

	Refresh	Duration	Headteacher	Deputy Headteacher	H&S Co-ordinator / Bursar / Office Manager / Academy Trust Leader / Business Manager	Head of Department	Teaching Staff	Non-Teaching Staff	Administration Staff	Caretaker / Site Manager	Cleaner	Midday Supervisor	Supply Teacher	Chair of Governor	H&S Governor	Governor	Parent Helper / Volunteer
School Induction Programme	New Starter		School	School	School	School	School	School	School	School	School	School	School	School	School	School	School
Certificate in Fire Safety for Education Providers	Annual	55 mins	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC				NC
Certificate in Slips, Trips, and Falls at Work	Every Three Years	20 mins	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC					
Certificate in Manual Handling	Every Three Years	29 mins	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC					
Certificate in Working at Height	Every Three Years	29 mins	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC					
Certificate in Understanding Risk Assessments	Every Three Years	20 mins	NC	NC		NC	NC	NC	NC	NC							
Health and Safety for School Governors	Every Three Years													Trust	Trust		
Managing Safety for Headteachers and Business Managers (IOSH Accredited)	Every Three Years	Half Day	NCC	NCC	NCC	NCC											
Managing Safety for Headteachers and Business Managers - Update (IOSH Accredited)	Every Three Years	Half Day	NCC	NCC	NCC	NCC											
Managing Safety in School Premises (IOSH Accredited)	Every Three Years	Half Day			NCC					NCC							
Managing Asbestos in School Premises	Every Three Years	Half Day	NCC	NCC	NCC					NCC							
Certificate in Legionella Awareness	Every Three Years	25 mins	NC		NC					NC							
Certificate in Handling, Storing and Disposing of Hazardous Materials (COSHH)	Every Three Years	25 mins			NC	NC	NC			NC	NC						
Certificate in Using Machinery	Every Three Years	25 mins								NC							
Annual School led Briefing on Fire Safety	Annual		School	School	School	School	School	School	School	School	School	School					
Annual School led Briefing on Asbestos Awareness	Annual		School	School	School	School	School	School	School	School	School	School					
Fire Awareness Training - use of fire extigishers etc	Every Three Years		External provider - course to cover majority of staff on site														
Certificate in Display Screen Equipment for Education Providers	Every Three Years	65 mins	For those staff affected by the legislation														

**Key:**

**NC = National College**

**NCC = Nottinghamshire County Council contact: [hands@nottsccl.gov.uk](mailto:hands@nottsccl.gov.uk)**

**Trust = online via Teams contact: [colin.strawbridge@whptrust.org](mailto:colin.strawbridge@whptrust.org)**