



Health and Safety Training Courses

Examples of Training

British Safety Council Accredited Courses

This is a Level One Course

- Certificate in Health and Safety

These are Level Two courses

- Supervising Staff Safely
- Risk Assessment
- Fire Risk Assessment
- Manual Handling
- Display Screen Assessment
- COSHH Assessment

PGL Associates Courses

- Health & Safety Briefing for Executives
- The Managers Role in Health & Safety
- Accident Investigation & Reporting
- Risk Assessment
- Manual Handling Risk Assessment
- Emergency First Aid at Work (EMFA)
- Emergency First Aid
- Fire Marshall
- Banksman Operations
- Operation of Hand Held Abrasive Wheel Machines
- Operation of Hand Held Fuel Gas & Oxygen Cutting & Welding Equipment
- Safe Working in a Cold Climate
- Permit to Work Issuers & Acceptors
- Safe Use and Inspection of Slings and Lifting Equipment
- Managing Contractors

- Confined Spaces – Supervisor Awareness
- Confined Spaces – Vertical Access
- Confined Spaces – Vertical Access (Refresher)
- Confined Spaces – Horizontal Access
- Confined Spaces – Horizontal Access (Refresher)
- Confined Spaces – Emergency aid for Entrants and Support Personnel

Courses with City and Guilds Certification

- Signing Lighting and Guarding in the Highway
- Highway Excavation and Reinstatement (Operatives)
- Highway Excavation and Reinstatement (Supervisors)
- Location and Avoidance of Underground Services

The above are examples of our most commonly requested courses. We are always happy to discuss client's specific training needs and to tailor courses to meet them.

Course Title	Duration	Maximum Number of delegates	In house cost per course + travel / Accommodation as needed	Registration costs for external accreditation
British Safety Council Courses				
Level 1				
Certificate in Health and Safety	1 day	12	£675	£15
Level 2				
Supervising Staff Safely	3 days	12	£2025	£35
Risk Assessment	2 days	12	£1350	£35
Fire Risk Assessment	1 day	12	£675	£35
Manual Handling	Half day	12	£395	£35
Display Screen Assessment	1 day	12	£675	£35
COSHH Assessment	1 day	12	£675	£35
PGL Associates Courses				
Health & Safety Briefing for Executives	1 day	12	£850	
The Managers Role in Health & Safety	2 days	12	£1350	
Accident Investigation & Reporting	Half day	12	£395	
Risk Assessment	2 days	12	£1350	
Manual Handling Risk Assessment	1 days	12	£595	
Emergency First Aid at Work (EMFA)	1 day	12	£595	£20
Emergency First Aid	Half Day	12	£395	
Fire Marshall	1 day	12	£595	
Banksman Operations	Half Day	6	£395	
Operation of Hand Held Abrasive Wheel Machines	Half day	6	£395	
Operation of Hand Held Fuel Gas & Oxygen Cutting & Welding Equipment	Half day	6	£395	
Safe Working in a Cold Climate	Half day	12	£395	
Permit to Work Issuers & Acceptors	Half day	12	£395	
Safe Use and Inspection of Slings and Lifting Equipment	Half day	12	£395	
Managing Contractors	1 day	12	£595	

Course Title	Duration	Maximum Number of delegates	In house cost per course + travel / Accommodation as needed	Registration costs for external accreditation
Confined Spaces Working Courses				
Confined Spaces – Vertical Access	2 days	8	£1350	
Confined Spaces – Vertical Access (Refresher)	1 day	8	£675	
Confined Spaces – Horizontal Access	1 day	8	£675	
Confined Spaces – Horizontal Access (Refresher)	Half day	8	£395	
Confined Spaces – Emergency Aid for Entrants and Support Personnel	6 hours	12	£595	
Courses with City and Guilds Certification				
Signing Lighting and Guarding in the Highway	1 day	6	£675	£30
Highway Excavation and Reinstatement (Operatives)	4 days dependant on experience	6	£2700	£20 per unit + £25 for street works card
Highway Excavation and Reinstatement (Supervisors)	4 days dependant on experience	6	£2700	£20 per unit + £25 for street works card
Location and Avoidance of Underground Services	Half day	6	£395	£30

Please enquire about possible travel and accommodation costs for distances over 100 miles



