

Walsall Council Health and Safety Training Offer 2020/21



Introduction

Health and Safety legislation puts the onus on the employer to ensure their employees are sufficiently competent to carry out their duties in a safe manner. Walsall council aims to ensure that all of its employees, and those of the wider adult social care workforce, fall into this category by having a robust and quality assured health and safety learning programme in place.

Competence isn't just about training, it's a combination of knowledge, skills, experience and other factors; and, whilst formal training isn't always necessary, effective training will contribute towards making managers and employees competent.

Some of this training will be very role specific and will be arranged by the service area concerned; however we also make a range of corporate training available to cover more general issues, including management of health & safety, risk assessment, accident investigation and first aid.

Note – most of our training is free and remains valid for three years when ideally should be refreshed after that point in line with best practice. Although in some instances more frequent refreshers may be needed.

The following document provides information on our Health & Safety offer for 2020/21. For information on specific dates:

Walsall Council employees: access your learning account on [eCentral*](https://walsall.learningpool.com/login/index.php)
<https://walsall.learningpool.com/login/index.php>

External adult social care workforce: visit our workforce development website -
<http://www.walsallsocialcareworkforce.co.uk/>

Or contact the Learning and Development team



01922 655678



learninganddevelopment@walsall.gov.uk

Does your team, service or organisation require Health & Safety training?

If you have a number of employees who require health & safety training, we may be able to offer a bespoke course outside our current offer. These courses are charged at a very competitive rate and mean that you can be confident that your employees are health & safety compliant.

For further information please contact learninganddevelopment@walsall.gov.uk

* Learning and Development will soon be moving over to One Source where all your personal records, including training, and access to our courses will be on one system. More information coming soon.

Before booking onto our classroom courses, please familiarise yourself with our cancellation policy, available on our adult social care website: <http://www.walsallsocialcareworkforce.co.uk/test/188>

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Classroom courses

Accident, incident, recording and reporting



This course is for all employees of the council including those with responsibility for recording and investigation of accidents/ incidents within the workplace. This includes everyone in the line management framework.

By the end of the training you will be able to:

- Recognise what accidents/incidents are reportable to the HSE
- Complete the required accident/incident form effectively
- Investigate to the correct level any accident/incident that occurs in the workplace
- Identify root causes of accidents/incidents and avoid recurrence

Emergency First Aid

By the end of the training you will be able to recognise and act appropriately when people require first aid assistance, including:

- Dealing with bleeding
- People in shock
- People who are choking
- People who are unconscious and breathing/not breathing

Please note:

- There is a multiple choice examination and a practical assessment during this course.
- A form of photographic ID must be bought on the day.
- **You must be reasonably fit and healthy to carry out the role of a first aider. There are practical elements like working on the floor that must be completed.**
- **Please dress appropriately, no skirts and long hair tied back.**

Emergency First Aid Refresher

This course is aimed at those who hold a valid Emergency / First Aid at Work certificate but have not used their skills in the last 12 month period. Also suits those who require first aid awareness training for registration (CQC/Ofsted) purposes.

Food Safety

This course is for anyone who prepares food for others, either in a workplace kitchen or in their own home as part of their caring responsibilities.

It looks at health and safety aspects of Food Safety which looks at handling, preparation and storage of food in ways to prevent food borne illness.

Health & Safety for managers and supervisors

This course is for all employees who have line management responsibility for employee's and/or the building/area they work in.

By the end of the training you will be able to:

Understand the duties and responsibilities of a manager including;

- managing asbestos containing materials (ACMs)
- effective accident/incident reporting and recording
- managing Legionella/water safety
- managing contractors effectively
- determine the frequency of checks, servicing & maintenance of plant & equipment
- managing contractors on site

Managing Display Screen Equipment (includes desktop and tablets)



This course gives those who manage employees who are users of DSE the skills and knowledge to carry out the DSE assessment procedure correctly.

By the end of the training you will be able to:

- Explain your role & responsibilities as the line manager of a DSE user
- Demonstrate how to identify poor practices that could contribute to a DSE user being harmed
- Explain the ergonomic approach to using DSE
- Describe legislation and the council's safety management standard (SMS) around safe DSE use

Manual handling of loads – principles



This course is for all those employees who do manual handling of inanimate objects as part of their everyday work.

