

Health and Safety Training Brochure for the Education Sector

Issue 1, January 2019

Introduction

Cousins Safety Limited provides high-quality solutions for all mandatory health and safety training needs. Our courses do not just simply meet HSE and Ofsted requirements, we provide an informative, interactive and enjoyable learning experience for all our students.

All our courses have all been designed to be bespoke for the education sector. We are constantly adapting and updating courses following delegate feedback.

It is important that you choose the course that best suits your needs. The course description details the aim and objectives and an outline of who should attend the course but if you have any further queries you can contact us, and we will be happy to advise.

All the courses in this brochure are for face to face delivery at either your school or suitable venue for learning by one of our experienced qualified consultants. We do however offer a range of short health and safety training sessions that can be delivered in-house "sessions in a box" and these can compliment face to face training or used as a standalone tool. See our website for more detail www.cousinssafety.co.uk.

If you have any questions about one of our courses or if you can't see something you need please do get not hesitate to get in touch.

Email: support@cousinssafety.co.uk Tel 01480 718007

Training – General details

Course Delivery

Courses are delivered by Sherryl Cousins, BSc (Hons) CMIOSH Safety and Health Practitioner see linkedin profile or a suitably qualified consultant who offer a high level of expertise and education sector knowledge.

The courses can be run as open or in-house sessions and can be tailored to fit your organisation's requirements.

Many of the courses can be adapted to fit in a twilight session or as part of an inset day training programme. Generally are courses are suited for delivery of up to 15 delegates many can be adapted for larger groups.

Please contact us to discuss your requirements and we can provide details on costings.

Certification

Hardcopy or electronic certificates will be provided for all courses delivered. The client is responsible for ensure training records are held and refresher training is organised.

Reminder Service

We offer a reminder service which provides a timely update when qualifications need to be renewed and is free when you book any of our courses. This is a prompt for you to ensure that your staff qualifications remain up to date, saving you money and offering peace of mind.

Evaluation

At the end of each training session we request that delegates complete an Evaluation Form, which provides feedback to the team on the course and where necessary areas of improvement. All responses are analysed to assist us in gaining a better understanding of our delegates' needs in order to deliver a better service.

Further Information and Booking

A booking form should be completed for all open courses. Please email support@ cousinssafety.co.uk for details.

Keeping up dated on future courses

We deliver open courses throughout the year in Bedfordshire to find out about these courses and other courses and services please opt in for email marketing.

List of Health and Safety Training Courses

IOSH Approved Managing Health and Safety in Schools and Early Years Setting 1
Accident Investigation Training 2
Allergens Training
Asbestos Awareness
CDM and Managing Contractors Course 5
COSHH training for Site Agents 6
DSE Awareness and Assessor Training 7
Fire Warden Training
Governor, Director, Leadership Training
Health and Safety Awareness Training 10
Legionella Awareness Training11
Planning for Lockdown Training 12
Lockdown Training for School Staff
Manual handling (Inanimate objects) Training 14
Risk Assessment Training 15
Risk Assessment for Teachers (Curriculum) 16
Risk Assessment for Pupils Training 17
Safe Use of Step Stools and Small Step Ladders 18
Site Agents Health and Safety Training 19
Working at Height Training
Testimonials

IOSH Approved Managing Health and Safety in Schools and Early Years Setting

Course Aim

To provide Headteachers and Senior Leaders with the understanding of health and safety legislation affecting schools and early years and how it should be managed effectively.

Duration

2 days

Who should attend

Headteachers, Principals, School business managers of Academy, VA, VC, Foundation, Free and Community and Independent Schools.

Also managers of early years' settings.

Contents of Course

Day 1

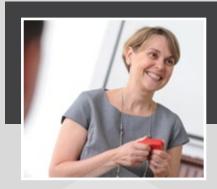
- Overview of Health and Safety legislation in relation to schools and early years settings
- · Roles and responsibilities in Schools and early years settings
- Safety management systems
- Risk assessment theory and practice
- Monitoring and review of health and safety

Day 2

- Curriculum safety (schools)
- · Accident reporting, accident investigation and first aid
- · Managing medication and allergies in school and early years
- Building management (legionella, asbestos management, fire safety)
- CDM and managing contractors

Course Objectives

Delegates will understand requirements of health and safety legislation affecting schools and early years' settings.



