

ARKSAFE

**Bars Hill
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HEALTH AND SAFETY TRAINING

Enclosed are samples of some of the courses we are able to present as “standard” topics. However, our policy is to remain flexible to the needs of our clients and to continually seek to develop our range and content. So, if the requirement is for something not listed in the following pages, just give us a call and we will do our best to accommodate your needs.

To book a course or to discuss any topic further:

Please phone: 01509 854394

or e-mail us at: enquiries@arksafe.co.uk

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PROJECT MANAGER

Ensuring Adequate Health and Safety Resource Provision

This course is for anyone who has the task of managing a project or a contract package, whether as Client, Lead Designer, Principal Contractor or Sub Contractor. It covers all the most important health and safety legislation and codes of practice, including the Construction (Design and Management) Regulations, COSHH, Fire and First Aid Regulations, Safe Work Equipment, LOLER, RIDDOR and Environmental Legislation. There is also emphasis on obtaining early and relevant information as the basis for effective risk assessment and decision-making, designing out risks at the planning stage and re-assessing issues through a project's life.

Course Programme (8 modules)

Module 1p: Enabling Acts and Framework Legislation

The Health and Safety at Work Etc. Act 1974

The Management of Health and Safety At Work Regulations 1992/99

Risk Assessment and Safe Methods/Systems of Working

Permit to Work Arrangements

Statutory Posters and Registers

Site Emergency Provision and Information (Fire, Evacuation and First Aid)

Management Duties for Reporting Accidents and Incidents

Module 2p: The Construction Design and Management Regulations (CDM)

Brief Synopsis

Duties of the Client

Duties of the CDM Coordinator

Duties of the Principal Contractor

Duties of Every Contractor

Information Flow and Communication

Ensuring Competence

Welfare

The Health and Safety Plan

The Health and Safety File

Module 3: Hazardous Substances

Sources of Hazardous Substances and their Effects (Routes of Entry)

COSHH Legislation

COSHH Risks and Risk Assessment

Health Risks - Basic Good Hygiene Practices

Environmental Risk Management Considerations

Module 4p: Asbestos

Risks of Asbestos

Duty to Prevent Exposure

Client's Duty to Provide Information

Control of Asbestos Regulations and Waste Disposal Legislation

Notifiable Non-Licensed Asbestos Work

Control Options for Managing Asbestos Materials

PROJECT MANAGER

Ensuring Adequate Health and Safety Resource Provision (ctd.)

Module 5p: Provision of Resources for Controlling Higher Risk Tasks from the Early Stages of a Contract

Manual Handling (risk assessment, task design and provision of mechanical aids)

Slips and Trips (housekeeping)

Demolition

Noise and Vibration (assessing the risks of work equipment and task design)

Module 6: Excavations and Confined Spaces

Excavations and Service Detection Procedures

Confined Spaces Identification and Risks

Managing Work In, and Procedures for Reducing the Risks from Work in, Confined Spaces

Module 7: Plant and Work Equipment and Its Use

Safe Provision and Use of Work Equipment (PUWER 98)

Site Access Routing and Traffic / Pedestrian Interface Management

Lifting Appliances and Lifting Operations Regulations: Managing the Lift (LOLER 98)

Site Electricity and Portable Electrical Equipment

Module 8: Work at Height

The Work at Height Regulations 2005

Assessing the Risks from Work at Height and Considerations for Designing Out Risk

Selecting the Safest Practicable Access for Working at Height

Other Means of Preventing Falls/Falling Objects

Appropriate Uses of Harnesses

A Summary and Questions Session will occur at the end of every module

Duration: 2 full days OR 4 half days (in a 12 month period) or 8 individual short course modules

The course is a 2 day course, split into modules. Each module is the duration of a short course lasting approximately 1.5 - 2 hours. 2 modules comprise half a day's training and 4 modules comprise a full day.

Many clients prefer to undertake their training over a time period of 9 or 12 months, in which case there will be a short up-date at the end of the course to cater for any changes in legislation over that period. The cost is dependent on how the course is run for the particular client and will be charged according to standard prices for the number of full days, half days or short modular sessions used to complete the programme.

The objective will be to provide delegates with an insight of what is needed to provide a site with adequate personnel, arrangements, procedures and physical resources to control the activities of the various work packages. Delegates will complete the course with greater confidence and knowledge of their responsibilities and the duties they are required to undertake.

SITE MANAGER/SUPERVISOR

Running a Safe Site (Regulations, Duties and Responsibilities)

This course is for all levels of management and supervision, charged with running a site or a contract package. It covers all major health and safety legislation and codes of practice, including CDM, Construction (Design and Management) Regulations, COSHH, Fire and First Aid Regulations, Safe Work Equipment, RIDDOR and Environmental Legislation. There is also discussion on major management issues such as managing mechanical lifts, hot work, traffic and confined space working, plus the tasks of checking the competence of other contractors working for you, ensuring that security is maintained, and making sure that site registers and posters are in place and kept up to date.

