

Health & Safety, and Wellbeing Training Opportunities 2025-26

All staff need to be able to work in a safe and healthy manner and all new staff must have a [health and safety induction](#).

All courses can be booked via [HR Organiser](#) or can be completed online via [Moodle](#). **All dates/times and venues are subject to change. Please check on HR organiser for the most up to date schedule.**

Please refer to the university [health and safety competence and training matrix](#) (.docx) or speak with your line manager for details on the training required for your role. Your department training plan, training competency matrix or *Departmental Management Statement* should determine what training is required. If further assistance is needed, please email safety@essex.ac.uk.

Please note that courses can be delivered by Workplace Health, Safety and Wellbeing directly to Departments / offices upon request.

Essential Training (Induction)

How We Work at Essex ([online](#))

All staff members are required to complete the following mandatory course.

Course Outline: How We Work at Essex covers a variety of essential training areas including health and safety at the University of Essex. This course is designed for all University of Essex staff members including University Committee members, Members of Council and University Steering Group. Completion of a *Health and Safety Induction Checklist* is required as part of this course.

Management courses

Managing Health and Safety Essentials HS027

Mandatory course for all Directors, Heads of departments, and Line Managers / Principal Investigators (in high risk / complex risk areas).

Duration: 2hr

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.

Course dates: Monthly

Date	Time	Room / Campus
Mon 24 Nov	2pm to 4pm	CTC.1.01 (Colchester)
Wed 26 November	11am to 1pm	TF.2.13 (Southend)
Thu 11 December	10am to 12pm	CTC.1.01 (Colchester)
Tue 13 January	2pm to 4pm	3.105 (Colchester)
Fri 13 February	10am to 12pm	TBC - Loughton
Wed 18 March	11am to 1pm	NTC.1.02 (Colchester)
Tue 14 April	10am to 12pm	4.311 (Colchester)
Wed 27 May	10am to 12pm	TBC – Colchester
Fri 19 June	10am to 12pm	NTC.2.01 (Colchester)
Wed 15 July	2:30pm to 4:30pm	CTC.3.01 (Colchester)

Leading Health and Safety HS018

Mandatory course for members of USG and Council.

Duration: 1 hour

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. This course is arranged by the University's Governance Team

Role-specific courses

Health & Safety Liaison Officer (HSLO) Induction

Duration: 1.5 hours

Course outline: This course provides nominated staff members with an introduction to carrying out an annual health and safety inspection and submitting a completed action plan.

Course dates: Termly

Date	Time	Location
Tue 13 January	12pm to 1:30pm	NTC.1.04/Zoom
Tue 12 May	11:30am to 1pm	6.345/Zoom

HSLO/DHSO Network – Monthly drop in and updates

Duration 1 hour

Course outline: A monthly informal drop-in session for HSLOs and DHSOs from across the University to share updates, raise issues, and discuss training, compliance, and operational matters. The session provides space for escalations and updates from WHSW.

Course dates: Monthly

Date	Time	Room /Campus
Wed 17 December	1pm to 2pm	CTC.3.01/Zoom
Wed 14 January	1pm to 2pm	4.130/Zoom
Tue 17 February	1pm to 2pm	3.108/Zoom
Thu 12 March	1pm to 2pm	3.320/Zoom
Tue 21 April	1pm to 2pm	3.108/Zoom
Tue 19 May	1pm to 2pm	NTC.1.02/Zoom
Wed 17 June	1pm to 2pm	CTC.3.01/Zoom
Tue 14 July	1pm to 2pm	CTC.3.01/Zoom

Display Screen Equipment (DSE) Facilitator HS011

Duration: 2.5 hours

Course outline: This course provides delegates with the knowledge to support staff members that report DSE related issues. The course details legal responsibilities, the assessment process, hybrid working, and how to complete a DSE Level 2 Assessment. Line Managers are welcome to attend to develop their knowledge of DSE.

