

**Nottinghamshire Schools
Health and Safety Learning & Development Programme
April 2025 – March 2026**



Working Together – “School Safety Matters”

Introduction

Welcome to the Nottinghamshire Schools, Health and Safety Learning and Development programme.

Nottinghamshire County Council recognises the valuable contribution all employees make towards its success. It also recognises that to maintain a committed and competent workforce, it needs to ensure that adequate learning and development opportunities are provided for employees.

This programme has been specifically designed and developed to help identify and commission those learning and development activities necessary to ensure the health, safety and wellbeing of employees whilst at work.

Health and safety training is widely recognised as an essential component in any organisation's health and safety strategy in addition to being a fundamental legislative requirement.

Constructive and well-planned training will enhance the performance of individuals, enabling them to work confidently, understand what their job involves and how it can be done safely.

The provision of health and safety training is an integral part of the Council's role as an employer and every manager's responsibility to their staff.

Contents

Introduction	2
Core Competency Framework for Health & Safety	4
Health & Safety Training Responsibilities	6
Types of Health & Safety Training	7
Induction.....	7
Core training.....	7
Refresher.....	7
Identifying Training Needs	8
Record Keeping	8
Matching Training Needs to the Right Training Courses.....	9
Training to meet specific school needs and requirements	9
Booking Places for Delegates	10
Withdrawing from a Course.....	10
Information on Training Courses.....	11
“Safety Matters in Schools” for Headteachers and Business Managers	12
Facilities Management in Schools.....	13
Fire Safety Awareness.....	14
Managing Asbestos in School Premises	15
Working at Height Awareness.....	16
Risk Assessment	17
COSHH Awareness	18
Moving and Handling Awareness (Inanimate Objects)	19
Schedule 2025-2026.....	20
Venue Information.....	21
Useful information about the service provided by the Health & Safety Team	21
Contacting us.....	21

Core Competency Framework for Health & Safety

The recommended minimum standard for health and safety training is set out in this document along with the types of training available. Guidance on who may require training, what form the training should take and how to organise it is also provided.

A suggested core competency framework to assist Headteachers, Managers and Supervisors identify the necessary training to satisfy legal requirements and ensure safe working practices is available on the next page of this document.

The framework outlines the **minimum training requirements** for those employees who have direct health and safety roles and responsibilities.

The Health and Safety Executive (HSE) consider that in order for certain staff to do their jobs safely, specific health and safety training must be designated as a core competency requirement by the employer. Where this is the case it will be indicated within this document.



	Headteacher	Deputy Headteacher	H&S Co-ordinator / Bursar / Office Manager/Academy Trust Leader/Business Manager	Head Of Department	Teaching Staff	Non-teaching Staff	Administration Staff	Caretaker / Site Manager	Cleaner	Midday Supervisor	Supply Teacher	Chair of Governor	H&S Governor	Governor	Parent Helper / Volunteer
Induction Programme (to be developed by each school in-house)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
“Safety Matters in Schools” for Headteachers and Business Managers NEW	✓	✓	✓	✓								✓	✓		
Facilities Management in Schools NEW			✓					✓	✓						
Risk Assessment	✓	✓	✓	✓	✓	✓	✓	✓					✓		
Fire Safety Awareness	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		
Moving and Handling (Inanimate objects)			✓		✓	✓	✓	✓	✓				✓		
Managing Asbestos in School Premises	✓	✓	✓					✓					✓		
Working at Height Awareness			✓		✓	✓	✓	✓	✓						
COSHH Awareness			✓	✓	✓	✓		✓	✓						

An adaptable version of this document is available on the Schools Portal

Health & Safety Training Responsibilities

Headteachers, Governors and Senior Management and Academy Trusts must...

- Ensure that they themselves have received adequate health and safety training to fulfil their responsibilities.
- Ensure that new / transferred employees receive induction training within agreed time scales.
- Identify the skills and knowledge needed for employees to do their job in a safe and healthy way. Compare these against people's current skills and knowledge and identify the gaps.
- Identify employee health and safety training needs annually at appraisal and ensure that those needs are met.
- Ensure all employees receive adequate health and safety training to ensure their competence.
- Ensure that employees training needs are up to date i.e. refresher training.
- Ensure any specialist health and safety training needs of employees is identified and commissioned.
- Ensure that any training received by employees is recorded.
- Ensure and make available sufficient funds for provision of health and safety training.

All school staff must...

- Attend health and safety training as identified by their Manager to ensure health and safety competence in their work.
- Attend the required courses that have been identified as part of their safety training.
- Assist their Line Manager in identifying their training needs.
- Report to their Line Manager any area where they feel their training is deficient.
- Carry out their work in accordance with any training and instructions they have received.

