

To: Heads of Department/Section, Executive Deans,
HSLOs and DHSOs, Faculty Managers

For Information

Health and safety training courses 2017/18

The Health & Safety Advisory Service is pleased to announce our [training course dates for 2017/18](#). We ask you to encourage staff members to attend our courses and to complete the required health and safety training for this academic year.

How to book trainer-led courses

Information about our regular scheduled courses are available on the [Learning and Development website](#). You can book your place and manage your bookings via the [HR Organiser portal](#).

These are our scheduled courses:

- **Managing Health and Safety Essentials** covers your responsibilities for managing health and safety and gives an overview of what the University has in place to help you.
- **IOSH Managing Safely** (4-day accredited course) is a highly practical and participative course and will help you manage health and safety effectively in your area of responsibility and to comply with legal and University requirements.
- **Fire Safety Essentials** will give you information on precautions you can take to reduce the fire risks and the University's procedures for emergency evacuation. Note: All employees, including frontrunners, must attend the face to face Learn or Burn! Basic Fire Safety course. The online Moodle course is for only for employees who cannot take part in the face to face course due to their work pattern making it prohibitive to attend.
- **Evacuation Steward** will train you to help clear a building sections or levels of people during an alarm.
- **Display Screen Equipment Facilitator** provides DSE Facilitators with the necessary knowledge to carry out their duties.
- **Risk Assessment Made Easy** will teach you the simple steps to successful health and safety risk assessments.
- **Use of Evacuation Equipment (evacuation chair operator)** will train you how to safely use the chair to move individuals down stairs and recognise the limitation of the chair to enable a safe exit in the event of a fire.
- **COSHH & Risk Assessment workshop** this course will enable you to produce suitable and sufficient COSHH assessments as required by the Control of Substances Hazardous to Health Regulations.

HSAS can provide additional training courses upon request. Please email 'safety' or call ex. 2944 to discuss your bespoke training needs.

Details of our on-demand courses can be found on the [Health and Safety website](#).

