



Liverpool
City Council

Health and Safety Training for Schools

2023– 2024

Health and Safety Unit



Contents

	Page
Why you need health and safety training	03
Fire Marshal Training	06
Risk Assessment	07
Managing Fire Safety in Schools	08
Work at Height (Ladders and Stepladders)	09
Manual Handling of Loads	10
Health and Safety Awareness in Premises	11
Health and Safety for Head Teachers and Senior Leaders	12
Managing Hazardous Substances in Schools (COSHH)	13
Evacuation Chair Training and Useful Contacts	14
List of Guidance Notes and Policies	15



**Liverpool
City Council**

Service Level Agreement

If you wish to purchase a service level agreement for health and safety advice and support for your school, please email:

healthandsafetyunit@liverpool.gov.uk

**Health and Safety Unit
Cunard Building
Liverpool
L3 1AH**

Policies and Guidance Notes cont.

GN19 Noise

GN20 Vibration

GN22 Fire Safety

GN23 Electricity

GN24 Manual Handling of Loads

GN25 Lifting Operations and Lifting Equipment

GN26 Risk Assessment

GN27 Moving and Handling People

GN28 Occupational Road Risk

GN29 Infection Control and Communicable Diseases

GN31 Health and Safety Induction

GN32 Gas

GN33 Second-Hand Smoke

GN34 Premises Relocations

GN35 Work Related Violence

GN36 Shift Work

GN37 Local Events

Why you need health and safety training?

Health and safety training and information helps you:

- Develop a positive health and safety culture, where safe and healthy working becomes second nature
- Ensure staff know how to work safely and without risk to health
- Meet your legal duty of care to protect the health and safety of staff, pupils and visitors

Effective training contributes towards ensuring employees are competent regarding their health and safety and can help:

- Avoid the distress of accidents and ill-health
- Avoid the financial costs of accidents such as sickness absence, damaged equipment and demotivated staff

All staff in Liverpool City Council's Health and Safety Unit are professionally qualified H&S advisors. We have detailed knowledge of legislative requirements relevant to schools and are committed to providing quality training.

The Law

The **Health and Safety at Work etc. Act 1974** requires you to provide training, instruction and supervision as necessary to ensure, so far as is reasonably practicable, the health and safety of staff, pupils, visitors and contractors.

This is expanded upon by the **Management of Health and Safety at Work Regulations 1999**, which identifies situations where health and safety training is particularly important e.g. when people start work, on exposure to new or increased risks and/or where existing skills may require updating.

H&S Training Course Costs:

Half day course - £75 per delegate

Full day course - £150 per delegate

Prices are exclusive of VAT for Academies and Free Schools.

Please note that there is a £25 administration fee if you fail to give seven days notice of cancellation.

Policies and Guidance Notes produced by H&S

Health, Safety and Welfare Policy

Stress Management Policy

GN01 Lone Working

GN02 Managing Asbestos

GN04 Managing Hazardous Substances COSHH

GN05 Work Equipment

GN06 Control of Legionella

GN07 DSE and Workstation Ergonomics

GN08 New and Expectant Mothers

GN09 Building, Grounds and Workplace Inspections

GN10 Workplace Health, Safety and Welfare

GN11 Work at Height

GN12 Accident and Violent Incident Reporting and Investigation

GN13 CDM

GN14 Management of Occupational Stress

GN15 Extended Duty of Care

GN16 First Aid

GN18 PPE

Evacuation Chair Training

Essential training for staff required to provide assistance to those with a disability in the event of an emergency evacuation, covering:

- Overview of relevant legislation
- Safety considerations
- Chair design
- Method of use, including practical use of a chair

Please contact the H&S Unit for further details and to book a session at your school.

Useful Contacts

Health and Safety Unit: healthandsafety@liverpool.gov.uk

Chris Thompson	Elaine Halsall
Dave O'Hare	Anne Mason
Clive Moss	Paul Nwankwo

The Health and Safety Executive: www.hse.gov.uk

RIDDOR reporting online: www.hse.gov.uk/riddor

Public Health England: www.gov.uk/government/organisations/public-health-england

Merseyside Fire and Rescue Service:
www.merseyfire.gov.uk

Course Information and Bookings

All our health and safety courses have been designed specifically with Liverpool Schools in mind and reference appropriate supporting materials required to meet legal obligations for the subject.

Course materials are provided and supporting documentation referred to during training is available to download via the Health and Safety Unit's pages on Liverpool City Council's intranet site or through School Improvement Liverpool's website:

www.schoolimprovementliverpool.co.uk

To book a place on a course, please email **healthandsafetyunit@liverpool.gov.uk** providing the following information:

Course title and date

School

Delegate name(s)

Job title

Telephone number

Email address for correspondence

Course venue: Granby Adult Learning Centre, Eversley Street, L8 2TU

Fire Marshal Training

Essential training for staff who undertake fire marshal duties for the school.