Types of Health & Safety Training

Induction

Ensures that new employees (including temporary and agency staff) whether they are full-time or part-time, receive adequate health and safety information and instruction to enable them to integrate safely into the workplace.

As part of the induction period or as soon as possible thereafter, the core training needs of the employee must be identified and arranged.

All new employees or those who have transferred establishment or department, including temporary employees must receive basic health and safety information from their line manager or other nominated person within the first week of employment. Certain items of training such as information about the emergency arrangements and welfare facilities must be given on the first day.

Core training

To ensure compliance with section 2 of the Health and Safety at Work Act 1974, the employer is required to provide all information, instruction and training as is necessary to enable employees to understand their duties confidently, safely and without risk to themselves or others.

Essentially, the employer needs to ensure (and have records to prove), that an employee is competent and appropriately trained to undertake the tasks they are required to carry out as part of their normal employment. (This includes management training, where the individual has direct line management or other specific managerial responsibilities). Account may be taken of any previous training and experience in determining an employee's training needs.

Employees should only undertake tasks for which they have been adequately trained. Failure to train employees or have the records to prove that training has been received would, under normal circumstances, be sufficient for the employer to be held accountable in the event of an accident or incident of occupational ill health.

Core training should be delivered as soon as it is practical to do so.

Refresher

It is generally accepted that training, particularly that which seeks to change an individual's attitude or promote safe behaviours, has a limited life span and needs to be repeated at appropriate intervals. Also legislation, industry standards and safety technology continue to develop which may warrant the need for managers to review training needs on a regular basis, particularly if staff need to update their existing skills. Similarly, accident, incident and ill health data may indicate the need to re-train or provide refresher training for specific individuals.

Intervals for refresher training are difficult to quantify, but as a basic guide (provided there are no incidents or legislative requirements which identify the need for periodic refresher training) an interval of 3 years is reasonable in most cases.

Identifying Training Needs

Specific training needs of employees should be identified by the employee's line manager, by risk assessment, job description and through the formal supervision / performance management process.

Within this document, you will find a suggested core competency framework to assist managers and supervisors in identifying the health and safety training needs of employees.

The training requirements for specific roles should, wherever possible, be incorporated into job descriptions, person specifications and key tasks.

Managers and supervisors are responsible for ensuring that training requirements are identified, commissioned and that records are kept.

The training courses provided will be facilitated by a member of the Health and Safety Team.

To assist Headteachers in the above, each course has now been analysed to assist in your decision making process.

Also included is a simple table to document and plan your staff development requirements.

Record Keeping

A record of all health and safety training received must be placed on the employees training records, the individual's personal file, and also be recorded centrally by the establishment / school.



Matching Training Needs to the Right Training Courses

When discussing a person's training needs, it is important to be clear about:

- Why they need the training
- How the new knowledge and skills will be used in the workplace
- What difference the training is expected to make

The difference in performance may be measured in terms of:

- The range of work someone can perform successfully
- The level of responsibility they can have and the decisions they can make
- The results they achieve
- How they work and interact with others

Table 1 (overleaf) illustrates how the different learning and development events support the health and safety core competency framework.

Training to meet specific school needs and requirements

In addition to Nottinghamshire Schools Health and Safety Learning and Development Programme, some establishments also organise their own (ad-hoc school specific) health and safety related training courses and activities.

To identify and access these courses and activities you should contact your Health and Safety Advisor.

Prices available on request.

If you have any further ad-hoc or school specific training needs, you should contact your Health and Safety Adviser to discuss your requirements.



Booking Places for Delegates

Managers and supervisors should ensure a discussion takes place with the applicant prior to any booking taking place to ensure that the employee is being booked on to a course which is both appropriate and relevant.

1. Employees, with their line manager, identify needs arising from job descriptions, performance management meetings or need arises in response to a newly identified learning priority.
2. Line Manager applies by completing the booking form that can be obtained via email to hands@nottsccl.gov.uk or in the Learning and Development section on the Schools Portal. Once completed it must be returned to hands@nottsccl.gov.uk. It is essential the cost code for each application is completed.
3. Course confirmation will be received from the Health & Safety Team.
4. If a delegate turns up for a course without a valid confirmation letter from the Health and Safety Team, the delegate **WILL NOT** be accepted on the course.

Note: To help event providers respond to individual requirements please ensure that all personal details and specific / special needs are completed on the booking form.

Withdrawing from a Course

If you are unable to take your place at a training course, please try and get a colleague to attend in your place and let us know their details as soon as possible.

