

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

For Information

Health and safety training courses 2016/17

The Health & Safety Advisory Service is pleased to announce our [training course dates for 2016/17](#). 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](#).

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

These are our scheduled courses:

- **Managing Health and Safety Briefing** 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.
- **Learn or Burn! Basic Fire Safety** 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.
- **Risk Assessment Master Class** builds on your skills and knowledge gained from the Risk Assessment Made Easy training.
- **Incident Investigation Master Class** you will find out what are the three main causes of incidents in the workplace and carry out thorough incident investigation using a case study.

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