BSC Awards



Health and Safety Training Courses

Course Title	Certificate in Health and Safety
Duration	1 Day
This Course is for:	All employees to encourage a positive proactive attitude to workplace Health and Safety
Course Overview:	Provides participants with a framework of the basic elements of Health and Safety in the workplace to encourage a proactive and positive safety culture within businesses.
Course Contents:	<ul style="list-style-type: none">• The Legal Position• The Working Environment• Workplace Accidents• Reducing Workplace Injuries• Risk Management• Personal Protective Equipment• Fire Safety• Electrical Safety• Hazardous Substances• Safety Signs and Signals• Manual Handling• Workstations and Display Screen Equipment• Work-Related Ill-Health• Workforce Consultation
Course Outcomes:	BSC Awards Level 1 Certificate in Health and Safety at work



BSC Awards



Health and Safety Training Courses

Course Title	Supervising Staff Safely
Duration	3 Days
This Course is for:	Line Managers, Supervisors, Team Leaders and Heads of Departments
Course Overview:	Provides participants with a practical understanding of health and safety, and equips them to undertake a realistic, workplace related assessment.
Course Contents:	<ul style="list-style-type: none">• Management systems<ul style="list-style-type: none">○ Health and Safety management○ The role of the supervisor in management systems○ Health and Safety policies○ Safety briefings○ Improving the Health and Safety Culture○ Record keeping• Hazards and Risks<ul style="list-style-type: none">○ Identifying hazards in the workplace○ Assessing risks; Likelihood/severity○ Evaluating control measures○ Prioritising action• Monitoring<ul style="list-style-type: none">○ Active monitoring○ Reactive monitoring• Legal Requirements<ul style="list-style-type: none">○ Health and Safety at Work Act 1974○ Management of Health and Safety at Work Regulations 1999○ Approved Codes of Practice and Guidance Notes○ Responsibilities of supervisors
Course Outcomes:	BSC Awards Level 2 Certificate in Supervising Staff Safely



BSC Awards



Health and Safety Training Courses

Course Title	Risk Assessment
Duration	2 Day
This Course is for:	Those with responsibility for carrying out risk assessments in the workplace.
Course Overview:	This one day course teaches delegates how to carry out a risk assessment in line with the HSE's Five Steps to Risk Assessment
Course Contents:	<ul style="list-style-type: none">• Reasons for conducting Risk Assessments• Main legislation relating to risk assessment• Techniques to collect evidence• Limitations of techniques for collect evidence• Identifying Health and Safety hazards• Identifying who might be at harm and how• Calculating an appropriate initial risk rating• Factors affecting the likelihood of harm• Factors affecting the severity of harm• Identifying and evaluating existing control measures• Proposing additional control• Applying the hierarchy of controls• Revising a risk rating• Recording the findings of a risk assessment• Making recommendations based on the findings• Reviewing and revising a risk assessment
Course Outcomes:	BSC Awards Level 2 Certificate in Risk Assessment



BSC Awards



Health and Safety Training Courses

Course Title

Fire Risk Assessment

Duration

1 Day

This Course is for:

Those with responsibility for carrying out fire risk assessments in the workplace.

Course Overview:

This one day course teaches delegates how to carry out a fire risk assessment in line with the HSE's guidance.

Course Contents:

- Reasons for conducting fire risk assessments
- Main legislation relating to fire risk assessment
- Determining the responsible person
- Risk Assessment approach to fire safety
- Competencies required of Fire Risk Assessors
- Principles of the fire triangle and fire prevention
- Main causes of fire in different occupancies
- Recognising fire hazards in the workplace
- Identifying the location of people at risk
- Evaluating the adequacy of existing arrangements
 - Principles of separation
 - Detection and warning systems
 - Means of escape
 - Fire fighting
 - Maintenance and testing of equipment
 - Fire procedures
 - Fire safety training
- Recording the findings of a fire risk assessment
- Making recommendations based on the findings
- Reviewing and revising a fire risk assessment

Course Outcomes:

BSC Awards Level 2 Certificate in Fire Risk Assessment



Health and Safety Training Courses

Course Title	Manual Handling
Duration	3 hours
This Course is for:	Staff whose role includes a significant amount of manual handling activities.
Course Aims:	<p>To provide candidates with the necessary understanding the risks associated with manual handling activities.</p> <p>To provide an understanding of the possible long term consequences to health from poor manual handling techniques.</p> <p>To provide candidates with the ability to appropriately assess manual handling activities in order to minimise the risks associated with those activities found in their individual workplaces.</p>
Course Contents:	<ul style="list-style-type: none">• An awareness of the legal requirements for manual handling in the workplace• An awareness of the benefits of understanding good manual handling techniques• An appreciation of the nature of injuries which may occur from poor lifting• The human form and how to use it effectively to lift load• Application of basic lifting techniques• Practical applications reconstructed by group members• Complex lifting problems discussed• Review of morning• Application of complex lifts likely to be undertaken by course members• Assessment of lifting technique

On completion of this training a certification of attendance will be issued.



