



Loughborough
University

Health and Safety Course Guide 2021–2022

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OCCUPATIONAL
**HEALTH &
SAFETY**

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Welcome

A warm welcome to the 2021-2022 Health, Safety and Wellbeing Course Guide

Most people expect to go home in the same state at the end of their working day as they were when they started it. Mostly you don't even think about it, it is just expected. Sadly, for some that is not always the case, something happens, someone is hurt or becomes unwell doing their role. Our aim at Loughborough is to ensure that your health, safety and wellbeing is at the front of everyone's mind and that you always get to go home to your family as you left them.

One way to make sure you are properly protected is to make sure that you are trained to do what is asked of you. Simply put, the information in this guide is a key part of our drive to keep you safe – it is important to you.

Please take the time to talk with your line manager about the training that is needed to help you in your work. Additionally, please take a quick look at the courses we offer then just think if there are any areas where your knowledge or skills need a quick polish – find the right courses so that you are best equipped to deal with any issues that may arise.

If the course you need isn't here, then check on my.HR for the most up-to-date information, just put "Health and Safety" in the search box for a comprehensive list of courses and dates.

Finally, if you cannot find what you need, give us a call and we will see if we can find something to suit. We are a pretty flexible team and can normally help!

Naturally there are still some Covid 19 restrictions in place and at the time of publishing this guide things are still uncertain. So you will see that there are flexible online training options to assist you and continue to keep you safe.

I hope that you find something both helpful and interesting in the following pages.



Neil Budworth, Director of Health, Safety and Wellbeing





Important information about this guide

The Health, Safety and Wellbeing Training Team have collated this guide to assist with sourcing Health and Safety training courses for all staff. The guide is correct at the time of publishing, however may be subject to change. All courses are available to book via my.HR or are available on Learn. Please note that the dates for courses have been included where possible but please check for up to date information.

Course dates are released in stages, for example, the most recent course will be available to book, once full the next available course date will be released for booking. If there are no available dates that suit please add yourself to a waiting list and we will contact you to try to find an available course for you to attend.

If you are unable to attend the training once you have booked on a course, please cancel your place via my.HR, this will then release the space for someone else to book on. Non-attendance on a training course could incur a departmental cost, so please always cancel via my.HR with as much notice as possible. Charges will be applied for training cancelled with less than 48 hours' notice, provided by external training companies.

If a course has low numbers and is not cost effective to run, it may be postponed to a later date when more staff are available to attend. If this is the case, we will provide as much notice as possible and will assist in the rebooking process.

Some training incurs a departmental cost and will be detailed in the specific training course details, therefore please speak to your line manager in the first instance to ensure that the costs can be met and are approved by your department. Charge codes will be required at the time of booking.

Some training includes online study, such as First Aid, therefore please follow the guidance the tutor provides in ensuring that any online theory work is completed prior to face-to-face teaching. All details will be provided when the course is booked. Failure to carry out any pre-course work may result in you being excluded from the course and covering your place costs.

If you are interested in becoming a First Aider, please read the Duties of a First Aider at Loughborough University before applying for this role to ensure you understand the requirements of the role.

When accessing online training via the Cardinus hub, please ensure that you click the correct tab for the course you need, if you are unsure please contact hse@lboro.c.uk for further advice.

When using the hyperlinks within this guide to make your booking, please ensure you are logged into my.HR first.

If you are a Doctoral Researcher and would like to attend any of our courses please email hse@lboro.ac.uk to reserve your place.

If you have any queries regarding this or any of the training courses listed, please contact the Health, Safety and Wellbeing Training Team by emailing hse@lboro.ac.uk where we will be happy to assist you further.

Accredited courses

IOSH Managing Safely

Course Content and Learning Outcomes:

- Introducing managing safely
- Understanding your responsibilities
- Identifying hazards
- Assessing risks
- Controlling risks
- Investigating accidents and incidents
- Measuring performance

A mandatory training requirement for all Safety Officers. For anyone who manages staff and wishes to gain a greater understanding of Health and Safety Management.

Length: 4 days

Delivery mode: Classroom training

Pre-requisites: N/A

Qualification gained:
Certificate in Managing Safely

Other information: There are two assessments to complete for the IOSH Managing Safely course. First, there is an end-of-course assessment made up of 30 multi-format questions. Then there's also a work-based risk assessment task to be completed within two weeks of the end of the course. There will be a departmental charge for attendance on this course.

Dates planned: To be confirmed – please contact hse@lboro.ac.uk to book a space on this course.



NEBOSH National General Certificate

Course content and learning outcomes:

NG1: Management of Health and Safety (Open Book Examination)

NG2: Practical Assessment (Risk Assessment)

Elements

1. Why we should manage workplace health and safety
2. How health and safety management systems work and what they look like
3. Managing risk – understanding people and processes
4. Health and safety monitoring and measuring
5. Physical and psychological health
6. Musculoskeletal health
7. Chemical and biological agents
8. General workplace issues
9. Work equipment
10. Fire
11. Electricity

Who should attend: A recommended training requirement for all Safety Officers. For anyone who wishes to enhance their knowledge of Health and Safety management and law. It is made up of two units which must be successfully completed within five years to achieve the NEBOSH National General Certificate.

