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Adult Care
Health and Safety
Training Brochure
and
Health and Safety Training
Needs Matrix

April 2019 –
March 2020

Adult Care Health and Safety Training

- Course Title:** Health and Safety for Senior Managers
- Duration of Course:** 1 day
- Who should attend:** Compulsory training for all Group Managers and Service Managers who have not attended any H&S for Managers training for their area of work in the previous 3 years.
- Course Delivery:** Will be delivered using power-point presentation, demonstrations, group discussions, group activities and practical exercises.
- Assessment criteria:** Attendance only course.
- Course Outcome:** By the end of the course participants will be aware of the following:-
- H&S Legislation
 - Adult Care H&S Management Systems
 - Adult Care H&S Policy
 - Current Adult Care H&S Themes

The course can be booked by completing a T4 and sending to, Staff Education and Training Centre, Long Close, Cemetery Lane, Ripley, DE5 3HY. Telephone No. 01629 531492. Email SSD.Training@derbyshire.gov.uk

- Date and Venue:** 17th May 2019 – Room 2, SETC, Ripley
13th September 2019 - Room 2, SETC, Ripley
14th January 2020 – Room 2, SETC, Ripley

Adult Care Health and Safety Training

- Course Title:** Health and Safety for Prevention and Personalisation Managers
- Duration of Course:** 3 consecutive days
- (N.B) This course can be also completed by attending individual modules throughout the year (See pages 6, 7, 8, 9, 12, & 13)**
- Who should attend:** Compulsory training for all Prevention and Personalisation Managers including Service Managers. Other staff can be nominated to attend if their Line Manager deems it appropriate to their job role or their development needs.
- Course Delivery:** Will be delivered using power-point presentation, demonstrations, group discussions, group activities and practical exercises.
- Assessment criteria:** There will be a written examination.
- Course Outcome:** By the end of the course participants will:
- Have the skills and knowledge to manage Health and Safety within their area of control, covering the following:-
- H&S Legislation
 - H&S Management Systems
 - General Health and Safety Risk Assessments
 - Adult Care H&S Policy
 - H&S Portfolio
 - Other H&S Policies & Guidance
 - Monitoring H&S Performance
 - Managing Personal Safety
 - Accident Reporting and Investigation
 - Stress Management.

For Managers who have completed this course within the last 3 years a refresher course is available (See page 5)

The course can be booked by completing a T4 and sending to, Staff Education and Training Centre, Long Close, Cemetery Lane, Ripley, DE5 3HY. Telephone No. 01629 531492. Email SSD.Training@derbyshire.gov.uk

Date and Venue: 23rd – 25th July 2019 – Room 2, SETC, Ripley
12th – 14th November 2019 – Room 2, Room 1, Room 2, SETC, Ripley
24th – 26th March 2020 – Room 2, SETC, Ripley

Adult Care Health and Safety Training

- Course Title:** Health and Safety for Managers
- Duration of Course:** 5 consecutive days (8 modules)
- (N.B) This course can be also completed by attending individual modules throughout the year (See pages 6-13)**
- Who should attend:** Compulsory training for anyone who has direct management responsibility for staff and/or establishment including Service Managers. Other staff can be nominated to attend if their Line Manager deems it appropriate to their job role or their development needs.
- Course Delivery:** Each module will be delivered using power-point presentation, demonstrations, group discussions, group activities and practical exercises.
- Assessment criteria:** There will be a written examination followed by regular Health and Safety audits of their place of work.
- Course Outcome:** By the end of the course participants will:
- Have the skills and knowledge to manage Health and Safety within their area of control, covering the following:-
- H&S legislation
 - Developing H&S management systems for their area of control
 - Consultation with Trades Union H&S reps
 - Carrying out risk assessments
 - Control of substance hazardous to health assessments
 - Manual Handling assessments
 - Personal Safety (for managers)
 - Fire Management
 - Investigating accidents/incidents
 - Managing Stress

