

**ESSENTIAL HEALTH AND SAFETY TRAINING PROGRAMME FOR H&S COORDINATORS:**

<b>E:</b> essential courses <b>LD:</b> locally determined depending upon the nature of your role, activities, local risk assessments and arrangements. Departmental training requirements will be determined in your <b>local training matrix</b> <input type="checkbox"/> : essential health and safety competencies which need to be evaluated after training has been delivered and only where relevant to the role		<b>H&amp;S COORDINATORS/OFFICERS OR SIMILAR ROLES</b>		Recommended frequency
<b>LEVEL 1</b>	<b>Introductory modules/videos</b>			
	15mins	▶ <a href="#">Fire safety training module</a>	<b>E</b>	<i>Every year</i>
	15mins	▶ <a href="#">DSE training and assessment modules</a>	<b>E</b>	<i>Every 2yrs</i> <i>(See DSE definitions)</i>
	15mins	▶ <a href="#">Manual handling training module</a>	<b>E</b>	<i>Every 3yrs</i>
	15mins	▶ VIDEO: office safety	<b>E</b>	<b>LD</b>
	<b>Essential introductory sessions</b>			
	Doc.	▶ SENTINEL: <a href="#">accident reporting system user guide</a>	<b>LD</b>	-
1h30	▶ <a href="#">Introduction to risk assessment</a>	<b>LD</b>	<b>LD</b>	
<b>LEVEL 2</b>	<b>Practical workshops</b>			
	2h00	▶ <a href="#">Risk assessment workshop: science &amp; non-science</a>	<b>E</b>	<i>Every 3yrs</i>
	2h00	▶ <a href="#">H&amp;S inspection workshop: office awareness</a>	<b>E</b>	<i>Every 3yrs</i>
	1h00	▶ <a href="#">DSE assessor training</a>	<b>LD</b>	<i>Every 3yrs</i>
	2h00	▶ <a href="#">The risk management of events at the University of Leeds</a>	<b>LD</b>	<i>Every 3yrs</i>
	Full day	▶ <a href="#">Fire warden workshop</a>	<b>LD</b>	<i>Every 3yrs</i>
	2h00	▶ <a href="#">Manual handling assessment workshop</a>	<b>LD</b>	<i>Every 3yrs</i>
	2h30	▶ <a href="#">COSHH and the Management of Hazardous Substances</a>	<b>LD</b>	<i>Every 3yrs</i>

<b>Seminars and additional workshops relevant to the role</b>				
2h00	▶ <a href="#">Personal resilience: developing assertiveness and working with confidence</a>	<b>LD</b>		<b>LD</b>
3h00	▶ <a href="#">Interpersonal communication skills training workshop</a>	<b>LD</b>		<b>LD</b>
1h00	▶ <a href="#">Globally harmonised system briefing</a>	<b>LD</b>		<i>Once</i>
3h00	▶ <a href="#">Personal time management</a>	<b>LD</b>		<b>LD</b>