Length: 10 days study plus exam 1 day

Delivery mode: To be delivered face-to-face in a classroom setting

Pre-requisites: N/A

Qualification gained: NEBOSH Certificate in Occupational Health and Safety

Other information: This course is assessed via an online examination via open book and by a work-based risk assessment to be completed within 14 days of the examination date. There will be a departmental charge for attendance on this course. For those wishing to undertake the course via distance learning please contact hse@lboro.ac.uk

Dates planned: NG1 25/04/21 to 29/04/21, NG1 exam date 04/05/21, NG2 09/05/21 to 13/05/21, Practical Assessment due by 25/05/21. Please contact hse@lboro.ac.uk to book a space on this course.

First aid training

First Aid Training - Duties of a First Aider at Loughborough University

Accidents and illness can happen at any time, therefore provision for first aid needs to be always available when people are at work.

First Aiders are required to comply with the requirements below:

- Hold a current First Aid certificate. This can be the full First Aid at Work (FAW) Certificate or the First Aid at Work Requalification (FAWR) Certificate.
- Keep up to date with training and current knowledge, including any refresher training deemed necessary by the University.
- Inform the Health & Safety Training Coordinator of any change in circumstances which may impact them from discharging their duties as a First Aider, and of any change of building or room or extension number where they are routinely based.

In relation to specific incidents:

- Respond promptly to an incident when requested.
- Manage the incident and ensure the continuing safety of themselves, bystanders, and the casualty.
- Provide first aid assistance within the limits of their training while safeguarding their own health and safety and that of others.
- Know when and how to secure additional assistance, such as the Emergency Services, without delay, if the nature and degree of injury is outside the limits of their training.
- Act in such a manner to respect the dignity of all persons and to protect their confidentiality.
- Be aware of the location of their nearest first aid box, its contents and ensure that the contents are checked and replenished when necessary.
- Be aware of the location of their nearest defibrillator and the Locations of the AEDS.
- Ensure that incidents, including any actions taken, are reported promptly.

First Aid at Work: Beginner

Course content:

1. **Introduction**
 - The definition of a First Aider
 - The Aims of First Aid
 - Rescuer Protection • First Aid Kits
 - Reporting Accidents
2. **Safety and casualty care**
 - SAFE • Life Cycle • Chain of Survival
3. **Basic life support (BSL)**
 - Primary care • Adult Cardiopulmonary Resuscitation (CPR) • Automated External Defibrillation (AED) • Adult and child choking • Types of bleeding • Bleeding control • Haemostatic Dressing Application • Tourniquet Application • Shock
 - Seizures and Epilepsy
4. **Minor injuries**
 - Small Cuts, Grazes and Bites • Bruises
 - Small Splinters • Nosebleeds
 - Burns and Scolds
5. **Medical first aid**
 - Poisoning • Heart Attack • Stroke
 - Asthma • Allergic Reaction and Anaphylaxis • Diabetes • Heat Exhaustion and Heatstroke • Hypothermia
6. **Injury first aid**
 - Chest Injuries • Suspected Spinal Injuries • Electric Shock • Head Injuries – minor and severe • Eye Injuries
 - Fractures and Dislocations
 - Sprains and Strains

Length: 3 days

Delivery mode: One day will be undertaken via distance learning with two days face to face classroom training for the practical elements. Please note that the Distance Learning theory needs to be completed before the classroom training dates.

Pre-requisites: To have successfully completed probationary period (this may be waived in exceptional circumstances).

Qualification gained: First Aid at Work Certificate

Other information: This qualification should be refreshed every three years. Charges will be applied for training cancelled with less than 48 hours' notice.

Dates planned: 6 & 7/12/21, 16 & 17/02/22, 6

& 7/04/22, 5 & 6/07/22.

Hyperlink: To book on this course click [here](#), select Learning tab and search My.HR for First Aid at Work Beginner.

First Aid at Work Requalification

Course content & learning outcomes: To update and refresh knowledge as per the syllabus for First Aid at Work.

Who should attend: For University First Aiders looking to renew their qualification for a further three years.

Length: 2 days

Delivery Mode: One day will be undertaken via distance learning with one day face to face classroom training for the practical elements. Please note that the Distance Learning theory needs to be completed before the classroom training dates.

Pre-requisites: Delegates must be in possession of a current First Aid Certificate.

Requalification must be undertaken prior to the expiry date of your certificate. You are allowed a 28-day grace period after the expiry date of the qualification in which to renew your certificate, failure to do so will result in you having to undertake the 3-day beginner course again (please note during 28-day grace you will not hold the title of First Aider).