For Managers who have completed this course within the last 3 years a refresher course is available (See page 5)

The course can be booked by completing a T4 and sending to, Staff Education and Training Centre, Long Close, Cemetery Lane, Ripley, DE5 3HY. Telephone No. 01629 531492. Email SSD.Training@derbyshire.gov.uk

Date and Venue: 20th – 24th May 2019 – Room 2, SETC, Ripley
23rd – 27th September 2019 – Room 2, SETC, Ripley
27th January – 31st January 2020 – Room 2, SETC, Ripley

Adult Care Health and Safety Training

- Course Title:** Health and Safety for Domiciliary Service Organiser (D.S.O.)
- Duration of Course:** 4 consecutive days (6 modules)
- (N.B) This course can be also completed by attending individual modules throughout the year (See pages 6, 7, 8, 9, 12, & 13)**
- Who should attend:** Compulsory training for D.S.O.'s including Service Managers. Other staff can be nominated to attend if their Line Manager deems it appropriate to their job role or their development needs.
- Course Delivery:** Each module will be delivered using power-point presentation, demonstrations, group discussions, group activities and practical exercises.
- Assessment criteria:** There will be a written examination followed by regular Health and Safety audits of their place of work.
- Course Outcome:** By the end of the course participants will:
- Have the skills and knowledge to manage Health and Safety within their area of control, covering the following:-
- H&S legislation
 - Developing H&S management systems for their area of control
 - Consultation with Trades Union H&S reps
 - Carrying out risk assessments
 - Manual Handling assessments
 - Personal Safety (for managers)
 - Investigating accidents/incidents
 - Managing Stress

For D.S.O.'s who have completed this course within the last 3 years a refresher course is available (See page 5)

The course can be booked by completing a T4 and sending to, Staff Education and Training Centre, Long Close, Cemetery Lane, Ripley, DE5 3HY. Telephone No. 01629 531492. Email SSD.Training@derbyshire.gov.uk

Date and Venue: 15th – 18th July 2019 – Main Hall, Bainbridge Hall, Bolsover
8th – 11th October 2019 – Room 2, SETC, Ripley
3rd – 6th March 2020 – Room 2, SETC, Ripley

Adult Care Health and Safety Training

- Course Title:** Health and Safety for Managers Refresher
- Duration of Course:** 2 consecutive days
- Who should attend:** Managers/D.S.O.'s/Service Managers who have completed their service specific Health and Safety Management course or this refresher within the last 3 years.
- Course Delivery:** Will be delivered using power-point presentation, demonstrations, group discussions, group activities and practical exercises.
- Assessment criteria:** Attendance only course.
- Course Outcome:** To refresh staff on the following:-
- H&S legislation
 - Developing H&S management systems for their area of control
 - Consultation with Trades Union H&S reps
 - Carrying out risk assessments
 - Control of substance hazardous to health assessments
 - Manual Handling assessments
 - Personal Safety (for managers)
 - Fire Management
 - Display screen equipment Awareness
 - Investigating accidents/incidents
 - Managing Stress

The course can be booked by completing a T4 and sending to, Staff Education and Training Centre, Long Close, Cemetery Lane, Ripley, DE5 3HY. Telephone No. 01629 531492. Email SSD.Training@derbyshire.gov.uk

- Date and Venue:** 8th – 9th May 2019 - Room 2, SETC, Ripley
10th – 11th July 2019 – Room 2, SETC, Ripley
26th – 27th November 2019 – Room 2, SETC, Ripley
11th – 12th March 2020 – Room 2, SETC, Ripley

Adult Care Health and Safety Training

- Course Title:** Management Systems
- Duration of Course:** 1 day
- Who should attend:** Compulsory training for anyone who has direct management responsibility for staff and/or establishment including Service Managers. Other staff can be nominated to attend if their Line Manager deems it appropriate to their job role or their development needs.
- Course Delivery:** It will be delivered using power-point presentation, demonstrations, group discussions, group activities and practical exercises.
- Assessment criteria:** There will be a written examination followed by regular Health and Safety audits of their place of work.
- Course Outcomes:** By the end of the course participants will:
- Have the skills and knowledge to manage Health and Safety within their area of control, covering the following:-
- H&S legislation
 - Developing H&S management systems for their area of control
 - Consultation with Trades Union H&S reps

