

# Derbyshire Learning Programme 2019/20 for employees

## Health & Safety

Health and Safety related training is available for both managers and employees.

The different courses we deliver are:

- Fire Safety
- Introduction to Managing Safely
- Managing Asbestos
- Manual Handling
- Legionella Management
- Managing Safely
- Noise, HAV and Manual Handling
- Operational Fire Risk Assessment
- Personal Safety
- Work at Height
- Working Safely

If you want to discuss any aspect of the Health and Safety training please contact:

Phil Spalding - Tel: 01629 536970 - Email: [phil.spalding@derbyshire.gov.uk](mailto:phil.spalding@derbyshire.gov.uk)

Sam Wragg – Tel: 01629 535820 – Email: [sam.wragg@derbyshire.gov.uk](mailto:sam.wragg@derbyshire.gov.uk) (Asbestos)

Harvey Williams – Tel: 01629 538382 – Email: [harvey.williams@derbyshire.gov.uk](mailto:harvey.williams@derbyshire.gov.uk) (Legionella)

## **Introduction**

Welcome to the Derbyshire Learning Programme (Health and Safety Training) which offers learning opportunities to employees in all departments. This is to help develop the skills and knowledge required by employees to provide high quality services.

## **Communicating the Programme to Employees**

Learning and Development contacts in Departments are requested to forward the programme on to managers and employees which is regularly updated to reflect new opportunities.

Managers should ensure that members of their team are aware of the learning programme and arrange for a copy of the programme to be printed out and displayed on notice boards for employees without internet access. Paper copies should be made available to employees who work out on site.

## **How to Book**

Departmental training applications, for internal events that are advertised in this programme, have now been replaced by the use of 'self-service' bookings made through Derbyshire Learning Online (DLO).

Derbyshire Learning Online (DLO) 'self-service'/'self-sign up' processes went 'live' on Tuesday 1 October 2019.

Guidance on how to use 'self-service' through DLO has been published on the council's external web site:

<https://www.derbyshire.gov.uk/working-for-us/careers-and-work-experience/learning-development/online-learning/derbyshire-learning-online.aspx>

Guidance can also be accessed via Service Desk Online or in the DLO (under 'FAQ's/Help').

Employees should now only use application forms for accessing external courses or seminars, Qualification Training (QT) or Apprenticeships for existing employees.

If you have any difficulties using the 'self-service' approach to 'sign-up' to internal courses or workshops please contact your departmental learning and development team for advice.

## **Adult Social Care & Health**

Contact the Staff Education & Training Centre (SETC) at Ripley.  
Reception: 01629 531496 or  
Val Winson, Admin Office: 01629 531388 or  
Denise Mackey, Senior HR Consultant: 01629 531434 as appropriate.

## **Children's Services**

Admin: Christian Smith, Ext 32818  
Claire Austin, HR Consultant, Ext 32053 based at John Hadfield House or  
Lisa Buxton, Senior HR Consultant, Ext 31478 based at Denby or  
Joanne Davidson Ext 36559 (Catering Development Officer) based at Chatsworth Hall,  
Matlock, as appropriate.

## **Commissioning, Communities and Policy (CCP)**

Admin: Charlie Greaves Ext 39273 or  
Chris Mills, HR Consultant, Ext 36971 or  
Kate Bussell, HR Consultant, Ext 36239 or  
Ian McFadyen, Senior HR Consultant, Ext 36241, who are all based at County Hall, as  
appropriate

## **Economy, Transport and Environment (ETE)**

Admin: Lorna Morgan-Smith Ext 38529 or  
Lisa Hardy, HR Consultant, Ext 38121

## **Late Cancellations**

Cancellation of any booking **within a period of 15 working days before** the event date, or non-attendance, will result in a charge being made to your Department's learning and development budget.

The late cancellation charge will be for the advertised cost for a place on your event or course. If there is no initial advertised cost for the event then we reserve the right to charge a late cancellation fee.

## **Event Duration**

The events vary in length from a couple of hours to a full day. The dates and times for each event are included in the programme.

## **No Lunches or Refreshments**

No lunches are provided on learning events. If it is not possible for employees to purchase drinks or food at the training venue we recommend that participants bring their own packed lunches and refreshments with them.

| <b>Fire Safety</b>   |                  |                                    |   |   |
|--|------------------|------------------------------------|---|---|
| Provides participants with general fire awareness as well as fire prevention arrangements and how to recognize and use fire extinguishers. |                  |                                    |   |   |
| Date   | Time             | Training Venue                     | Cost per place  | Booking process   |
| Monday 7 October 2019  | 9.30am – 12.30pm | Parkwood Training Room 1, Alfreton | Fully funded apart from Markham Vale<br>*Cost of £10 per delegate half day class, £20 full day class. | To book a place please contact your Departmental Learning and Development Team. |
| Monday 25 November 2019  |                  | Parkwood Training Room 1, Alfreton |   |   |
| Monday 16 December 2019  |                  | Dove Holes Business Unit           |   |   |

| <b>Introduction to Managing Safely</b>  |                 |                |   |   |
|---|-----------------|----------------|---|---|
| The course is aimed at first line supervisors and provides participants with a basis overview of accident prevention and some knowledge of health and safety law and compares and contrasts reactive and proactive measures to manage health and safety in the workplace. |                 |                |   |   |
| Date  | Time            | Training Venue | Cost per place  | Booking process   |
| TBC   | 9.00am – 4.00pm |                | Fully funded apart from Markham Vale<br>*Cost of £10 per delegate half day class, £20 full day class. | To book a place please contact your Departmental Learning and Development Team. |