Qualification gained: First Aid at Work Certificate

Other information: Health and Safety Services schedule sufficient courses for demand, determined by existing records obtained from my.HR and accepts no responsibility for places not being available due to unrecorded training. Should you be unable to attend on a scheduled date then requalification should be arranged at departmental cost. Charges will be applied for training cancelled with less than 48 hours' notice.

Dates planned: 01/12/2021, 27/01/2022, 30/03/2022, 05/05/2022, 07/06/2022, 07/07/2022

Hyperlink: To book on this course click [here](#), select Learning tab and search My.HR for First Aid at Work Requalification.

First Aid at Work Workshop

1. **Safety and casualty care**
 - SAFE • Life Cycle • Chain of Survival
2. **Basic life support (BSL)**
 - Primary Care • Adult Cardiopulmonary Resuscitation (CPR) • Automated External Defibrillation (AED) • Bleeding Control
 - Shock • Seizures and Epilepsy

Learning outcomes: To provide updates to skills for First Aiders.



First aid training - continued

Who should attend: Delegates who have completed either the 3-day First Aid at Work Beginner, 2-day First Aid Requalification or the 1-day Emergency First Aid at Work course.

Length: 3 hours

Delivery mode: to be delivered in the classroom

Pre-requisites: To hold a current First Aid at work or Emergency First Aid Certificate.

Qualification gained: N/A

Other information: The HSE strongly recommends that First Aiders attend an annual refresher course to keep their skills up to date. The refresher course will provide you with an opportunity to practice and update your skills at any time during your three-year period as a qualified First Aider. Charges will be applied for training cancelled with less than 48 hours' notice.

Dates planned: To be confirmed

Hyperlink: To book on this course click [here](#), select Learning tab and search My.HR for First Aid at Work Workshop.

Emergency First Aid at Work

Course content:

- 1. Introduction**
 - The Definition of a First Aider
 - The Aims of First Aid
 - Rescuer Protection
 - First Aid Kit
 - Reporting Accidents
- 2. Safety and casualty care**
 - SAFE
 - Life Cycle
 - Chain of Survival
- 3. Basic life support (BSL)**
 - Primary Care
 - Adult Cardiopulmonary

Resuscitation (CPR) • Automated External Defibrillation (AED) • Adult and Child Choking • Types of Bleeding • Bleeding Control • Haemostatic Dressing Application • Tourniquet Application • Shock • Seizures and Epilepsy

4. Minor injuries

- Small Cuts, Grazes and Bites
- Bruises
- Small Splinters
- Nosebleeds
- Burns and Scalds

Learning outcomes: To be competent in providing Emergency First Aid.

Who should attend: A mandatory requirement for sub wardens. Available to all staff on request.

Length: 1 day

Delivery mode: To be delivered face-to-face in a classroom setting.

Pre-requisites: Approval from departmental Manager.

Qualification gained: Emergency First Aid Certificate

Other information: There will be a department charge for attendance on this course. If you wish to be a recognised University First Aider, please book to attend a First Aid at Work Beginner course. To maintain accreditation, training should be refreshed every three years. Charges will be applied for training cancelled with less than 48 hours' notice.

Dates planned: 26/01/2022, 29/03/2022, 08/06/2022

Hyperlink: To book on this course click [here](#), select Learning tab and search My.HR for Emergency First Aid at Work.



www.lboro.ac.uk/health-safety

Occupational safety training

Bio Safety Awareness

Course content:

- Needles/Used sharps disposal and needlestick injuries
- Biological agents found within soil, drainage, and waterways
- Human/animal waste or sewage

Learning outcomes: To be aware of requirements for Biological Safety within current roles.

Who should attend: For any member of staff who may encounter biohazards such as grounds and gardens, domestic services, maintenance teams, SDC.

Length: 1 hour

Delivery Mode: To be delivered face-to-face in a classroom setting.

Pre-requisites: To meet the who should attend requirements listed above.

Qualification gained: N/A

Other information: The course will cover the main biological risks and how to work safely with biological material. It will also provide an opportunity to ask questions.

Dates planned: 19/01/2022, 29/04/2022

Hyperlink: To book on this course click [here](#), select Learning tab and search My.HR for Biological Safety Awareness.

Biological Safety for Laboratory Workers

Course content:

- Biological and genetic modification legislation
- Classification of biological/GM material
- Principal hazards
- Risk assessment process
- Considerations before use
- Handling and person protective equipment
- Microbiological safety cabinets
- Storage
- Emergency procedures
- Waste
- Disinfection and sterilisation routes

Learning outcomes: To understand the requirements for Biological Safety for Laboratory Workers.

Who should attend: Safety Officers, laboratory technicians, laboratory supervisors, researchers, and PhD students.

Length: 3 hours

Delivery mode: Can be delivered via Microsoft Teams or in a classroom setting.

Pre-requisites: To meet the who should attend

requirements listed above.

Qualification gained: N/A

Other Information: It is recommended that refresher training is undertaken every five years.