The course can be booked by completing a T4 and sending to, Staff Education and Training Centre, Long Close, Cemetery Lane, Ripley, DE5 3HY. Telephone No. 01629 531492. Email SSD.Training@derbyshire.gov.uk

Date and Venue: 30th April 2019 – Room 2, SETC, Ripley

Adult Care Health and Safety Training

- Course Title:** General Risk Assessment
- Duration of Course:** 1 day
- Who should attend:** Compulsory training for anyone who has direct management responsibility for staff and/or establishment including Service Managers. Other staff can be nominated to attend if their Line Manager deems it appropriate to their job role or their development needs.
- Course Delivery:** It will be delivered using power-point presentation, demonstrations, group discussions, group activities and practical exercises.
- Assessment criteria:** There will be a written examination followed by regular Health and Safety audits of their place of work.
- Course Outcome:** By the end of the course participants will have the knowledge & experience of:-
- The reasons for risk assessments.
 - Risk assessment techniques
 - Practical risk assessment situations.

The course can be booked by completing a T4 and sending to, Staff Education and Training Centre, Long Close, Cemetery Lane, Ripley, DE5 3HY. Telephone No. 01629 531492. Email SSD.Training@derbyshire.gov.uk

Date and Venue: 6th June 2019 – Room 2, SETC, Ripley

Adult Care Health and Safety Training

- Course Title:** Manual Handling Assessments of Inanimate Loads
- Duration of Course:** ½ day
- Who should attend:** Compulsory training for anyone who has direct management responsibility for staff and/or establishment including Service Managers. Other staff can be nominated to attend if their Line Manager deems it appropriate to their job role or their development needs.
- Course Delivery:** It will be delivered using power-point presentation, demonstrations, group discussions, group activities and practical exercises.
- Assessment criteria:** There will be a written examination followed by regular Health and Safety audits of their place of work.
- Course Outcome:** By the end of the course participants will have the knowledge & experience to:-
- Recognise hazardous manual handling tasks
 - Assess the risks involved in moving inanimate objects
 - Introduce appropriate control measures
 - Record significant findings of assessment.

The course can be booked by completing a T4 and sending to, Staff Education and Training Centre, Long Close, Cemetery Lane, Ripley, DE5 3HY. Telephone No. 01629 531492. Email SSD.Training@derbyshire.gov.uk

Date and Venue: 10th September 2019 (am) - Room 2, SETC, Ripley

Adult Care Health and Safety Training

- Course Title:** Managing Personal Safety
- Duration of Course:** ½ day
- Who should attend:** Compulsory training for anyone who has direct management responsibility for staff and/or establishment including Service Managers. Other staff can be nominated to attend if their Line Manager deems it appropriate to their job role or their development needs.
- Course Delivery:** It will be delivered using power-point presentation, demonstrations, group discussions, group activities and practical exercises.
- Assessment criteria:** Attendance only course.
- Course Outcome:** By the end of the course participants will have the knowledge & experience to:-
- Have an understanding of their legal responsibilities regarding health and safety.
 - To manage the personal safety of their staff.

