

# HEALTH & SAFETY

## TRAINING OPPORTUNITIES

Sept 2019 to July 2020

To book onto a course please login to your [HR Organiser profile](#) and search for the course you would like to attend. There is a [Professional Development user guide](#) available that provides information on how to search, book and cancel your learning events.

### FIRE EVACUATION STEWARD (30 minutes)

**Course outline:** This course is for designated members of staff working in departments and workshops. Evacuation Stewards check, as far as reasonably practicable, that areas are clear of people. This session will train you to help clear a building section/level during an alarm. You will learn how to check doors for signs of fire and how to report to Patrol Staff or to the most senior manager at an Assembly Point.

	TIME	LOCATION
29 October 2019	10:00 to 10:30	4SA.6.17
05 December 2019	10:00 to 10:30	TBA
12 February 2020	10:00 to 10:30	4SA.6.17
09 April 2020	10:00 to 10:30	4SA.6.19
17 June 2020	10:00 to 10:30	4SA.6.19

### USE OF EVACUATION EQUIPMENT TRAINING (1.5 hours)

**Course Outline:** This course teaches delegates to recognise the manual handling hazards associated with using the an evacuation chair, recognising the situations in which it is appropriate to use a casualty evacuation chair, safely use the chair to move an individual down stairs and recognise the limitation of the chair to enable a safe exit in the event of a fire.

	TIME	LOCATION
15 January 2020	14:00 to 16:00	TBA

### IOSH MANAGING SAFELY (3 day course)

**Course outline:** This highly practical and participative course helps you to manage health and safety effectively in your area of responsibility and to comply with legal and University requirements. Candidates must pass an end-of-course assessment and workplace practical risk assessment project. This is a nationally recognised course. Candidates will be awarded a certificate from the Institution of Occupational Safety and Health.

	TIME	LOCATION
6/7 & 13 Feb 2020	09:00 to 17:00	4SA.6.19 & 4SA.6.17
16/17 & 23 Jul 2020	09:00 to 17:00	4SA.6.17 & 4SA.6.19

### RISK ASSESSMENT MADE EASY (1.5 hours)

**Course outline:** This course is for staff who carry out risk assessments or review risk assessments carried out by others as part of their job. You will be taken through the risk assessment process and we will signpost you to tools available to help you to carry out a suitable and sufficient risk assessment. You will also have the opportunity to work through a practical example.

	TIME	LOCATION
12 November 2019	14:00 to 15:30	4SA.6.19

## HEALTH, SAFETY AND WELLBEING

### DSE FACILITATOR TRAINING (2.5 hours)

**Course outline:** This course provides departmental DSE Facilitators with the necessary knowledge to carry out their duties. It is strongly recommend that delegates take the online computer safety course prior to attending this course.

	TIME	LOCATION
23 October 2019	10:00 to 12:30	4SA.6.17
12 December 2019	10:00 to 12:30	4SA.6.17
11 February 2020	14:00 to 16:30	4SA.6.19
29 April 2020	14:00 to 16:30	4SA.6.17
08 June 2020	14:00 to 16:30	4SA.6.17

### RESEARCH RISK ASSESSMENT – FACULTY OF SCIENCE OF HEALTH (3 hours)

**Course outline:** This is a bespoke course for Faculty of Science and Health Principal Investigators, Academic Supervisors and others who supervise higher risk research and education activities. The course highlights the importance of risk assessment and how it fits into the ethics framework. It will take you through the 5-step risk assessment process and show you how to carry out a suitable and sufficient risk assessment. It will also signpost you to tools available to help you.