BSC Awards



Health and Safety Training Courses

Course Title	Display Screen Equipment Risk Assessment
Duration	1 Day
This Course is for:	Those with responsibility for carrying out DSE risk assessments in the workplace.
Course Overview:	The one day course teaches delegates how to carry out a DSE risk assessment in line with the HSE's guidance to the regulations.
Course Contents:	<ul style="list-style-type: none">• Reasons for conducting DSE risk assessments• Main legislation relating to DSE risk assessment• Competencies required of DSE Risk Assessors• Health effects relating to DSE use• Main causes of ill-health relating to DSE use• Principles and benefits of good ergonomic design• The minimum requirements for workstations• Recording the findings of DSE Risk Assessment• Making recommendations based on the findings• Reviewing and revising a DSE risk assessment
Course Outcomes:	BSC Awards Level 2 Certificate in Display Screen Equipment Risk Assessment



BSC Awards



Health and Safety Training Courses

Course Title	COSHH Risk Assessment
Duration	1 Day
This Course is for:	Those with responsibility for carrying out COSHH risk assessments in the workplace.
Course Overview:	This one day course teaches delegates how to carry out a COSHH risk assessment in line with the HSE's Approved Code of Practice.
Course Contents:	<ul style="list-style-type: none">• Reasons for conducting COSHH risk assessments• Main legislation relating to COSHH risk assessment• Competencies required of COSHH Risk Assessors• Hazardous substance and their effects on the body• Main classifications for hazardous substances• Interpreting information from safety data sheets• Use of workplace exposure limits• Factors affecting assessment of risk• Risk control strategies• Recording the findings of a COSHH risk assessment• Making recommendations based on the findings• Reviewing and revising a COSHH risk assessment when necessary
Course Outcomes:	BSC Awards Level 2 Certificate in COSHH Risk Assessment



Health and Safety Training Courses

Course Title	Health & Safety Briefing of Executives
Duration	1 Day
This Course is for:	Executives and Directors having corporate responsibility for ensuring legislative compliance through strategic management of Health & Safety.
Course Aims:	To clarify for Senior Executives their role in ensuring legislative compliance and the financial benefits of high levels of Health & Safety Performance.
Course Contents:	<ul style="list-style-type: none">• Health and Safety at Work Act 1974 – Brief overview of key areas of responsibility• Corporate and personal manslaughter• The benefits of clearly defined levels of responsibility and measuring systems in the management of Health & Safety• Prevention is better than cure• The value of effective Risk Assessment Systems
Course Outcomes:	<ul style="list-style-type: none">• Clear understanding of legislative responsibilities of Executives• An appreciation of the economic and social responsibilities relating to Health & Safety• An overview of the importance of measurement tools in Health & Safety Management.

On completion of this training a certificate of attendance will be issued.



Health and Safety Training Courses

Course Title

The Managers Role in Health & Safety

Duration

2 Days

This Course is for:

Senior and middle levels of managerial staff.

Course Aims:

To provide candidates with an understanding of their legislative, economic and moral responsibilities for Health & Safety in the workplace.
To develop candidates ability to manage and evaluate the provision of workplace health and safety.

Course Contents:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Act 1999
- Employer and Employee responsibilities
- Other relevant legislation including 6 pack
- The positive impact of good Health & Safety on company performance
- Risk Assessment as the basis for effective Health & Safety performance
- Encouraging positive commitment to Health & Safety
- Using Health & Safety statistics

Course Outcomes:

- A broad understanding of Health & Safety Legislation
- An awareness of the importance of clearly identified levels of responsibility for Health & Safety
- A grounding in the use of accident reporting and investigations to improve performance

On completion of this training a certificate of attendance will be issued.