As providers, venues and catering arrangements have to be paid in full by us when we confirm a training course it is essential therefore that we cover the costs of a course. The following charges will be made for cancelled places:

- Non-attendance on the day 100%. If your reason for non-attendance is exceptional, e.g. sudden illness, please contact us as soon as you can and we will arrange for you to have a place on a future training learning and development course of your choice (subject to the number of paying delegates) at no additional cost.
- 5 working days' notice or less 50%
- More than 5 working days' notice 25%
- Full day courses £65 charge for refreshments/lunch.



Information on Training Courses

Valid confirmation letter

If a delegate turns up for a course **without** a valid confirmation letter from the Health and Safety Team the delegate **WILL NOT** be accepted on the course.

Special dietary / additional needs

When you apply for a place, please inform us of any special dietary needs that we will need to make arrangements for (full day courses only).

Fees

The fees charged for a training course pay for the cost of the provider, venue, refreshments, food, and course materials. They do not cover the cost of your travel, additional expenses or cover arrangements.

The difference in course fees is due to the varying costs of venues and provider.

Catering

Where lunch is provided a selection of vegetarian food will be included on the menu. Cold drinks will also be provided as an alternative to tea and coffee.

Refreshments are provided for half day events and will typically include hot and cold drinks as well as biscuits.

Note: lunch is not provided for half day events.

Charges

School based staff – charges are made via the Business Management System.



“Safety Matters in Schools” for Headteachers and Business Managers

(NEW)

A brand-new training event designed to give Headteachers/Business Managers the necessary skills to ensure compliance is maintained in school. The learning style will be workshop based include desk top exercises/discussion/groupwork etc and will focus on health and safety management requirements to ensure compliance. It also gives delegates the opportunity to develop their own school-based plans prioritising risk, allocate resource etc.

The course extends the core competencies that will enable delegates to manage school compliance safety issues with ease and confidence. With a strong focus on keeping things simple, the course will enable delegates to have a direct impact on Health and Safety provision in school.

Learning Objectives:

- What are the main compliance requirements in school?
- How to access H&S information
- Encourage strong leadership and self-compliance.
- How to manage key H&S matters in your schools
- Preparation for an H&S audit including types of compliance monitoring.
- Principles of local accident recording, investigation, notification and RIDDOR reporting.
- Develop and design reasonable and practical control measures to prevent recurrence.
- Emergency preparedness discuss new and emerging threats in schools.
- What Headteachers need to do including H&S information.

Who should attend: Headteachers, Deputy Headteachers, H&S Co-ordinator, Bursar, Office Manager, Academy Trust Leaders, Business Managers, Heads of Department, Chair of Governors, Health and Safety Governors

Duration: Half Day Refreshments provided

Times: 9:15am – 12.00

Cost: £149 per delegate

Dates:	2 nd July 2025	Edwinstowe House
	16 th July 2025	Edwinstowe House
	17 th September 2025	Edwinstowe House
	24 th September 2025	Edwinstowe House
	5 th November 2025	Edwinstowe House
	21 st January 2026	Edwinstowe House

Note: It is a mandatory requirement that every school has 1 Senior Member of staff attend this course

Facilities Management in Schools (NEW)

This brand-new course has been specifically designed and updated to provide essential knowledge and skills for the management of facilities in schools. The course learning style will include desk top exercises and discussion on this specialist area of school's health and safety management. It is designed for school staff that have either day to day and/or full-time responsibility for facilities management and maintenance. It focuses on issues surrounding control of contractors, legionella, asbestos, fire, and other key areas of property risk. The course is ideal as an induction for new Site Managers/Senior Leaders as part of professional development and refresher training.

Learning objectives:

- To provide an overview of the legal and enforcement framework relating to facilities management and health and safety.
- To clarify the role and responsibilities in relation to fire safety, legionella, asbestos and controlling contractors.
- To provide information on the wider support available for premise management issues.
- To understand the wider facilities safety management systems and their own role and responsibility in this such as testing fire alarms, flushing water outlets, and receiving contractors at the site.
- To be aware of emergency procedures relating to property incidents.
- To keep appropriate records of completed tasks.

Who should attend: H&S Co-ordinator, Bursar, Office Manager, Academy Trust Leader, Business Managers, Caretakers, Site Managers, Cleaners, Health & Safety Governors

Duration: Half Day Refreshments provided

Times: 9:15am – 12:00pm

Cost: £149 per delegate

Dates:	9 th July 2025	Edwinstowe House
	8 th October 2025	Edwinstowe House
	4 th February 2026	Edwinstowe House

Note: It is a mandatory requirement that at least 1 member of site staff from each school attend this training to ensure competence and compliance on site.

