

Health and Safety Awareness Training

Further Health and Safety Awareness training courses have been arranged over the next two terms

Course Objectives and Target Audience

This one day course will outline responsibilities for health and safety management in schools and other Children's Services establishments and will also cover key procedures contained in the Children's Services health and safety manual.

The course is aimed at Headteachers and other staff in schools and other Children's Services premises with responsibilities for Health and Safety management, e.g. the Health and Safety Co-ordinator or Site/Premises Manager.

Dates and Venues

The course will run from 9.30 am to 3.30 pm on the following dates:

- Thursday 11th May 2006, Norwich PDC
- Tuesday 11th July 2006, Norwich PDC
- Thursday 28th September, Norwich PDC
- Tuesday 31st October, Norwich PDC

A course will be arranged in King's Lynn in the Spring 2007 term.

Funding and Supply Cover

Course fees will be centrally funded and supply cover is available for schools where there are *less than 80 pupils on roll* and where the headteacher attends. Schools eligible to claim should send their supply claim forms to Paul Commins, room 057, County Hall for processing.

As the Health and Safety budget is limited, supply cover will not be available where staff other than headteachers attend.

Booking a Place

Please email martin.morley@norfolk.gov.uk indicating your **first and second choice courses** and the name of the person attending. A maximum of 16 delegates will attend each course and you will be allocated your first choice wherever possible. Confirmation will be sent to you by email.

If you have any queries about these arrangements, please contact Martin Morley on 01603 223989 or by email.