1

Trainer

Sherryl Cousins has worked in the education sector since 2001 with 10 years' experience in Local Government including the role of Health & Safety Manager supporting over 230 schools. Sherryl has extensive knowledge of the issues facing schools and this course has been designed to fit schools training requirements.

Certification

All delegates attending receive an IOSH approved course certificate after successfully completing an examination.



Approved Course

Accident Investigation Training

Course Aim

The course is designed to train the delegate to be able to undertake an accident investigation in the workplace.

Course Content

- Course introduction & the benefits of accident investigation
- · Overview of legal requirements
- RIDDOR Reporting
- · Steps to take after an accident
- Causes of accidents
- · The four steps to accident investigation
- · Accident scenario and investigation exercise

Course Objectives

The course is designed to provide the information to enable delegates to carry out accident/incident investigations, identify immediate and underlying causes and write a meaningful report.

Trainer

Sherryl Cousins has worked in the education sector since 2001 with 10 years' experience in Local Government including the role of Health & Safety Manager supporting over 230 schools. Sherryl has extensive knowledge of the issues facing schools and this course has been designed to fit schools training requirements.

Certification

All delegates attending receive a course certificate following successful completion of a short multiplechoice examination.



Duration Half day

Who should attend

This course is ideal for any staff including School Business Managers and Headteachers who may be responsible for or involved in accident investigations.

Allergens Training

Course Aim

The course is designed to train those working in the kitchen on the new Food Allergen Law that came into force on 13th December 2014 and how it affects schools.

Content of Course

- Developing an understanding of food allergy, food intolerance, Coeliac disease & Anaphylaxis 14 EU listed Allergens
- Review of New Allergen Law and its requirement
- Practical implementation of allergy control measures in Schools
 Quiz to test knowledge

Course Objectives

Delegates will understand requirements of new Allergen regulations and be able to put in controls in their school.

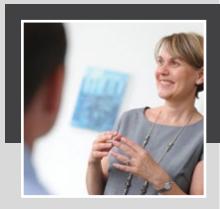
Trainer

Sherryl Cousins has worked in the education sector since 2001 with 10 years' experience in Local Government including the role of Health & Safety Manager supporting over 230 schools.

Sherryl has a degree in Environmental Health and understand the issues facing schools and how schools can comply with the allergen regulations.

Certification

All delegates attending receive a course certificate.



Duration Half day

Who should attend Kitchen staff.

Asbestos Awareness

Course Aim

The course is designed to provide asbestos awareness training to delegates to allow them to safeguard themselves and other employees and to help them to avoid carrying out or arranging work that will disturb asbestos or Asbestos Containing Materials (ACMs).

Content of Course

- The properties of asbestos and its effects on health, including the increased risk of lung cancer for asbestos workers who smoke;
- · The legal framework and responsibilities
- The types, uses and likely occurrence of asbestos and ACMs in buildings and plant;
- The general procedures to be followed to deal with an emergency, e.g. an uncontrolled release of asbestos dust into the workplace;
- How to avoid the risks from asbestos, e.g. for building, maintenance work.

Course Objectives

Delegates will understand the effects of asbestos and how to avoid the risks from asbestos

Duration

Half day

Who should attend

Employees whose work could foreseeably disturb the fabric of a building and expose them to asbestos or who supervise or influence the work (Site Agents and School Business Managers).

Trainer

Sherryl Cousins has worked in the education sector since 2001 with 10 years' experience in Local Government including the role of Health & Safety Manager supporting over 230 schools.

Sherryl has extensive knowledge of the issues facing schools and this course has been designed to fit schools training requirements.

Certification

All delegates attending receive a course certificate following a short multiple choice examination.



4

Duration

Half day

Who should attend

This course is ideal for any staff including Managers and Headteachers or site agents who may be responsible for building projects or managing contractors on site

Course Aim

The course is designed to inform Schools of their role as Client under the new CDM regulations. Also how to manage contractors working on a school site.

Course Content

The course will cover:

- Overview of H&S law and Liability
- · Relevant legislation for controlling contractors
- Overview of New CDM regulations 2015
- · Schools duties as "Client" under CDM regulations
- Managing contractors
 - planning work,
 - selecting contractors (assessing competency)
 - Pre-work commencement (exchange of information, risk assessments, method statements, permits to work)
 - Monitoring
- Case studies

Course Objectives

- The course is designed to provide the information to enable delegates to fulfil their duties under the CDM regulations.
- To enable delegates to implement contractor management systems at their school.