Dates planned: 24/11/2021, 09/02/2022, 27/04/2022

Hyperlink: To book on this course click [here](#), select Learning tab and search My.HR for Biological Safety for Laboratory Workers.

Construction Small Works

Course content:

- Legal requirements
- University Policy and Code of Practice
- Roles and responsibilities of those identified in the Policy
- Guidance on allowable works
- Risk assessments including identifying hazards and providing control measures
- Planning small works

Learning outcomes: To be aware of the requirements for Health and Safety in Construction Small Works.

Who should attend: A mandatory training requirement for all Safety Officers. For all staff involved in small works within their School/Department.

Length: 2.5 hours

Delivery mode: Can be delivered via Microsoft Teams or in a classroom setting.

Pre-requisites: To meet the who should attend requirements listed above.

Qualification gained: N/A

Other information: For further information please contact hse@lboro.ac.uk.

Dates planned: To be confirmed

Hyperlink: To book on this course click [here](#), select Learning tab and search My.HR for Construction Small Works.

Chemical Safety for Laboratory Users

Course content:

- Brief introduction to legislation covering chemical safety
- The university chemical safety policy
- Chemical hazards
- Routes of exposure
- Using local exhaust ventilations
- The use of personal protective equipment
- Chemical segregation and storage
- Incompatible chemicals

- Chemical waste disposal
- Dealing with chemical spillages in laboratories

Optional

- Dangerous substances and explosive atmosphere regulations (DSEAR)
- Cryogenic gases
- Compressed gases

Learning outcomes:

- To be aware of the university policies and procedures for handling, storage and disposal of chemicals
- To be aware of their own responsibilities for ensuring chemicals are handled appropriately
- To understand how to safely handle chemicals
- Knowledge of the procedure for the safe storage of chemicals
- How to deal with chemical spillages

Optional

- Awareness of the dangerous substances and explosive atmosphere regulations (DSEAR)
- The safe handling and use of cryogenic gases
- The safe handling and use of compressed gases

Who should attend: This course is aimed at laboratory workers that routinely handle chemicals and have no equivalent experience or training.

Length: One day subject to sessions attended.

Delivery mode: To be delivered in a classroom setting.

Pre-requisites: To meet the who should attend requirements listed above.

Qualification gained: N/A

Other information: The course will be a mixture of classroom based material and practical experience. The course is structured with the optional modules covering DSEAR, cryogenic and compressed gas safety.

Dates planned: 23/02/2022, 12/05/2022

Hyperlink: To book on this course click [here](#), select Learning tab and search My.HR for Chemical Safety for Laboratory Users.



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Occupational safety training

Control of Substances Hazardous to Health (COSHH) Awareness

Course content:

- Identification of hazards
- Safety Data sheets
- Classification and labelling
- Understanding the risks
- Controlling the risks
- Health surveillance

Learning outcomes: To be aware of the requirement for COSHH within current roles.

Who should attend: A mandatory training requirement for Safety Officers in High-Risk Schools/Departments. For any member of staff who is responsible for chemicals within their work areas. Storeroom staff and/or any personnel involved in receipt of goods inwards.

Length: 2 hours

Delivery mode: to be delivered face-to-face in a classroom setting.

Pre-requisites: To meet the who should attend requirements listed above.

Qualification gained: N/A

Other information: This course forms part one of four in our COSHH Safety Programme. The other three elements are Chemical Safety Awareness, COSHH Risk Assessment and COSHH Spill Management. It is recommended that all four modules are undertaken (in any order). It is recommended that training is refreshed every three years.

Dates planned: 08/12/2021, 02/03/2022, 08/06/2022

Hyperlink: To book on this course click [here](#), select Learning tab and search My.HR for COSHH Awareness.

Chemical Safety Awareness

Course content:

- Brief introduction to legislation covering chemical safety
- The University chemical safety policy
- What are chemicals
- Chemical hazards
- Exposure routes
- Health effects
- How to prevent exposure to chemicals

Learning objectives/outcomes: To be aware of the requirements for Chemical Safety within current roles.

To be aware of the university policies and procedures for handling, storage and disposal of chemicals. To be aware of their own responsibilities for ensuring chemicals are handled appropriately.

Who should attend: This course is aimed at anyone who may work with chemicals in a non-laboratory environment and would like some information on university policy, handling, storage and disposal of chemicals.

Length: 3 hours

Delivery mode: to be delivered via Microsoft Teams or in a classroom setting.

Pre-requisites: To meet the who should attend requirements listed above.

Qualification gained: N/A

Other information: None

Dates planned: 02/12/2021, 09/03/2022, 11/05/2022

Hyperlink: To book on this course click [here](#), select Learning tab and search My.HR for Chemical Safety Awareness.

Control of Substances Hazardous to Health (COSHH) Risk Assessment

Course content:

- Basics of the Electronic COSHH system
- Breakdown of the form
- Looking at SDS
- How to fill out the form using examples from School/research area
- COSHH exercises
- Limitations of forms

Learning Outcomes: To be competent in carrying out a COSHH Risk Assessment in current roles.