Course Programme (8 modules)

Module 1: Enabling Acts and Framework Legislation

The Health and Safety at Work Etc. Act 1974

Powers of HSE Inspectors

The Management of Health and Safety At Work Regulations 1992/99

Risk Assessment and Safe Methods/Systems of Working

Permits to Work

Posters and Registers

Fire Safety

Emergency First Aid Provision

R I D D O R

Module 2: The Construction Design and Management Regulations (CDM)

Brief Synopsis

Management Duties of the Principal Contractor

Management Duties of Every Contractor

Ensuring Competence

Evaluating and Managing Subcontract Work

CDM Regulations Affecting Health and Safety of All Site Work

Module 3: Hazardous Substances

Occupational Ill-Health: Major Occupational Diseases (Dermatitis, Asthma, Leptospirosis)

Sources of Hazardous Substances and their Effects (Routes of Entry)

COSHH Legislation

COSHH Risk Assessment

Health Risks - Basic Good Hygiene Practices

Environmental Risk Management Considerations

Module 4: Asbestos

The Risks of Asbestos

Control of Asbestos Regulations and Waste Disposal Legislation

Obtaining Information: Surveys and Registers- HSG 264

Practical Procedures for Managing Asbestos Materials

Notifiable Non- Licensed Asbestos Work

Safe Working on Materials that Do Not Require a Licence – HSG 210

ctd...

SITE MANAGER/SUPERVISOR

Running a Safe Site(ctd)

Module 5: Managing Higher Risk Tasks from the Early Stages of a Contract

Manual Handling

Slips and Trips

Demolition

Noise and Vibration

Module 6: Excavations and Confined Spaces

Excavations and Service Detection Procedures

Confined Spaces - Identification and Risks

Managing Work and Procedures for Reducing the Risks from Work in Confined Spaces

Module 7: Plant and Work Equipment and Its Use

Safe Provision and Use of Work Equipment (PUWER 98)

Site Access Routing and Traffic / Pedestrian Interface Management

Lifting Appliances and Lifting Operations Regulations: Managing the Lift (LOLER 98)

Site Electricity and Portable Electrical Equipment

Module 8: Work at Height

The Work at Height Regulations 2005

Assessing the Risks from Work at Height and Considerations for Designing Out Risk

Selecting the Safest Practicable Access for Working at Height

Other Means of Preventing Falls/Falling Objects

Appropriate Use of Harnesses

A Summary and Questions Session will occur at the end of every module

Duration: 2 full days or 4 half days (in a 12 month period) or 8 individual short course modules

The course is a 2 day course split into modules. Each module is the duration of a short course lasting approximately 1.5-2 hours. 2 modules comprise half a day's training and 4 modules comprise a full day.

Many clients prefer to undertake their training over a time period of 9 or 12 months, in which case there will be a short up-date at the end of the course, to cater for any changes in legislation over that period. The cost is dependent on how the course is run for the particular client, and will be charged according to standard prices for the number of full days, half days or short modular sessions used to complete the programme.

The objective will be to provide delegates with an insight into what is needed to run a site safely, how the various trades under their management work and the risks they create. At the end of the course, delegates will have greater confidence and knowledge of their responsibilities and the duties they are required to undertake.

CONSTRUCTION HEALTH AND SAFETY AWARENESS

This course is designed to give operatives and lower-grade supervisors working in the construction industry a thorough grounding in the key health and safety issues that affect their working environment and to outline the generic risk elements and risk precaution measures to be taken. It covers the relevant health and safety legislation and codes of practice.

REGISTRATION AND INTRODUCTION

Legal Framework

- ◆ *The Health and Safety at Work Etc. Act 1974*
- ◆ *The Construction Design and Management Regulations 2007*
- ◆ *The Management of Health and Safety at Work Regulations 1999*
(including workplace risk assessments and establishing safe working methods)

COSHH (including health / hygiene and Environmental Considerations (Spillages, Noise, Dust))

Asbestos: Avoiding Exposure - Control of Asbestos Regulations 2012

Fire Safety on Site

First Aid Provision

Duties to Record and Report Accidents and Incidents (RIDDOR)

Manual Handling

Working at Heights (including access equipment, scaffolding, ladders and the duty to ensure a safe working platform)

Safe Use of Work Equipment (PUWER'98, LOLER'98, Noise and Vibration)

- *Plant Safety And Traffic Management*
- *Electrical Safety*
- *Power Tools*
- *Air Tools*
- *Mechanical Lifting*

Hot Work

Safe Working in Confined/ Enclosed Spaces and Excavations

Good Housekeeping

Working in or Near Occupied Premises - Special Considerations - Protection of Third Parties

SUMMARY AND QUESTIONS

Duration: Full day

CONSTRUCTION HEALTH AND SAFETY

PRACTICAL SITE SAFETY – ENSURING THAT YOU COMPLY WITH THE LAW

This half-day course is for all levels of management and supervision working in the construction industry. It covers practical management issues to ensure compliance with health and safety legislation and codes of practice.

