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Safe Handling

Changing Behaviour Through Training

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INTRODUCTION

Our Mission Statement

“To make a positive difference in peoples lives.”

By facilitating training that enables each delegate to reach their full potential, within the parameters of the course objectives.

Our Service Promise

Safe Handling Southern Limited is a professional and friendly company in the Health & Safety and Training Sector. We rise to the challenge of responding to ever changing legislation to help you meet your moral and legal obligations.

Pricing

- Competitive rates pricing structure with no hidden extras.

Staff

- Friendly and helpful reception staff
- Accessible, professional trainers who are committed to the development and safety of your staff.
- Recognised regular auditing of Safe Handling and its trainers.

Courses

- Delivered in clear, plain language
- Training solutions “Off the shelf” or “Bespoke” to meet **your** objectives
- Registered with accrediting bodies where possible

Promises

- To listen to your requirements and respond to your business goals
- To respond to enquiries in a fast, efficient manner
- To treat each client/delegate with respect
- To carry out our business in a manner that does not compromise the integrity of your endeavours
- To respond to feedback appropriately

FIRE AWARENESS COURSE

Aim

- To provide all participants with a greater awareness of the threat posed by fire.

Course Content

- Legislation
- Causes of fire
- Basic fire awareness
- Fire prevention
- Evacuation procedures
- Fire extinguishers (Theory)
- Video presentation

Who should attend

- All staff.

Length of course

- 1 day, 2 sessions per day
- 12 candidates, per session

Venue

- Your premises

Practical extinguisher use can be included if required, however this must be arranged when booking course.

FIRE MARSHALS COURSE INCLUDING RISK ASSESSMENT

Course content:-

- Theory of Combustion.
Ensures students have an understanding of how and when combustion will occur and the resultant hazards. To include fire behaviour.
- Different classification of fires and resultant hazards.
Fire classification to include those involving chemicals and ignition sources.
- Principles of fire safety and fire prevention.
House keeping, training and drills.
- Fire fighting appliances and installations.
Use and servicing of fire extinguishers. Maintenance and testing of fixed installations.
- “Fire Extinguishers & Their uses” “BS EN3” Explained – 2 Videos
- Fire fighting using a variety of methods.
Fire fighting using all fire extinguishers.
- Different classification of fires and resultant hazards.
Fire classification to include those involving chemicals and ignition sources.
- “Actions in the Event of Fire.
Lead into Fire Marshall Duties.
- Fire Marshals duties and log book explained.
To ensure all students are familiar with their duties and upkeep of equipment and staff training.
- “Fire Risk Assessment”
Carry out under instruction a Fire Risk Assessment of Premises.

Who should attend :-

- Appointed Fire Marshal(s)

Length of course :-

- 1 day – Please note this may be longer depending on the size of your property.
- 6 candidates

FIRE RISK ASSESSMENT

Course content :-

- Theory of combustion
Ensures students have an understanding of how and when combustion will occur and the resultant hazards. To include fire behaviour.
- Different classification of fires and resultant hazards
Fire classification to include those involving chemicals and ignition sources
- Principles of fire safety and fire prevention.
House keeping, training and drills.
- “Fire Extinguishers & Their Uses” BS EN3 explained – 2 videos
- “Fire Risk Assessment”
Carry out instruction Fire Risk Assessment of Premises.
Risk Assessment Review (difficulties etc)

Length of course :-

- 1 day – Please note this may be longer depending on the size of your property.
- 10 candidates

N.B. Many fires could be avoided with a few simple precautions

THE DUTIES OF A FIRE WARDEN

Aim :-

- To ensure that all students are familiar with their duties and keep other members of their staff focused on Fire Prevention.

Course content :-

- Legislation
- Causes of fire
- Basic fire awareness revision
- Fire prevention
- Evacuation procedures
- Fire extinguisher identification and their uses
- Video – “Duties of the fire warden”
- Fire risk assessment

Who should attend :-

- All staff, appointed fire marshals/wardens and those with a fire designated responsibility

Length of course:-

- 1 day, 2 sessions per day
- 12 candidates per session

Venue :-

- Your premises

FIRST AID ONE DAY EMERGENCY

Course content :-

- Responsibilities of a First Aider
Assessment of situation: Dealing with hazards, safety of casualties and First Aider, diagnosis, priorities of treatment. Use of First Aid equipment
- Resuscitation
Practical CPR, dealing with choking, asthma electric shock etc.
Recovery position and management of the unconscious casualty.
- Circulation
Treatment of minor cuts and grazes, hygiene in handling of wounds, treatment of severe bleeding, management of heart attacks etc.

