

Course Description and Relevant Information

Asbestos Awareness

Course Description	<p>This course gives an overview of legislation including Control of Asbestos Regulation 2012, Risk management, Surveys, Management Plans and Duty to manage.</p> <p>Participants will understand the risks of asbestos, their specific duties in managing asbestos on the school site and how to complete asbestos management plans.</p>
Audience	Anyone working within a School Premises Management Team will benefit from this training.
Venue	Zoom virtual training
Cost	£55 per person for Members £75 per person for Non-Members
Mandatory?	Yes, The Control of Asbestos Regulations 2012 says 'Every employer must ensure that any employee employed by that employer is given adequate information, instruction and training where that employee is or is liable to be exposed to asbestos, or if that employee supervises such employees'.
Outcomes	On completing this course, participants will understand the risks of asbestos, their specific duties in managing it within school, how to complete asbestos management plans and undertake inspections of asbestos-containing materials

Legionella Awareness

Course Description	An overview of legislation including the L8 and control matrix needed to manage legionella in the school. Designed to highlight the risks of exposure to legionella bacteria, this Legionella Awareness Training Course looks at what to look out for and how to protect your school from harmful Legionnaires' disease.
Audience	Anyone working within a School Premises Management Team will benefit from this training.
Venue	Zoom virtual training
Cost	£55 per person for Members £75 per person for Non-Members
Mandatory?	Yes The ACOP L8: Legionnaires' disease, The control of legionella bacteria in water systems in reference to competence, advises 'The duty holder should also ensure that all employees

	involved in work that may expose an employee or other person to legionella are given suitable and sufficient information, instruction and training'
Outcomes	On completing this course, participants will have all the knowledge, information and tools required to safely manage legionella within school premises.

COSHH (Control of Substances Hazardous to Health)

Course Description	This COSHH training course provides an understanding of hazardous substances, as outlined within the Control of Substances Hazardous to Health Regulations 2002 (COSHH). It will equip you with the knowledge needed to identify hazardous substances in your workplace and understand the legal requirements of COSHH. By completing this training, you will be aware of how to undertake a COSHH risk assessment and know the different control measures that can be implemented to manage risks that hazardous substances can cause.
Audience	Anyone working within a School Premises Management Team will benefit from this training.
Venue	Zoom virtual training
Cost	£55 per person for Members £75 per person for Non-Members
Mandatory?	Yes
Outcomes	On completion of this course, participants will be able to identify the hazardous substances used within school, know how to undertake a COSHH risk assessment and will be able to establish the control measures and work practices required to maintain a safe environment for both building users and operational staff.

Working at Height Risk Assessment

Course Description	This Working at Height training course helps you to comply with the Work at Height Regulations 2005 by providing you with the necessary information needed to be able to successfully deal with working at height risks and control measures. This includes an understanding of how to undertake a working at height risk assessment to effectively control and manage risks, how to use access equipment
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	safely and how to ensure that employees can reduce their risk of falls from height.
Audience	School Premises Staff, other school staff that may work at height
Venue	Zoom virtual training
Cost	£55 per person for Members £75 per person for Non-Members
Mandatory?	Yes
Outcomes	On completion of this course, participants will be able to assess any risks associated with working at heights and will have the knowledge required to identify the control measures to be put in place.

Manual Handling Risk Assessment

Course Description	This course is based on the Manual Handling Operations Regulations 1992(MHOR). It raises awareness of the dangers associated with manual handling and the practical steps that can be taken to minimise and control the risks that it presents. Participants will be able to risk assess tasks, use safe lifting and moving techniques and reduce the chances of injury due to manual handling.
Audience	Anyone that lifts, moves, and manual handle items at work including the School Premises Management Team will benefit from this training.
Venue	Zoom virtual training
Cost	£55 per person for Members £75 per person for Non-Members
Mandatory?	Yes Section 2 of the HSW Act and Regulation 10 of the Management of Health and Safety Regulations require you to provide your employees with health and safety information and training.
Outcomes	On completing this course, participants will be able to risk assess tasks and use safe moving and lifting techniques, thereby reducing the risk of injury to operational staff and building users.

