15/04/2026

Staff Training Log

Swaffham Town Council

Training	Date Completed	Refresher Training	Helen Carrier	Leanne Jarrett	Ryan Folker	Hannah Duggan	Danielle Hamilton	Nicola Forrest	Ian Cross	Charlie Gunner	Thomas Howlett	Chris Pointer	Sam Lanchbury	Kevan Hill
Qualifications														
Lantra Award - Chainsaw Maintenance and Cross-cutting	✓ Dec-22	✓ Dec-27			✓ Done					To complete 2026	To complete 2026			✓ Done
Traffic Management for Community Events	✓ Apr-23	✓ Apr-28	✓ Done	✓ Done	✓ Done	✓ Done		✓ Done						✓ Done
Emergency First Aid at Work	✓ Jun-25	✓ Jun-27		✓ Done		✓ Done	✓ Done	✓ Done	✓ Done	✓ Done	✓ Done			✓ Done
City & Guilds Lvl 2 Safe Applications of Pestisides PA1 & PA6	✓ Jan-23	✓ Jan-27			✓ Done					To complete 2026	To complete 2026			✓ Done
Norfolk ALC Event	✓ Oct-25	Annual	✓ Done	✓ Done		✓ Done	✓ Done	✓ Done						
Office 365 Training	✓ Oct-23		✓ Done	✓ Done	To complete	✓ Done	To complete	✓ Done	To complete	To complete				
GDPR	✓ Oct-23	✓ Oct-26	✓ Done	✓ Done	✓ Done	✓ Done		✓ Done						✓ Done
Abrasive Wheels	✓ Dec-22	✓ Dec-26								to complete				✓ Done
Fire Training	✓ Jul-24	✓ Jul-27	✓ Done	✓ Done	✓ Done	✓ Done		✓ Done						✓ Done
Ride On & Pedestrian Mower Training	✓ Sep-25	✓ Sep-30			✓ Done				✓ Done	✓ Done	✓ Done			✓ Done
Play Area Equipment Inspection Training	✓ May-25	✓ May-28			✓ Done					✓ Done	✓ Done			✓ Done
Introduction to Horticulture Level 2	✓ Mar-25										✓ Done			
Fire Marshall Training	✓ Nov-25	✓ Nov-28	✓ Done	✓ Done	✓ Done	✓ Done	✓ Done	✓ Done	✓ Done	✓ Done	✓ Done			✓ Done
PAT Tester Training	✓ Nov-25									✓ Done				
Lone Worker Training	✓ Jan-26	✓ Jan-28								✓ Done	✓ Done	✓ Done	✓ Done	✓ Done
Introduction to Lime Plastering	✓ Nov-25				✓ Done					✓ Done	✓ Done			
COSHH	✓ Nov-25	✓ Nov-27			✓ Done				✓ Done	✓ Done	✓ Done	✓ Done	✓ Done	✓ Done
Fire Safety Awareness at Work	✓ Mar-26	✓ Mar-28										✓ Done	✓ Done	
Ladder and Stepladder safety training	✓ Dec-25	✓ Dec-27			✓ Done				✓ Done	✓ Done	✓ Done	✓ Done	✓ Done	✓ Done
Manual Handling	✓ Mar-26	✓ Mar-29										✓ Done	✓ Done	
IOSHH			✓ Done		✓ Done		✓ Done							
Wellbeing Champion Training	✓ Jan-26		✓ Done	✓ Done		✓ Done	✓ Done							
DriveIQ - Smarter Driving	✓ Feb-26						✓ Done							
Councillor Training	✓ Mar-26	`		✓ Done	✓ Done		✓ Done							
TRAINING TO COME														
Abrasive Wheels														
Managing contractors					To complete					To complete				
Manual Handling			to complete	to complete	to complete	to complete	to complete	to complete	to complete	to complete	to complete			to complete
PUWER					to complete					to complete				
Display Screen Equipment (DSE) Awareness														
Vibration Awareness														
Slips, Trips & Falls														
Working at Height Awareness														
Safety Harness Training														