

Training Courses available from Clwyd Associates Limited

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| Course title | Description | Duration | Suitable for | At the end of the course, participants will be able to: - |
|-----------------------------|--|----------|--|--|
| Accident investigation | Covering both the theory of accident causation and the practicalities of investigation, this course can be modified to include examples of accidents relevant to any organisation increasing its relevance to the participants | 1 day | Those likely to lead or take part in accident investigations | <ul style="list-style-type: none"> • Identify the evidence that may be collected from the scene of the accident • Recognise the skills required to obtain witness statements • Define the team of people that should be involved in an investigation • Carry out an effective investigation • Analyse the accident causes using fault tree analysis • Evaluate and prioritise control measures to prevent recurrence • Produce a written report for the incident • Explain the types of accident or incident that need to be reported under RIDDOR |
| Behavioural Safety Auditing | A practical course introducing participants to the powerful tool of behavioural auditing and highlighting the skills needed to carry out audits successfully in order to encourage safe behaviour | 1 day | All employees | <ul style="list-style-type: none"> • Understand the relationship between unsafe acts, unsafe conditions and the potential for accidents • Carry out effective unsafe act audits encouraging all employees to take appropriate action as a result |
| Confined Space Awareness | A course providing entrants, watchers and entry supervisors with an understanding of the risks and controls associated with confined spaces | ½ day | Employees who plan and supervise confined space work | <ul style="list-style-type: none"> • Explain what a confined space is and the hazards associated with entering confined spaces • Common controls used for confined space entry – including permits, equipment and PPE • Explain company procedures that should be followed for confined space entry |

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| Contractor Control | Using case studies, this course provides an overview of the practical requirements associated with supervising contractors on site | ½ day | Employees who directly supervise contractors working on site | <ul style="list-style-type: none"> • Accept the importance of supervising contractors to minimise the risk to contractors and employees • Recognise the techniques that can be used to monitor contractor health and safety performance |
| Managing Contractors | Developed for those involved in all stages of contractor management, this course covers legislative requirements for contractor control and the practical ways these can be met using risk management techniques | 1 day | Line managers involved in selecting and supervising contractors | <ul style="list-style-type: none"> • Understand the moral, legal and financial implications of failing to control health, safety and environmental aspects of contractor activities • List the health and safety related information that should be collected and used during contractor selection • Identify the information the contractor should provide about the task before starting work on site (e.g. task risk assessments, method statements) • Explain the importance of the contractor induction procedure • Outline common active monitoring procedures used while contractors are working on site • Define health and safety measures that can be used to review contractors performance for a job • Summarise the main requirements for contractor control in health and safety legislation |
| COSHH awareness | A briefing on the hazards of chemicals and substances and the importance of using systems and equipment provided to limit exposure | ½ day | Any employees coming into contact with chemicals or substances as part of their work | <ul style="list-style-type: none"> • Explain the relationship between substance form and the routes of entry • Identify various hazards of chemicals and substances • Understand the importance of using provided control measures for limiting exposure to chemicals and substances |

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| COSHH assessor | Covering a more detailed syllabus than the COSHH awareness course, this provides participants with the knowledge and skills to carry out COSHH assessments and identify equipment or safe systems of work to comply with the hierarchy of control | 1 day | Employees appointed as COSHH assessors | <ul style="list-style-type: none"> • Explain the routes of entry and the importance of substance form to exposure • Recognise the hazards of chemicals and substances using different sources of information • Estimate the likelihood of exposure based on the activities involving the substance • Identify potential control measures for controlling exposure to chemicals and substances • Use the information from a preliminary assessment to develop safe systems of work |
| DSE awareness | A briefing on the hazards associated with the use of display screen equipment (DSE) and the practical steps users can take to control those risks | ½ day | DSE users | <ul style="list-style-type: none"> • Describe the types of injuries and illness can occur when people work with VDUs • Accept how everyone can reduce their risk of injury by reorganising their workstation and the way they work |
| DSE Assessor | Training for employees who have been nominated to carry out DSE assessments to comply with relevant regulations. This course provides them with the knowledge and the skills to carry out effective assessments and identify ways of minimising risks | 1 day | Employees appointed as DSE assessors | <ul style="list-style-type: none"> • Understand the moral, legal and financial implications of failing to control the health and safety hazards of working with display screen equipment • Identify the hazards associated with working with Display Screen Equipment • List control measures that can be used to minimise risk of injury when working with Display Screen Equipment • Carry out appropriate risks assessments for the use of Display Screen Equipment, making suitable recommendations • Summarise the main requirements of the Health and Safety (Display Screen Equipment) Regulations |