The course can be booked by completing a T4 and sending to, Staff Education and Training Centre, Long Close, Cemetery Lane, Ripley, DE5 3HY. Telephone No. 01629 531492. Email SSD.Training@derbyshire.gov.uk

Date and Venue: 10th September 2019 (pm) - Room 2, SETC, Ripley

Adult Care Health and Safety Training

- Course Title:** Management of Fire Safety
- Duration of Course:** ½ day
- Who should attend:** Compulsory training for anyone who has direct management responsibility for staff and/or establishment including Service Managers. Other staff can be nominated to attend if their Line Manager deems it appropriate to their job role or their development needs.
- Course Delivery:** It will be delivered using power-point presentation, demonstrations, group discussions, group activities and practical exercises.
- Assessment criteria:** There will be a written examination followed by regular Health and Safety audits of their place of work.
- Course Outcome:** By the end of the course participants will:
- Have a basic understanding of the Regulatory Reform (Fire Safety) Order (RRO) 2005
 - Understand the Fire Triangle
 - Be able to complete the Derbyshire County Council Fire Risk Assessment documentation
 - Have the ability to develop a fire management policy for their own establishment
 - Be able to develop evacuation procedures for the establishments including procedures for people with difficulties.

The course can be booked by completing a T4 and sending to, Staff Education and Training Centre, Long Close, Cemetery Lane, Ripley, DE5 3HY. Telephone No. 01629 531492. Email SSD.Training@derbyshire.gov.uk

Date and Venue: 9th January 2020 (am) - Room 2, SETC, Ripley

Adult Care Health and Safety Training

- Course Title:** Control of Substances Hazardous to Health (COSHH) for Managers
- Duration of Course:** ½ day
- Who should attend:** Compulsory training for anyone who has direct management responsibility for staff and/or establishment including Service Managers where hazardous substance may be used e.g. cleaning and domestic services, workshops etc. Other staff can be nominated to attend if their Line Manager deems it appropriate to their job role or their development needs.
- Course Delivery:** It will be delivered using power-point presentation, demonstrations, group discussions, group activities and practical exercises.
- Assessment criteria:** There will be a written examination followed by regular Health and Safety audits of their place of work.
- Course Outcome:** By the end of the course participants will have the knowledge & experience to:-
- Identify a hazardous substance
 - Create a substance inventory
 - Carry out COSHH assessments
 - Prepare an action plan

The course can be booked by completing a T4 and sending to, Staff Education and Training Centre, Long Close, Cemetery Lane, Ripley, DE5 3HY. Telephone No. 01629 531492. Email SSD.Training@derbyshire.gov.uk

Date and Venue: 9th January 2020 (pm) - Room 2, SETC, Ripley

Adult Care Health and Safety Training

Course Title:	Accident Reporting and Investigation
Duration of Course:	½ day
Who should attend:	Compulsory training for anyone who has direct management responsibility for staff and/or establishment including Service Managers. Other staff can be nominated to attend if their Line Manager deems it appropriate to their job role or their development needs.
Course Delivery:	It will be delivered using power-point presentation, demonstrations, group discussions, group activities and practical exercises.
Assessment criteria:	There will be a written examination followed by regular Health and Safety audits of their place of work.
Course Outcome:	By the end of the course participants will have the knowledge & experience to:- <ul style="list-style-type: none">• Understand their legal and departmental responsibilities to report accidents/incidents.• Report and investigate accidents/incidents in line with legislative and departmental procedures.

The course can be booked by completing a T4 and sending to, Staff Education and Training Centre, Long Close, Cemetery Lane, Ripley, DE5 3HY. Telephone No. 01629 531492. Email SSD.Training@derbyshire.gov.uk

Date and Venue: 11th February 2020 (am) - Room 2, SETC, Ripley

Adult Care Health and Safety Training

- Course Title:** Managing Stress
- Duration of Course:** ½ day
- Who should attend:** Compulsory training for anyone who has direct management responsibility for staff and/or establishment including Service Managers. Other staff can be nominated to attend if their Line Manager deems it appropriate to their job role or their development needs.
- Course Delivery:** It will be delivered using power-point presentation, demonstrations, group discussions, group activities and practical exercises.
- Assessment criteria:** Attendance only course.
- Course Outcome:** By the end of the course participants will have the knowledge & experience of:-
- Recognising signs of stress in people
 - The legal requirements relating to work related stress
 - The effects of stress in employees
 - The possible causes of stress
 - How to comply with the Derbyshire County Council Stress Management Policy.