Managing Contractors

Course Description	This course follows HSE's approach to managing contractors. Participants will understand what steps they need to take to manage contractors on school premises, the risks associated with contractor's works and create an effective plan to control them. The importance of co-operation and coordination with contractors, use of safe systems of work and permits.
Audience	Anyone that manages projects and contractor works including the School Premises Management Team will benefit from this training.
Venue	Zoom virtual training
Cost	£55 per person for Members £75 per person for Non-Members
Mandatory?	No, but recommended to ensure the responsible person is aware of specific relevant duties and how to comply with them.
Outcomes	On completion of this course, participants will possess the knowledge and skills required to manage contractors while on site. They will understand the importance of contract co-ordination and cooperation and be able to review safe systems of work.

Head Teacher Health and Safety Training

Course Description	Duty holder, responsible person, lead accountable person – what does this mean for you as a new Head Teacher? What do you need to know? NASPM has developed a one-hour well-structured whistle-stop tour of all relevant legislation and risk management to give new Head Teachers a sound foundation of all things health and safety.
Audience	New Head Teachers and also very suitable for existing Head teachers as a refresher and update.
Venue	Zoom virtual training
Cost	£55 for Members £75 for Non-Members
Mandatory?	No, although the Head Teacher has defined health and safety roles and responsibilities such as the duty holder role. The Management of Health and Safety Regulations require those with key health and safety responsibilities to be competent.
Outcomes	On completion of this course, participants will understand their core legal obligations to ensure Health & Safety compliance and best-practice across their school.

PUWER Assessment

Course Description	This course is based on the Provision and Use of Work Equipment Regulation 1998 (PUWER). Participants will understand their legal requirements under PUWER 1998, risks associated with work equipment and how to carry out PUWER assessments on their work equipment to ensure these equipment are safe for use.
Audience	Anyone working within a School Premises Management Team will benefit from this training.
Venue	Zoom virtual training
Cost	£55 per person for Members £75 per person for Non-Members
Mandatory?	Yes Regulation 9 of the PUWER 1998 legislation requires that users of equipment should be sufficiently competent to do so safely and PUWER Regulation 8 says Employers have a duty to ensure that employees have all the information at their disposal to enable them to use work equipment safely.
Outcomes	On completion of this course, participants will understand the steps they need to take to meet their legal requirements under PUWER, the risks associated with work equipment, and how

	to carry out PUWER assessments to ensure that equipment is safe to use.
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Accident Investigation

Course Description	This course provides participants with the knowledge and skills to effectively investigate accidents, incidents and near-misses thereby preventing future accidents. At the end of this course, participants will be able to state accident reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013), explain the investigation process, methods for identifying the underlying causes of accidents and incidents, and be aware of the contents of an accident investigation report to formulate actionable safety recommendations.
Audience	Anyone working within a School Premises Management Team
Venue	Zoom virtual training
Cost	£55 per person for Members £75 per person for Non-Members
Mandatory?	No, although the Management of Health and Safety at Work Regulations 1999 imply that investigating the causes of workplace accidents is considered an essential part of good health and safety management and of the risk assessment review process. It forms the “check” part of the Plan, Do, Check, Act approach in the HSE’s HSG65 Managing for Health and Safety. This is recommended as part of good safety management.
Outcomes	On completing this course, participants will be able to state accident reporting requirements under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (1995), explain the investigation process, explain methods for identifying the underlying causes of accidents and incidents, explain the contents of an accident investigation report and formulate actionable safety recommendations.

Legionella Management

Course Description	A focus on legionella management system that includes the written scheme of control. An overview of legislation including the L8 and control matrix needed to manage legionella in the school. Designed to highlight the risks of exposure to legionella bacteria, this Legionella Awareness Training Course looks at what to look out for and how to protect your school from harmful Legionnaires' disease.
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	An overview of actions required when dealing with legionella bacteria found in the school water system.
Audience	SBM
Venue	Zoom virtual training
Cost	£55 per person for Members £75 per person for Non-Members
Mandatory?	Yes, Those with responsibility/duty holders
Outcomes	On completing this course, participants will have all the knowledge, information and tools required to safely manage legionella within school premises.
SBM Refresher Health and Safety Compliance	
Course Description	School Business Manager health safety and compliance training covers the legal requirements of managing a school and how to ensure the school has a health and safety management system to test and challenge compliance. Also includes risk assessment, accident management, statutory compliance and good estates management.
Audience	School Business Manager
Venue	Zoom virtual training
Cost	£55 per person for Members £75 per person for Non-Members
Mandatory?	No, although the SBM Job Descriptions will have a requirement to manage school compliance and management regulations require the need for competent persons.
Outcomes	On completing this course, participants will have a clear understanding of Health and Safety legislation and of the School Business Manager role in creating and maintaining a safe school environment.