5

Trainer

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Certification

All delegates attending receive a course certificate following successful completion of a short multiple choice examination.

COSHH training for Site Agents

Course Aim

The course is designed to train those working with hazardous substances on the risks and control measures to follow.

Content of Course

- Reasons for managing hazardous substances
- · Overview of legal requirements for hazardous substances
- · Principals and practice of hazardous substance risk assessment
- · Review of hazardous substances risk assessment
- Quiz to test knowledge

Course Objectives

- Delegates will understand requirements of COSHH regulations for managing hazardous substances.
- Will be able to complete a COSHH assessment and identify measures to manage risks.

Trainer

Sherryl Cousins has worked in the education sector since 2001 with 10 years' experience in Local Government including the role of Health & Safety Manager supporting over 230 schools.

Sherryl has extensive knowledge of the issues facing schools and this course has been designed to fit schools training requirements.

Certification

All delegates attending receive a course certificate after completing a multiple test examination.



Duration Half day

Who should attend

Ideal for any employees who work with hazardous substances (Site Agents). Managers).

6

DSE Awareness and Assessor Training

This course is ideal for schools looking to train a person in-house to complete DSE assessments.

Course Aim

The course is designed to train the delegate to be able to carry out DSE assessments in the workplace.

Display screen equipment assessments are not only a legal requirement - done properly they can actually help combat the musculoskeletal disorders, reduced concentration levels and other ill-health effects that are symptomatic of time spent at poorly-designed workstations. This course will provide the delegate with an awareness on the use and risks of DSE and the skills to complete DSE assessments.

Content of Course

- The Health and Safety (Display Screen Equipment) Regulations
- Posture, efficient movement and ergonomic principles
- · Environmental factors
- Equipment requirements
- · DSE checklists and DSE Practical assessments

Course Objectives

- · Delegates will be able to carry out DSE assessments in their workplace
- To understand the extent of the ill health effects from poorly-designed tasks and workstations
- To understand the legal requirement in relation to Display Screen Equipment
- To understand the posture and efficient movement principles including those related to task, environment and equipment



Trainer

Sherryl Cousins has worked in the education sector since 2001 with 10 years' experience in Local Government including the role of Health & Safety Manager supporting over 230 schools.

Sherryl has extensive knowledge of the issues facing schools and this course has been designed to enable schools carry out their own DSE assessments in-house.

Certification

All delegates attending receive a course certificate following successful completion of a short multiplechoice examination.

Duration

One day

Who should attend (max 8 delegates)

Those who have been appointed as DSE assessors and those involved in delivering new staff inductions (School Business Manager, Office Managers, ICT staff)

Fire Warden Training

Course Aim

The course is designed for those persons who have been nominated as Fire Wardens and is designed to satisfy the Regulatory Reform Order (Fire Safety) 2005. The course will provide delegates with a greater awareness and understanding of fire and how to prevent a fire and what to do if a fire situation arises at school.

Content of Course

- Fire Legislation
- The common causes of fire
- · The behaviour of fire
- · Fire prevention
- · What to do if a fire breaks out
- · How to use fire extinguishers (DVD training)
- Your school emergency evacuation procedures
- · How people react in fire situations (pupils, visitors, staff)
- · Fire wardens role in the event of a fire
- Peeps (Personal Emergency Evacuation Plans) for staff and pupils with disabilities

Course Objectives

For fire wardens to learn what to do and how to evacuate staff and pupils to safety in an emergency.

Trainer

Sherryl Cousins has worked in the education sector since 2001 with 10 years' experience in Local Government including the role of Health & Safety Manager supporting over 230 schools. Sherryl has extensive knowledge of the issues facing schools and this course has been designed to meet the training requirements of the school and the Regulatory Reform (Fire Safety) Order 2005 (RRO).

Certification

A certificate of attendance will be awarded to all staff following completion of a multiple-choice test.

Duration

Half day or can be condensed to 1.5 hours ideal for a twilight session

Who should attend

Staff who have been identified with fire warden responsibilities in your school.



Course Aim

The course is designed for those responsible for managing health and safety in a school and this includes leaders from Community, VA, Foundation, Academies, Independent and Free schools.

Content of Course

- Roles and responsibilities for managing health and safety in a school (Governors, Directors, Headteachers and Business Managers)
- An overview of the Health & Safety legislation that covers schools
- · Update on new Health & Safety legislation affecting schools
- Recent school prosecutions
- Guidance on how to manage and monitor health and safety within the school setting

Course Objectives

For Governors/Directors and senior leadership to understand what their responsibilities are for managing Health and Safety in a school setting.