Health and Safety Training Courses

Course Title	Accident Investigation & Reporting for Front Line Operational Supervisors
Duration	2 Hours
This Course is for:	For Supervisors & Team Leaders.
Course Aims:	To increase awareness of the legal, economic and moral implications of accident investigation. To raise awareness of the relationship between near misses and accidents. To develop an effective system of reporting near misses and minor accidents. To develop a tool box presentation suitable for delivery to operatives.
Course Contents:	<ul style="list-style-type: none">• Legal and organisational requirements for accident reporting.• The relationship between near misses and accident statistics.• Organisational structure for reporting accidents.• Developing a positive attitude towards and method of reporting near misses and minor accidents.• Tool box talks for accident and near miss reporting
Course Outcomes:	<ul style="list-style-type: none">• Increased awareness of the importance of accident and near miss reporting.• Improved systems of reporting.• Toolbox talk suitable for presentation to operatives.

On completion of this training a certificate of attendance will be issued.



Health and Safety Training Courses

Course Title	Risk Assessment
Duration	2 days
This Course is for:	Anyone in the workplace who may be required to undertake Risk Assessments.
Course Aims:	To provide candidates with the knowledge, experience and confidence to complete, record and action findings of workplace risk assessments as appropriate to their individual working environments.
Course Contents:	
Day 1	<ul style="list-style-type: none">• Overview of legislation• Accident causation, type and cost• Identifying Hazards• Principles of risk assessment• Methods of recording risk assessment• Removing or controlling risks• Work place application
Day 2	<ul style="list-style-type: none">• Review of candidates workplace findings• Common problem areas explored• Specific risk assessment requirements• Ongoing risk assessment in the workplace

A period of 6 to 8 weeks between the 2 days will allow candidates to conduct 5 Risk Assessments in their workplace, which will be used as the basis for the second days training. During this period tutor support may be available if required

On completion of this training a certification valid for three years will be issued.



BSC Awards



Health and Safety Training Courses

Course Title	Manual Handling Risk Assessment
Duration	1 Day
This Course is for:	Those with responsibility for carrying out manual handling risk assessments in the workplace.
Course Overview:	This one day course teaches delegates how to carry out a manual handling risk assessment in line with the HSE's guidance.
Course Contents:	<ul style="list-style-type: none">• Reasons for conducting manual handling risk assessments• Main legislation relating to manual handling risk assessments• The competencies required of manual handling risk assessors• Basic principles of anatomy and physiology• Common injuries caused by manual handling operations• Vulnerable groups at risk• Factors to be considered in a manual handling risk assessment• Identifying and evaluating existing control measures• Proposing additional control measures• Applying the Hierarchy of Controls• Making recommendations based on the findings• Recording the findings of a manual handling risk assessment• Reviewing and revising a manual handling risk assessment
Course Outcomes:	BSC Awards Level 2 Certificate in Manual Handling Risk Assessment



Health and Safety Training Courses

Course Title	Emergency First Aid at Work (EFAW).
Duration	6 hours
This Course is for:	Organisations with low staff numbers, low hazard operations or staff working in “lone situation”.
Course Aims:	To give candidates knowledge and experience which will enable them to offer immediate aid in the case of injury or illness.
Course Contents:	<ul style="list-style-type: none">• Understanding the role of the first aider, including use of available equipment and recording of incidents and actions.• Basic Hygiene in first aid procedures• Assessment of situations to ensure safe, prompt and effective actions are implemented in emergencies.• Safe, prompt and effective assistance for an unconscious casualty or one having a seizure.• Administration of cardiopulmonary resuscitation.• Treatment of a casualty who is wounded, bleeding or in shock.• Assistance for a choking casualty.• Appropriate treatment for minor injuries.
Course Outcomes:	<ul style="list-style-type: none">• To equip candidates with the knowledge to assist at minor situations requiring first aid.• To meet with the proposed new requirement for first aid training provision in the workplace

Due to the practical nature of this course a maximum of twelve delegates will be accepted.

On successful completion of this training and assessment certification valid for 3 years, but requiring a three hour refresher course after years one and two will be issued.



Health and Safety Training Courses

Course Title	Emergency First Aid.
Duration	4 hours
This Course is for:	Organizations with low staff numbers, low hazard operations or staff working in “lone situation”.
Course Aims:	To give candidates knowledge and experience which will enable them to offer immediate aid in the case of injury or illness.
Course Contents:	<ul style="list-style-type: none">• Understanding the role of the first aider, including use of available equipment and recording of incidents and actions.• Basic Hygiene in first aid procedures• Assessment of situations to ensure safe, prompt and effective actions are implemented in emergencies.• Safe, prompt and effective assistance for an unconscious casualty or one having a seizure.• Administration of cardiopulmonary resuscitation.• Treatment of a casualty who is wounded, bleeding or in shock.• Assistance for a choking casualty.• Appropriate treatment for minor injuries.
Course Outcomes:	<ul style="list-style-type: none">• To equip candidates with the knowledge to assist at minor situations requiring first aid.• To meet with the requirements for first aid training.

