



## Costings per delegate:

CLEAPSS members	£135.00
CLEAPSS non-members	On request

# CLEAPSS Prep Room Management & Health & Safety for Senior Technicians

10 December 2020, 09.00 – 16.00hrs  
Malmesbury School

## Why come on this course?

This one day discussion based course is intended for senior technicians or those aspiring to become senior technicians, although less experienced technicians are welcome to attend and will pick up useful tips.

The objective of the course is to explore and share ideas for running an efficient and effective prep room. The main emphasis will be on Health & Safety law, what the law requires of technicians, organising the prep room, supporting practical work and leading a technician team.

## During the day the following will be covered:

- Health & Safety law, legal responsibilities of employer and employee, risk assessment
- Prep room layout and equipment, organisation and storage of resources
- Requisitions, overview and booking systems
- Preparing for/clearing up practicals
- Policies and procedures
- Leading a technician team, prioritising tasks

## How to Apply

To register your interest for a place on the **CLEAPSS Prep Room Management and Health & Safety for Senior Technicians**, please complete the on-line course booking form on our website or email [booking@avontsa.com](mailto:booking@avontsa.com) giving your name, school and contact details.

The deadline for booking on the course is 25 November 2020.



info@avontsa.com



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## To aid discussion participants are asked to bring along:

- Pictures of their own prep room, to include examples of how the prep room is organised, good practice, novel ideas eg. Inventive storage solutions and areas of concern
- Examples of requisition forms
- Pictures of systems used to record/display overview of practical requests

Paper copies work best as these can be easily passed around the group.



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