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| Hazard awareness | Providing employees with the opportunity to learn how their everyday activities and decisions affect the likelihood of an incident, this course uses health and safety performance data from the organisation to demonstrate the vital role each individual plays in ensuring good health and safety standards | 1 day | All employees | <ul style="list-style-type: none"> • Demonstrate whether their health and safety performance is good and how it can be improved • Identify and use simple health and safety techniques to identify hazards and assess whether they are significant risks • Classify unsafe acts and unsafe conditions and identify which causes the majority of incidents • Understand their personal responsibility for health and safety and potential consequences of failure to take action |
| HAZOP – introduction for team members | This course provides those who are involved with HAZOPs (Hazard and Operability Studies) with the skills and understanding of the process to act as effective team members. | 2 days | All employees | <ul style="list-style-type: none"> • Use the HAZOP guidewords and deviations to identify hazards • Apply the technique to different processes (e.g. batch, continuous) • Understand how and when to record issues identified in the HAZOP study • Recognise the advantages of using HAZOP study methodology and the factors that can influence their effectiveness • List various systems for recording HAZOPs • Describe other hazard study processes used in industry • Explain the issues arising following completion of the HAZOP |

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| Health and Safety Awareness | An introductory course for all employees to the principles of health and safety – equivalent to IOSH Working Safely | 1 day | All employees | <ul style="list-style-type: none"> • Understand their personal and legal responsibility for health and safety standards • Spot and report hazards • Explain the steps involved in a risk assessment • Initiate incident reports and act as a team member on investigations • Distinguish between different safe systems of work and how they are used |
| Practical health and safety | Based on the Health and Safety Awareness course, this course also covers specific health and safety topics, which can be specified to cover significant risks within the organisation | 2 days | All employees | <ul style="list-style-type: none"> • Understand their personal and legal responsibility for health and safety standards • Spot and report hazards • Explain the steps involved in a risk assessment • Initiate incident reports and act as a team member on investigations • Distinguish between different safe systems of work and how they are used • Demonstrate basic health and safety knowledge of the hazards ,controls and safe systems of work in five of the common hazards (e.g. chemicals, display screen equipment, electricity, fire, noise, manual handling, slips, trips and falls, vehicles and pedestrians, work equipment etc.) |

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| Health and Safety Training for Managers | An introduction to health and safety management systems linking each topic to legal requirements and incident case studies | 2 days | Employees with line manager or supervisory responsibilities | <ul style="list-style-type: none"> • Identify and assess health and safety hazards using the organisation's risk assessment methodology • Suggest control measures to reduce risk of injury (following the hierarchy of control) • Explain the risks, control measures and safe systems of work associated with specific hazards significant to the organisation (e.g. manual handling, noise etc) • Understand the need to investigate accidents and be able to apply the organisation's accident and incident investigation procedure effectively • List the proactive measures for improving health and safety performance and apply them (e.g. unsafe condition inspection, unsafe act auditing, near miss reporting) • Link the requirements of current legislation to their responsibilities for health and safety within the business |
| Health and safety issues associated with the management of change | Organisations are continually making changes to their physical environment – such as reorganising workplace layout or upgrading equipment. This course highlights the significant hazards associated with carrying out such changes and provides an introduction to common health and safety systems used to assess the risks and manage the change | 1 day | Line managers initiating or assessing proposed changes | <ul style="list-style-type: none"> • Recognise the advantages of using change management procedures • Identify how risk assessment can be applied to the management of change • Understand the types of change management procedures available (e.g. modifications procedures, hazard studies) |

