



IOSH Approved – Health and Safety for School Business Professionals Programme/Timings

Day	Subject	Key Learning Point	Lesson Plan
09.00	Login / registration		Trainer to tick attendance on register and check ID evidence.
09.20	Introduction to Zoom Video Conferencing	Trainer to turn recording on. Trainer to discuss format, timings, protocol for breaks / asking questions and use of interactive features	Tutor to explain the training format, taking breaks. Downloading exercises etc. Turn video recording on. Group exercise as icebreaker
09.35	Outline of key legislation / responsibilities	Responsibilities under HSW Act, Corporate Manslaughter Act. Consequences of getting it wrong.	Tutor presentation, encouraging discussion. When the presentation indicates syndicate exercises to be completed, allow delegates to read through.
11.00	COFFEE	15 minute break for learners to move away from the screen.	Pause video recording until next session starts.
11.15	Safety Policy – Purpose and Relevance	Legal obligations and personal liability linked to the policy. How to use this as promotional material to gain added value.	PowerPoint presentation. Discussion. Learners to review their own policy (pre-requested for
11.45	Civil Liability and Management of Claims	Effect of claims culture on Employers Liability Insurance. How to minimise claims.	PowerPoint presentation / discussion Review of recent civil cases
12.30	LUNCH	1 hour break	Video recording to be paused.
13:30	Accidents – causes, costs and consequences.	Need/ benefit of accident reporting systems RIDDOR reporting and investigation requirements Linking accident reduction with Ofsted/Safeguarding.	Tutor presentation - discussion
14:30	Accident Investigation	Identifying immediate and root causes, separating facts and assumptions, undertaking / recording investigations, communicating findings to stakeholders Safeguarding, safety of pupils)	Tutor presentation. Slide 81 – ‘Facts vs Assumptions’ (Handout pre-emailed with joining pack)
15.00	TEA	15 minute comfort break	Video recording to be paused
15:15	Accident Investigation continued		Handout continued – delegates to consider root causes.
15:45	Fire safety management	Overview of legislation requirements Fire risk assessment awareness	Presentation / review of photos of good & bad practice with learner input.
16.15	Questions and close.	Reflective work to be issued – “mock exam for learners to download (pre-sent with joining instructions)	Learners to complete “mock exam paper in their own time, and bring to the next day session)





Day 2

Time	Subject	Key Learning Point	Lesson Plan
9.15 – 9.30	Open and registration.	Tutor to check attendance against list of expected attendees.	Turn video recording on prior to revision session.
09.30	Review of mock exam	Revision.	Question / answer session where Tutor checks answers of mock exam completed previously.
10:45	Hazard identification techniques	Observations, inspections, etc. Covering main school hazards: circulation / traffic routes, play/sport areas, safety in science and cooking, classroom hazards etc	Hazard spotting exercise (use of photos on PowerPoint)
10:15	Understanding risk assessment	5 steps to risk assessment and recording the assessment.	Practical workshop. Delegates put into groups where viable using Zoom Rooms, or to work separately. Tutor gives list of topics to assess to each learner/group (choose 3 or 4 topics) and use this to go through each step, with tutor explaining what's required and why, and learner completing each step using the topic selected.
11.00	COFFEE	15 minute comfort break	Video recording to be paused.
11.15	Risk assessment	How to apply principles of risk assessment and set up/ monitor assessments	PowerPoint supported by consultant giving real examples of previous experience from monitoring techniques. Tutor to encourage discussion to share best practice from the group.
12.30	LUNCH	1 hour break away from screen.	Tutor pauses video recording and remains available for anyone wanting additional clarification. Keep video recording session going
13.30	Implementing and Integrating a Safety Management System	H&S considerations for the plan, do, check, and cycle. Active and reactive monitoring techniques The need to including staff / pupils, Sharing the findings for continual improvement Reporting to the Governing Body	Presentation followed by questions for learners to complete and add to their action plan to address if they don't know the answer.
2.45	TEA	15 minute break	Video recording paused.
15.00	Contractor management	Selection and vetting requirements, access to site, safeguarding issues, asbestos management	PowerPoint presentation supported by discussion to share best practice amongst learners
3.30 – 3.45	Break –	Whilst tutor emails assessment paper to learners.	Tutor emails assessment paper to learners and asks them to download them, clear desk/area of papers and turn phones off.
4.45 4.45	Exam	Tutor to check each learners work area via video and start exam. Watching and monitoring learners throughout.	
4.45	Close.		