Course dates: Termly

Date	Time	Room / Campus
Wed 10 December	10am to 12.30pm	5N.3.10 (Colchester)
Wed 28 January	11am to 1:30pm	4.130 (Colchester)
Wed 22 April	2pm to 4:30pm	4.130 (Colchester)

Risk Assessment courses

Risk Assessment Essentials HS004

Duration: 3 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.

Course dates: Monthly

Date	Time	Room /Campus
Thu 27 November	10am to 1pm	CTC.1.01 (Colchester)
Tue 16 December	1:30pm to 4:30pm	TBC - Loughton
Thu 15 January	10am to 1pm	TC2.6 + TC2.7 (Colchester)
Wed 18 February	1:30pm to 4:30pm	3.108 (Colchester)
Tue 24 March	10am to 1pm	TF.2.14 (Southend)
Fri 17 April	1:30pm to 4:30pm	3.108 (Colchester)
Thu 28 May	10am to 1pm	6.345 (Colchester)
Wed 24 June	10am to 1pm	CTC.3.01 (Colchester)
Thu 16 July	10am to 1pm	6.345 (Colchester)

Risk Assessment Essentials (for Directors only)

Duration: 1 hour

Course outline: A condensed overview of the University's risk assessment process designed for Directors and senior leaders who oversee teams completing risk assessments.

Course dates: Termly

Date	Time	Room / Campus
Fri 27 February	10am to 11am	3.108 (Colchester)
Fri 22 May	10am to 11am	NTC.2.01 (Colchester)

Control of Substances Hazardous to Health

(COSHH) HS054

Duration: 2 hours

Course outline: This course is for staff who carry out COSHH risk assessments or review risk assessments carried out by others as part of their job. Hazardous substances are handled and stored across the University in a range of departments. Some substances can cause short term and/or long-term health effects and could cause fire and environmental hazards.

Course dates: Every other month

Date	Time	Room / Campus
Fri 28 November	2pm to 4pm	CTC.3.05 (Colchester)
Wed 21 January	10am to 12pm	GB.2.32 (Southend)
Wed 25 March	2pm to 4pm	4.130 (Colchester)
Wed 20 May	10am to 12pm	CTC.3.01 (Colchester)
Fri 03 July	10am to 12pm	NTC.2.01 (Colchester)

Contractor management courses

Authority to Work Induction HS099

Duration: 1.5 hour

Course outline: An introduction to the University's Authority to Work process, outlining when an ATW is required, the responsibilities of Authority Issuers, and expectations for checking RAMS and assuring safe low and medium risk work. Awareness training is required at least once every 5 years. Delegates must have completed both the Managing Health and Safety Essentials course and the Risk Assessment Essentials course before attending this training session.

Course dates: Termly

Date	Time	Room / Campus
Fri 06 February	10am to 11.30am	3.108 (Colchester)
Tue 05 May	11am to 12.30pm	TBC – Colchester
Wed 29 July	10am to 11.30am	CTC.3.01 (Colchester)

Permit to Work Induction

Duration: 1.5 hour

Course outline: A focused introduction to the University's Permit to Work process, outlining when a PTW is required, how permits are issued, and the roles and responsibilities within the system. The session covers University procedures, and expectations for managing high-risk work safely and consistently. Attendees must have attended an external permit to work course prior to attending this session.

Course dates: Termly

Date	Time	Room / Campus
Tue 20 January	11am to 12.30pm	NTC.1.04 (Colchester)
Mon 06 April	10am to 11.30am	6.101 (Colchester)
Tue 07 July	10am to 11.30am	GB.2.32 (Southend)

Contractor Management CPD

Optional session for any person involved in the management of contractors

Duration: 1 hour

Course outline: This session provides a concise reminder of the University's contractor management processes, key roles, and best-practice expectations. It also includes updates on requirements to ensure safe, compliant, and well-coordinated contracted works.