REGISTRATION AND INTRODUCTION

- *Practical Site Issues – You Did What?*
- *Registers, Posters and Documentation*
- *Supervising Compliance*
- *COSHH – Managing the Risks of Hazardous Substances*
- *Asbestos – Control of Asbestos Regulations 2012*
- *Access for Working at Height*
- *Excavations and Service Detection Procedures*
- *Provision and Use of Work Equipment Regulations 1998*
- *Plant and Work Equipment*
- *Site Traffic Management*
- *Lifting Appliances (LOLER 98)*
- *Site Electricity*
- *Statutory Posters and Registers*
- *Environmental Considerations*
- *Control of Contractors*
- *Fire Safety and Emergency First Aid Provision*
- *RIDDOR*

SUMMARY AND QUESTIONS

Duration: Half day

CONSTRUCTION HEALTH AND SAFETY

REGULATIONS, DUTIES AND RESPONSIBILITIES

This course is for all levels of management and supervision working in the construction industry. It covers all major health and safety legislation and codes of practice, including CDM Regulations, COSHH, Fire and First Aid Regulations, RIDDOR and Environmental Legislation

REGISTRATION AND INTRODUCTION

The Regulations and Relevant Codes of Practice Affecting Construction Health and Safety

- *The Health and Safety at Work Etc. Act 1974*
- *The Management of Health and Safety at Work Regulations 1992/99 (including the statutory requirement to undertake risk assessments)*
- *Control of Substances Hazardous to Health Regulations 2002 (and subsequent revisions)*
- *Control of Asbestos Regulations 2012*
- *The Construction Design and Management Regulations 2007*

Role and Duties of:

- *Client*
- *Designer*
- *CDM Co-ordinator*
- *Principal Contractor*
- *Sub-Contractors*
- *The Health and Safety Plan*
- *The Health and Safety File*
- *Assessing Competence*

Practical Site Safety – Ensuring that you comply with the Law

- *Control of Contractors*
- *Fire Safety and Emergency First Aid Provision*
- *RIDDOR*
- *Provision and Use of Work Equipment Regulations 1998*
- *Welfare*
- *Access for Working at Height*
- *Confined Space Working*
- *Demolition*
- *Excavations and Service Detection Procedures*
- *Lifting Appliances (LOLER 98)*
- *Plant and Work Equipment - Site Traffic Management*
- *Site Electricity*
- *Statutory Posters and Registers*
- *Environmental Considerations*

SUMMARY AND QUESTIONS

Duration: Full day

THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007

The course is designed to update managers and supervisors at all levels of any organisation involved in commercial construction project management (including Clients, Project Managers, Designers and Contractors) in the requirements, provisions and duties under the Construction Design and Management Regulations 2007.

REGISTRATION AND INTRODUCTION

CDM - Objectives and Application the of Regulations

Duties of:

- *The Client*
- *The Designer*
- *The CDM Co-ordinator*
- *The Principal Contractor*
- *Any Sub-Contractor*

The Health and Safety Plan

The Health and Safety File

Assessing Competence

Demolition

Welfare

Site Traffic Management

Control of Emergencies

Control of Contractors

Practical Issues at Site Level

SUMMARY AND QUESTIONS

Duration: Half day

HEALTH AND SAFETY IN PROPERTY MAINTENANCE AND DEVELOPMENT

This course is for all levels of management and supervision working in property management, maintenance and development. It covers all major health and safety legislation and codes of practice, including the Management of Health and Safety Regulations, Construction (Design and Management) Regulations, Fire and First Aid Regulations, RIDDOR, Manual Handling, COSHH and Asbestos Regulations and Environmental Legislation.

REGISTRATION AND INTRODUCTION

PART 1: REGULATIONS AND RELEVANT CODES OF PRACTICE

- ◆ The Health and Safety at Work Etc. Act 1974
- ◆ The Management of Health and Safety at Work Regulations 1999 (including the requirement for practical risk assessment).
- ◆ Hazardous Substances -
COSHH Regulations 2002 and subsequent revisions (including COSHH risk assessments).
Asbestos: The regulations affecting and controlling work on asbestos materials.
- ◆ The Construction Design and Management Regulations 2007 -
The extent of the application of CDM in property development, demolition and general maintenance tasks. The requirement for all parties to demonstrate competence.
- ◆ Key Roles and Duties -
Client / Designer / CDM Co-ordinator / Principal Contractor / Sub-Contractor
- ◆ The Development of the Health and Safety Plan as a Management Document
- ◆ Using and Developing the Health and Safety File -
The importance of existing health and safety information for work on existing properties, and of recording information for future maintenance and development work.

