

## Health and Safety Awareness Training

Spaces are still available on three of the four Health and Safety Awareness courses running during the Autumn 05 and Spring 06 terms.

### Course Objectives and Target Audience

The course will outline responsibilities for health and safety management in schools and other education establishments and will also cover key procedures contained in the departmental health and safety manual.

The course is open to Headteachers and other members of staff in schools and other education premises with responsibilities for Health and Safety management, e.g. Health and Safety Co-ordinator or Site/Premises Manager.

Headteachers etc who have attended previous versions of this course (two day or one day courses) do not need to attend again.

### Dates and Venues

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

- Course 1: Wednesday, 28<sup>th</sup> September 2005, Norwich Professional Development Centre (PDC) – fully booked
- Course 2: Monday, 17<sup>th</sup> October 2005, Norwich PDC
- Course 3: Thursday, 2<sup>nd</sup> February 2006, Norwich PDC
- Course 4: Thursday, 9<sup>th</sup> February 2006, King's Lynn PDC

### 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](mailto: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.