Other topics covered will relate to the requirements of trainees, e.g. applicable to their workplace, and will also depend on time available. For example, those involved in construction may need to know about head injuries and trips and falls. If there are specific requirements for the course you will be running then this First Aid course can be “Tailored” to suit your needs.

Length of course :-

- 1 day
- 12 candidates

Locally run courses are also available for individual delegates.

This training is recommended by the Health & Safety Executive for Appointed Persons in the Workplace.

FIRST AID AT WORK
(Four Day Certificated Course)
and
FIRST AID AT WORK – REFRESHER COUSE
(Two Day Certificated Course)

To comply with :-

- Health & Safety (First Aid) Regulations 1981

Course content :-

- Responsibilities of a First Aider – dealing with hazards, safety of casualty
- Resuscitation – Practical CPR – dealing with choking, asthma, etc
- Treatment and control of bleeding – dealing with different wounds
- Recognition and treatment of shock
- Management of the unconscious casualty – including head injuries, epilepsy etc
- Contents of First Aid boxes and their uses
- Purchasing First Aid supplies
- Transport of casualties
- Recognition of illness
- Treatment of injuries to bones, muscles and joints
- Treatment of minor injuries
- Treatment of burns and scalds
- Eye irrigation
- Poisons
- Simple record-keeping
- Personal hygiene in treating wounds
- Communication and delegation in an emergency
- Theoretical and practical assessment

These are the requirements of the Health and Safety Executive and the syllabus has been approved. Within the course there is flexibility to enable consideration of the trainees' workplaces and accidents that could occur there. At the end of the course the trainees undergo an assessment of both theoretical and practical knowledge. The successful candidates will be awarded a certificate that is valid for three years. The First Aid at Work Regulations state that a two-day refresher course must be undertaken before the validity of this certificate expires. Failing this, the four-day course will need to be taken again. The refresher covers the main topics of the four-day course as required by the Health and Safety Executive and an assessment will be taken to re-validate the certificate.

Length of course :-

- 4 days (Refresher 2 days)
- 12 candidates

Locally run course are also available for individual delegates.

LEVEL 2 AWARD IN HEALTH AND SAFETY

Aim :-

To provide employees with an understanding of Health and Safety, so they may contribute and benefit from a safer and healthier work environment.

Course content :-

- Health and safety at work
- Health and safety law
- Accidents and ill health
- Risk assessment
- First aid at work
- Personal protective equipment
- Workplace safety – Work equipment
 - Electricity
 - Fire prevention
- Occupational health

Who should attend :-

- All employees

Length of course :-

- 1 day
- 16 candidates

Venue :-

- Your premises

This course can also be certified by the Chartered Institute of Environmental Health. This does however incur an additional charge by them.

N.B. As many as 127,156 people suffer unnecessary pain and discomfort from work-related injuries and illness.

HEALTH AND SAFETY IN HEALTH AND SOCIAL CARE

**(This course is specifically for people working in hospitals,
nursing and care homes in both the public and private sector)**

Aim :-

For candidates to gain an understanding of health and safety responsibilities for themselves, their employers and patients/clients.

Course content :-

- Legislation
- Health, Safety, Welfare
- Hygiene awareness/hazards
- Personal hygiene
- Cleaning

Who should attend :-

- All employees.

Length of course :-

- 1 day
- 12 candidates

Venue :-

- Your premises

This course can also be certified by the Chartered Institute of Environmental Health. This does however incur an additional charge by them.

HYGIENE IN HEALTH & SOCIAL CARE

(The Department of Health has a code of practice which acknowledges that everyone involved in the provision of care needs training to tackle the risk of Health Care Acquired Infection. This new training course is designed as an introduction to hygiene, thus ensuring vulnerable people are not exposed to unnecessary risks).

Aim :-

To provide employees with the knowledge of good hygiene to ensure that patients and clients are treated in a safe, clean environment.