Due to the practical nature of this course a maximum of twelve delegates will be accepted.

On successful completion of this training and assessment certification valid for 3 years, but requiring a refresher course after years one and two will be issued.



Health and Safety Training Courses

Course Title	Fire Marshall
Duration	1 Day
This Course is for:	Staff who will assume the role of fire Marshall within companies
Course Aims:	<p>To provide candidates with the necessary understanding of current legislation regarding fire risks.</p> <p>To provide candidates with the appropriate knowledge to carryout the role of Fire Marshall effectively and safely.</p>
Course Contents:	<ul style="list-style-type: none">• Fire safety Legislation• Roles of Fire Marshall• Causes and dangers of fire• Actions in the event of fire• Fire routines / evacuation• Floor sweep systems• Human behaviour in fire• Fire prevention• Fire fighting equipment
Course Outcomes:	<ul style="list-style-type: none">• An awareness of the legal requirements of Health and Safety• An understanding of good practice in relation to Health and Safety• An awareness of the responsibilities of Fire Marshals regarding fire safety awareness and evacuation of buildings

On completion of this training a certification of attendance will be issued.



Health and Safety Training Courses

Course Title	Banksman Operations
Duration	Half Day
This Course is for:	Anybody acting as a Banksman who is involved in the control of commercial vehicle movements on the highway, in factory yards, warehouses, loading bays and storage depots.
Course Aims:	<ul style="list-style-type: none">• To understand the key danger issues arising out of commercial vehicle reversing and manoeuvring• To understand the roles of the vehicle driver and Banksman in maneuvering & reversing operations• To be able to identify and manage areas of danger within the specific work environment• To be able to demonstrate recommended HSE code of signals and reversing procedure
Course Contents:	<ul style="list-style-type: none">• Planning the maneuver• Conducting the maneuver• PPE Requirements• Recognised signals• Regulations• Responsibilities• Practical application
Course Outcomes:	<ul style="list-style-type: none">• Ability to work safely and carry out Banksman operations• Compliance with current Health & Safety Legislation

Due to the practical nature of this course a maximum of six delegates will be accepted.
On successful completion of this training and assessment certification valid for 3 years will be issued.



Health and Safety Training Courses

Course Title	Operation of Hand Held Abrasive Wheel Machines
Duration	Half Day
This Course is for:	Operatives who operate Hand Held Abrasive Wheel Machines in the Engineering and Construction Industries.
Course Aims:	To provide training in blade changing, machine maintenance and operation of Hand Held Cutting and Grinding Machines.
Course Content:	<ul style="list-style-type: none">• Machine safety and operation checks• Choosing and changing blades• Operating the machine safely• Protective clothing and equipment required• Practical use of equipment
Course Outcomes:	<ul style="list-style-type: none">• Ability to prepare, maintain and operate Hand Held Abrasive Wheel Machines• Compliance with current Health & Safety Legislation

Due to the practical nature of this course a maximum of eight delegates will be accepted.
On successful completion of this training and assessment certification valid for 3 years will be issued.



Health and Safety Training Courses

Course Title **Operation of Hand Held Fuel Gas & Oxygen Cutting & Welding Equipment**

Duration **3 hours**

This Course is for: Operatives who operate Hand Held Gas & Oxygen Cutting & Welding Equipment in the Engineering and Construction Industries.

Course Content:

- Equipment safety and operation checks
- Changing Cylinders
- Operating the equipment safely
- Protective clothing and equipment required
- Practical use of equipment

Course Outcomes:

- Ability to prepare, maintain and operate Hand Held Gas & Oxygen Cutting & Welding
- Compliance with current Health & Safety Legislation

Due to the practical nature of this course a maximum of eight delegates will be accepted.
On successful completion of this training and assessment certification valid for 3 years will be issued.



Health and Safety Training Courses

Course Title	Safe Working in a Cold Climate
Duration	3 Hours
This Course is for:	All personnel for whom working in a cold climate is to form part of their working requirement.
Course Aims:	<p>To raise delegates awareness of factors affecting their health and safety when working in a low temperature environment.</p> <p>To appraise delegates of basic first aid measures relating to work carried out in a cold climate situation.</p>
Course Contents:	<ul style="list-style-type: none">• Dangers associated with working in a cold climate• The ways in which heat is lost from the body• Wind chill• Symptoms of hypothermia• First aid action in cases of hypothermia• Freezing injuries• First aid action for Frostbite• Other injuries which may occur due to the environment• Clothing required• Planning working patterns for the environment
Course Outcomes:	<ul style="list-style-type: none">• An awareness of the hazards faced in a cold climate• An understanding of good practice when preparing to work in this environment• Ability to take appropriate first aid action to protect self or others affected by the harsh environment

On completion of this training a certification of attendance will be issued.



