

This content is no longer current and was archived on 28 June 2016.

For latest information from DCYP please visit:

<https://www.gov.uk/government/groups/directorate-children-and-young-people>.

For latest information from SCE please visit:

<https://www.gov.uk/government/collections/service-childrens-education>.

**LEAFLET 19
TO
PART 3 TO
SHEF MANUAL**

SHEF TRAINING

1. The only **general** health and safety mandatory training laid down for **all** staff is annual Fire Training and Health and Safety induction training. However, specific health and safety tasks require specialist training, to ensure competence under regulations relating to those tasks, for the personnel selected to be responsible for them.

2. Within SCE there will be a requirement for the following training:

Training Course	Required by	Refresher	Training Providers
Induction Training	All personnel	-	There is an SCE induction booklet for this on file.
Fire Training	All personnel	Annually	Garrison/DFRMO Fire Officers, DLP online training
Risk Assessor	Staff responsible for conducting risk assessments	3 years	Provided by the HSW Advisor of the school Garrison.
Accident Investigation	Staff responsible for identifying the root cause of incidents	3 years	Leaflet in the SCE Schools web pages
Manual Handling Awareness	All personnel in a low risk environment eg offices	3 years	Schools Catering Advisor
Manual Handling (practical)	Personnel who have cause to move awkward and/or heavy loads eg Caretakers, IT personnel	3 years	Schools Catering Advisor
First Aid at Work (3 day)	Selected personnel identified by First Aid Assessment	3 years	Schools Catering Advisor & St John's Ambulance (SJA)
First Aid at Work (1 day)	Selected personnel identified by First Aid Assessment	3 years	Schools Catering Advisor & SJA
Paediatric First Aid	Selected personnel identified by First Aid Assessment	3 years	Schools Catering Advisor & SJA
PAT Testing	The member(s) of	3 years	CD – 'Demystifying

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	staff selected to conduct the testing (usually the caretaker)		PAT', CESO(A)
Radiation Protection Supervisor (RPS)	The selected member(s) of staff in a Secondary School Science Lab	-	Provided by DSTL via BFG according to demand
Display Screen Equipment	All computer users	3 years	Provided by the Gar HSW Advisor of school Garrisons. Alternatively, there is an online course V397 on DLP.
SHEF - Line manager responsibilities	All SCE Line Managers	-	Provided by BFG on demand basis. There is also an online course available on the DLP and CSL.
Office Safety	All office based staff	-	DLP course V386 available for MOD employees.
SHEF Coordinator/focal point training	All SCE SHEF Coordinators/FPs	-	Unit safety Manager provided by BFG
COSHH Training	All who work with hazardous substances	-	Provided by the BFG on demand basis.
Safety for Senior Executives Course	CE - (Senior Civil Servants 1* & above) and those with Head of Establishment roles.	-	Usually provided by CESO (CESO(A), CSO(JFC)).
NEBOSH Level 3 or Unit Safety Advisor	SHEF Advisors	-	NEBOSH Level 3 (External) or Unit Safety Advisor (provided by BFG)
BSI 18001 Lead Auditor Course	SHEF Advisor with responsibilities to audit SCE Schools	-	External Course provided by BSI.
Environmental Awareness	All staff	-	Conducted for BFG units by SO2 Environment on request, e-mail: <u>BFG-HQ-G3-OpsSp-SHEF Env SO2 (Richmond, Mark D)</u>
Waste Management	SHEF Coordinators/FPs	-	Conducted for BFG units by SO2

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			Environment on request
Energy Manager	SHEF Coordinators/FPs	-	Conducted for BFG units by SO2 Environment on request
Introduction to Environmental Protection	SHEF Advisor with EP responsibilities	-	Conducted for BFG units by SO2 Environment on request.