Fire Safety Awareness

This course is for school based staff usually carried out on site with a session involving the knowledge and use of fire extinguishers.

Learning Objectives:

- Understanding the legal aspect of fire safety
- Emergency evacuation procedures
- Theory of combustion
- The methodology behind the use of fire extinguishers
- Firefighting equipment including types and limitations
- Fire extinguisher knowledge

Who should attend:	Headteachers, Deputy Headteachers, H&S Co-ordinator, Business Managers, Bursar, Office Manager, Academy Trust Leader, Heads of Department, Teaching Staff, Non-teaching Staff, Administration Staff, Caretakers, Site Manager, Cleaner, Midday Supervisor, Supply Teachers, H&S Governor.
Duration:	1 hour
Times:	To suit the school
Cost:	£435 per session up to 25 delegates £60 per additional 25 delegates (pro rata)
Dates / Venue:	Upon agreement between the Health and Safety Team and the school / establishment.

Note: It is a mandatory requirement that school staff have expertise and knowledge in fire safety awareness

Managing Asbestos in School Premises

The aim of this newly formatted course is to inform delegates the legal aspects of asbestos management and how to manage asbestos related issues effectively in school. Understand the new local authority policy and guidance (code of practice) relating to asbestos and be able to implement and review a local asbestos management plan (LAMP) for your premises. Understand how to plan works in school which could involve asbestos disturbance.

Learning Objectives:

- What is asbestos?
- Where can it be found?
- Who is at risk?
- What do asbestos materials look like?
- Health Issues relating to asbestos.
- Legal requirements relating to asbestos at work.
- Documents and surveys.
- Code of practice / Landlords Consent
- Local asbestos management plan
- Plan of works for contractor management in relation to asbestos
- Emergency arrangements including Incidental exposure to asbestos.

Who should attend:	H&S Co-ordinator, Bursar, Office Manager, Academy Trust Leaders, Business Managers, Headteachers, Deputy Headteachers, Caretakers, Site Managers	
Duration:	Half day	Refreshments provided
Times:	9:15am – 12:00pm	
Cost:	£129 per delegate	
Dates / Venue:	23 rd April 2025	Edwinstowe House
	4 th June 2025	Edwinstowe House
	26 th November 2025	Edwinstowe House

Note: It is a mandatory requirement that at least 1 Senior Member of staff from each school that contains asbestos in their building attend this training to ensure competence and compliance

Working at Height Awareness

This course is designed as a working at heights basic awareness course and is **not** a PASMA accredited course. It is to enable delegates to gain a basic awareness of working at heights and the associated hazards. It is aimed at all staff who work at heights and not just those who undertake it on a regular basis i.e. to include staff who are involved in erecting displays around the premises and for performing arts.

Learning Objectives:

- To provide an overview of the legal and enforcement framework
- Competence in completing a working at heights risk assessment
- Understanding of what working at heights entails
- Identify hazards relating to working at height (any use of footstools, stepladders, ladders, podium step-ladders and mobile tower equipment)
- Understand and know what checks and maintenance of equipment is required
- Understand and know about safe storage and use of equipment

Who should attend:	Health and Safety Co-ordinators, Bursar, Office Manager, Caretakers, Site Managers, Cleaners, Teaching Staff, Non-teaching Staff, Administration Staff	
Duration:	Half day	Refreshments provided
Times:	9:15am – 12:00pm	
Cost:	£129 per delegate	
Dates / Venue:	25 th June 2025	Edwinstowe House
	15 th October 2025	Edwinstowe House

For those employees who require accredited working at heights training (e.g. for the use of tower scaffolding, mobile scaffolds / platforms) you should contact - Prefabricated Access Suppliers and Manufacturing Association (PASMA).

Note: It is a mandatory requirement that school staff whose role involves working at height attend this training to ensure competence and compliance

Risk Assessment

This course is designed to provide risk assessors with the detailed knowledge of the risk assessment process and to equip them with the tools to undertake risk assessments in accordance with the Health and Safety Executives guidelines and Nottinghamshire County Council Corporate policy and guidance.

