how to prevent situations escalating. It will also cover the process to follow in the event of an incident and what to do following an incident.

TARGET GROUP

Any staff member who interacts with members of the public.

OUTCOMES OF THIS COURSE

- To improve the personal safety of delegate by recognising the early warning signs, how best to avoid these and the steps to take to de-escalate or protect themselves in those situations. They will also understand how to minimise the risk to themselves, the steps organisations take to protect them and how to report incidents.

THE STUDY TOPICS INCLUDE:

- What to consider when meeting members of the public
- What to consider in different settings
- Recognising a threat
- Managing a threat
- Post incident.

COST

£85 per person

Course dates for courses offered by the Health and Safety team.

DATE	SUBJECT	DURATION	PLACES AVAILABLE	COURSE TIMES	LOCATION
24/04/2025	Manual Handling	2 Hours	20	08:00 - 10:00	Cavendish Road, Room 113 & 114
13/05/2025	Asbestos Awareness	2 Hours	20	08:00 - 10:00	Cavendish Road, Room 113 & 114
21/05/2025	Working at height	2 Hours	20	08:00 - 10:00	Cavendish Road, Room 113 & 114
06/06/2025	Personal Safety & Post incident awareness	2 Hours	20	09:30 - 11:30	Virtual
18/06/2025	Needlesticks Sharps & Diseases	2 Hours	20	09:30 - 11:30	Daneshill House, Autun Room
03/07/2025	Manual Handling	2 Hours	20	09:30 - 11:30	Daneshill House, Autun Room
09/07/2025	HHSRS	2 Hours	20	09:30 - 11:30	Daneshill House, Autun Room
18/09/2025	Legionella Awareness	2 Hours	20	09:30 - 11:30	Daneshill House, Autun Room
04/09/2025	Hot Works	2 Hours	20	08:00 - 10:00	Cavendish Road, Room 113 & 114
23/09/2025 24/09/2025 01/10/2025 10/02/2025	IOSH	4 DAYS	16	09:30 - 16:30	Daneshill House, Autun Room
09/10/2025	Risk Assessment	2 Hours	20	09:30 - 11:30	Daneshill House, Autun Room
21/10/2025	Needlesticks Sharps & Diseases	2 Hours	20	08:00 - 10:00	Cavendish Road, Room 113 & 114
13/11/2025	COSHH Management	2 Hours	20	09:30 - 11:30	Daneshill House, Autun Room
18/11/2025	Asbestos Awareness	2 Hours	20	08:00 - 10:00	Cavendish Road, Room 113 & 114
02/12/2025	HHSRS	2 Hours	20	09:30 - 11:30	Daneshill House, Autun Room
12/12/2025	Personal Safety & Post incident awareness	2 Hours	20	09:30 - 11:30	Virtual
15/01/2026	Control of Noise & HAVs	2 Hours	20	08:00 - 10:00	Cavendish Road, Room 113 & 114
22/01/2026	CDM	2 Hours	20	09:30 - 11:30	Daneshill House, Autun Room
29/01/2026	Fire Marshall	2 Hours	20	08:00 - 10:00	Cavendish Road, Room 113 & 114
10/02/2026	Working at height awareness	2 Hours	20	08:00 - 10:00	Cavendish Road, Room 113 & 114
26/02/2026	Legionella Awareness	2 Hours	20	08:00 - 10:00	Cavendish Road, Room 113 & 114

If you would like to attend any of the above courses please follow this [link](#)
 To book onto the IOSH Managing safely course, please still email
Learning&Development@stevenage.gov.uk



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