Health and Safety Training Courses

Course Title	Permit to Work Issuers & Acceptors
Duration	3 Hours
This Course is for:	Staff who issue or anyone who accepts a permit to work.
Course Aims:	<p>To provide candidates with an understanding of the necessary requirements of a permit to work system within the legislative system.</p> <p>To provide candidates with the appropriate knowledge to carry out the role of permit issuer or acceptor effectively and safely.</p>
Course Contents:	<ul style="list-style-type: none">• Overview of workplace requirements• Legislative framework• Risk assessment process toward a permit decision• Developing a Safe System of Work• When a permit is likely to be needed• Application of permit procedure• Levels of responsibility• Exclusions to the system• Practical workplace application• Review of learning
Course Outcomes:	<ul style="list-style-type: none">• An awareness of the legal requirements of Health and Safety• An understanding of good practice in relation to permit systems• An awareness of the responsibilities of a permit issuer and acceptor

On completion of this training a certification of attendance will be issued.



Health and Safety Training Courses

Course Title	Managing Contractors
Duration	1 Day
This Course is for:	The course is suitable for employees who are responsible for specifying and procuring contractors and partner organizations' and those who have to manage contractors and partner organisations'. It would also be of benefit for those who wish to further their awareness following attendance on general health and safety courses.
Course Overview:	To provide delegates who manage contractors and partners with, the skills needed to ensure the relationship is working effectively.
Course Contents:	<ul style="list-style-type: none">• Principles of how to manage contracts.• Liabilities and law• Managing contractors and partner organisations• The Construction (Design and Management) Regulations 2007• Selection of a competent contractor• Conditions of contract• Management of contract activities• Contract review• Syndicate exercise to consolidate topics covered
Course Outcomes:	At the end of the course delegates will be able to : <ul style="list-style-type: none">• Appreciate the issues of working with contractors• Understand the law including what to do if the work comes under the CDM Regulations• 2007 and the Approved Codes of Practice as they relate to contract services• Assess existing arrangements in their organisation and draw up an action plan• Plan jobs that involve contractors• Select competent contractors and partner organisations based on competence criteria• Manage work on site• Monitor the work of contractors• Review the risk assessments and method statements of contractors and partners



Health and Safety Training Courses

Course Title	Inspection and Use of Slings and Lifting Equipment
Duration	2.5 Hours
This Course is for:	Personnel using slinging and lifting equipment in their working environment
Course Aims:	To provide candidates with the practical skills and knowledge to ensure the safe use of slinging and lifting equipment and legislative conformity.
Course Contents:	<ul style="list-style-type: none">• Legislative requirements, LOLER• Identification of hazards which may be encountered• Making a Risk Assessment of the work to be undertaken• Inspection of slinging and lifting apparatus• Safe use of slinging and lifting equipment• Practical interpretation
Course Outcomes:	<ul style="list-style-type: none">• Ability to plan, prepare and conduct safe slinging and lifting operations• Compliance with current Health & Safety Legislation

On successful completion of this training and assessment certification valid for 3 years will be issued.



Health and Safety Training Courses

Course Title	Confined Spaces Vertical Access
Duration	2 Days
This Course is for:	All those involved with a vertical access confined space entry, making a point of work Risk Assessment leading to a Safe System to be followed.
Course Aims:	To provide candidates with the practical skills and knowledge to ensure the safe entry into and working in a confined space for themselves and others assisting them.
Course Contents:	<ul style="list-style-type: none">• Recognition of a confined space• Identification of hazards which may be encountered• Making a Risk Assessment of the work to be undertaken• Preparing a safe system of working and permits• Gas detection methods and equipment• Other equipment which may be needed• Practical interpretation• Exercises to test knowledge (practical and theoretical)• Assessment of ability
Course Outcomes:	<ul style="list-style-type: none">• Ability to plan, prepare and conduct vertical access confined space operations• Compliance with current Health & Safety Legislation

Due to the practical nature of this course a maximum of eight delegates will be accepted.
On successful completion of this training and assessment certification valid for 3 years will be issued.