| <b>Managing Asbestos</b>   |      |                           |   |  |
|--|------|---------------------------|---|--|
| To inform 'Duty Holders' of their responsibilities to Manage Asbestos, understand the appropriate legislation and prepare them to initiate asbestos management procedures on their respective sites. |      |                           |   |  |
| Date   | Time | Training Venue            | Cost per place  | Booking process  |
| Thursday 17 October 2019   |      | Fairfield ACE – Main Hall | Fully funded. (There may a charge for external people.) | To book a place contact your Department's Learning and Development team.<br><br>Schools must complete their Learning & Development request form and e-mail it to Children's Services for processing on: <a href="mailto:learning.anddevelopment@derbyshire.gov.uk">learning.anddevelopment@derbyshire.gov.uk</a><br>For schools contact Workforce Development on 01629 536546. |
| Thursday 28 November 2019  |      | Denby Depot Business Unit |   |  |

**Manual Handling**

Provides participants with an awareness of possible injuries when manual handling, safe lifting techniques, and ways to adopt a good posture when working.

| Date                   | Time             | Training Venue                     | Cost per place  | Booking process   |
|------------------------|------------------|------------------------------------|---|---|
| Friday 25 October 2019 | 9.30am – 12.30pm | Parkwood Training Room 1, Alfreton | Fully funded apart from Markham Vale<br>*Cost of £10 per delegate half day class, £20 full day class. | To book a place please contact your Departmental Learning and Development Team. |
| Friday 8 November 2019 |                  | Markham Vale                       |   |   |
| Monday 2 December 2019 |                  | Dove Holes Business Unit           |   |   |

**Legionella Management**

These training sessions have been specifically tailored for the person who is delegated to carry out the on-site Legionella monitoring. Although the responsibility for onsite Legionella temperature testing lies with the Premises Duty Holder (Head teacher, Premises Manager etc.), this duty is usually delegated to a responsible person e.g. caretaker, office personnel, site manager etc. Therefore the person attending the training should be the one carrying out the periodic monitoring.

| Date                  | Time | Training Venue | Cost per place   | Booking process  |
|-----------------------|------|----------------|--|--|
| Friday 4 October 2019 |      | Markham Vale   | Fully funded.<br>(There may a charge for external people.) | To book a place contact your Department's Learning and Development team.<br><br>Schools must complete their Learning & Development request form and e-mail it to Children's Services for processing on: <a href="mailto:learning.anddevelopment@derbyshire.gov.uk">learning.anddevelopment@derbyshire.gov.uk</a><br>For schools contact Workforce Development on 01629 536546.<br><br>Any queries contact Harvey Williams, Health and Safety on 01629 538382 or <a href="mailto:harvey.williams@derbyshire.gov.uk">harvey.williams@derbyshire.gov.uk</a> |

### Noise, HAVS and Manual Handling

Provides participants with a better awareness of noise and vibration, simple ways to reduce the effects of both noise and vibration as well as useful, practical tips to move and handle inanimate loads safely

| Date                    | Time             | Training Venue                   | Cost per place  | Booking process   |
|-------------------------|------------------|----------------------------------|---|---|
| Monday 18 November 2019 | 9.30am – 12.30pm | Chatsworth Hall, Training Room 1 | Fully funded apart from Markham Vale<br>*Cost of £10 per delegate half day class, £20 full day class. | To book a place please contact your Departmental Learning and Development Team. |
| Monday 18 December 2019 |                  | Markham Vale                     |   |   |

### Operational Fire Risk Assessment

The Operational Fire Risk Assessment course is aimed at employees who have the responsibility or are involved in the process of carrying out Operational Fire Risk Assessments on DCC premises. The course outlines the duties of the 'Responsible Person' under The Regulatory Reform (Fire Safety) Order 2005 (RRO). The course also outlines fire precautions necessary to reduce the risk of fire.

| Date | Time | Training Venue | Cost per place  | Booking process   |
|------|------|----------------|---|---|
| TBC  |      |                | Fully funded apart from Markham Vale<br>*Cost of £10 per delegate half day class, £20 full day class. | To book a place please contact your Departmental Learning and Development Team. |

### Work at Height

The course is aimed at employees who use stepladders or ladders to work at height. The course includes a brief guide to the Work at Height Regulations and how to use ladders and stepladders safely.

| Date                     | Time             | Training Venue                     | Cost per place  | Booking process   |
|--------------------------|------------------|------------------------------------|---|---|
| Monday 14 October 2019   | 9.30am – 12.30pm | Markham Vale                       | Fully funded apart from Markham Vale<br>*Cost of £10 per delegate half day class, £20 full day class. | To book a place please contact your Departmental Learning and Development Team. |
| Friday 22 November 2019  |                  | Dove Holes Business Unit           |   |   |
| Thursday 5 December 2019 |                  | Parkwood Training Room 1, Alfreton |   |   |

**Working Safely**

Provides participants with a basic health and safety understanding as well as the significance of various hazards around the workplace and helps towards employees working more safely.

| <b>Date</b>               | <b>Time</b>     | <b>Training Venue</b> | <b>Cost per place</b>   | <b>Booking process</b>  |
|---------------------------|-----------------|-----------------------|---|---|
| Thursday 28 November 2019 | 9.00am – 4.00pm | Markham Vale          | Fully funded apart from Markham Vale<br>*Cost of £10 per delegate half day class, £20 full day class. | To book a place please contact your Departmental Learning and Development Team. |