Health and Safety for Premises Staff	
Course Description	This is a course specifically focused on School premises health and safety, based on legislation, school standards, premises staff activities and risk management, risk assessment, control measures, contractor management and statutory compliance.

Audience	Anyone working within a School Premises Management Team will benefit from this training.
Venue	Zoom virtual training
Cost	£55 per person for Members £75 per person for Non-Members
Mandatory?	Yes The Health and Safety at Work etc. Act 1974 section 2 and regulations 10 of the Management of Health and Safety at Work Regulations 1999 requires every employer to provide training, instruction, information and supervision necessary to ensure the safety and health of their staff.
Outcomes	On completing this course, participants will have a broad overview of how the Health and Safety at Work Act applies to school premises and clarity about the specific areas where further training is needed.

Health and Safety Management – School Governor Training

Course Description	<p>School governors form part of the health and safety statutory framework with responsibilities to ensure the school is a safe environment for staff and pupils, and to test and challenge the school for compliance assurance.</p> <p>The course aims to provide Governors with the knowledge to be able to effectively manage the health and safety of the school in line with their responsibilities under local management of schools and relevant legislation.</p> <p>On successful completion of the course, Governors will be able to:</p> <ul style="list-style-type: none"> • Understand their role and responsibilities for health and safety • Recognise the importance of health and safety management system • Appreciate the consequences of failing to manage health and safety effectively • Know how to plan and carry out successful health and safety management with the school • Understand the importance of reviewing and monitoring health and safety systems and procedure
Audience	School Governors
Venue	Zoom virtual training
Cost	£55 per person for Members £75 per person for Non-Members
Mandatory?	No, although school governors have defined health and safety roles and responsibilities.
Outcomes	On completion of this course, participants will know the legal obligations the school must comply with. Governors will know what roles and responsibilities sit with specific school staff, key questions to ask, and what to look for when reviewing their school's Health & Safety management plans and actions.

SLT – Senior Team Leaders Health and Safety Awareness

Course Description	<p>This course is based on the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and school-specific standards.</p> <p>An overview of a health and safety management system is required to ensure compliance.</p> <p>This course aims to empower senior leaders with the knowledge and skills needed to champion health and safety practices, create a culture of safety, ensure the well-being of students, staff and visitors on the school site and understand their legal obligations and statutory compliance.</p>
Audience	Senior Leadership Team
Venue	Zoom virtual training
Cost	£55 per person for Members £75 per person for Non-Members
Mandatory?	No, although senior leaders have duties and responsibilities under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. This course will give you the tools needed to ensure compliance and is recommended as part of good safety management.
Outcomes	On completing this course, participants will have the knowledge and skills needed to champion health and safety practices and to create a culture of safety, thereby ensuring the wellbeing of building users. They will understand their legal obligations and the need for statutory compliance.

Risk Assessing for Premises Staff

Course Description	<p>This course will review the legislation and guidance for completing risk assessments and is specific to school premises risk management.</p> <p>Reviewing the hazard identification and risk profiling and assisting in your school risk assessment process and management.</p> <p>At the end of the session, participants will understand the principals involved in risk assessing and be able to complete internal suitable and sufficient risk assessments.</p>
Audience	Anyone working within a School Premises Management Team will benefit from this training.
Venue	Zoom virtual training
Cost	£55 per person for Members £75 per person for Non-Members
Mandatory?	Yes Management of Health and Safety at Work Regulations 1999 section 3(1) places a duty on employers to assess the risks to the health and safety of employees
Outcomes	On completing this course, participants will have a robust understanding of the principles of risk assessment, and will be able to complete their own, internal risk assessments.

School Fire Safety Management – School Governor Training

Course Description	<p>School governors form part of the health and safety statutory framework with responsibilities to ensure the school is a safe environment for staff and pupils, and to test and challenge the school for compliance assurance. This includes compliance with the RRFSO 2005.</p> <p>The course provides Governors with the knowledge to effectively review the fire safety of the school in line with their responsibilities under local management of schools and relevant legislation.</p> <p>On successful completion of the course, Governors will be able to:</p> <ul style="list-style-type: none"> • Understand their role and responsibilities for fire compliance • Recognise the importance of a fire safety management system • Appreciate the consequences of failing to manage fire safety effectively • Support the school in fire safety improvements
Audience	School Governors
Venue	Zoom virtual training
Cost	£55 per person for Members £75 per person for Non-Members
Mandatory?	No, although as part of the school statutory framework fire management training will assist in raising the awareness and standards of school fire safety
Outcomes	On completing this course, participants will understand the school statutory framework and legal responsibilities to ensure their school has an effective Fire Management plan in place, and how to work with key school personnel to assess the suitability and effectiveness of this plan.