PART 2: CDM 2007: PRACTICAL SAFETY ISSUES

- ◆ Welfare
- ◆ Managing the Client/Contractor Interface
- ◆ Personal Protective Equipment
- ◆ Fire Safety and Emergency First Aid Provision
- ◆ Hot Work
- ◆ RIDDOR
- ◆ Provision and Use of Work Equipment Regulations 1998
- ◆ Lifting Appliances (LOLER '98)
- ◆ Site Electricity
- ◆ Manual Handling
- ◆ Work at Height
- ◆ Environmental Considerations
- ◆ Statutory Information, Posters and Registers

SUMMARY, QUESTIONS AND THEORETICAL TEST

Duration: Full day

ASBESTOS AWARENESS HEALTH AND SAFETY AND KEY RISKS OF WORKING ON OR IN OCCUPIED PREMISES

RISKS, DUTIES AND RESPONSIBILITIES

This course is for people working in environments where asbestos may be present. It also covers a re-induction of all major health and safety risks, precautions and codes of practice, identified for working occupied areas.

REGISTRATION AND INTRODUCTION

Asbestos Awareness

Asbestos Regulations, Licensing Regulations and Waste Regulations

- *The Health and Safety at Work Etc. Act 1974 and the Management of Health and Safety at Work Regulations 1992*
- *Control of Asbestos Regulations 2012*
- *Regulations governing the disposal of asbestos waste*

Hazards and Risks

- *Identification and awareness of likely areas of risk (including use of asbestos surveys and information in building plans)*
- *Assessing the condition of asbestos-containing materials (ACMs)*
- *Cross contamination*
- *Precautions to be taken, including the reporting of any material discovered and protecting others from exposure*
- *Safe working methods and procedures to be followed (including precautions for working on or with asbestos cement)*
- *Environmental and waste disposal considerations*

Key Risks When Working On Established Premises

This involves further discussion of the key risks when working on occupied sites and existing premises including:-

- *Maintenance Risks*
- *Hazardous Substances and Contaminants (COSHH Regulations)*
- *Working close to other persons performing other tasks*
- *Working at height*
- *Tidiness*
- *Prevention of unauthorised access to working area*
- *Confined Spaces*
- *Services*
- *Fire and Emergency Procedures*

SUMMARY AND QUESTIONS

Duration: Half day

ASBESTOS AWARENESS

RISKS, DUTIES AND RESPONSIBILITIES

This short course is for supervisors and operatives working in environments where asbestos may be present. It looks at the material itself, the hazards and the risks arising from those hazards. The course also discusses safe inspection and working practices.

REGISTRATION AND INTRODUCTION

Asbestos Awareness

Asbestos Regulations, Licensing Regulations and Waste Regulations

- *The Health and Safety at Work Etc. Act 1974 and the Management of Health and Safety at Work Regulations 1992*
- *Control of Asbestos Regulations 2012*
- *Regulations governing the disposal of asbestos waste*

Hazards and Risks

- *Identification and awareness of likely areas of risk (including use of asbestos surveys and information in building plans)*
- *Assessing the condition of asbestos-containing materials (ACMs)*
- *Cross contamination*
- *Precautions to be taken, including the reporting of any material discovered and protecting others from exposure*
- *Safe working methods and procedures to be followed (including precautions for working on or with asbestos cement)*
- *Environmental and waste disposal considerations*

SUMMARY AND QUESTIONS

Duration: Short Course - 2 hours (Approx)

ASBESTOS AWARENESS: THE DUTY TO MANAGE

(UNDER THE CONTROL OF ASBESTOS REGULATIONS 2012)

For Managers / Owners responsible for property maintenance and development

This course is for managers of properties where asbestos may be present. It also covers a discussion of the duty to manage, as described within the Control of Asbestos at Work Regulations 2002, and an evaluation of the major health and safety risks, precautions and codes of practice, identified for managing premises where asbestos could be present.

REGISTRATION AND INTRODUCTION

Asbestos Awareness

Asbestos Regulations, Licensing Regulations and Waste Regulations

- *The Health and Safety at Work Etc. Act 1974 and the Management of Health and Safety at Work Regulations 1992*
- *Control of Asbestos Regulations 2012*
- *Notifiable Non-Licensed Work (NNLW) on asbestos materials*
- *Regulations governing the disposal of asbestos waste*

Hazards and Risks

- *Identification and awareness of likely areas of risk (including use of asbestos surveys and information in building plans)*
- *Assessing the condition of asbestos-containing materials (ACMs)*
- *Cross contamination*
- *Precautions to be taken, including the reporting of any material discovered and protecting others from exposure*
- *Safe working methods and procedures to be followed (including precautions for working on or with asbestos cement)*
- *Environmental and waste disposal considerations*

Assessing the Impact of Work-Related Damage

This involves further discussion of the key risks when working in areas where asbestos could be present or has been positively identified.