Health and Safety Training Courses

Course Title

Confined Spaces – Supervisor Awareness

Duration

1 Day

This Course is for:

Supervisors/Managers responsible for confined spaces and/or those who may have to enter or work in them.

Course Aims:

To provide candidates with an understanding of the hazards faced in confined space working, methods to be followed and equipment needed.

Course Contents:

- Recognition of a confined space
- Identification of hazard arising
- Requirements of the Risk Assessment
- Safe Systems and Permits required
- Equipment which may be needed
- Monitoring of operational safety

Course Outcomes:

- Ability to recognise and monitor safe operational systems for Confined Space Operations
- Compliance with current Health & Safety Legislation

On completion of this training a certificate of attendance will be issued



Health and Safety Training Courses

Course Title	Confined Spaces Vertical Access (refresher)
Duration	1 Day
This Course is for:	All those involved with a vertical access confined space entry, making a point of work Risk Assessment leading to a Safe System to be followed. Candidates wishing to attend this training must produce evidence of completing this or similar training within the last 3 years.
Course Aims:	To refresh candidates with the practical skills and knowledge to ensure the safe entry into and working in a confined space for themselves and others assisting them.
Course Contents:	<ul style="list-style-type: none">• Recognition of a confined space• Identification of hazards which may be encountered• Making a Risk Assessment of the work to be undertaken• Preparing a safe system of working and permits• Gas detection methods and equipment• Other equipment which may be needed• Practical interpretation• Exercises to test knowledge (practical and theoretical)• Assessment of ability
Course Outcomes:	<ul style="list-style-type: none">• Ability to plan, prepare and conduct vertical access confined space operations• Compliance with current Health & Safety Legislation

Due to the practical nature of this course a maximum of eight delegates will be accepted.
On successful completion of this training and assessment certification valid for 3 years will be issued.



Health and Safety Training Courses

Course Title	Confined Spaces Horizontal Access
Duration	1 Day
This Course is for:	Anyone taking part in a confined space operation where no work at height is undertaken.
Course Aims:	To provide the practical user skills required to take part in a horizontal entry confined spaces operation.
Course Contents:	<ul style="list-style-type: none">• Understanding of the environment• Following safe operating procedures• Use of gas detection equipment• Other equipment which may be used• Practical interpretation• Assessment of ability
Course Outcomes:	<ul style="list-style-type: none">• Ability to work safely on a horizontal entry confined spaces operation• Compliance with current Health & Safety Legislation

Due to the practical nature of this course a maximum of eight delegates will be accepted.
On successful completion of this training and assessment certification valid for 3 years will be issued.



Health and Safety Training Courses

Course Title	Confined Spaces Horizontal Access (refresher)
Duration	Half Day
This Course is for:	Anyone taking part in a confined space operation where no work at height is undertaken. Candidates wishing to attend this training must produce evidence of completing this or similar training within the last 3 years.
Course Aims:	To refresh candidates in the practical user skills required to take part in an horizontal entry confined spaces operation.
Course Contents:	<ul style="list-style-type: none">• Understanding of the environment• Following safe operating procedures• Use of gas detection equipment• Other equipment which may be used• Practical interpretation• Assessment of ability
Course Outcomes:	<ul style="list-style-type: none">• Ability to work safely on a horizontal entry confined spaces operation• Compliance with current Health & Safety Legislation

Due to the practical nature of this course a maximum of eight delegates will be accepted.
On successful completion of this training and assessment certification valid for 3 years will be issued.



Health and Safety Training Courses

Course Title	Confined Spaces – Emergency Aid for Entrants & Support Personnel.
Duration	6 hours
This Course is for:	Those involved in confined space entry or support.
Course Aims:	To give candidates knowledge and experience which will enable them to offer immediate aid in the case of injury.
Course Contents:	<ul style="list-style-type: none">• Insight into Health and Safety (First Aid) Regulations• Managing an incident• Priorities of First Aid• Injury due to falling• Blood Loss• Hazards of the environment• Unconsciousness due to lack of oxygen or presence of toxic gas• Treatment of an unconscious casualty• Treatment of shock• Review of possible confined spaces injuries and actions
Course Outcomes:	<ul style="list-style-type: none">• To equip candidates with the knowledge to assist at a confined spaces accident• Ability to carry out basic first aid procedures

Due to the practical nature of this course a maximum of twelve delegates will be accepted.
On successful completion of this training and assessment certification valid for 3 years will be issued.



