



## Educating Safely Training via MS Teams/Webinar

It is the responsibility of Trusts and schools to maintain their own training database. Attendees are requested to keep the training attendance confirmation email as auditable evidence that the training is completed.

**Where relevant, these emails must be forwarded to your Trust central training lead in order that the Trust database is maintained.**

Email confirmation will not be provided to any member of staff who leaves the course early. Once the introductions are completed, candidates will no longer be able to join if late to the “lobby” – sessions start in a timely manner.

The 11 courses listed below include a summary of the main areas covered, dates & times corresponding to these courses are contained in the table at the end of this document, along with booking instruction.

**Apart from EVC training, these courses are free to agreement customers ONLY.**

- 1) **Educational Visits Co-ordinator Training 4.5 HOURS (plus one-hour own research/homework following course). £110 plus VAT. Please provide Purchase Order. With effect from 1 January 2026, EVC training will be a chargeable certificated course.**

Suitable for EVC's, trip leaders and trip supervisors. This course covers the following...

- Planning considerations
- Previous case law
- The types of trips
- When to obtain consent from parents
- Using Outside organisations
- Trips Abroad
- Emergency planning
- Legal Framework
- Risk Management
- DofE expeditions
- National guidance

- 2) **Premises Management and Compliance Training 2.5 HOURS**

Suitable for all Premises and Site staff, alongside Business/Operations Managers and responsible persons. This course covers the following...

- Duties & Responsibilities of Premises Managers
- Legislation
- Management of Health & Safety
- Statutory Compliance checks & Records (Electrical/Gas/Glazing etc)
- Legionella Management Essentials
- Asbestos in schools
- Fire Risk Assessment requirements and fire door checks
- Radon Essentials
- Storing and using Substances (COSHH)
- CDM Regulations – basics
- Managing paperwork and recording

- 3) **Managing Safely in Education 3 HOURS**

Suitable for those with management responsibilities, including headteachers, managers, senior leaders, business/operations managers etc. This course covers the following...





- Why Manage Safely?
- Accident Statistics and their importance
- Accident investigation
- Management of Risk Assessment (not RA training per se)
- Traffic Management
- Miscellaneous e.g. first aid, lockdown, COSHH etc

#### **4) Managing Asbestos in your schools/Colleges – New guidance brief 30 MINS**

This short update briefs responsible persons with the changes to national guidance following the HSE's visits to schools in 2023, 2024 and 2025.

#### **5) DSE (Display Screen Equipment) Assessors 2 HOURS**

This training is designed for school's DSE assessors – equipping them with the skills to oversee the assessment process and includes...

- DSE Regulations – what schools must do
- Who are DSE Assessors
- Spine/Musculoskeletal system
- Ergonomics
- Legislation relating to DSE use
- How to oversee the DSE assessment
- What must be included in the DSE assessment process

#### **6) Risk Assessment Training 1.5 HOURS**

Any individual is most welcome to join this training to understand the risk assessment process. This course covers the following...

- Statutory risk assessments
- Suggested risk assessments
- The five steps to risk assessment
- What is suitable and sufficient/Reasonably Practicable etc
- Hierarchy of control measures
- Risk assessment coordination

#### **7) Managing Medicines in Schools – the Guidance 1 HOUR**

This short course aims to run through various guidance documents relating to best practice for managing medicines in schools. This training will not be suitable for specific medical conditions – but is a general overview. This course will cover...

- EYFS framework
- Qualifications – competence
- Individual Healthcare plans
- School Policy
- Relevant Legislation
- Procedures and further training – when is it required?
- Day trips and residential

#### **8) COSHH Essentials 1 HOUR**

This short course focuses on the risks associated with hazardous substances in the workplace and what employers/employees must do to comply with the regulations. This course covers the following...





- Identifying hazardous substances (it's not just cleaning chemicals)
  - Understanding the potential health effects of exposure
  - Assessing risks associated with hazardous substances
  - Implementing appropriate control measures to minimize risks
  - Following safe work practices
  - Understanding the hierarchy of control measures
  - Using personal protective equipment (PPE)
  - Monitoring exposure to hazardous substances
  - Understanding the legal requirements under COSHH regulations
- 9) Fire Door Inspection checks for site staff (to be undertaken in conjunction with and NOT replacing qualified/accredited formal FD inspections – for example **ABBE** accreditation). **1 HOUR**

This course runs through the checks that need to be undertaken to fire doors. This short course covers the following...

- Inspection frequency
- Ironmongery
- Inspecting the door leaf
- Understanding what a fire door is
- Third party schemes
- Regulations governing fire doors
- Fire door awareness

10) Play Equipment Inspection Checks **1 HOUR**

What schools should be looking for regarding their regular play equipment checks. To be used in conjunction with your ROSPA approved play equipment inspections.

11) Visit Leader Guidance Training **1 HOUR**

Preparedness training for those with visit leader responsibilities, to include risk assessment and emergency preparedness.

Course Number				
1 (EVC)	05/11/25 10am	28/01/26 10am	31/03/26 10am	
2 (PM)	11/09/25 10am	05/11/25 10am	30/03/26 10am	
3 (MS)	11/09/25 10am	01/04/26 10am		
4 (Asb)	10/09/25 10am	22/04/26 10am		
5 (DSE)	30/04/25 10am	06/05/26 10am		
6 (RA)	15/05/25 10am	23/04/26 10am		
7 (Med)	10/09/25 2pm	23/04/26 2pm		
8 (COSHH)	12/09/25 10am	31/03/26 11am		
9 (FD)	11/06/25 10am	12/09/25 1:30pm	02/04/26 11am	
10 (Play)	08/10/25 10am	14/01/26 2pm		
11 (VL)	06/10/25 3:30pm	25/02/26 3:30pm		

Please complete our online form with information of course name and preferred date.

**PERMISSION TO RECORD OUR SESSIONS IS DENIED. WE MAY PROVIDE ON DEMAND TRAINING IN THE NEAR FUTURE AS OUR WEBSITE PROGRESSES.**

**Please ensure that relevant staff are suitably equipped to undertake online training. Educating Safely will not be held responsible for non-attendance or those requesting attendance for a course that starts within 48 hours of request. We reserve the right to remove individuals from our sessions.**