School Compliance and Assurance Management – School Governor Training

Course Description	<p>School governors form part of the health and safety statutory framework with responsibilities to ensure the school is a safe environment for staff and pupils, and to test and challenge the school for compliance assurance. The assurance of compliance is often lacking in schools and this training enables school governors to test and challenge school compliance.</p> <p>The course aims to provide Governors with knowledge and awareness of school compliance standards and legal requirements.</p> <p>On successful completion of the course, Governors will be able to:</p> <ul style="list-style-type: none"> • Understand their role and responsibilities for assurance of legal compliance • Recognise the importance of a health and safety governance • Appreciate the consequences of failing to manage health and safety effectively • Support the school in health and safety improvements
Audience	School Governors
Venue	Zoom virtual training
Cost	<p>£55 per person for Members £75 per person for Non-Members</p>
Mandatory?	No, although school governors have defined health and safety roles and responsibilities.
Outcomes	<p>Upon completion, participants will understand the statutory framework for school Governors to <i>evidence compliance</i> across their school in managing Health & Safety. They will know what it means to “test and challenge” for compliance assurance, so they can engage confidently with the school.</p>

CDM Management

Course Description	This course will provide you with a comprehensive understanding of your responsibilities and obligations under the CDM regulations 2015. The course covers an overview of CDM regulations, client responsibilities, client role in project planning, pre-construction information, competence and resource, health and safety file, communication and collaboration, contract management, documentation and recordkeeping and emergency preparedness.
Audience	Anyone working within a School Premises Management Team will benefit from this training.
Venue	Zoom virtual training
Cost	£55 per person for Members £75 per person for Non-Members
Mandatory?	No, although this training gives you the required knowledge and skills and is recommended as part of good safety management.
Outcomes	On completing the course, participants will have a clear understanding of CDM regulations, their responsibilities as client, their role in project planning, providing pre-construction information, competencies, resource and health and safety issues. They will also understand the requirements around communication and collaboration, contract management, documentation, recordkeeping and emergency preparedness.

School Business Managers Health and Safety (3hr)

Course Description	<p>The course aims to provide SBMs with the knowledge to be able to effectively manage the health and safety of the school.</p> <p>On successful completion of the course, SBM's will be able to:</p> <ul style="list-style-type: none"> • Understand the requirements of the HASAWA 1974 and Management of Health and Safety at Work Regulations 1999 • How to implement a successful health and safety management system • Implement a risk profile system and develop suitable and sufficient risk assessments • Understanding of legal, industry and school standards for managing health and safety • Implement good estates management • Appreciate the consequences of failing to manage health and safety effectively
Audience	SBM's
Venue	Zoom virtual training
Cost	£75 per person for Members £95 per person for Non-Members
Mandatory?	No, although senior leaders have duties and responsibilities under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.
Outcomes	On completing this course, participants will have a clear understanding of health and safety legislation and of the school business manager role in creating and maintaining a safe school environment.

Understanding the CDM 2015 Requirements and Duty Holder Roles – School Governor Training

Course Description	<p>CDM 2015 regulations set out the duty holder roles required to manage all works on the fabric of the building. The course enables school Governors to be aware of the legal requirements from the CDM regulations and to raise the profile of competence and assurance of compliance for all school building works.</p> <p>On successful completion of the course, Governors will be able to:</p> <ul style="list-style-type: none"> • Understand their role and responsibilities for assurance of legal compliance including specific CDM duties the school must follow • Recognise the importance of managing building works • Appreciate the consequences of a material breach against the CDM 2015 • Support the school in health and safety improvements
Audience	School Governor
Venue	Zoom virtual training
Cost	£55 per person for Members £75 per person for Non-Members
Mandatory?	No, although school governors have defined health and safety roles and responsibilities. The Management of Health and Safety at Work Regulations 1999 require those with key health and safety responsibilities to be competent.
Outcomes	On completing the course, participants will have a clear understanding of CDM regulations, and their role in ensuring the school fulfils its responsibilities across project planning, providing pre-construction information, competencies, resource and health and safety issues. They will also know how they can support the school with communication and collaboration, contract management, documentation, recordkeeping and emergency preparedness.