Health and Safety Training Courses

Course Title	Signing, Lighting and Guarding in the Highway
Duration	1 Day
This Course is for:	Operatives and supervisors employed on, or responsible for, the installation and/or maintenance of Signing, Lighting and Guarding at roadway, footway or verge works.
Course Aims:	To provide candidates with the opportunity to learn the skills or clarify their understanding of requirements for Signing, Lighting and Guarding at works, including those for minor works with no excavation or mobile works.
Course Content:	<ul style="list-style-type: none">• Why, where and when of Signing, Lighting and Guarding• The national code of practice• Application to candidates operational needs• Practical operations using models• Assessment to NRSWA Unit 02 or 10 as required by delegate.
Course Outcomes:	<ul style="list-style-type: none">• Safer environment for all workers on or users of the road or footpath• Compliance with current Health & Safety Legislation

All workers carrying out operations in the Highway, with or without excavations, are required to be qualified to unit 02 requirements.

On successful completion of this training and assessment certification from a national awarding body will be issued.



Health and Safety Training Courses

Course Title **Highway Excavation and Reinstatement (Operatives)**

Duration **4 Days (dependant on experience)**

This Course is for: Operatives undertaking excavation and reinstatement operations in the highway.

Course Aims: To provide training and assessment in the requirements of the New Roads and Street Works Act 1992 for those who carry out excavations and reinstate public roadways and footpaths.

Course Content:

- Location and avoidance of underground apparatus (unit 01)
- Signing Lighting and Guarding (unit 02)
- Excavation in the highway (unit 03)
- Reinstatement and compaction of back fill materials (unit 04)
- Reinstatement of sub-base and road base in non Bituminous materials (unit 05)
- Reinstatement of cold-lay bituminous materials (unit 06)
- Reinstatement of hot-lay bituminous materials (unit 07)

Extra units of competence may be undertaken if required in:

- Reinstatement of concrete slabs (unit 08)
- Reinstatement of modular surfaces (unit 09)

Course Outcomes:

A minimum of three units must be achieved in groups specified by the awarding body in order for a certificate of competence to be awarded. Five certificate options are available for operatives, with a further five in similar subjects groups at supervisor level. Assessment of a single unit will lead to the award of a Record of Achievement.

On successful completion of this training and assessment certification from a national awarding body will be issued and accreditation to undertake works in the highway obtained valid for 5 years.



Health and Safety Training Courses

Course Title **Highway Excavation and Reinstatement (Supervisors)**

Duration **4 Days (dependant on experience)**

This Course is for: Supervisors Monitoring excavation and reinstatement operations in the highway.

Course Aims: To provide training and assessment in the requirements of the New Roads and Street Works Act 1992 for those who monitor excavations and reinstate public roadways and footpaths.

Course Content:

- Location and avoidance of underground apparatus (unit 01)
- Monitoring of signing, lighting and guarding (unit 10)
- Monitoring of excavation in the highway (unit 11)
- Monitoring reinstatement and compaction of backfill materials (unit 12)
- Monitoring reinstatement of sub-base and road base in non bituminous materials (unit 13)
- Monitoring reinstatement in bituminous materials (unit 14)

Extra units of competence may be undertaken if required in:

- Monitoring reinstatement concrete slabs (unit 15)
- Monitoring reinstatement of modular surfaces and concrete footways (unit 16)

Course Outcomes:

A minimum of three units must be achieved in groups specified by the awarding body in order for a certificate of competence to be awarded. Five certificate options are available for operatives, with a further five in similar subjects groups at supervisor level. Assessment of a single unit will lead to the award of a Record of Achievement.

On successful completion of this training and assessment certification from a national awarding body will be issued and accreditation to undertake works in the highway obtained valid for 5 years.



Health and Safety Training Courses

Course Title	Location and Avoidance of Underground Services
Duration	Half Day
This Course is for:	Anyone involved in excavation operations or required to locate underground services.
Course Aims:	To provide candidates with the knowledge and practical skills needed to locate and avoid buried services.
Course Content:	<ul style="list-style-type: none">• The range of services situated underground• Dangers from these services if damaged• Reading of plans• Looking for evidence of services• Using a cable avoiding tool and generator• Practical application of learning
Course Outcomes:	<ul style="list-style-type: none">• Ability to use a range of knowledge and equipment to make excavation safer• Compliance with current Health & Safety Legislation

Due to the practical nature of this course a maximum of eight delegates will be accepted.
On successful completion of this training and assessment certification valid for 3 years will be issued.