Who should attend: A mandatory training requirement for Safety Officers in High-Risk Schools/Departments. Laboratory technicians and supervisors, COSHH assessors, Researchers, academics in charge of research and PhD students.

Length: 2 hours

Delivery mode: to be delivered in a classroom setting.

Pre-requisites: To meet the who should attend requirements listed above.

Qualification gained: N/A

Other information: This course forms part three of four in our COSHH Safety Programme. The other three elements are COSHH Awareness, Chemical Safety Awareness and COSHH Spill Management. It is recommended that all four modules are undertaken (in any order). It is recommended that refresher training takes place every three years.

Dates planned: 15/03/2022, 09/06/2022

Hyperlink: To book on this course click [here](#), select Learning tab and search My.HR for COSHH Risk Assessment.

Control of Substances Hazardous to Health (COSHH) Spill Management

Course content:

Understanding spills, pollution and the need for appropriate response, spill prevention and spill response.

Learning Outcomes: To be competent in dealing with COSHH Spill Management within current roles.

Who Should Attend: Any member of staff handling hazardous chemicals, cleaning products or other liquids which if spilt may pose a risk to health, safety, or the environment. Staff moving such items or that may be asked to respond to spills. This could include Technicians, Security, FM Staff, Cleaners, Caretakers, Accommodation and Catering Managers, maintenance staff and sports staff. A mandatory training requirement for Safety Officers in High-Risk Schools/Departments

Length: 1.5 hours

Delivery Mode: to be delivered in a classroom setting

Pre-requisites: To meet the who should attend requirements listed above.

Qualification Gained: N/A

Other Information: This course forms part four of four in our COSHH Safety Programme. The other three elements are COSHH Awareness, Chemical Safety Awareness and COSHH Risk Assessment. It is recommended that all four modules are undertaken (in any order).

Dates Planned: To be confirmed

Hyperlink: To book on this course click [here](#), select Learning tab and search My.HR for COSHH Spill Management.

Occupational safety training – continued

Ionising Radiation and Protection

Course content:

- General radiation awareness
- Background radiation and principles of radiation protection
- Radiation protection legislation
- Learning Outcomes: To be competent in Ionising Radiation and Protection within current roles.

Who should attend: A mandatory training requirement for Safety Officers in High-Risk Schools/Departments. Mandatory training for all registered workers working with open and sealed sources or equipment producing ionising radiation.

Length: 3 hours

Delivery mode: to be delivered in a classroom setting.

Pre-requisite: To meet the who should attend requirements listed above.

Qualification gained: N/A

Dates planned: 15/12/2021, 03/02/2022, 15/06/2022

Hyperlink: To book on this course click [here](#), select Learning tab and search My.HR for Ionising Radiation and Protection.

Radiation Protection Supervisor Refresher Training

Course content:

The course will serve as a refresher covering:

- Introduction
- Why is radiation protection important?
- The role of the RPS
- What is ionising radiation?
- Biological effects of radiation exposure
- Radiation risk in perspective

- Principles of dose reduction
- Ionising radiation in your workplace
- Legislation
- Measurement of Ionising Radiation
- Personal Dosimetry
- Assessment

Learning outcomes: To update current knowledge for all Radiation Protection Supervisors.

Who should attend: This course should be attended by all appointed radiation protection supervisors (RPS's) four years after they have completed an external training course, or as required.

Length: 1 day

Delivery mode: to be delivered live online via Microsoft Teams.

Pre-requisites: To meet the who should attend requirements listed above.

Qualification gained: N/A

Other information: None

Dates planned: To be confirmed.

Hyperlink: To book on this course click [here](#), select Learning tab and search My.HR for Radiation Protection Supervisor Refresher Training.

Laser Safety Awareness

Course content:

- To introduce and explain the University Laser Safety Policy.
- To explain the legislative framework that governs laser safety research.
- To explain the legislative framework that governs the purchasing and use of laser products.
- To provide an overview of laser safety topics and to introduce the key terms used in laser safety.
- To identify the different types of hazard arising from lasers and laser applications.
- To introduce the control methods available to reduce laser hazards.

Learning outcomes: To be aware of Laser Safety within current roles.

Who should attend: Research Students, Research Associates, Technicians and Academic Supervisors, who have any involvement with research involving lasers, across the University.

Length: 4 hours

Delivery mode: Can be delivered via Microsoft Teams or in a classroom setting.

Pre-requisites: To meet the who should attend requirements listed above.

Qualification gained: N/A

Other information: Delegates should familiarise themselves with the University Code of Practice for using lasers and risk assessments for their areas of work. Users of Class 3B and 4 lasers should notify the University Laser Safety Officer. Due to continuing changes in University Policy and changes made by the HSE, refresher training should be undertaken every three years.