- *Permits to work*
- *Risk assessments*
- *Avoiding ACMs*
- *Information and training for employees*
- *Safe Working methods and procedures*
- *Prevention of unauthorised access to working area*
- *Confined Spaces*
- *Fire and Emergency Procedures*

SUMMARY AND QUESTIONS

Duration: Half day

ASBESTOS AWARENESS AND SAFE WORKING ON AND WITH ASBESTOS MATERIALS THAT DO NOT REQUIRE A LICENCE

Risks, duties and responsibilities and safe working procedures for notifiable and non-notifiable work on unlicensed asbestos material

This course is for managers, supervisors and operatives who are working in environments where asbestos may be present. It looks at the various types of asbestos, the hazards associated with them and the health risks arising from those hazards. There is extensive discussion of the duties of property owners and managers to provide adequate information in proportion to the scope of the work carried out on their premises. The course also discusses safe inspection and working practices.

REGISTRATION AND INTRODUCTION

Asbestos Regulations, Licensing Regulations and Waste Regulations

- *The Health and Safety at Work Etc. Act 1974 and The Management of Health and Safety at Work Regulations 1992*
- *Control of Substances Hazardous to Health Regulations 2002 (and revisions)*
- *Control of Asbestos Regulations 2012*
- *CDM 2007 and the requirement to provide adequate information*
- *Regulations governing the disposal of asbestos waste*

Hazards and Risks

- *Identification and awareness of likely areas that might contain asbestos (including use of asbestos surveys and information in building plans)*
- *Assessing the condition of asbestos-containing materials (ACMs)*
- *Risks of fibre release*
- *Cross contamination from asbestos fibre release*

Procedures and Arrangements for Risk Control

- *Ensuring appropriate surveying of premises prior to task commencement (and limitations of surveyed information) - HSG264*
- *Reference documentation for information (Asbestos Register)*
- *Precautions to be taken, including the reporting of any suspicious material discovered and protecting others from exposure.*
- *Definition of Notifiable Non-Licensed Work (NNLW) on Asbestos and Statutory Arrangements and procedures for NNLW*
- *Safe working methods and procedures to be followed (including precautions for working on or with asbestos cement, bonded materials, ceiling and wall coatings containing asbestos, and for undertaking any tasks on or near to asbestos material that come outside the requirements of the asbestos licensing regulations (as defined in HSG 210)*
- *Ensuring clearance certification by a Registered Analyst, post work completion*
- *Environmental and waste disposal considerations*

SUMMARY AND QUESTIONS

Duration - Half Day

RISK MANAGEMENT AND RISK ASSESSMENT IN THE CONSTRUCTION INDUSTRY

To provide all persons in a position of responsibility for others with a technique for undertaking risk assessments in the workplace as required by law, and with an understanding of how those risks may be successfully managed with procedures recorded for use on a day to day basis.

REGISTRATION AND INTRODUCTION

The Legal Requirement to Conduct Risk Assessments

- *The Health and Safety at Work Etc. Act 1974*
- *The Management of Health and Safety at Work Regulations 1999 - with emphasis on Risk Assessment*
- *The Workplace Health, Safety and Welfare Regulations 1992*
- *The Construction Design and Management Regulations 2007*
- *The Provision and Use of Work Equipment Regulations 1998*
- *The Lifting Operations and Lifting Equipment Regulations 1998*
- *The Control of Substances Hazardous to Health Regulations 2002*
- *The Control of Asbestos Regulations 2012*

Identifying hazards and determining risks

Reducing/minimising both construction and maintenance risks through design

Case study (or practical exercise, depending on the venue)

Discussion of case study/practical

A basic technique for risk assessment (includes really looking at the risks and those involved, rather than accepting received information)

Applying risk assessments in determining "safe systems of work" and procedures for altering safe systems of work to accommodate environmental changes and new risks

More practical exercises from construction projects, with discussion and simulation exercises

SUMMARY AND QUESTIONS

Duration: Half day

SAFE WORKING AT HEIGHT

This course is designed to give operatives and supervisors working in construction and maintenance activities a thorough grounding in the key health and safety risks involved with working at height both to themselves and to others. It covers the relevant health and safety legislation and codes of practice.

