

# OUR LADY OF LOURDES CATHOLIC MULTI ACADEMY



## Central Training Courses Available

COURSE	COURSE OVERVIEW	WHO IS THE COURSE FOR?	DURATION	DELIVERY	COST per person
GDPR Staff Awareness training	<p>Introduction to the GDPR:</p> <ul style="list-style-type: none"> <li>• Definition of the key data protection roles</li> <li>• Scope of the GDPR</li> <li>• The GDPR principles</li> <li>• GDPR application</li> </ul>	All staff	2 hours	online	£8
Asbestos awareness	<p>This IATP and CPD accredited course is in 4 sections which cover the following topics:</p> <ul style="list-style-type: none"> <li>• The dangers of asbestos</li> <li>• Types of asbestos</li> <li>• Where you are likely to find it</li> <li>• The health effects of exposure</li> <li>• Legislation, risk and responsibility</li> <li>• Inadvertent exposure and how to avoid the risks</li> </ul> <p><b>The course complies with Regulation 10 of the Control of Asbestos Regulations 2012 and L143 Code of Practice - 'Managing and Working with Asbestos'.</b></p>	Site staff and IT Technicians, Senior staff with Line management or delegated responsibility for Asbestos awareness/management.	1 hour	online	£20
Asbestos awareness (Refresher)	<p>The course has one section which covers:</p> <ul style="list-style-type: none"> <li>• The dangers of asbestos</li> <li>• Types of asbestos</li> <li>• Where you're likely to find it</li> <li>• The health effects of exposure</li> <li>• Legislation, risks and responsibility</li> <li>• Inadvertent exposure and what to do if you are exposed.</li> </ul>	Annual refresher for those completed The Asbestos Awareness course.	1 hour	online	£15
Working at Height	<p>This CPD accredited short course is in 4 sections and covers the following subjects:</p> <ul style="list-style-type: none"> <li>• Stats and the Law</li> <li>• The dangers of working at height</li> <li>• Medical descriptions &amp; possible injuries</li> <li>• Employer and employee responsibility</li> </ul>	Aimed at site staff, IT Technicians, catering staff, and anyone else who uses ladders and steps.	1 hour	online	£20

	<ul style="list-style-type: none"> <li>• Risk assessment</li> <li>• How to eliminate or reduce / minimise the risk</li> <li>• Steps, stepladders and ladders</li> <li>• Scaffolding, MEWPS and other equipment</li> </ul>				
Manual Handling	<p>This entry-level CPD accredited course is in 4 sections and covers the following subjects:</p> <ul style="list-style-type: none"> <li>• What is manual handling?</li> <li>• Manual handling injuries</li> <li>• Medical descriptions</li> <li>• Duty of employers and employees</li> <li>• Avoid, assess or reduce the risk</li> <li>• Best practice: doing it safely</li> </ul>	Anyone who undertakes manual handling in the workplace, site staff, administrators, IT Technicians.	1hour	online	£20
Essential COSHH awareness	<p>The course covers the following:</p> <ul style="list-style-type: none"> <li>• What substances hazardous to health are, and how they harm us</li> <li>• Assessment, prevention and limiting risk, including control measures and methods</li> <li>• Employee responsibilities</li> <li>• Employer responsibilities</li> <li>• The golden rules of COSHH</li> </ul>	Site staff, cleaning staff, Lab Technicians, DT Technicians.	1hour	online	£20
Display Screen Equipment	<p>This course is in 4 sections which cover the following topics:</p> <ul style="list-style-type: none"> <li>• What is Display Screen Equipment?</li> <li>• Injuries associated with poor use of DSE</li> <li>• Best practice in using DSE</li> <li>• Eye problems associated with DSE and how to avoid them</li> <li>• Using mobile and handheld DSE</li> </ul>	<b>Anyone</b> who works with Display Screen Equipment including all forms of computers, PCs, laptops, tablets, phones or any other sort of equipment that has a visual display screen	1 hour	online	£20
Fire safety awareness	<ul style="list-style-type: none"> <li>• Legal requirements of fire safety</li> <li>• Fire prevention</li> <li>• Key factors for evacuation</li> <li>• Fire types</li> <li>• Identify fire extinguishers</li> </ul>	All staff	30-45minutes	online	£25
Enhanced Practical Fire safety	<ul style="list-style-type: none"> <li>• Evacuation procedure</li> <li>• Fire triangle</li> <li>• Fire classification</li> <li>• Types of fire extinguisher</li> <li>• Practical use of fire extinguishers</li> </ul>	Staff with responsibility for fire awareness with in the school.	2hours	Group session max 15 persons  A session will be set for each term.	£20
Fire Marshall	<ul style="list-style-type: none"> <li>• Role of the fire marshal</li> <li>• Evacuation procedure</li> <li>• Fire triangle</li> <li>• Fire classification</li> <li>• Types of fire extinguisher</li> <li>• Practical use of fire extinguishers</li> </ul>	Named Fire marshals.	2.5hours	Group session max 15 persons  A session will be set for each term.	£20