Dates planned: 17/11/2021



Manual handling training

Manual Handling Risk Assessment

Course content:

- What is Manual Handling?
- How manual handling can cause injuries (risk factors)
- Causes of back pain
- The spine, its structure and function
- Understanding good handling techniques
- Awareness of Risk assessments and outline the process for carrying out a Manual Handling Risk Assessment (TILE(O)/LITE(O), MAC, RAPP & ART Tools)
- Understand the importance of Manual Handling Risk Assessments
- Understand how a manual handling risk assessment is undertaken
- Demonstrate efficient and safe manual handling principles when moving a load or object manually on their own or when undertaking a manual handling task as part of a team
- How to plan the lift (FLUENCY)
- Team lifting
- The principles for controlling manual handling risk and applying these to a practical situation.

Learning outcomes: To be competent in carrying out Manual Handling Risk Assessments within current roles.

Who should attend: A mandatory training requirement for Safety Officers in Medium and High-Risk Schools/Departments. For anyone who has the responsibility for managing manual handling and/or carrying out manual handling risk assessments.

Length: 1 day

Delivery mode: To be delivered in a classroom setting

Pre-requisites: To meet the who should attend requirements listed above.

Qualification gained: N/A

Other information: There will be a departmental change to attend this course

Dates planned: 03/11/21

Hyperlink: To book on this course click [here](#), select Learning tab and search My.HR for Manual Handling Risk Assessment.

Manual Handling Awareness

Course content:

- Understand basic principles of causation and avoidance of MSDs
- Adopting safe practices in moving and lifting equipment relevant to role.

Learning outcomes: To be aware of Manual Handling risks in current roles.

Who should attend: A mandatory training requirement for all staff who work in Medium and High-Risk Schools/Departments. For anyone who has the responsibility for manual handling tasks and/or carrying out manual handling risk assessments.

Length: 3.5 hours

Delivery mode: To be delivered in a classroom setting

Pre-requisites: To meet the who should attend requirements listed above.

Qualification gained: N/A

Other information: There will be a departmental change to attend this course

Dates planned: 24/11/21 & 06/12/21 – 4 sessions in total am and pm available

Hyperlink: To book on this course click [here](#), select Learning tab and search My.HR for Manual Handling Awareness.

Manual Handling Train the Trainer

Course content:

- Case for SMART Handling
- Theoretical training
- Science behind SMART
- Developing task directories and task cards
- Practical sessions
- Observing and correcting handling

Learning outcomes: To be competent in carrying out training sessions for staff in Manual Handling within current roles.

Who should attend: A training requirement for staff selected to continue the ongoing end user training for each university department.

Length: 2 days

Delivery mode: To be delivered in a classroom setting.

Pre-requisites: To meet the who should attend requirements listed above.

Qualification gained: N/A

Other information: There will be a departmental change to attend this course

Dates planned: 24 & 25/01/22 & 21 & 22/02/22

Hyperlink: To book on this course click [here](#), select Learning tab and search My.HR for Manual Handling Train the Trainer.



Fire safety training

Fire Marshal Awareness

Course contents:

- The role and responsibilities of a fire marshal
- How fire travels
- What to do in the event of a fire
- Fire alarm systems
- Practical fire extinguisher training

Learning outcomes: To competently carry out the role of a University Fire Marshal.

Who should attend: Newly nominated Fire Marshals in Schools/Departments.

Length: 45 minutes

Delivery mode: Online Learning via Learn

Pre-requisites: To meet the who should attend requirements listed above.

Qualification gained: N/A

Other information: If you have attended training in the past and wish to refresh your training, please do so via Learn

Dates planned: Available online

Hyperlink: To book on this course click [here](#), select Learning tab and search My.HR for Fire Marshal Awareness

Fire Safety Awareness

Course contents:

- This course covers general fire safety awareness

Learning outcomes: To ensure that all university staff are aware of Fire Safety.

Who should attend: : General fire safety awareness training to be completed by all University staff during their first two weeks of employment.

Length: 15 minutes

Delivery mode: Online Learning via Learn

Pre-requisites: To meet the who should attend requirements listed above.

Qualification gained: N/A

Other information: It is recommended that Fire Safety training is refreshed every three years.

Dates planned: Available online

Hyperlink: To book on this course click [here](#)

NEW Fire Extinguisher Training

Course contents:

- This course covers use of Fire Extinguisher for Fire Marshal's

Learning outcomes: To ensure that all Fire Marshals are aware of Fire Extinguisher safety.

Who should attend: Any Fire Marshal who wishes to learn about Fire Extinguisher safety.

Length: 1 hour

Delivery mode: Face-to-face practical session

Pre-requisites: To meet the who should attend requirements listed above.

Qualification gained: N/A

Other information: It is recommended that Fire Extinguisher training is refreshed every three years.

Dates planned: 24/11/21, 12/01/22, 23/02/22, 06/04/22, 18/05/22, 29/06/22



Online resources

Accident and Near Miss Reporting

Course content:

- Understand the difference between accidents and near misses.
- Know how you should report accidents and near misses.
- Know how to report accidents and near misses at Loughborough University.