REGISTRATION AND INTRODUCTION

Legal Framework

- ◆ *The Health and Safety at Work Etc. Act 1974*
- ◆ *The Management of Health and Safety at Work Regulations 1999: Risk Assessment*
- ◆ *The Work at Height Regulations 2005*
- ◆ *The Provision and Use of Work Equipment Regulations 1998*

Ensuring a Safe Access and Egress (including Emergency Egress)

Selection of Appropriate Access Equipment

- ◆ *Short Duration Access*
- ◆ *Longer Duration Access*

The Key Risks Involved When Using Access Equipment and Working Platforms at Height

- ◆ *Mobile and Fixed Scaffolding*
- ◆ *Ladders, Steps and Trestles*
- ◆ *Mobile Elevated Work Platforms*
- ◆ *Risks of use of Existing Permanent Access*
- ◆ *Risks to and from Third Parties*
- ◆ *Assessing high level access risks versus other risks and the need to keep the access choice based on an assessment of all risks.*

Safe Use of Work Equipment (PUWER'98)

- ◆ *Inspections of Access Equipment*
- ◆ *Adequate Training of Operatives*
- ◆ *Interface with other Work Equipment (Hoists, Moving Machinery, Overhead Service Cables and Pipes, Traffic etc.)*

SUMMARY AND QUESTIONS

Duration: Half day

HAZARDOUS SUBSTANCES (COSHH Regulations)

SAFE MANAGEMENT, STORAGE, USE AND DISPOSAL

To give employees a basic grounding in COSHH legislation, the identification of hazardous substances and their safe use and storage. The course also discusses biological agents and the potential hazardous substances contained in contaminated land or materials. Any person using hazardous substances or being potentially exposed to their effects will find this course valuable. Areas such as swimming pools, kitchens, cleaning, groundwork, building maintenance and fuel storage will be covered.

REGISTRATION AND INTRODUCTION

The COSHH Regulations 1994/1998/2002/2004/2002 + Revisions and Amendments - Brief Synopsis

What is a hazardous substance?

- *Label identification*
- *WELs*
- *Dusts*
- *Harmful micro-organisms*
- *Any substance creating a comparable hazard to the above*

What makes substances hazardous to users and third parties?

- *Toxicity*
- *Exposure*
- *Routes of entry into the body*

Identification of hazardous substances

Control measures to minimise risks

- *Assessing the Risks*
- *Seeking Alternatives*
- *Importance of the working environment*
- *Storage*
- *Safe handling and application*
- *Protective clothing and equipment*
- *Handling*
- *Health Surveillance*

Flammable and highly flammable substances: safe use and storage

Biological agents and contaminants

Control of third parties (contractors and members of the public)

Potential hazardous substances contained in contaminated land or materials

Environmental considerations and safe disposal of hazardous substances

Reporting incidents involving hazardous substances

SUMMARY AND QUESTIONS

Duration: Half day

EMERGENCY FIRST AID

APPOINTED PERSONS COURSE

This course is designed to enable participants to have the skills to act as “appointed persons” and to be able to administer emergency first aid in the workplace. Certificates last for 3 years.

REGISTRATION AND INTRODUCTION

Programme Outline is as follows:-

- ◆ *Administration*
- ◆ *Introduction to First Aid*
- ◆ *Cardio-Pulmonary Resuscitation*
- ◆ *Control of Bleeding*
- ◆ *Management of the unconscious casualty - exercises*
- ◆ *HSE Guidelines*
- ◆ *Handling and Maintenance of Resources (treatment facilities)*

SUMMARY AND QUESTIONS

Duration: Half day

MANUAL HANDLING

REGULATIONS, DUTIES AND PRACTICAL ISSUES

This course is to instruct all levels of management and supervisors on the regulations, codes of practice and safety issues in planning, managing and controlling tasks that involve manual handling.

REGISTRATION AND INTRODUCTION

What is manual handling? *(not just lifting but any transfer of a load where a human applies a force)*

The Regulations and Relevant Codes of Practice Affecting Manual Handling

- *The Health and Safety at Work Etc. Act 1974*
- *The Management of Health and Safety at Work Regulations 1992/99*
- *The Manual Handling Regulations 1992*

The Risks

- *The high frequency of accidents caused by manual handling.*
- *The types of accidents and injuries suffered as a result of poor risk assessment, individuals exceeding their capacity or poor handling techniques.*
- *The statutory requirement to undertake risk assessments for all manual handling tasks carrying a significant risk.*
- *Safety issues in risk assessment and selecting safe working methods*

What affects the ability to lift a load (issues in risk assessment)?