	TIME	LOCATION
21 January 2020	10.00am to 1.00pm	4SA.6.17
02 June 2020	10.00am to 1.00pm	4SA.6.19
08 July 2020	10.00am to 1.00pm	TBA

### RESEARCH RISK ASSESSMENT – FACULTY OF HUMANITIES AND FACULTY OF SOCIAL SCIENCES (3 hours)

**Course outline:** This is a bespoke course for Faculty of Humanities or Faculty of Social Sciences Principal Investigators, Academic Supervisors and others who supervise higher risk research and education activities. The course highlights the importance of risk assessment and how it fits into the ethics framework. It will take you through the risk assessment process and signpost you to tools available to help you to carry out a suitable and sufficient risk assessment.

	TIME	LOCATION
12 November 2019	14:00 to 17:00	TBA
22 January 2020	09:30 to 12:30	TBA
19 March 2020	14:00 to 17:00	TBA

### MANAGING HEALTH AND SAFETY ESSENTIALS – FACULTY OF SCIENCE AND HEALTH (3 hours)

**Course outline:** This is a bespoke course for managers and supervisors working in the Faculty of Science and Health, where there are higher risk research and education activities. This course will cover your responsibilities for managing health and safety and gives an overview of what the University has in place to help you. To book onto this course email [safety@essex.ac.uk](mailto:safety@essex.ac.uk).

	TIME	LOCATION
14 January 2020	10.00am to 1.00pm	4SA.6.19
19 May 2020	10.00am to 1.00pm	4SA.6.17
01 July 2020	10.00am to 1.00pm	4SA.6.17

### ON DEMAND COURSES

The Health & Safety Advisory Service will continue to deliver specific courses that are held on demand, they include:

- Safe lifting and handling
- Manual Handling risk assessment
- Managing hazards and dangerous substances
- Working at Height Awareness (Safe use of stepladders)
- Fire extinguisher training

We can also provide bespoke training to meet your department's needs.

If you would like to arrange training for a group of staff members contact [safety@essex.ac.uk](mailto:safety@essex.ac.uk) . Information on all of our courses, including topics covered and learning outcomes can be found at: <https://www.essex.ac.uk/staff/professional-development-and-training/health-and-safety-training-courses>

## MANDATORY COURSES/INDUCTION and ONLINE TRAINING

All employees are required to complete the following mandatory Health & Safety courses:

### HEALTH AND SAFETY ESSENTIALS ([online](#))

**Course Outline:** is an introduction to your health and safety at the University of Essex. This course is designed for all University of Essex employees including University Committee members, Members of Council and University Steering Group.

### COMPUTER SAFETY ESSENTIALS ([online](#))

**Course Outline:** If you use a computers or other display screen equipment (DSE) (e.g. laptops, microfiche, IPad) as part of your work, it is important that your workstation is set up properly and that you know how to avoid aches and pains.

### FIRE SAFETY ESSENTIALS ([online](#))

**Course Outline:** This course will teach you how to minimise the potential for a fire and to identify potential fire risks. It will also explain how the University controls fire safety risks and how to evacuate buildings safely. The information found on this course can also be applied at home. This course is mandatory for all University staff and new starters who have recently attended the University's new staff induction programme.

### MANAGING HEALTH & SAFETY ESSENTIALS ([online](#))

*Mandatory course for managers\**

**Course outline:** This briefing covers your responsibilities for managing health and safety and gives an overview of what the University has in place to help you. The course focuses on the health and safety management system. You will complete the Manager health and safety checklist and identify three areas where you want to improve your health and safety management.

The Managing Health & Safety Essentials course can be accessed online via the [Moodle](#) training system.

**\*Note certain managers are required to undertake the following courses:**

**IOSH Managing Safely.** ([HR Organiser profile](#)): Managers responsible for high / complex risks

**Managing Health and Safety Essentials – Faculty Of Science And Health** – Principal Investigators in Science and Health (email [safety@essex.ac.uk](mailto:safety@essex.ac.uk) to book a place).

### LEADING HEALTH AND SAFETY

Mandatory course for members of USG and Council

**Course outline:** This course covers the importance of health and safety to the University, your leadership role and gives an outline of the University's Health and Safety Management System.