Learning Objectives:

- Provide an overview of the legal background relating to risk assessment
- To inform delegates of the importance of risk assessment and understand the principles and practice of the assessment process
- Inform delegates of what is a 'risk assessment'
- Understand and apply the 5 steps to general risk assessment, including for lone working, young persons & new / expectant mothers
- Use a range of techniques to inform and review risk assessments

Who should attend:	Headteachers, Deputy Headteachers, H&S Co-ordinator, Bursar, Office Manager, Academy Trust Leader, Business Managers, Heads of Department, Teaching Staff, Non-Teaching Staff, Administration Staff, Caretakers, Site Managers, Health and Safety Governors	
Duration:	Half day	Refreshments provided
Times:	9:15am – 12:00pm	
Cost:	£129 per delegate	
Dates / Venue:	11 th June 2025	Edwinstowe House
	10 th December 2025	Edwinstowe House

Note: It is a mandatory requirement that school staff whose role involves completing risk assessments attend this training to ensure competence and compliance

COSHH Awareness

Our COSHH awareness course provides a general awareness and understanding of the Control of Substances Hazardous to Health Regulations, giving employees a sound understanding of their COSHH responsibilities for controlling hazardous substances. This includes understanding the routes of entry into the body, the risk of exposure and likely effects and the principles of control measures.

Learning Objectives:

- List the steps to COSHH assessment
- Identify the likely routes of entry into the body
- Use a COSHH data sheet in relation to risk assessment
- Identify the chemical, biological and physical hazards in the workplace
- Understand Hazard Symbols
- Implement the practical use of control measures
- Use of Personal Protective Equipment

Who should attend:	H&S Co-ordinator, Heads of Department, Teaching Staff, Non-Teaching Staff, Caretakers / Site Managers	
Duration:	Half day	Refreshments provided
Times:	9:15am – 12:00pm	
Cost:	£129 per delegate	
Dates / Venue:	19th November 2025	Edwinstowe House
	18th March 2026	Edwinstowe House

Note: It is a mandatory requirement that school staff whose role involves completing COSHH assessments attend this training to ensure competence and compliance

Moving and Handling Awareness (Inanimate Objects)

This course will provide delegates with an understanding of the legal and other requirements linked to the safe moving and handling of inanimate objects / loads. Delegates will also gain an understanding of how the body works and how to lift and move objects safely.

Learning Objectives:

- Recognise the potential harm from manual handling
- Understand the factors that affect risk
- Describe duties on employers & employees
- Work towards good moving and handling techniques

Who should attend:	H&S Co-ordinator, Bursar, Office Manager, Academy Trust Leader, Business Manager, Teaching staff, Non-teaching staff, Administration staff, Caretaker, Site Manager, Cleaner, Health and Safety Governor.	
Duration:	Half day	Refreshments provided
Times:	9:15am – 12:00pm	
Cost:	£129 per delegate	
Dates:	Weds 12 th November 2025	Edwinstowe House
	Weds 25 th March 2026	Edwinstowe House

Note: It is a mandatory requirement that school staff whose role involves moving and handling on a frequent basis attend this training to ensure competence and compliance

Schedule 2025-2026

April 25

23 April

Managing Asbestos in School Premises

June 2025

4 June

Managing Asbestos in School Premises

11 June

Risk Assessment

25 June

Working at Height Awareness

July 2025

2 July

"Safety Matters in Schools" for Headteachers and Business Managers **NEW**

9 July

Facilities Management in Schools **NEW**

16 July

"Safety Matters in Schools" for Headteachers and Business Managers **NEW**

September 2025

17 September

"Safety Matters in Schools" for Headteachers and Business Managers **NEW**

24 September

"Safety Matters in Schools" for Headteachers and Business Managers **NEW**

October 2025

8 October

Facilities Management in Schools **NEW**

15 October

Working at Height Awareness

November 2025

5 November

"Safety Matters in Schools" for Headteachers and Business Managers **NEW**

12 November

Moving and Handling (Inanimate objects)

19 November

COSHH Awareness

26 November

Managing Asbestos in School Premises

December 2025

10 December

Risk Assessment

January 2026

21 January

"Safety Matters in Schools" for Headteachers and Business Managers **NEW**

February 2026

4 February

Facilities Management in Schools **NEW**

March 2026

18 March

COSHH Awareness

25 March

Moving and Handling (Inanimate objects)

Venue Information

Edwinstowe House

High Street
Edwinstowe
Mansfield
Nottinghamshire
NG21 9PR

Tel: 01623 827900

Useful information about the service provided by the Health & Safety Team

Please refer to the School Portal site for more detailed information on the Corporate Health and Safety functions including:

- Audits
- Training – corporate and ad-hoc departmental
- Accident Investigation
- On Site Support
- Telephone Support
- Web site (intranet site)
- Service Development
- Policy Development
- Monitoring

Contacting us

Email: hands@nottscc.gov.uk

Post: HR – Health and Safety Team
Lawn View House
40 Station Road
Sutton in Ashfield
Nottinghamshire
NG17 5GA

Internet: www.nottinghamshire.gov.uk
<http://www.nottinghamshire.gov.uk/schoolsportal>

Published: February 2025