The course can be booked by completing a T4 and sending to, Staff Education and Training Centre, Long Close, Cemetery Lane, Ripley, DE5 3HY. Telephone No. 01629 531492. Email SSD.Training@derbyshire.gov.uk

Date and Venue: 11th February 2020 (pm) - Room 2, SETC, Ripley

Adult Care Health and Safety Training

- Course Title:** Health and Safety for Business Services
- Duration of Course:** 4 days
- Who should attend:** Compulsory training for all Business Services Managers and Supervisors who has direct management responsibility for staff and/or establishment. Other staff can be nominated to attend if their Line Manager deems it appropriate to their job role or their development needs.
- Course Delivery:** Will be delivered using power-point presentation, demonstrations, group discussions, group activities and practical exercises.
- Assessment criteria:** There will be a written examination.
- Course Outcome:** By the end of the course participants will:
- Have the skills and knowledge to manage Health and Safety within their area of control, covering the following:-
- Premises Management
 - General Health and Safety Risk Assessments
 - Control of substance hazardous to health assessments
 - Fire Management
 - Manual Handling
 - Display Screen Equipment Assessments
 - Office Safety
 - Accident Reporting

The course can be booked by completing a T4 and sending to, Staff Education and Training Centre, Long Close, Cemetery Lane, Ripley, DE5 3HY. Telephone No. 01629 531492. Email SSD.Training@derbyshire.gov.uk

Date and Venue: Run on demand

Adult Care Health and Safety Training

- Course Title:** Personal Safety
- Duration of Course:** 4 hours
- Who should attend:** Run as part of Care Certificate programme for Care Worker Community new starters or for existing staff whose training needs updating.
- Course Delivery:** It will be delivered using power-point presentation, demonstrations, group discussions, group activities and practical exercises.
- Assessment criteria:** There will be a written examination.
- Course Outcome:** By the end of the course participants will have:-
- An understanding of the legal issues surrounding personal safety, and give an awareness of the concept of reasonable force.
 - An understanding of the factors which can increase the likelihood of violent behaviour and potentially harmful situations.
 - An understanding why people become angry and how that anger is displayed. To give examples of practical day to day actions which can form part of a personal safety plan.
 - The skills to diffuse and de-escalate immediately threatening situations, or situations which pose danger to themselves.
 - An understanding of the importance of their role in the reporting procedure.

The course can be booked by completing a T4 and sending to, Staff Education and Training Centre, Long Close, Cemetery Lane, Ripley, DE5 3HY. Telephone No. 01629 531492. Email SSD.Training@derbyshire.gov.uk

Date and Venue: See Derbyshire County Council, Adult Care Learning Development Training Programme

Adult Care Health and Safety Training

Course Title:	Caring Safely
Duration of Course:	1 day
Who should attend:	Run as part of Care Certificate programme for Care Worker Community new starters or for existing staff whose training needs updating.
Course Delivery:	It will be delivered using power-point presentation, demonstrations, group discussions and group activities and practical exercises.
Assessment criteria:	There will be a written examination
Course Outcome:	By the end of the course participants will: <ul style="list-style-type: none">• Have the knowledge to enable them to work safely in changing environment's and situations• Have knowledge of their legal and departmental responsibilities• Will be able to recognise issues which may affect the people in our care.• Have the ability to recognise hazards within the scope of their work, and have some ideas on how to control them• Understand the importance of following safe systems of work

The course can be booked by completing a T4 and sending to, Staff Education and Training Centre, Long Close, Cemetery Lane, Ripley, DE5 3HY. Telephone No. 01629 531492. Email SSD.Training@derbyshire.gov.uk

Date and Venue: See Derbyshire County Council, Adult Care Learning Development Training Programme

