

Health & Safety Training

WINTER TERM

Date	Time	Session	Target Audience	Room
Tuesday, 28 th September	10:00 – 12:00	Display Screen Equipment	<ul style="list-style-type: none"> • <i>Essential</i> - all Staff 	F111
Tuesday, 28 th September	2 – 4pm	Fire Procedures	<ul style="list-style-type: none"> • <i>Essential</i>: H&S Committee Members, Nominated Fire Evacuation Officers, Nominated Floor Evacuation Officers • <i>Highly recommended</i>: all Staff, Strategic Management Team, all Middle Managers 	F111
Wednesday, 29 th September	09:00-11:00	Manual Handling	<ul style="list-style-type: none"> • <i>Essential</i> – all Staff 	F111
Tuesday, 29 th September	11:00 – 1pm	General Risk Assessment	<ul style="list-style-type: none"> • <i>Essential</i>: Strategic Management Team, all Middle Managers, H&S Committee Members, Nominated Risk Assessors • <i>Highly recommended</i>: all Staff 	F111
Wednesday, 29 th September	2 – 4pm	COSHH	<ul style="list-style-type: none"> • <i>Essential</i>: H&S Committee Members, all Middle Managers, Nominated Risk Assessors • <i>Highly recommended</i>: all Staff 	F111
Thursday, 30 th September	10 - 11	H&S Induction	<ul style="list-style-type: none"> • <i>Essential</i>: all new staff (including agency workers who are expected to work for college over extended period of time) 	F111
Monday, 22 nd November	2 – 4pm	Management of H&S	<ul style="list-style-type: none"> • <i>Essential</i>: Strategic Management Team, all Middle Managers • <i>Highly recommended</i>: H&S Committee Members 	F111
Monday, 22 nd November	10:00 – 12:00	Stress Awareness (= work/life balance)	<ul style="list-style-type: none"> • <i>Highly recommended</i>: all Staff 	F111
Tuesday, 23 rd November	10:00 – 12:00	Environmental Responsibilities	<ul style="list-style-type: none"> • <i>Essential</i>: Strategic Management Team, all Middle Managers, H&S Committee Members • <i>Highly recommended</i>: all Staff 	F111

SPRING TERM

Date	Time	Session	Target Audience	Room
Monday, 21 st March 2011	10:00 – 12:00	Display Screen Equipment	<ul style="list-style-type: none"> • <i>Essential</i> - all Staff 	F111
Monday, 21 st March 2011	2 – 4pm	Fire Procedures	<ul style="list-style-type: none"> • <i>Essential</i>: H&S Committee Members, Nominated Fire Evacuation Officers, Nominated Floor Evacuation Officers • <i>Highly recommended</i>: all Staff, Strategic Management Team, all Middle Managers 	F111
Tuesday, 22 nd March 2011	09:00-11:00	Manual Handling	<ul style="list-style-type: none"> • <i>Essential</i> – all Staff 	F111
Tuesday, 22 nd March 2011	11:00 – 1pm	General Risk Assessment	<ul style="list-style-type: none"> • <i>Essential</i>: Strategic Management Team, all Middle Managers, H&S Committee Members, Nominated Risk Assessors • <i>Highly recommended</i>: all Staff 	F111
Tuesday, 22 nd March 2011	2 – 4pm	COSHH	<ul style="list-style-type: none"> • <i>Essential</i>: H&S Committee Members, all Middle Managers, Nominated Risk Assessors • <i>Highly recommended</i>: all Staff 	F111
Wednesday, 23 rd March 2011	10 - 11	H&S Induction	<ul style="list-style-type: none"> • <i>Essential</i>: all new staff (including agency workers who are expected to work for college over extended period of time) 	F111
Monday, 28 th March 2011	2 – 4pm	Management of H&S	<ul style="list-style-type: none"> • <i>Essential</i>: Strategic Management Team, all Middle Managers • <i>Highly recommended</i>: H&S Committee Members 	F111
Monday, 28 th March 2011	10:00 – 12:00	Stress Awareness (= work/life balance)	<ul style="list-style-type: none"> • <i>Highly recommended</i>: all Staff 	F111
Tuesday, 29 th March 2011	10:00 – 12:00	Environmental Responsibilities	<ul style="list-style-type: none"> • <i>Essential</i>: Strategic Management Team, all Middle Managers, H&S Committee Members • <i>Highly recommended</i>: all Staff 	F111
Tuesday, 29 th March 2011	2 - 4	PPE – SPRING TERM ONLY	<ul style="list-style-type: none"> • <i>Essential</i>: Nominated Risk Assessors • <i>Highly recommended</i>: H&S Committee Members, Staff who wear safety clothing at work 	F111

SUMMER TERM

Date	Time	Session	Target Audience	Room
Tuesday, 3 rd May 2011	09:00-11:00	Manual Handling	<ul style="list-style-type: none"> • <i>Essential</i> – all Staff 	F111
Tuesday, 3 rd May 2011	11:00 – 1pm	General Risk Assessment	<ul style="list-style-type: none"> • <i>Essential</i>: Strategic Management Team, all Middle Managers, H&S Committee Members, Nominated Risk Assessors • <i>Highly recommended</i>: all Staff 	F111
Tuesday, 3 rd May 2011	2 – 4pm	COSHH	<ul style="list-style-type: none"> • <i>Essential</i>: H&S Committee Members, all Middle Managers, Nominated Risk Assessors • <i>Highly recommended</i>: all Staff 	F111
Wednesday, 4 th May 2011	10 - 11	H&S Induction	<ul style="list-style-type: none"> • <i>Essential</i>: all new staff (including agency workers who are expected to work for college over extended period of time) 	F111
Monday, 9 th May 2011	2 – 4pm	Management of H&S	<ul style="list-style-type: none"> • <i>Essential</i>: Strategic Management Team, all Middle Managers • <i>Highly recommended</i>: H&S Committee Members 	F111
Monday, 9 th May 2011	10:00 – 12:00	Stress Awareness (= work/life balance)	<ul style="list-style-type: none"> • <i>Highly recommended</i>: all Staff 	F111
Tuesday, 10 th May 2011	10:00 – 12:00	Environmental Responsibilities	<ul style="list-style-type: none"> • <i>Essential</i>: Strategic Management Team, all Middle Managers, H&S Committee Members • <i>Highly recommended</i>: all Staff 	F111
Monday, 16 th May 2011	10:00 – 12:00	Display Screen Equipment	<ul style="list-style-type: none"> • <i>Essential</i> - all Staff 	F111
Tuesday 17 th May 2011	2 – 4pm	Fire Procedures	<ul style="list-style-type: none"> • <i>Essential</i>: H&S Committee Members, Nominated Fire Evacuation Officers, Nominated Floor Evacuation Officers • <i>Highly recommended</i>: all Staff, Strategic Management Team, all Middle Managers 	F111

As spaces are limited and trainings will only take place once a term, please book you place at your earliest possible convenience. Email Heike Hennig on heike.hennig@barkingdagenhamcollege.ac.uk.