

To receive reports on staff training requests and consider any actions and associated expenditure

Information:

According to the Town Council training records, two members of the Service Delivery Department require Institution of Occupational Safety and Health (IOSH) Training.

IOSH Managing Safely – Ian Bovis

- Training is targeted at managers, supervisors, and team leaders;
- Focuses on health and safety responsibilities in the workplace, including risk management, accident investigation, and ensuring compliance with regulations;
- It aims to equip managers with the skills to manage health and safety in their teams effectively.
- Three-day online Zoom course or a three-day face to face course in Valley Road, Plympton.

Both are at the same cost of £625.00 + VAT per person.

The syllabus for the course is as attached.

IOSH Working Safely – Michael Stephens

- Training is aimed at employees across all industries;
- Provides a basic understanding of health and safety, covering key concepts like hazard identification, risk assessment, and workplace safety practices;
- Designed to give workers the knowledge to contribute to safer work environments.
- can be a one-day online Zoom course or a one-day face to face course in Valley Road, Plympton.

Both are at the same cost of £250.00 + VAT per person.

The syllabus for the course is as attached.

Availability:

(Courses can only be booked following the Personal Committee meeting)

Current availability is as follows:

Managing Safely:

Online: 15-17 July inclusive

Face to face: 5-7 August inclusive

Working Safely:

Online: 5th August

Face to face: 21st October

Future dates to be arranged.

Budget:

Budget Code: 6676 ST PE Staff Training (Service Delivery)

Budget Availability: £2,819.00 (2024-25)

Members are asked to approve:

1. The Service Delivery Manager attends IOSH Managing Safely training at their earliest opportunity, at a cost of £625.00+vat to be allocated to budget code 6676 ST PE Staff Training (Service Delivery);
2. The Service Delivery General Assistant M Stephens attends IOSH Working Safely at their earliest opportunity, at a cost of £250.00+vat to be allocated to budget code 6676 ST PE Staff Training (Service Delivery);

End of report.