Learning outcomes: To be competent in dealing with Accident and Near Miss Reporting within current roles.

Who should attend: A mandatory training requirement for all Safety Officers. For any member of staff involved in the process of investigating and reporting accidents and near misses.

Length: At the users' discretion

Delivery mode: Online Learning via Learn

Pre-requisites: To meet the who should attend requirements listed above.

Qualification gained: N/A

Other information: None

Dates planned: Available online

Hyperlink: Click [here](#) to gain access to this course.

Display Screen Equipment Assessors Training

Course content:

- Introduction to Ergonomics
- The Regulations
- The DSE Assessment
- Posture

Learning outcomes: To be a competent DSE Assessor who can support staff in carrying out their DSE Healthy Working Risk Assessments.

Who Should Attend: Any staff member, with approval from line manager, who is responsible for ensuring the department carries out Healthy Working Assessments for all staff who use a PC.

Length: at the users' discretion.

Delivery mode: Online training

Pre-requisites: To meet the who should attend requirements listed above.

Qualification gGained: N/A

Other information: Please note that this training is only for staff wishing to apply for the role of DSE Assessor for your department, this is not the training for Display Screen Equipment Risk Assessment, please refer to Healthy Working below. Online training is available for all nominated School/Departmental DSE Assessors under the Display Screen Equipment Regulations. To become a DSE Assessor you will also need to operate the Cardinus PACE Management system, details of which can be found during the course. Upon completion, please notify Health and Safety Services in order that system access can be arranged for you.

Dates planned: Available online

Hyperlink: Click [here](#) to gain access to this course, please click onto the Cardinus Hub and select the DSE Assessors tab.

Healthy Working (DSE Training and Risk Assessment)

Course content:

This course covers all aspects of working on Display Screen Equipment and is tailored to your environment. The risk assessment will highlight any areas for concern and give examples of how risks can be managed and resolved.

Learning outcomes: To safely use Display Screen Equipment to avoid illness or injury.

Who should attend: Anyone who uses a PC or laptop, working from the campus or at home. This is a mandatory training requirement for new starters and will require updating periodically.

Length: at the users' discretion.

Delivery mode: Online learning via the Cardinus Hub

Pre-requisites: To meet the who should attend requirements listed above.

Qualification gained: N/A

Other information: All staff who use a computer at work should complete a short training course and DSE Risk Assessment.

Dates planned: Available online

Hyperlink: Click [here](#) to gain access to this course, please click onto the Cardinus Hub and select the Healthy Working tab.

Effective Risk Assessments

Course content:

- Why complete a Risk Assessment
- How to assess risks
- How to control risks
- Monitoring and Reviewing

Learning outcomes: To be competent in carrying out an effective risk assessment within current roles.

Who should attend: A mandatory training requirement for all Safety Officers. For anyone required to carry out Risk Assessments at work.

Length: At the users' discretion

Delivery mode: Online learning via the Cardinus Hub

Pre-requisites: To meet the who should attend requirements listed above.

Qualification gained: N/A

Other information: None

Dates planned: Available online

Hyperlink: Click [here](#) to gain access to this course, please click onto the Cardinus Hub and select the Effective Risk Assessments tab.

Health and Safety Induction

Course content:

- Introduction to Health and Safety
- Training
- Emergencies
- Workplace Safety
- Employee Health
- Personal Safety
- Driver Safety

Learning outcomes: To ensure that all new starters are aware of their Health and Safety responsibilities.

Who should attend: All new starters to the University are required to complete this training. Completion is expected within the probationary period and compliments location inductions.

Length: at users' discretion

Delivery mode: Online learning via the Cardinus Hub

Pre-requisites: N/A

Qualification gained: N/A

Other information: N/A

Dates planned: Available online

Hyperlink: Click [here](#) to gain access to this course, please click onto the Cardinus Hub and select the Health and Safety Induction tab.

Manual Handling

Course content:

- Introduction to Manual Handling
- Injuries
- Assessing Risks
- Handling Technique

Learning outcomes: To ensure that all staff who carry out Manual Handling tasks can do so safely.

Who should attend: This course is aimed at low-risk users.

Length: at users' discretion

Delivery mode: Online learning via the Cardinus Hub

Pre-requisites: N/A

Qualification gained: N/A

Other information: There are two versions of the course available: Manual Handling for the Office for office-based workers and Manual Handling for everyone else. Upon completion of the online course, if you feel that a practical classroom training session would be relevant, please contact the Health and Safety Service.

Dates planned: Available online

Hyperlink: Click [here](#) to gain access to this course, please click onto the Cardinus Hub and select the Manual Handling or Manual Handling for the Office tab.

Mental Health Awareness

Course content:

- What is Mental Health
- Stress
- Anxiety
- Depression
- Mental Fitness
- Culture
- Alcohol and Health Problems
- Gambling and Health Problems
- Crisis

Learning outcomes: To provide support for colleagues who may be struggling with their mental health and for providing advice for current Mental Health First Aiders.