Duration 2 hours

9

Who should attend

Governors, Directors, Headteachers, School Business Managers.

Trainer

Sherryl Cousins has worked in the education sector since 2001 with 10 years' experience in Local Government including the role of Health & Safety Manager supporting over 230 schools. Sherryl has extensive knowledge of the issues facing schools and this course has been designed to inform and engage Directors, Governors and the School's Senior Leadership Team.

Certification

All delegates attending receive a course certificate.

Health and Safety Awareness Training

Course Aim

This health and safety awareness training course will give staff a basic understanding of H&S legislation & responsibilities in relation to a school/childcare setting. The course covers common hazards within the school/childcare setting and what action staff should take.

Core Course Content

- H&S legislation in schools/childcare setting (HSWA, Corporate Manslaughter etc)
- · H&S responsibilities in a school/childcare setting
- What happens if things go wrong (accident/near miss, case studies, scenarios)
- Hazard spotting exercises
- Hazard reporting procedures
- · Accident and incident/near miss reporting procedure
- Emergency evacuation procedures fire and lock down procedures

The contents are flexible and can be swapped or training extended to include:-

- First-Aid at Work
- Risk assessments
- Use of Hazardous Substances
- Slips, Trips and Falls
- Handling Stress & Stressful Situations
- Manual Handling
- Personal Safety & Lone Working -

- Work at Height
- Use of Equipment at work
- Managing medicines
- Electricity/Electrical Safety
- Display Screen Equipment & Office Safety
- New & Expectant Mothers
- king Fire Safety

Course Objectives

To help staff understand how their actions could affect the health & safety of themselves and children.

Trainer

Sherryl Cousins has worked in the education sector since 2001 with 10 years' experience in Local Government including the role of Health & Safety Manager supporting over 230 schools. Sherryl has extensive knowledge of the issues facing schools and this course has been designed to fit schools training requirements.

Certification

All delegates attending receive a course certificate following successful completion of a short multiple-choice examination.

The course delivery is flexible and the session can be delivered to large groups.



Duration

This 2.5 hour course is ideal to slot in on a teacher training days and can be condensed to a 1.5 hour session for if time is tight and can be fitted into a twilight session.

Who should attend

Teachers, teaching assistants, school support, childcare staff.

Legionella Awareness Training

This course is ideal for site agents and business managers to understand what their responsibilities are with regard to managing the risk of legionella.

Course Aim

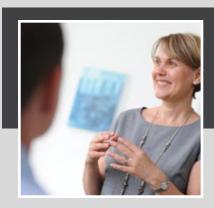
This Legionella and Legionnaires' Disease Awareness course is designed to help employers, workers and duty holders, understand the severity of legionella so that they can determine their responsibilities, identify the risks and ensure appropriate control measures are put in place.

Content of Course

- · What is legionella
- The legal framework and responsibilities
- Legionella risk assessments
- · Control measures (temperature monitoring, flushing etc.)

Course Objectives

- Delegates will be able to understand the health effects of legionella disease
- To understand the legal requirement in relation to Legionella Management (ACOP L8)
- To be able to review water risk assessments and understand their findings
- To implement control measures to manage risk of legionella in schools



11

Trainer

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Certification

All delegates attending receive a course certificate following a short multiple-choice examination.

Duration

Half day

Who should attend

Site Agents, School Business Managers or those with responsibility for managing the school building and the risk of legionella.

Planning for Lockdown Training

Course Aim

The course is designed to help schools and early years plan for a lockdown.

Course Content

The course will cover:

- Triggers of lockdown
- Things to consider when developing a School Lockdown procedure Practicing lockdowns

Course Objectives

To enable delegates to develop robust School Lockdown procedures.

Trainer

Sherryl Cousins has worked in the education sector since 2001 with 10 years' experience in Local Government including the role of Health & Safety Manager supporting over 230 schools. Sherryl has extensive knowledge of the issues facing schools and this course has been designed to fit schools training requirements.

Certification

All delegates attending receive a course certificate following attendance of the course.



Duration

2.5 hours

Who should attend

This course is ideal for any Headteacher, School Business Managers of Site Managers responsible for developing a school lockdown procedure.