Course content :-

- Understanding the importance of good personal hygiene
- Terminology used in good hygiene practice
- Concepts of hygiene hazards and how the risks can be controlled
- The need for high standards of hygiene
- The importance of cleaning

Who should attend :-

- All employees, especially carers, those providing cleaning and other support services in areas such as –

Hospitals
Nursing Homes
Care Homes
Patients'/clients' own homes
Prisons
Residential Schools

Length of Course :-

- ½ day
- 16 candidates

Venue :-

- Your premises

This course can also be certified by the Chartered Institute of Environmental Health. This does however incur an additional charge by them.

SUPERVISING HEALTH AND SAFETY

Aim :-

To provide understanding of the main concept of health and safety, promote the benefits of a health and safety culture, clarify the roles and responsibilities of individuals, supervisors and management in health and safety, and provide an understanding of health and safety control and improvement strategies available to supervisors.

Course content :-

Concept of health and safety

- Who is at risk?
- Incidence of illness and accidents
- Health and safety factors and how to use them
- Costs of poor health and safety

Accidents in the workplace

- Nature of accidents
- Accident investigation
- “Near Miss” and accident reporting
- Key causes and prevention

Health in the workplace

- Nature of illness and disease
- Monitoring of health/illness
- Key causes and prevention

Legal provisions

- Health and safety at work act responsibilities
- Regulations and codes of practice
- Employees rights and responsibilities
- Penalties and enforcement powers
- Working with enforcement officers
- Sources of information

Health and safety organisation and management

- Introduction to management

Risk assessment

- Auditing and monitoring
- Investigating incidents
- Keeping records

Supervising health and safety

- The role of a supervisor
- Monitoring health and safety
- Motivating and encouraging improvements
- Training needs and techniques
- Working with employees
- Handling conflict
- Working with management

Who should attend :-

- Supervisors
- Team leaders
- Owners of small business
- Anyone who has a responsibility, safety representative for health and safety of others in the work place

Length of course :-

- 3 days
- 12 candidates

Venue :-

- Your premises

This course can also be certified by the Chartered Institute of Environmental Health. This does however incur an additional charge by them.

N.B. It is the employer and employee's responsibility to follow Health and Safety Regulations.

HEALTH & SAFETY REFRESHER COURSE

Aim :-

Re-establish and re-affirm candidates understanding of health and safety responsibilities for themselves, their employers and patients/clients.

Course content :-

- Personal Responsibility (Incident & Injury Free) is it possible?
- Risk Assessment & Method Statements
- Question Debate on Health & Safety Topics
- Multi Choice Questionnaire.

Who should attend:-

- All employees who have previously attended Health & Safety Course.

Length of course:-

- 1 Day
- 16 candidates

Venue:-

- Your premises

This course will be certificated by Safe Handling Southern Ltd.

The Chartered Institute of Environmental Health recommend refresher course be taken every three years.

ADVANCED HEALTH AND SAFETY IN THE WORKPLACE

Aim :-

The successful candidate will be able to guide, advise and contribute to the management of health and safety in a variety of businesses. Determine training requirements, good working practices, identify areas for legal compliance, liaise with enforcement officers. Deliver level 1 Health and Safety training.

Course content :-

- Workplace safety
- Occupational health and hygiene
- Safe systems
- Techniques of safety management
- Education and training
- Legislation
- Two workplace assignments
- Written examination

Who should attend :-

- Production managers
- Trainers
- Owners or managers of businesses
- Those who monitor an audit health and safety systems

Length of course :-

- 5 days
- 12 candidates

N.B. An average of 3,000 people are badly injured each year due to slips, trips and falls.

MANAGING HEALTH AND SAFETY (Senior Managers Guide)

Introduction :-

- Outline of course aims and objectives

Legal requirements :-

- An examination of health and safety law and its implications for managers.
- A review of the duties of managers under the health and safety at work act and the management of health and safety at work regulations
- Accident prevention and the cost of accidents including reporting of injuries, diseases and dangerous occurrences regulations
- Elements of a health and safety management system
- General and specific risk assessment. Using the manual handling regulations 1992 and display screen equipment regulations 1992. Including later guidance.
- Questions and concerns. During this session they will be the opportunities for the delegates to raise any other particular issues.
- Summary and delegate feedback.

