# Recommended Health and Safety training for Suffolk maintained school staff

## A note about training for governors

School Governors are welcome to attend courses and should be put forward by the Headteacher of their school. ‘Health and Safety for Governors’ for the lead Governor can be sourced from Governor Services at [governor.training@schoolschoice.org](mailto:governor.training@schoolschoice.org) .

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| Training type / course | Relevant for | How often / information | Contact |
| In house induction | All staff upon appointment | Upon appointment | In house. An induction checklist can be sought from the [Health and Safety Training page](https://suffolklearning.com/safety-health-wellbeing/health-and-safety-training/) on Suffolk Learning. |
| Fire awareness | All staff | Awareness upon staff induction – tour of premises to include fire evacuation routes, whereabouts of extinguishers, any high-risk areas plus fire drills once termly.  Classroom checklists will incorporate awareness of local risks. (i.e., this is ongoing, and all staff need to be aware at all times). General updates within Health and Safety meetings. | In house and via your fire equipment providers (some will provide, some won’t). Any concerns accessing training for this – contact [Nina.Bickerton@suffolk.gov.uk](mailto:Nina.Bickerton@suffolk.gov.uk). |
| **Premises Management Training**  delivered by Vertas | Heads, Bursars and Business Managers, also for caretaker / maintenance staff who carry out daily duties in-house (like fire checks and water hygiene checks). | See Vertas for this information. | <https://www.eventbrite.co.uk/o/vertas-hsqe-compliance-and-governance-12819323484> |
| **Stress Management at Work – Schools Workshop** | All staff – plus Governors if required | **This workshop follows a process over a number of weeks:**   * All staff undertake an anonymous survey * Schools H&S Advisor analyses and compiles results * Meeting with SLT to determine possible solutions * Whole school workshop (twilight session) culminating in a staff owned RA, whereby solutions to challenges are found * SLT signs off after agreement with all staff | Please contact Nina at [nina.bickerton@suffolk.gov.uk](mailto:nina.bickerton@suffolk.gov.uk) for further information and to diary the process |
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| **SHAW/PMHM - Positive Mental Health Management** | Head Teachers  Year Heads  Senior Leadership Team | The course may be refreshed at three-year intervals unless you have significant concerns. | Please complete a booking form from the [Health and Safety Training page](https://suffolklearning.com/safety-health-wellbeing/health-and-safety-training/) on Suffolk Learning and send to [healthandsafety@suffolk.gov.uk](mailto:healthandsafety@suffolk.gov.uk).  You will be placed on the next available course and notified of dates. |
| First Aid at Work To incorporate Paediatric First Aid as required and use of epi-pens, defibrillators and other medical needs.  Charges will apply. | Determined by local risk assessments and see [Guidance for First Aid for Schools](https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education) from the Department for Education | Certificates for the purposes of first aid at work last for three years. First-aiders will need to undertake a requalification course, to obtain another three-year certificate.  Once certificates have expired the first aider is no longer competent to act as a first aider. | Schools are free to decide who their provider for this course is as long as the provider follows the [HSE guidance for First Aid](http://www.hse.gov.uk/firstaid/index.htm).  Typical providers include St John’s Ambulance, Red Cross etc. |
| [Manual handling inanimate objects](http://suffolk.learningpool.com/course/view.php?id=502) | Anyone who lifts inanimate objects – caretakers, teachers, MDSA, etc. | Every three years. Possible for more frequent training if an incident occurs. | If you have a minimum of 10 staff, who need the course, we can deliver it at your school. Please contact [healthandsafety@suffolk.gov.uk](mailto:healthandsafety@suffolk.gov.uk).  Alternatively, please complete a booking form from the [Health and Safety Training page](https://suffolklearning.com/safety-health-wellbeing/health-and-safety-training/) on Suffolk Learning and send to [healthandsafety@suffolk.gov.uk](mailto:healthandsafety@suffolk.gov.uk).  You will be made aware of next available courses. |
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| [SHAW/CWA - Computer workstation assessor training](http://suffolk.learningpool.com/course/view.php?id=166) | Any staff member can be an Assessor. Useful if you are a large school or part of a group of schools or a Trust where you can be a ‘shared’ resource. | Once trained as a Computer Workstation Assessor, you will regularly be invited to refresher and networking sessions with other assessors. These sessions are useful for keeping your skills and knowledge up to date. | Please complete a booking form from the [Health and Safety Training page](https://suffolklearning.com/safety-health-wellbeing/health-and-safety-training/) on Suffolk Learning and send to [healthandsafety@suffolk.gov.uk](mailto:healthandsafety@suffolk.gov.uk).  You will be placed on the next available course and notified of dates. |
| Moving and handling of people  * and / or  Intimate care training | Any staff member who needs to ‘lift’ or assist in the lifting of children or young people, to include general support for self-mobilization, intimate care in terms of health and hygiene. | Every year or if circumstances change.  Intimate / personal care should only be undertaken by those with specific child protection / safeguarding training, and the content of this should be advised by professionals, specific to the young person’s needs. | This is a very specialist area which should be led by those who are professionally trained. This would include Occupational Therapists, clinicians involved with the family concerned, perhaps a School Nurse (who would advise on correct training if they couldn’t do it themselves), or a Health Visitor (for five years and under). Please be advised by these professional staff members who will be able to signpost staff to correct and accepted training. |
| Behaviour Management Charges apply. | Any staff members deemed appropriate by Senior Leaders | Every year or if circumstances change (risk assessment should determine this, for instance when behaviours escalate).  BellsCroft Consultancy offers behaviour management training courses. They can assist in positive behaviour strategies, that are designed to support staff within education.  Personal safety assistance for lone workers is also a feature of their training. There is a focus on de-escalation, early intervention, and risk assessment planning, all of which aim to reduce the need for physical interventions or restraints. The consultants are a team of qualified professionals who have many years’ experience in a variety of service sectors. | You can find out how to contact BellsCroft Consultancy via their webpages - [www.bellscroft.co.uk](http://www.bellscroft.co.uk) |