Date	Time	Room / Campus
Tue 17 March	10am to 11am	3.108 (Colchester)
Wed 03 June	11am to 12pm	CTC.3.01 (Colchester)

Skills and knowledge courses

Incident Investigation HS0

Duration: 2 hours

Course outline: This course is for Managers, HSLOs or staff members that may be required to complete an incident investigation. Staff members will learn which are the three main causes of incidents in the workplace and carry out a thorough incident investigation using a case study.

Course dates: Termly

Date	Time	Room / Campus
Mon 09 February	10am to 12pm	6.101 (Colchester)
Thu 19 March	10am to 12pm	NTC.1.01 (Colchester)
Mon 13 April	10am to 12pm	6.101 (Colchester)
Mon 29 June	10am to 12pm	TF.2.14 (Southend)

Equipment Inspection Training (Trolleys, Step Ladders & Kick Stools) HS021

Duration: 1 hour

Course outline: This course provides delegates the skills to carrying out inspection of work equipment (step ladders, kick stools and trolleys) to ensure it is safe for use and labelled appropriately.

Course dates: Termly

Date	Time	Room / Campus
Thu 20 November	10am to 11am	5N.7.21 (Colchester)
Wed 25 February	2pm to 3pm	4.130 (Colchester)
Tue 30 June	1pm to 2pm	6.345 (Colchester)

Working at height – Safe use of stepladders, kick stools and low-level platforms

Duration: 1.5 hours

Course outline: An overview of safe working at height using stepladders, kick stools, and low-level platforms, with a focus on University expectations, legal duties, and simple controls for low-risk access tasks. The session covers selection, pre-use checks, common hazards, and when alternative equipment or additional controls are required.

Course dates: Termly

Date	Time	Room /Campus
Tue 09 December	2pm to 3:30pm	CTC.2.05 (Colchester)
Mon 16 February	2pm to 3:30pm	6.345 (Colchester)
Wed 15 April	1pm to 2:30pm	TBC – Loughton
Thu 18 June	2pm to 3:30pm	6.345 (Colchester)

Back Care Awareness (Manual Handling)

Duration 1.5 hours

Course outline: A basic introduction to safe lifting, carrying and back care, highlighting common risks, simple posture and movement principles, and how to minimise strain during everyday tasks. The session covers recognising hazardous lifts, using appropriate manual handling equipment, and knowing when to seek assistance.

Course dates:

Date	Time	Room /Campus
Tue 25 November	2pm to 3:30pm	5S.4.11 (Colchester)
Wed 10 December	2pm to 3:30pm	CTC.1.03 (Colchester)
Wed 11 February	10am to 11:30am	4.130 (Colchester)
Tue 10 March	2pm to 3:30pm	NTC.1.02 (Colchester)
Tue 09 June	10am to 11:30am	6.345 (Colchester)

Little used outlet flushing (Legionella)

Duration 0.5 hours

Course outline: A short introduction to why little-used outlet flushing is required and the simple steps involved in carrying it out safely. The session covers what to flush, how often, basic precautions, and how to record completion.

Course dates:

Date	Time	Room /Campus
Wed 12 November	3pm to 3:30pm	CTC.1.01 (Colchester)
Mon 23 February	11am to 11:30am	6.101 (Colchester)
Thu 04 June	2pm to 2:30pm	6.345 (Colchester)

Occupational Health Courses

Occupational Health offer staff members the [opportunity to attend training sessions](#) for a series of courses including:

- Stress Risk Assessment (via Moodle)
- First Aid at Work
- Mental Health First Aid
- Suicide First Aid

First Aid at Work and Mental Health First Aid courses are primarily for those who are required to have this training as part of their role, (e.g. patrol officers, field trip leaders, sport staff).

Courses available on demand

Workplace Health, Safety and Wellbeing will continue to deliver specific health and safety courses that are held on demand, they include:

- DSE Workstation Toolbox Talk (for groups of five staff members or more)

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, please contact safety@essex.ac.uk . Information on all of our courses, including topics covered and learning outcomes can be found on the [Staff Directory](#).