

SIPS

EDUCATION

Keeping children safe

Risk Management



**HEALTH
& SAFETY**

Helping keep your
school safe

Autumn Term
Training Course Brochure
September – December 2019

The SIPS Risk Management team is here to professionally support you at each step of the journey:

Knowledge

Practical Advice

Law & Regulation

Best Practice

EDUCATION

SIPS

EDUCATION

Join the many schools who benefit from SIPS Risk Management Support

Welcome to SIPS Education

An introduction from Laura Hadley,
Director of Risk Management



Here to help keep your school safe...

Welcome to SIPS a premier service provider committed to helping ensure the learning environment is as safe as it can be. Schools are treasured buildings, at the heart of the community, welcoming hundreds of pupils on site each academic day. There is much to do to reduce risks, think ahead and generally ensure upkeep across the whole school site with staff taking all practical steps to protect children in their care.

We are here to make your life easier...

SIPS experienced team of professionals decode often technical and complex information to offer timely, specialist, professional advice, making it relevant to your unique learning environment. SIPS provide a dedicated programme of training to inform and upskill; supporting your whole school staff from your Head Teacher through to your Site Team.

This brochure provides details, please do take a moment to consider up and coming courses. All designed to help you protect your school.

It's easy to book using **mySIPS** available 24/7 or alternatively please contact **Rebecca Wood** on 0121 296 3000, extension 8371.

The good news is that courses are part of the flexible support package, please ask for details.

Kind Regards,

Laura

Laura Hadley
Director for Risk Management

P.S. The ways we can assist are numerous, I look forward to hearing from your school.





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Courses Explained...

- ✓ Each course is delivered by a professional, with expertise in the Health, Safety & Facilities subject matter
- ✓ The length of each session reflects the content, ranging from a half day to a full day or multiple days
- ✓ Attendees can range from Head Teachers to Site Managers and support staff, course guidance indicates the most appropriate delegates to maximise learning and optimise use of time
- ✓ The majority of sessions are delivered at Guardian House in West Bromwich within the Fourth Floor Conference, Meeting & Training venue



Flexible Learning

We also offer flexible learning through Toolbox Talks. The demands of the 'day job' can sometimes mean it can be challenging to go off site and attend a course, because of operational demands at school. SIPS can instead come to you, sharing knowledge through 'Toolbox Talks' covering a broad range of subjects delivered on site at a convenient day and time, allowing staff to receive 'bite sized' updates and facilitating Q&As.

Testimonials

SIPS service is second to none, but don't just take our word for it, below are some of the many positive comments received from a selection of our customers...

"After a half day Evacuation Chair Training we were reassured that our school staff can swiftly, yet correctly, perform an emergency Evac exit. Andy offered theory and all important demonstrations. Thanks for such quality new and refresher training."
Sandra Morgan, Campus Manager, Shireland Collegiate Academy

"I have attended a number of SIPS Health, Safety & Facilities Courses recently and have been very happy with the whole experience. The tutors are both professional and knowledgeable. They are brilliant at relaying information in an interesting and easy to understand manner. The facilities at Guardian House are modern, comfortable and aid the learning experience. Overall the training service is excellent."
Kimberley Sirett, School Business Manager, Annie Lennard Primary School

"Working with SIPS is easy, they are experts with a 'can do' approach, I have peace of mind and know cleaning is as it should be, a big thank you for your continued support."
Lucy Bray, Head Teacher, Mesty Croft Academy





Course Colour Code Categorisation

To ensure best use of time and align attendees to the most appropriate subject matter, SIPS categorise Health, Safety & Facilities courses by a colour coding system as follows.



Essential learning for Head Teachers (Premise Manager) and Site Managers with a specific level of Health & Safety responsibility e.g. Deputy Premise Managers



Recommended for members of the Senior Leadership Team, including members of the Governing Body and Site Managers



General awareness: Aimed at a wider staff audience, role specific

Course Calendar

Within the academic calendar SIPS cover many key topics, if you don't see what you need. Please contact us to discuss your requirements. The schedules are refreshed termly to ensure the complete programme is delivered.