- *Manpower (individual capability and numbers)*
- *The nature of the load (e.g. size, weight, density, portability)*
- *Availability and suitability of mechanical means of, or aids to assist, moving or lifting a load*
- *The nature of the task (lifting carrying distances, level changes etc)*
- *Environmental (eg. work at height, trip hazards, slippery floors, weather conditions, visibility etc)*

Risk Reduction Considerations

Alternatives to Manual Handling

Safe Working Methods

SUMMARY AND QUESTIONS

Duration: Half day

MANUAL HANDLING

REGULATIONS AND PRACTICAL ISSUES

This programme covers the principal manual handling safety issues for operatives

REGISTRATION AND INTRODUCTION

The requirements of the Manual Handling Operations Regulations 1992

What is manual handling? (*not just lifting but any transfer of a load where a human applies a force*)?

The high frequency of accidents caused by manual handling

The types of accidents and injuries suffered as a result of poor risk assessment, individuals exceeding their capacity or poor handling techniques

How to assess the risks of moving a load

Practical safety

What affects the ability to lift a load (issues in risk assessment)?

- *Manpower*
- *Tasks*
- *Restrictions on achieving ideal posture*
- *Environmental*

Risk reduction considerations

Alternatives to manual handling

General precautions and safe working methods

SUMMARY AND QUESTIONS

Duration: Short course – approx 2 hours

WORKPLACE HEALTH AND SAFETY CONSIDERATIONS FOR MANAGERS AND SUPERVISORS

REGULATIONS, DUTIES AND RESPONSIBILITIES

This course is for all levels of management and supervision of manufacturing, processing and maintenance projects. The course covers all major health and safety legislation and codes of practice, including the Health and Safety at Work Etc. Act, the Workplace (Health, Safety and Welfare) Regulations, the Management of Health and Safety At Work Regulations, Construction (Design and Management) Regulations, COSHH, Fire and First Aid Regulations, RIDDOR and Environmental Legislation.

REGISTRATION AND INTRODUCTION

The Regulations and Relevant Codes of Practice Affecting Workplace Health and Safety

- *The Factories Act 1961*
- *The Health and Safety at Work Etc. Act 1974*
- *The Management of Health and Safety at Work Regulations 1992/99*

The Statutory Requirement to Undertake Risk Assessments for Process, Office and Maintenance Operations

SUMMARY AND QUESTIONS

Duration: Full day

WORKPLACE HEALTH AND SAFETY

A GUIDE TO SAFE WORKING IN YOUR ORGANISATION

This course is for employees in manufacturing, processing and other fixed workplace environments. The course guides delegates through all major health and safety legislation and codes of practice, including the Health and Safety at Work Act, the Workplace (Health, Safety and Welfare) Regulations, the Management of Health and Safety at Work Regulations, COSHH, Fire and First Aid procedures, RIDDOR and environmental considerations. Major themes include the awareness of significant risks in the workplace such as machinery, vehicles, electricity, hazardous substances, lifting and moving loads and everyday hazards such as slips and trips.

REGISTRATION AND INTRODUCTION

Key Legislation Affecting Workplace Health and Safety:

- *The Health and Safety at Work Etc. Act 1974*
- *The Management of Health and Safety At Work Regulations 1992/99*
- *The Workplace (Health Safety and Welfare) Regulations 1992*

What are risk assessments and safe systems of work?

- *Working with Substances Hazardous To Health (COSHH Regulations)*
- *Reading and Understanding Safety Signs and Information*

Fire Safety

Emergency First Aid Requirements and Provision

RIDDOR '2012 (Reporting of accidents and incidents)

Provision and Use of Work Equipment Regulations 1998

Lifting Operations and Lifting Equipment Regulations 1998

Electricity at Work Regulations

Office Safety

Access and Working at Height

Traffic

Environmental Considerations

SUMMARY AND QUESTIONS

*Duration: Half / Full day **

**Duration will depend on the issues relevant to the actual workplace.*

HEALTH AND SAFETY IN PROVIDING SERVICES TO THE PUBLIC

REGULATIONS, DUTIES AND RESPONSIBILITIES

This course is a brief introduction to health and safety for all levels of supervisors and staff involved in serving the public and operating public functions. It deals not just with general health and safety, but key aspects of personal safety such as unruly behaviour, personal abuse and handling money.

REGISTRATION AND INTRODUCTION

- *The Health and Safety at Work Etc. Act 1974*
- *The Management of Health and Safety at Work Regulations 1999*
- *Control of Substances Hazardous to Health Regulations 2002 and subsequent revisions*
- *Fire Safety and Emergency First Aid Provision*
- *RIDDOR*
- *Provision and Use of Work Equipment Regulations 1998*
- *Electricity*
- *Manual Handling*
- *Office Safety and Safe Use of Display Screen Equipment*
- *Food, Catering and Food Hygiene*
- *Environmental Considerations*
- *Coping with the Public*
- *Security and Personal Safety*

SUMMARY AND QUESTIONS

Duration: Half day

RISK ASSESSMENT AND RISK MANAGEMENT IN THE CARE HOME AND SHELTERED HOUSING SECTOR

This course aims to provide managers with an introduction to health and safety legislation and a technique for undertaking risks in the workplace as required by law.