The course is designed to provide an understanding of:

- How fires start and spread within buildings
- Dividing the school into fire marshal zones
- The role and duties of fire marshals
- Emergency evacuations
- The types of extinguishers and the fires on which they can be used

Date: 20 October 2023 & 15 March 2024

Time: 9.00 to 12.30

Tea/coffee will be provided on arrival at 08.45

Note: this training can also be delivered at your school

For further information please contact the Health and Safety Unit

Managing Hazardous Substances in Schools (COSHH)

Essential training for staff who manage processes using hazardous substances, for those responsible for undertaking COSHH risk assessments and for staff who regularly work with chemicals.

The course is designed to provide an understanding of:

- The substances covered by the COSHH regulations
- The difference between MSDS and COSHH risk assessments
- How to undertake a COSHH risk assessment
- Legislation covering hazardous substances

Date: 1 March 2024

Time: 9.00 to 12.30

Tea/coffee will be provided on arrival at 08.45

Health and Safety for Head Teachers and Senior Leaders

Essential training for Head Teachers and Senior Leaders with responsibility for the management of health, safety and welfare within the school.

The course is designed to provide an understanding of:

- Health and safety legislation relating to schools
- General employer and employee responsibilities
- Head Teacher and Senior Leader responsibilities
- The areas and activities requiring risk assessment
- Accident and violent incident reporting procedures
- How to comply with the Equality Act (reasonable adjustments)
- Sources of information and advice

Date: 2 February 2024

Time: 9.00 to 12.30

Tea/coffee will be provided on arrival at 08.45

Risk Assessment

Essential training for those with management responsibility for conducting risk assessments e.g. Head Teachers, Senior Leaders, Heads of Department, School Business Managers, Site Managers etc.

The course is designed to provide an understanding of:

- The risk assessment process
- The requirement to assess risks associated with schools
- The general areas and activities a school should risk assess
- How to access LCC guidance and adapt model risk assessments
- How to access CLEAPSS guidance and model risk assessments
- Staff responsibilities and their involvement in risk assessment

Date: 10 November 2023

Time: 9.00 to 12.30

Tea/coffee will be provided on arrival at 08.45

Managing Fire Safety in Schools

Essential training for those with responsibility for managing fire safety arrangements in schools including Head Teachers, Senior Leaders, Site Managers, Business Managers etc.

The course is designed to provide an understanding of:

- The legal requirements relating to fire safety in schools
- The roles and responsibilities for implementing fire procedures
- The principles of fire risk assessment
- Adapting LCCs Fire Risk Assessment template
- Fire prevention and fire protection measures relevant to schools
- Fire risk assessment and other relevant fire safety documentation required at schools

Date: 24 November 2023

Time: 9.00 to 12.30

Tea/coffee will be provided on arrival at 08.45

Health and Safety Awareness in Premises Management

Essential awareness training for those with responsibility for the management of school premises including Head Teachers, Senior Leaders, Caretakers, Site Managers, School Business Managers etc.

The course is designed to provide an awareness of the range of subjects and the relevant health and safety standards and testing requirements for effective premises management.

Subjects covered include:

- General contractor management
- CDM
- Asbestos awareness
- Building inspections
- Gas and electrical safety
- Fire management
- Lifting equipment and pressure vessels
- Water management
- Planning

Date: 26 January 2024

Time: 9.00-16.00

Tea/coffee will be provided at 08.45 and at lunch time

Manual Handling of Loads

Essential training for staff who undertake or manage manual handling activities as part of their everyday duties e.g. Site Managers, Cleaners, Kitchen and Grounds Staff and for staff who are responsible for completing manual handling risk assessments.

The course is designed to provide an understanding of:

- The anatomy of body mechanics (relevant to manual handling)
- Safe lifting and handling techniques
- Employer and employee legal duties
- Manual handling risk assessment

Date: 19 January 2024

Time: 9.00 to 12.30

Tea/coffee will be provided on arrival at 08.45

Work at Height (Ladders and Stepladders)

Essential training for all staff who are expected to manage or undertake work at height tasks using ladders and stepladders and for staff with a responsibility for the purchase, maintenance and storage of ladders and stepladders.

The course is designed to provide an understanding of:

- Ladder and stepladder safety
- Work at height equipment inspections
- Work at height legislation
- Work at height risk assessment

Date: 1 December 2023

Time: 9.00 to 12.30

Tea/coffee will be provided on arrival at 08.45