Your Defence Starts Today – Accident Management – School Governor Training

Course Description	<p>This course aims to raise the profile and importance of accident management. The common concerns when accidents occur and the legal requirements for investigation and reporting of accidents.</p> <p>School governors form part of the health and safety statutory framework with responsibilities to ensure the school is a safe environment for staff and pupils, and this includes the requirement to ensure accidents are reviewed, managed and monitored.</p> <p>On successful completion of the course, Governors will be able to:</p> <ul style="list-style-type: none"> • The requirements of RIDDOR • Managing civil claims • Managing criminal investigations • Media and communication management • Recognise the importance of health and safety management system • Appreciate the consequences of failing to manage health and safety effectively
Audience	School Governors
Venue	Zoom virtual training
Cost	£55 per person for Members £75 per person for Non-Members
Mandatory?	No, although school governors have defined health and safety roles and responsibilities. The management regulations require those with key health and safety responsibilities to be competent.
Outcomes	On completing this course, participants will understand the importance of an Accident Management plan, what this plan must contain, and how to respond appropriately when an accident happens. They will have a framework to guide them through potential claims and investigations.

Responsible Person Duties – RRFSO 2005 Legal Requirements for Head Teacher Fire Safety Management

Course Description	<p>The Head Teacher is the Responsible Person under the legal requirements of the RRFSO 2005. This includes many 'must' duties for implementing fire safety measures within the school setting.</p> <p>The course aims to enable the Head Teacher to be aware of the legal duties for school fire safety management and to ensure the school has a fire safety management system in place.</p> <p>Reviewing the articles within the RRFSO and how these should be practically managed within the school environment. Guidance on fire safety compliance standards and a review of the fire safety enforcer's code.</p>
Audience	Head Teachers
Venue	Zoom virtual training
Cost	£55 per person for Members £75 per person for Non-Members
Mandatory?	Yes, the Responsible Person must be competent and aware of the RRFSO 2005
Outcomes	On completing this course, participants will understand their duties as a Responsible Person for Fire Safety Management in their school, and ensuring a fit-for-purpose, workable Fire Safety Management system is in place.

Your Defence Starts Today – Accident Management – Head Teacher

Course Description	<p>What happens if a serious accident occurs at school? What are the legal statutory duties for schools in managing accidents? What happens in the event of a civil claim? What happens in the event of a Health and Safety HSE investigation? Are you prepared? What documents do you need? Will I go to court?</p> <p>All of the questions above are reviewed as part of this training, with case studies of poor health and safety management failings and to prepare the school for having an accident management system.</p> <p>An overview of RIDDOR and the importance of accident reporting and accident management.</p>
Audience	Head Teacher
Venue	Zoom virtual training
Cost	£55 per person for Members £75 per person for Non-Members
Mandatory?	No, although senior leaders have duties and responsibilities under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. This course will give you the tools needed to ensure compliance and is recommended as part of good safety management.
Outcomes	On completing this course, participants will have knowledge and confidence on how to respond to serious accidents at school. They will know their legal duties, and how to prepare for any potential escalation. Participants will understand the importance of implementing a suitable Accident Management System.

Health and Safety for EYFS Statutory

Course Description	This course provides participants with the knowledge and skills needed to identify, assess and manage risks effectively while providing a safe and enriching environment for learners. At the end of this course, participants will be able to explain the key principles of the EYFS framework, conduct age-appropriate risk assessments, explain how controlled risks can enhance learning experiences, address safety measures and risk management within indoor and outdoor areas, develop effective health and safety policies tailored to early years environments, explain the importance of parents and guardians involvement in safety practices and emergency preparedness.
Audience	Early Years Staff
Venue	Zoom virtual training
Cost	£55 per person for Members £75 per person for Non-Members
Mandatory?	Management of Health and Safety at Work Regulations 1999, section 3, requires employers to carry out risk assessments for their activities. This course will give employers/employees the skills necessary to effectively assess and manage risks. It is recommended as part of good safety management.
Outcomes	On completion of this course, participants will be able to explain the key principles of the EYFS framework, conduct age appropriate risk assessments, explain how controlled risks can enhance learning experiences, address safety measures and risk management within indoor and outdoor areas, develop effective health and safety policies, tailored to the early years environment and explain the importance of parent and guardian involvement in safety practices and emergency preparedness.