Lockdown Training for School Staff

Course Aim

The course is designed to inform School staff on your lockdown procedure and how to practice it.

Course Content

The course will cover:

- Triggers of lockdown
- Partial and Full lockdown what to do at your school
- · Practicing lockdowns
- A physical practice of lockdown in your school setting testing your plan

Course Objectives

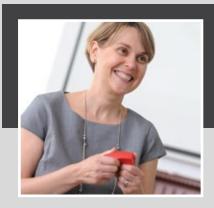
For school staff to understand the benefits of a school lockdown procedure and what action to take if the school activates its school lockdown procedure.

Trainer

Sherryl Cousins has worked in the education sector since 2001 with 10 years' experience in Local Government including the role of Health & Safety Manager supporting over 230 schools. Sherryl has extensive knowledge of the issues facing schools and this course has been designed to fit schools training requirements.

Certification

All delegates attending receive an electronic course certificate following attendance of the course.



Duration

1.5 Hours including the practice lockdown. Ideal for inset day or as a twilight session

Who should attend

This course is ideal for all school staff.

Manual handling (Inanimate objects) Training

Course Aim

This high impact and interactive manual handling course will train your school staff how to lift inanimate objects safely.

Content of Course

This course includes tutorials, syndicate exercises and a practical exercise.

- Accident/injury statistics
- Manual handling injuries
- Manual handling Legislation
- Manual handling Assessments
- Principles of safer moving & handling
- Practical training
- Assessment

Course Objectives

The course will equip delegates with the knowledge and skills to be able to carry out manual handling safely and without risk of injury to themselves or others.

Trainer

Sherryl Cousins has worked in the education sector since 2001 with 10 years' experience in Local Government including the role of Health & Safety Manager supporting over 230 schools. Sherryl has extensive knowledge of the issues facing schools and this course has been designed to meet the training requirements of schools.

Certification

Delegates will be awarded a certificate of attendance on successful completion of the multiple-choice assessment.



Duration Half day

Who should attend

This course is for any person who is involved in manual handling in the workplace. Ideal for site agents and office support staff and technicians.

Course Aim

The course is designed to train the delegate to be able to complete risk assessments in the workplace.

Course Objectives

This course will familiarise delegates with the legislative requirements for risk assessment and provide them with the tools necessary to complete risk assessments in the workplace.

Course Content

The course will cover:

- Health and Safety legislation
- The five steps to risk assessment theory and practice
- Hazard trawls group exercise
- · Completing risk assessments syndicate exercises.

Course Objectives

Delegates will be able to carry out assessments in their workplace



Duration Half day

Who should attend

Those responsible for completing risk assessments in the workplace. This could be Headteachers, School Business Manager, Site Agents, Teaching staff.

Trainer

Sherryl Cousins has worked in the education sector since 2001 with 10 years' experience in Local Government including the role of Health & Safety Manager supporting over 230 schools.

Sherryl has extensive knowledge of the issues facing schools and this course has been designed to fit the schools training requirements.

Certification

All delegates attending receive a course certificate following successful completion of a short multiplechoice examination.

Risk Assessment for Teachers (Curriculum)

Course Aim

The course is designed to train the delegate to be able to complete risk assessments in the curriculum areas.

Course Objectives

This course will familiarise delegates with the legislative requirements for risk assessment and provide them with the tools necessary to complete risk assessments in their curriculum areas (DT, PE, Food, ART and Science).

Course Content

The course will cover:

The five steps to risk assessment

- Curriculum RA's what is required ((DT, PE, Food, ART and Science).
- Completing risk assessments syndicate exercises.

Course Objectives

Delegates will be able to carry out assessments in their workplace.

Trainer

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Certification

All delegates attending receive a course certificate following successful completion of a short multiplechoice examination.



Duration

1.5 hours (ideal for twilight session)

Who should attend

Those responsible for completing risk assessments in the curriculum areas. Ideal for lead teachers, Heads of Departments, School Business Managers.

Risk Assessment for Pupils Training

Course Aim

The course is designed to inform staff when pupil risk assessments are required and how to complete them.

Course Content

The course will cover:

- Five steps to risk assessment
- PEEPS Personal Emergency Evacuation Plans
- Reviewing a pupil risk assessments syndicate exercise

Course Objectives

To enable delegates to complete pupil risk assessments.



Duration 1.5 Hours (ideal for twilight session)

Who should attend

This course is ideal for teachers responsible for completing pupil risk assessments.

