

## ECC HEALTH AND SAFETY TRAINING PLAN – 1<sup>st</sup> October 2012 - End December 2013

COURSE TITLE	WHO SHOULD ATTEND	DURATION	TRAINER(S)	EXTERNAL / INTERNAL	DATES PLANNED	NUMBERS BOOKED	NUMBERS ATTENDED
<b>New Employees</b>							
H & S Induction Training (new employees) – provide & complete H&S Handbook*	All new employees New Contractor Employees	30-40 Minutes	Line Managers / H&S Champions	Internal	<b>Launch due from 15-2-13</b>		
<b>H &amp; S Management Courses</b>							
H&S Briefing for CLT Members*	CLT Members	3 Hours	Mark Scoggins	Internal	27/11/12		8
H&S Briefing for Operations Board*	Operations Board Members	3 Hours	Mark Scoggins	Internal	27/11/12		8
H&S for CLT/Ops Board*	CLT/Ops Board	90 mins	Sanjay Dhir	Internal	10/01/13 TBA		17 <b>TBC</b>
H & S Briefing for SLG Members*	SLG Members	3 Hours	Mark Scoggins	Internal	30/11/12 a.m.		20
					30/11/12 p.m.		15
					10/12/12 a.m.		28
					21/1/13 a.m.	29	21
H & S Briefing for Directorate H & S Co-Ordinators & Service Group H & S Champions*	H & S Coordinators & H & S Champions	1 Day	Corporate H&S Team	Internal	18/1/13	15	14
					23/1/13	17	15
					7/2/13	11	10
					11/2/13	13	10
					27/2/13		
					27/3/13		
					17/4/13		
24/4/13							
H & S Briefing for Line Managers	Line Managers & Supervisors	1 Day	Corporate H&S Team	Internal	<b>Course in Development</b>		
H & S E-Learning Module*	All Managers and Employees	30-40mins	E-learning	Internal	<b>Launch due from 1-4-13</b>		
<a href="#">Dealing with Aggressive Behaviour</a>	All Employees, as appropriate	½ Day	<a href="#">Learning &amp; Development</a>	Internal	<a href="#">Link to next course date</a>		
<a href="#">Managing Lone Workers</a>	Line Managers & Supervisors	½ Day	<a href="#">Learning &amp; Development</a>	Internal	<a href="#">Link to next course date</a>		

Stress Awareness Briefing	Line Managers & Supervisors	90 Minutes	Sanjay Dhir	Internal	26/10/12	6	6
Stress Risk Management Training	Line Managers & Supervisors	1 Day	Occupational Health	Internal	<a href="#">Link to next course date</a>		
<a href="#">Understanding Depression in the Workplace</a>	Line Managers & Supervisors	½ Day	<a href="#">Learning &amp; Development</a>	Internal	<a href="#">Link to next course date</a>		
<a href="#">Working Effectively Under Pressure / Resilience</a>	All Employees, as appropriate	1 Day	<a href="#">Learning &amp; Development</a>	Internal	<a href="#">Link to next course date</a>		
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<b>Technical Training Courses – Emergency Response Courses</b>							
EVAC Chair Training	All Employees as identified in local PEEP plans	1 Hour	MITIE (?)	Internal			
<b>KEY:-</b> <b>CC = County Hall, Chelmsford</b> <b>EB = Ely House, Basildon</b> <b>EC = Essex House, Colchester</b> <b>GH = Goodman House, Harlow</b>	Fire Marshals & Deputies	½ Day	MITIE	Internal	29/1/13 a.m.	EC	
					31/1/13 a.m.	CC	
					31/1/13 p.m.	CC	
					4/2/13 a.m.	GH	
					4/2/13 p.m.	GH	
					5/2/13 p.m.	EC	
					7/2/13 p.m.	EB	
					14/2/13 a.m.	CC	
					21/3/13 a.m.	CC	
21/3/13 p.m.	CC						
First Aid Awareness Briefing (FAA)	All Employees, as required	90 Minutes	ACL	Internal	22/10/12	7	7
First Aid at Work Training (FAW)*	First Aiders (at Work)	3 Days	ACL	Internal			
First Aid at Work Requalification Training (FAWR)	First Aiders (at Work)	2 Days	ACL	Internal			
Emergency First Aid at Work Training (EFAW)	Emergency First Aiders (at Work)	1 Day	ACL	Internal			
First Aid Paediatric Training (FAP)	Creche Workers and	2 Days	ACL	Internal			

	Pre-School Employees						
<b>Technical Training Courses</b>							
<a href="#">Lone Working</a>	All relevant Employees	½ Day	<a href="#">Learning &amp; Development</a>	Internal	<a href="#">Link to next course date</a>		
<a href="#">Manual Handling of Inanimate Objects (Loads)</a>	All relevant Employees	½ Day	<a href="#">Learning &amp; Development</a>	Internal	<a href="#">Link to next course date</a>		
Manual Handling (People) Training	All relevant Employees	½ Day	Corporate H&S Team / ACL	Internal	<b>Course in Development</b>		
<a href="#">Portable Appliance Testing (PAT)</a>	Premises Managers, Caretakers	1 Day	<a href="#">Learning &amp; Development</a>	Internal - (attendance charge applies)	<a href="#">Link to next course date</a>		
<a href="#">VDU / DSE Assessor</a>	VDU Assessors	½ Day	<a href="#">Learning &amp; Development</a>	Internal	<a href="#">Link to next course date</a>		
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<b>ACL Specialist H &amp; S Training Courses</b>							
CIEH Health & Safety in the Workplace – Level 2 Training	All relevant Employees	1 Day	ACL	Internal			
CIEH Food Safety in Catering – Level 2 Training	Catering Employees	1 Day	ACL	Internal			
CIEH Food Safety in Catering – Level 2 Refresher Training	Catering Employees	½ Day	ACL	Internal			
CIEH HACCP in Catering – Level 3 Training	Catering Employees	1 Day	ACL	Internal			
CIEH Healthier Food and Special Diets – Level 2 Training	Nutritionists, Catering Employees	1 Day	ACL	Internal			
CIEH Principles of COSHH – Level 2 Training	All relevant Employees	½ Day	ACL	Internal			
CIEH Principles of Risk Assessment – Level 2 Training	All relevant Employees	1 Day	ACL	Internal			
<b>Schools H &amp; S Training Courses</b>							
School Head Teacher Introduction to H & S Briefing*	School Head Teachers	½ Day	Corporate H&S Team	Internal			

School Governor H & S Awareness Training*	School Governors	½ Day	Corporate H&S Team	Internal	28/11/12		TBC
School H & S Coordinator Training	School H & S Coordinators	½ Day	Corporate H&S Team	Internal			
Asbestos Awareness and Management Training	Head Teachers, Premises Managers, Caretakers	½ Day	Corporate H&S Team	Internal	2/10/12		13
					22/11/12		16
Legionella Awareness and Management Training	Head Teachers, Premises Managers, Caretakers	½ Day	Corporate H&S Team	Internal	25/10/12		16
					4/12/12		16
Swimming Pool Safety Training*	Head Teachers, School Swimming Pool Operators	½ Day	Corporate H&S Team	Internal	25/2/13		
					27/2/13		
Caretaker H & S Training	Premises Managers, Caretakers	1 Day	L&D / MITIE / Schools	Internal	<i>Course in Development</i>		
Working at Height Training	Premises Managers, Caretakers	½ Day	Corporate H&S Team	Internal / External	<i>Course in Development</i>		

\* mandatory training courses

Latest Version – v12 Feb 14 PW