REGISTRATION AND INTRODUCTION

A brief review of the current range of health and safety legislation affecting Care Homes and Housing Providers. Discussions will be around the physical risk elements involved in the work, the structures and those specific to and from the clients (especially those who are elderly, young or have special needs).

- *Identifying hazards and determining risks*
- *A basic technique for risk assessment*
- *Applying risk assessments in determining "safe systems of work"*
- *Some practical exercises with discussion and questions*

Reference will be made to key legislation, including:

- *The Health and Safety at Work Act*
- *Management of Health and Safety at Work Regulations*
- *CDM 2007 and the need to control contractors*
- *Fire Risks and Emergency Provisions*
- *COSHH*
- *Asbestos*
- *Manual Handling*
- *Electricity at Work*
- *Work Equipment*
- *Disposal of Waste*

SUMMARY AND QUESTIONS

Duration: Half day

RISK ASSESSMENT AND RISK MANAGEMENT

N.B. this course will be adapted to suit the needs of the Client's specific type of business, organisation or activity.

The course aims to provide everybody involved in a management or supervisory position, including nurses, carers, teachers and class assistants with an introduction to health and safety legislation and a technique for undertaking risk assessments in the workplace as required by law. The course further discusses methods of managing the identified risks.

REGISTRATION AND INTRODUCTION

- ◆ *Introduction and definitions of hazards and risks*
- ◆ *The legal requirement to conduct risk assessments*
- ◆ *Identifying hazards and determining risks*
- ◆ *Design risks – cutting out risk by safe design*
- ◆ *Case study*
- ◆ *Discussion of case study*
- ◆ *A basic technique for risk assessment*
- ◆ *Applying risk assessments in determining a safe environment, selecting safe activities and devising "safe systems of work"*
- ◆ *Some practical exercises with discussion and questions on their own specific areas of concern*

SUMMARY AND QUESTIONS

Course includes reference handouts giving practical instruction for all delegates.

Duration: Half day

CONFINED SPACE AWARENESS

The deaths of workers in confined spaces constitute a recurring occupational tragedy. Approximately 60% of these fatalities have involved would-be rescuers.

REGISTRATION AND INTRODUCTION

Definition of a Confined Space

"A space which by design has limited openings for entry and exit; unfavourable natural ventilation which could contain or produce dangerous air contaminants, and which is not intended for continuous employee occupancy"

Key Legislation

- *The Health and Safety At Work etc Act 1974*
- *The Management of Health and Safety At Work Regulations*
- *Control of Substances Hazardous to Health Regulations 2002 and subsequent revisions*
- *The Confined Spaces Regulations 1997*

Key Risks to Assess

- *Restricted access and egress*
- *Gas, fumes and poor air quality*
- *Temperature*
- *Fire*
- *Materials Handling*
- *Emergency*
- *Equipment and resource provision*

Priority Control Measures

- *Management of the risk*
- *Avoidance of entry (task design)*
- *Personal protective equipment and clothing (PPE)*
- *Ensuring communication (resource provision)*
- *Limitation of entry (permit to work)*
- *Prevention of high risk tasks (safes systems and methods of work)*
- *Emergency planning (adequacy of resources)*
- *Designing a safe system of work*

SUMMARY AND QUESTIONS

Duration: Half day

SAFE USE AND INSTALLATION OF PORTABLE ABRASIVE GRINDING AND CUTTING WHEELS

This short course is designed for those who are responsible for fitting wheels to portable grinding and cutting equipment and also for those using such equipment. The course includes a discussion of the key risks arising from the equipment and the properties of the machines and the wheels and their identification markings. The course is followed by a practical assessment the delegate's competence in fitting and operating the equipment.

REGISTRATION AND INTRODUCTION

Key Legislation

- *The Health and Safety at Work etc Act 1974*
- *The Management of Health and Safety at Work Regulations*
- *The Provision and Use of Work Equipment Regulations 1998*
- *The Control of Substances Hazardous to Health Regulations 2005*

Definition of an Abrasive Wheel

Hazards and Risks

- *How injuries are caused*
- *Types of injury arising from using (or misusing) the equipment*

Key Topics

- *Properties of the machine and the wheel*
- *Interpretation of the identification markings*

Priority Control Measures (Management of the Risks)

- *Assessing the suitability of the equipment for purpose (inspection procedures)*
- *Compatibility of the equipment, the wheel and the work surface*
- *Hot work, temperature controls and fire risks*
- *Handling and storage*
- *Appropriate clothing and personal protective equipment (PPE)*
- *Safe installation procedures*

SUMMARY AND QUESTIONS

PRACTICAL EXERCISES

Duration: 2 hours

Maximum 6 persons