



HEALTH AND SAFETY CONSIDERATIONS IN EDUCATIONAL ESTABLISHMENTS

LANGUAGE: Languages used for the training: English, but many languages for 6+ groups. The language of the course can be arranged according to the characteristics of the groups in English, German, Italian, Spanish and Turkish.

LOCATION AND DURATION: 13-17 July 2020 RIGA, LATVIA

COURSE SPECIFICATIONS:

Number of Training Days: 5 Days

Lessons per week: 30 English Language

Lesson Duration: 09:00-15:00 for a day

Length and fees: <http://bluecore-edu.com/index.php/courses-and/>

Class Size: Maximum 20

Language level: A1/A2

Suitable for: School administrators, school staff, teachers and Everyone

COURSE BACKGROUND AND COURSE OVERVIEW:

This is a master class course covering all issues related to Health & Safety (H&S) at work. The course places emphasis on Health & Safety issues in educational establishments, such as primary and secondary schools, VET schools, technical colleges and universities. 'Health & Safety Considerations in Educational Establishments (HSEE)' is being taught at a level suitable for all those being responsible for Health & Safety as well as all those wishing to acquire valuable knowledge and understanding of the basic principles for an effective and efficient Health & Safety strategy at work, as an important component of a successful management strategy. The course provides participants with fundamental knowledge on the scope and nature of occupational Health & Safety and the various social & economic reasons for promoting good standards in H&S. Moreover, the course covers the basic principles of risk assessment at work place as well as the measures to be implemented in order to minimize the consequences

associated with specific hazards. Furthermore, the course equips the participants with the necessary knowledge to deal with all issues related to monitoring, auditing & review processes.

COURSE OBJECTIVES:

- To identify the risks & hazards with emphasis on educational institutions & establishments
- To reduce of consequences related to H&S hazards
- To deal with crises affecting Health & Safety efficiently & effectively
- To protect the well-being & safety of staff and pupils
- To minimize injuries & incidents occurred in educational establishments
- To improve productivity & workforce morale
- To integrate of HS Management as an essential part of successful management strategy

CONTENT AND METHODOLOGY:

The course methodology will ensure the active involvement of the participants in all phases, that is, prior, during and after the delivery of the course. More specifically, upon confirmation that the course will take place, the participants will receive preparatory material (if needed), which will cover all important concepts to be presented during the delivery of the course. The participants will have the opportunity to exchange feedback with the organizer of the course, BlueCore Academy, and the trainer as well as to request any clarification related to the content of the course.

The methodology of the training is based on a combination of three important elements:

- Provision of knowledge required (theory)
- Use of training tools, such as case studies, videos, games, animations & exercises (practice - hands on experience)
- Feedback/reflection (review)

During the delivery of the course, the participants will receive hard copy material, which will cover the content to be presented in all five (5) days of the seminar. The material will be presented in a form of Power Point (PPT) presentations, videos & animations. Moreover, the active involvement and hands on experience of the participants will be secured through various training tools, such as case studies, worksheets, scenarios & exercises. These training tools are necessary to ensure that the theoretical knowledge gained by the participants can be used in real life scenarios; an important aspect & added value for any training course.

At the final day of the course, the participants will have the opportunity to reflect on the information received and the experience gained in the specific field of study. Moreover, the participants and their institutions will be encouraged to be members of BlueCore Academy, an international hub and forum for entrepreneurs & innovators to exchange ideas, novel concepts/approaches & best practices in the area of environment and education.

METHODS:

Lectures, exercises, discussions, teamwork, role-playing, study visits

COURSE TOPICS:

- To reach more healthy and safe conditions
- To teach what safety and health means
- Order
- The relationship between health and safety

PROGRAM (Training activities):

- PPT slides
- discussions
- evaluating
- sharing thoughts and ideas with the group
- sightseeing and the school visits

PREPARATION:

After confirming registration, participants will be informed about the details of the course (arrival, daily program). Participants will be able to introduce themselves and bring a few examples of routines and practices that they apply to their teaching.

MODULES:

- Module1: Health and safety standards in schools
- Module2: To plan a healthier life
- Module3: To be more active citizens regarding a healthier life

FOLLOW UP:

BENEFITS TO PARTICIPANTS - SKILLS & COMPETENCES

This course provides the general knowledge and understanding required to understand and manage key elements of health and safety in educational institutions such as school, universities and adult education centers. The course can be attained by principles, managers and staff. By the end of the course, delegates will have acquired capabilities to:

- recognize safety and health hazards and assess risks in educational institutions
- apply key health and safety controls
- ensure that adequate health and safety training and supervision of staff is provided
- identify what actions should be taken when incidents involving injury or damage occur
- communicate effectively on safety and health issues

The participants will:

- Understand the significance of Health and Safety
- Know the legal requirements & responsibilities
- Learn what a risk is and how to identify it in educational institutions
- Learn how to control risks in in educational institutions
- Learn how to implement H&S measures easily and cost efficient
- Learn how to manage H&S and your personnel
- Learn how to investigate accidents and take measures to avoid same incidences
- Be confident that you can keep everyone safe

DAILY TIMETABLE:

1ST DAY

(09:00-15:00)

- Welcome to the participants
- A quick introduction to the course

Foundations in Health & Safety:

- Scope & nature of occupational Health & Safety
- Social & economic reasons for maintaining and promoting good standards in occupational health & safety
- Role of national governments & international bodies in regulation for health & safety

Coffee Break

Health & Safety Management Systems: Policy & Organization:

- Purpose & importance of setting policy for health & safety
- Features & content of an effective health & safety policy
- Roles & responsibilities of school principals, directors & staff
- Health & Safety culture
- Emergency procedures and the arrangements for emergency services
- First Aid in the workplace

-Discussion

2ND DAY

(09:00-15:00)

Health & Safety Management Systems: Planning & monitoring:

- Importance of planning
- Principles of Risk Assessment

Coffee Break

- Risk reduction measures
- Sources of health & safety information
- Importance of monitoring

-Discussion

3RD DAY

(09:00-15:00)

Health & Safety Management Systems: audit & review:

- Health & Safety Auditing
- Investigating accidents
- Recording & reporting incidents

Coffee Break

-To protect our lives from the harmful detections

4TH DAY

(09:00-15:00)

Workplace Hazards & Control:

- Health, welfare and work environment requirements
- Violence
- Substance misuse

Coffee Break

- Safe movement of people
- Fire risk assessment
- Evacuation procedures

-Discussion

5TH DAY

(09:00-15:00)

School Occupational Health & Safety:

- Active training and education for pupils
- Staff training
- Combined training

Coffee Break

- School OSH management - tools, policies and systems
- School OSH management - participation
- Using risk education to contribute to school safety management

-General discussion and evaluation of the course

-Goodbye

CERTIFICATIONS: At the end of the course; Participants will take "Certificate of Participant", "Europass Mobility Certificate", "Staff Mobility Agreement" and BlueCore International Company Invoice certificates.



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