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| Job safety assessment | A one-day course covering the principles of risk assessments and the hierarchy of control, giving participants the skills to carry out risk assessments or job safety assessments to meet legal standards. | 1 day | Employees appointed as task risk assessors | <ul style="list-style-type: none"> • Observe workplace activities and identify hazards • Follow the principles of risk assessment • Record risk assessments following the organisation's procedure • Identify control measures following the hierarchy of control to reduce significant risks |
| Job Instructor Training | Task training is vital for health and safety – it also takes a lot of resources so it's important it's done effectively. This course ensures trainers understand the principles of learning and competence assessment so that they can develop a training regime for the safe systems of work in their organisation | 1 day | Employees nominated to carry out task training | <ul style="list-style-type: none"> • Understand the way people learn • Use practical skills in the preparation and delivery of training • Develop simple competence assessment material • Provide constructive feedback to learners • Review their own performance as trainers |
| Manual handling awareness | Manual handling is the biggest cause of lost time accidents in the U.K. This course provides an overview of how important it is to get manual handling right, what the correct manual handling procedure is and how to apply it practically in the workplace | ½ day | All employees | <ul style="list-style-type: none"> • Identify manual handling operations • Understand the principles of good base movement • Apply the principles of good base movement to more awkward manual handling situations |

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| Manual handling assessor | To comply with the Manual Handling Operations Regulations, employers must complete specialist manual handling assessment where there is a significant risk of injury so that ways of reducing the risk can be identified. N.B. this course can be extended (by 1 day) to include manual handling instructor training | 1 day | Employees appointed as manual handling assessors | <ul style="list-style-type: none"> • Understand the significance of manual handling injuries • Identify and assess manual handling operations • Record the assessment and communicate their conclusions • Use the MAC manual handling assessment system • Make suggestions to reduce the risk of manual handling incidents • Understand the principles of good base movement • Apply the principles of good base movement to more awkward manual handling situations • Outline the requirements of the Manual Handling Operations Regulations |
| Manual handling instructor | To train designated employees so that they can then provide ongoing manual handling training and coaching within the organisation | 1 day | Employees appointed as manual handling instructors | <ul style="list-style-type: none"> • Identify manual handling tasks and the risks associated with them • Explain basic anatomy related to manual handling injuries • List the basic requirements of the Manual Handling Operations Regulations • Understand practical handling techniques • Develop and lead manual handling training for small teams within their areas |
| Permit-to work training | Underlining the need and practical uses of permit-to-work systems, this course can be modified to include training specific to any organisation's permit-to-work system | 1 day | Anyone with responsibilities under the permit-to-work system | <ul style="list-style-type: none"> • Understand the importance of the permit system as a safe system of work • Accept their responsibilities within the permit system • Be familiar with permit paperwork • Be competent to follow the organisation's local permit procedures • Apply their knowledge to practical permit-to-work situations |

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| Hot-work permit training | Identify the hazards, precautions and mitigating controls that are available for controlling high risk hot work under a permit-to-work system | 1 day | Anyone with responsibilities for hot work permits | <ul style="list-style-type: none"> • Explain the fire triangle and use it to identify ways of preventing or fighting a fire • Identify the hazards/controls associated with fuel and ignition sources • Assess what mitigation controls should be in place when high risk hot work is taking place • Explain the basic requirements of DSEAR Regulations 4 and 5 • Apply their knowledge to practical hot work situations |
| Stress awareness | Providing managers with an overview on the causes of stress and how management of any stress case can significantly affect the outcome for the individual and the organisation | 1 day | Line managers | <ul style="list-style-type: none"> • Describe their legal duties to manage stress based on legislation and case law • Identify the symptoms and sources of stress • Explain the principles of stress management • Recognise whether their organisation's stress management system is effective |
| Task risk assessor training | A one-day course covering the principles of risk assessments and the hierarchy of control, giving participants the skills to carry out risk assessments or job safety assessments to meet legal standards. | 1 day | Employees appointed as task risk assessors | <ul style="list-style-type: none"> • Observe workplace activities and identify hazards • Follow the principles of risk assessment • Record risk assessments following the organisation's procedure • Identify control measures following the hierarchy of control to reduce significant risks |