You will need to dress appropriately, flat shoes with a closed toe, long hair tied back and you will need to be able to take part in the practical element of lifting and moving a box.

By the end of the training you will be able to:

- Carry out dynamic manual handling risk assessments
- Handle & move objects in a safe way
- Know how the spine works
- Recognise the 4 factors of manual handling risk assessment

Manual Handling of people (two day)



This is a 2 day course that succeeds the modular training programme. It is aimed at internal and external adult social care employees who, as part of their role, have to assist customers to move in a care environment/setting.

You will need to be physically fit to take part in the practical elements of the training. Please dress appropriately flat shoes with a closed toe, long hair tied back and finger nails kept short.

By the end of the training you will be able to:

- Identify the safer principles of manual handling of people
- Demonstrate effective/correct methods for handling people who require assistance, either with or without the use of equipment
- State the safety checks required on any equipment being used to assist people to move
- Demonstrate safe practices when using a hoist and sling to move a person

Manual Handling of people refresher



This is a refresher course for those employees who have to assist customers to move in a care environment/setting.

Only those who have attended manual handling of people in the last 3 years can attend.

Personal safety and lone working

This course is for all employees (and their line managers) who are lone workers or who interact directly with the public/service users.

By the end of the training you will be able to:

- Recognise the violence cycle
 - Know the underlying factors of aggression and violence
 - Recognise the impact you have in conflict situations
 - Defuse potentially aggressive situations
 - Carry out a "dynamic" personal safety risk assessment when out and about

Principles of COSHH

This course is for all employees who come into regular contact with and use any substances and materials that could cause harm to their health, or are designated as the "competent" CoSHH assessor.

By the end of the training you will be able to:

- Recognise what is a hazardous substance / material
- Understand a COSHH product data sheet
- Recognise the effects on health
- Use hazardous substances safely

Principles of workplace risk assessment

This course is for those with responsibility for completing formal risk assessments in the workplace. This includes Line managers, Team leaders, etc.

By the end of the training you will be able to:

- Recognise hazards in the workplace
- Know the "five steps" to risk assessment
- Implement appropriate control measures
- Record findings of the assessment on the appropriate form

Elearning packages

(available to Walsall Council employees only at present):

The following courses are online and can be undertaken at your own pace:

Asbestos Awareness

On completion of this module you should have a better understanding of what asbestos is, why it was used and what to do if you suspect the presence of asbestos

Fire Safety Awareness

This module is designed to give you an overview of good fire safety practice at work; identifying potential fire risks to yourself and colleagues, explaining what to do on hearing a fire alarm and how to use different types of fire-fighting equipment.

This module should be completed on a bi-annual basis unless otherwise advised.

This course also contains supplementary information detailing Civic Centre and Council House specific escape routes.

Please refer to these on a regular basis to ensure that you are familiar with your escape routes in the event of an evacuation.

Introduction to Health and Safety

This elearning module responds to the statutory/legal requirement for all employees to receive an induction in health and safety when they start a new place of work.

Managing DSE in the workplace

This course gives those who manage employees who are users of DSE the skills and knowledge to carry out the DSE assessment procedure correctly.

Managing Health and Safety

Aimed at people managers, on completion of this module you should have a better understanding of your responsibilities for managing the health and safety of your employees.

Manual Handling – Core Skills

On completion of this module you should have a better understanding about good manual handling practice at work. You will learn about common manual handling injuries and causes, how to identify manual handling risks to help yourself and your colleagues, and the best way to move items safely.

Personal Safety

After completing this module, you will be able to:

- Understand personal safety and be aware of personal safety whilst travelling to work
- Develop your own personal safety strategies based on best practice
- Identify who may be at risk and why
- Reduce your own and your colleagues' potential for becoming a victim of violence and aggression

Stress Awareness

This module is designed to give you an overview of stress awareness at work. By the end of the module you will be able to:

- Explain what stress is and how it is expressed physically and psychologically
- Identify potential causes of stress to yourself and to colleagues
- Explain how to minimise feelings of stress before it becomes a serious problem
- Describe how not to deal with stress
- List some short-term coping strategies for dealing with stress as well as longer term solutions