Incident Investigation

Wednesday 11th September 9.30am - 1.30pm

Gain a clear understanding on action to be taken following an incident, identification of causes and completion of investigation reports.

CIEH Intermediate Certificate in Occupational Health & Safety (Level 3)

Wednesday 18th September

Wednesday 25th September

Thursday 3rd October

9.00am - 5.00pm

Three-day course providing a structured management approach to health and safety and the key factors in implementing a health and safety policy. Aimed at senior management and those with designated health & safety responsibilities.

DSE Training

Monday 30th September 9.30am - 1.30pm

For those staff tasked with carrying out risk assessments and analysis, and for staff who use display screen equipment as part of their habitual work.

Asbestos Awareness

Tuesday 8th October 9.30am - 1.30pm

For those whose work could foreseeably disturb asbestos in the building and the health effects to anyone exposed. Provides a structured approach to the duty to manage asbestos in non-domestic premises.

Fire Safety Management

Wednesday 9th October 9.30am - 4.30pm

Covering the responsibilities and practices for fire safety management within the school environment and guidance on conducting fire risk assessments.

Stress & Workplace Violence Awareness

Thursday 10th October 9.30am - 1.30pm

An introduction to work related stress; and stress management. Aimed at all staff.

General Risk Assessment

Wednesday 16th October 9.30am - 4.30pm

To provide the underpinning knowledge of the key principles of carrying out risk assessments.

Why not book today, simply choose the method that's most convenient:



0121 296 3000 Extension 8371

@rebecca.wood@sips.co.uk



Course Calendar (Continued)

CIEH Foundation certificate in Food Safety (level 2)

NEW

Wednesday 23rd October 9.30am – 4.30pm

Ideal for class room staff, breakfast club and kitchen staff this recognised food handlers course is designed to offer the minimum standards required by the food safety industry. Upon completion of this course, you will be able to prepare and cook food that is safe for consumption. Recognises good practice as a food handler.

Fire Safety Refresher

Tuesday 12th November 9.30am – 1.30pm

For those who have previously attended a Fire Safety Management course, refresher training for the management of fire safety within a school environment, covering associated paperwork.

Completion of Premise Log Book

NEW

Thursday 14th November 9.30am – 1.30pm

Aimed at HTs, Chairs of Governance, DHT's, Site Manager Provides clear information on the purpose of the Premise Log, templates and instruction on how to complete and use it to full effect. Prior attendance by Head Teachers is recommended on CIEH Intermediate course (level 3) in Occupational Health and Safety and, for Site Managers, attendance on CIEH Foundation course in Occupational Health and Safety (Level 2).

Health & Safety (level 2) CIEH Certificate in Occupational Health & Safety

NEW

Wednesday 20th November 9.30am – 4.30pm

An introduction to occupational health and safety. Aimed to develop knowledge and understanding of roles and responsibilities, identifying key safety and health hazards, defining risk controls to apply in the workplace.

Principles of Manual Handling

Tuesday 26th November 9.30am – 1.30pm

Introduces employees to the hazards of manually handling objects and safe handling techniques.

Principles of COSHH Risk assessment

Friday 29th November 9.30am – 1.30pm

To identify, understand and manage the health and safety implications of substances hazardous to health at work.

Working with Contractors

Wednesday 4th December 9.30am – 1.30pm

Advice on working with contractors regarding what to do to comply with health and safety law in accordance with HSE guidelines.

Course Terms and Conditions

Please note that cancellation charges will apply for courses cancelled less than 7 calendar days prior to the course date, the exception being schools who are subjected to a last minute Ofsted inspection, where cancellation charges will be considered and may be waived.

More to Follow...

Watch this space, the brand new Spring Term, Course Calendar will be published soon so you can plan for the new academic term.

Why not book today, simply choose the method that's most convenient:



My SIPS hub



0121 296 3000 Extension 8371



@rebecca.wood@sips.co.uk

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SIPS: Providing up-to-date accurate and reliable Health, Safety & Facilities advice, support and knowledge

Helping keep your school safe



Supporting you at each stage of the journey



☎ 0121 296 3000

🌐 www.sips.co.uk

@ riskmanagement@sips.co.uk

✉ **Second Floor, Guardian House,
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