

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

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

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