Who should attend: Available to all staff at the University.

Length: at users' discretion

Delivery mode: Online Learning via the Cardinus Hub

Pre-requisites: N/A

Qualification gained: N/A

Other information: For further support please contact the Occupational Health team.

Dates planned: Available online

Hyperlink: Click [here](#) to gain access to this course, please click onto the Cardinus Hub and select the

Mental Health Awareness tab.

NEW Personal Wellbeing

Course content:

- Why wellbeing is important
- Mindfulness
- Nutrition and movement
- Stress Management
- Sleep
- Environment
- Community and core values

Learning outcomes: This course will provide support in creating and maintaining optimal wellbeing through self-care practise, stress management techniques, and recommendations tailored to your work environment.

Who should attend: Available to all staff at the University.

Length: at users' discretion

Delivery mode: Online Learning via the Cardinus Hub

Pre-requisites: N/A

Qualification gained: N/A

Other information:

Dates planned: Available online

Hyperlink: Click [here](#) to gain access to this course, please click onto the Cardinus Hub and select the Personal Wellbeing tab.

Safe Driving

Course content:

- Setting the scene
- Is your vehicle safe and legal?
- Is low speed low risk?
- Increased speed, increased risk
- Avoiding common collisions
- Understanding what you see
- Lone working

Learning outcomes: The UK is one of the safest countries in which to drive. Despite this, each year there are thousands of preventable accidents and deaths involving company drivers. Safe driving is intended to help you to understand the risks to you and to help you identify the actions you can take as a driver to reduce the chances of being involved in an incident.

Who should attend: This course should be undertaken by all University drivers and those driving on University business.

Length: at users' discretion

Delivery mode: Online Learning via the Cardinus Hub

Pre-requisites: N/A

Qualification gained: N/A

Other information:

Dates planned: Available online

Hyperlink: Click [here](#) to gain access to this course, please click onto the Cardinus Hub and select the Safe Driving tab.



Online resources

Slips, Trips and Falls

Course content and Learning Outcomes:

A short course to help you learn about the consequences and prevention of slips, trips and fall incidents in the workplace.

Who Should Attend: This course should be undertaken by all those with supervisory responsibility and anyone with an interest in this area.

Length: at users' discretion

Delivery Mode: Online Learning via the Cardinus Hub

Pre-requisites: N/A

Qualification Gained: N/A

Other information:

Dates Planned: Available online

Hyperlink: Click [here](#) to gain access to this course, please click onto the Cardinus Hub and select the Slips, Trips and Falls tab.

Wellbeing Champion Training

Course content:

- Welcome and Introduction
- What is a Wellbeing Champion
- Mental Wellbeing
- Sleep and Small Changes
- Nutrition and Relaxation
- Movement and Connection

Webinars: Fatigue and Burnout, Sleep, Men's Health Q&A with Occupational Health Manager

Learning outcomes: To ensure all Wellbeing Champions are aware of their responsibilities to carry out this role.

Who should attend: As part of the continued development of staff wellbeing at Loughborough University, we are looking to appoint Wellbeing Champions in each school and department. Please note this is a voluntary role and you will need to agree locally with your manager how this will work in practice, but the expectation is no more than 2-3 hours per month. Before booking on this training please complete the online application via this link: <https://www.lboro.ac.uk/internal/staff-wellbeing/wellbeingframework/>.

Length: The whole course takes approximately 2.5 hours to complete but can be done in blocks of 25 minutes per module.

Delivery mode: Online Learning via Learn

Pre-requisites: To meet the requirements listed in Who Should Attend above

Qualification gained: N/A

Other information: For further information please contact occupationalhealth@lboro.ac.uk

Dates planned: Available online

Hyperlink: Click [here](#) to access this course.

Covid-19 Returning to Work

Course content and learning outcomes:

A short guide on returning to work as the lockdown due to Covid-19 is relaxed.

Who should attend: All University staff returning to the campus.

Length: at users' discretion

Delivery mode: Online Learning via Learn

Pre-requisites: N/A

Qualification gained: N/A

Other information: N/A

Dates planned: Available online

Hyperlink: Click [here](#) to access this course.



Courses provided by other colleagues

Centre for Academic Practice

www.lboro.ac.uk/services/cap

T: 01509 228042 E: cap@lboro.ac.uk

Executive Education

www.lboro.ac.uk/departments/sbe/executive-education

T: 01509 223140 E: exec@lboro.ac.uk

Organisational Development

www.lboro.ac.uk/services/org-dev

T: 01509 222381 E: od@lboro.ac.uk

Health and Safety Services reserve the right to cancel courses should numbers not be sufficient for them to effectively run.



University Health and Safety Service

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E: hse@lboro.ac.uk

www.lboro.ac.uk/services/health-safety/training

This guide is subject to change so please check our website and my.HR for current details.



www.lboro.ac.uk/health-safety