17

Trainer

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Certification

All delegates attending receive a course certificate following attendance of the course.

Safe Use of Step Stools and Small Step Ladders

(for display or general use)

Course Aim

The course is designed to inform staff that put up displays how to do this safely using a step stool or small step ladder for those responsible for putting up classroom displays or general use to access storage.

Content of Course

- · Working at height statistics
- How to use a step stool
- · How to use a step ladder

Course Objectives

For staff putting up displays in classrooms or corridors to be aware of how to do this safely.

Trainer

Sherryl Cousins has worked in the education sector since 2001 with 10 years' experience in Local Government including the role of Health & Safety Manager supporting over 230 schools. Sherryl has extensive knowledge of the issues facing schools and this course has been designed to fit schools training requirements.

Certification

All delegates attending receive a course certificate.



Duration

Duration 1.5 hours (ideal for a twilight session and can be delivered to large groups

Who should attend

Staff involved in putting up displays, class teachers, office staff and TA's.

Site Agents Health and Safety Training

Course Aim

To provide Site Agents with the understanding of health and safety legislation and risks affecting schools.

Duration

2 days

Who should attend

Site agents and caretakers of schools.

Contents of Course

Day 1

- Overview of Health and Safety legislation in relation to schools
- · Roles and responsibilities
- Building Management
- Fire Safety (Fire risk Assessments) Risk Assessment theory and practice
- Risk assessments
- · Monitoring of health and safety

Day 2

- CDM and Managing Contractors
- Brief overview of Legionella management
- Asbestos
- Working at height
- Lone working
- Security
- COSHH

Course Objectives

- Delegates will understand requirements of health and safety legislation affecting schools and early years settings
- · Understand their role in managing health and safety in schools
- · Awareness of health and safety risks in schools



19

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Certification

All delegates attending receive a course certificate.

Working at Height Training

Course Aim

This dynamic and interactive working at height safety training course is specifically designed for anyone whose job requires them to work at height, and which involves them using the necessary height safety equipment to enable them to carry out the work in a safe manner. The aim of the course is to help reduce risks, accidents and incidents from working at height.

Content of Course

- · Working at height statistics
- Legal background, including requirements of the Work at Height Regulations 2005
- · Hierarchy for safe work at height
- · Ladder safety

Course Objective

On completion of this course, delegates will be able to follow the hierarchy for managing risks from working at height, taking steps to avoid, prevent or reduce risks, and have an understanding of the correct equipment for working at height.

Trainer

Sherryl Cousins has worked in the education sector since 2001 with 10 years' experience in Local Government including the role of Health & Safety Manager supporting over 230 schools. Sherryl has extensive knowledge of the issues facing schools and this course has been designed specifically for schools.

Certification

All delegates attending receive a course certificate following a short multiple choice examination.

Specialist Training for Working at Height

Mobile Tower (PASMA) and Mobile Elevated Work Platforms (IPAF) and use of harnesses will require separate specialist training. Contact Cousins Safety for advice on courses.



Duration Half day

Who should attend

The course is designed for anyone whose job requires them to work at height, including Site Agents and Drama Technicians.

Testimonials

Delegate feedback comments:

21

Accident investigation training

"I would highly recommend this training for anyone involved in Health and Safety in Schools."

Barbara Tate. Business Support and Systems Manager, Olney Middle School

"Sherryl understands our working environment and our role in Schools and pilots it to our level."

Colleen Dinner, School Business Manager, Holywell School

IOSH Approved Managing Health and Safety in Schools and Early Years

"Excellent training sessions. Delivered with enthusiasm and extremely valuable. Will be using lots of new knowledge to take back to School. Thank you."

Olivia Bates, Headteacher Totternhoe Lower School

"Having attended this course I feel more confident to lead Health and Safety in my School and have a greater understanding of the value of embedding a good Health and safety culture within School. Thank you." Alexia Moyle, School Business Manager, Greenleas Lower School

Site Agent Training

"I'd recommend the course as either a refresher or for new Site Agents. A complex area delivered well and simply." John Stone. St Leonard's Lower School

Planning for Lockdown

"Thought provoking and provided a chance to talk about specific issues that individual schools may have." Lucy Taylor, Operation Manager, Bedford Free School

"An excellent course for tying down Lockdown procedures in your school giving one confidence to place these into action." Vanessa Pearce, Headteacher, Beaudesert Lower School





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