Adult Care Health and Safety Training

- Course Title:** Health and Safety for Establishments
- Duration of Course:** 4 hours
- Who should attend:** Run as part of Care Certificate programme for care establishment new starters or for existing staff whose training needs updating.
- Course Delivery:** It will be delivered using power-point presentation, demonstrations, group discussions and group activities and practical exercises.
- Assessment criteria:** There will be a written examination
- Course Outcome:** By the end of the course participants will:
- Have the ability to recognise hazards within the scope of their work, and have some ideas on how to control them
 - Be aware of their legal responsibilities
 - Understand the importance of following safe systems of work.
 - Have an understanding of how personal safety is managed
 - How to respond appropriately in situations where you may feel threatened by the behaviour of others.
 - An understanding of the legal issues surrounding personal safety, and give an awareness of the concept of reasonable force.
 - To equip staff with the skills to diffuse and de-escalate immediately threatening situations, or situations which pose danger to themselves.
 - To ensure that staff are aware of the importance of their role in the reporting procedure.
 - Have knowledge of Adult Care Policies and Procedures

The course can be booked by completing a T4 and sending to, Staff Education and Training Centre, Long Close, Cemetery Lane, Ripley, DE5 3HY. Telephone No. 01629 531492. Email SSD.Training@derbyshire.gov.uk

Date and Venue: See Derbyshire County Council, Adult Care, Learning Development Training Programme

Adult Care Health and Safety Training

Course Title:	Personal Safety
Duration of Course:	1 day
Who should attend:	<p>The course is designed for staff whose work is likely to generate higher risk situations e.g. safeguarding, enforcement action work which impairs on financial wellbeing etc.</p> <p>All managers must complete a personal safety and security risk assessment which will identify what level of training is required.</p> <p>Aimed at Prevention and Personalisation and Direct Care staff where appropriate</p>
Course Delivery:	It will be delivered using power-point presentation, demonstrations, group discussions, group activities and practical exercises.
Assessment criteria:	Attendance only course
Course Outcome:	<p>By the end of the course participants will have:-</p> <ul style="list-style-type: none">• An understanding of the legal issues surrounding personal safety, and give an awareness of the concept of reasonable force.• An understanding of the factors which can increase the likelihood of violent behaviour and potentially harmful situations.• An understanding why people become angry and how that anger is displayed. To give examples of practical day to day actions which can form part of a personal safety plan.• The skills to diffuse and de-escalate immediately threatening situations, or situations which pose danger to themselves.• An understanding of the importance of their role in the reporting procedure.• Knowledge of Adult Care Policies and Procedures which relate to personal safety.

The course can be booked by completing a T4 and sending to, Staff Education and Training Centre, Long Close, Cemetery Lane, Ripley, DE5 3HY. Telephone No. 01629 531492. Email SSD.Training@derbyshire.gov.uk

Date and Venue: 2nd May 2019 - Room 2, SETC, Ripley
14th June 2019 - Room 2, SETC, Ripley

See Derbyshire County Council, Adult Care Learning Development Training Programme for more dates.

If Managers require training for their staff on any of the courses or modules on dates other than those stated in this brochure, these can be arranged by contacting the Health and Safety Section.

This however is subject to availability of trainers, a minimum of 6 guaranteed attendees and the provision of a suitable venue organised by the Manager.

Health and Safety Training Needs Matrix

Name of Course	Employee's Name					
Management Systems (1 day)						
General Risk Assessment (1 day)						
Control of Substances Hazardous to Health for Managers (½ Day)						
Managing Personal Safety (½ day)						
Manual Handling Assessments of Inanimate Loads (½ day)						
Accident Reporting and Investigation (½ day)						
Managing Stress (½ day)						
Management of Fire Safety (½ day)						
Health and Safety for Senior Managers (1 day)						
Health and Safety for Managers (5 days)						

Name of Course	Employee's Name					
Health and Safety for D.S.O's (4 days)						
Health and Safety for Prevention and Personalisation Managers (3 days)						
Health and Safety for Business Services (4 days)						
Health and Safety for Managers Refresher (2 days)						
Personal Safety (4 hours)						
Caring Safety (1 day)						
Health and Safety for Establishments (4 hours)						
Personal Safety (1 day)						