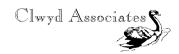


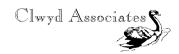
Course title	Description	Duration	Suitable for	At the end of the course, participants will be able to: -
Accident investigation	Covering both the theory of accident causation and the practicalities of investigation, this course can be modified to include examples of accidents relevant to any organisation increasing its relevance to the participants	1 day	Those likely to lead or take part in accident investigations	 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	 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	 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



Course title	Description	Duration	Suitable for	At the end of the course, participants will be able to: -
Contractor Control Managing	Using case studies, this course provides an overview of the practical requirements associated with supervising contractors on site Developed for those involved in	½ day	Employees who directly supervise contractors working on site Line managers	 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 Understand the moral, legal and financial implications of
Contractors	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		involved in selecting and supervising contractors	 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	 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



Course title	Description	Duration	Suitable for	At the end of the course, participants will be able to: -
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	 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	 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	 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



Course title	Description	Duration	Suitable for	At the end of the course, participants will be able to: -
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	 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	 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



Course title	Description	Duration	Suitable for	At the end of the course, participants will be able to: -
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	 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	 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.)



Course title	Description	Duration	Suitable for	At the end of the course, participants will be able to: -
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	 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	 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	 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	 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	 Identify manual handling operations Understand the principles of good base movement Apply the principles of good base movement to more awkward manual handling situations



Course title	Description	Duration	Suitable for	At the end of the course, participants will be able to: -
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	 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	 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	 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



Course title	Description	Duration	Suitable for	At the end of the course, participants will be able to: -
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	 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	 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	 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