Length of course :-

- Tailored to meet your objectives

Venue :-

- Your premises

N.B. It is the employer's responsibility to provide the necessary training, equipment and procedures for staying safe at work.

MANUAL HANDLING

Aim :-

To ensure that all staff understand the need to change bad lifting habits. Introduce techniques that will minimise the risk of injury in both the short and long term.

Course content :-

- Past and current legislation
- How the body works in relation to manual handling
- Lifting techniques
- A look at the specific problems of the course attendees
- Explanation, demonstration, practices – a video camera may be used

Due to the practical nature of this course attendees need to be suitably clothed.

Length of course :-

- 1 day, 2 sessions per day
- 14 candidates per session

Venue :-

- Your premises

This course can also be certified by the Chartered Institute of Environmental Health. This does incur an additional charge by them.

N.B. Manual Handling remains a major cause for lost time at work.

MANUAL HANDLING FOR SUPERVISORS/RISK ASSESSORS

Aim :-

To give supervisors the information and confidence necessary to effectively carry out risk assessments and coach staff in manual handling tasks as recommended by the Manual Handling Regulations.

Course content :-

- Legislation
- Past case histories
- Interpretation of the Manual Handling Regulations
- Responsibilities under the above
- What can and does go wrong
- Understanding how the body works in relation to manual handling
- Having mechanical sympathy
- Handling techniques:
 - Lifting. Carrying. Lowering. Pushing. Pulling etc.
- **Risk Assessment:**
 - A critical look at the various elements within a manual handling task
 - How can we reduce the risk to an acceptable level?

Length of course :-

- 1 day
- 12 candidates

Venue :-

- Your premises

N.B. Back injuries causes the loss of 50 million working days per year.

TRAIN THE TRAINER MANUAL HANDLING

Aim :-

For the candidates to have an understanding of the relevant legislation, good teaching practices. An understanding of how the body works and what injuries can occur. To be able to run a half day manual handling course and carry out a manual handling risk assessment.

Course content :-

- The role of the trainer
- The environment
- Learning styles
- Planning a training session
- Deliver a short training session
- Dealing with challenging trainees
- Type of accidents/injuries
- Type of mechanical aids
- Handling techniques
- Summary and delegate feedback.

Length of course :-

- 3 days
- 12 candidates

Venue :-

- Your premises

N.B. We all lift and move things in the workplace, no matter what our job.

RISK ASSESSMENT LEVEL 2

Aim :-

To give employees' an understanding and awareness of risk assessment in the work place, an understanding of the basic principles of risk assessment. So that they have the ability to contribute to the process and act in ways to protect their own health and safety and that of others. In accordance with the Health and Safety at Work Regulations.

Course content :-

- General introduction
- Principles of risk assessment –
 - Hazards, risk and control measures
 - The five steps of risk assessment
 - The hierarchy of control
 - Risk assessment review and record keeping.
- Legislation
- Summary

Length of course :-

- 1 day
- 12 candidates

Venue :-

- Your premises

This course can also be certified by the Chartered Institute of Environmental Health. This does however incur an additional charge by them.

N.B. A properly implemented programme of risk assessments help to prevent human loss and suffering, and also assists with the effective management and finance of your business.

STRESS AWARENESS AND MANAGEMENT

Aim :-

The way to manage stress is to understand how it works. Guiding delegates to discover definition of stress and within the Government's guide lines will help delegates to deal with stress in the home and at work.

Course content :-

- Clarify the definition of "Stress"
- Identify the physiological effects of stress
- Identify common causes of stress
- Risk assessment
- Explore ways of coping

Who should attend :-

- Anyone looking to deal with the stress in their, or other people's lives

Length of course :-

- 1 day
- 16 candidates

Venue :-

- Your premises

This course can also be certified by the Chartered Institute of Environmental Health. This does however incur an additional charge by them.

N.B. Stress is the second most common type of work-related illness.

CHOICES

Choices is useful on Back To Work, Youth Club, Schools, Stress Management and other initiatives where individuals need to focus on the way things could be.

Aim :-

Choices programme is to remove the barriers of the past, enabling delegates to choose excellence over mediocrity. Engaging individuals to see how to manage negative emotions and how to raise self-esteem and take responsibility. Delegates are left in no doubt that they can fully engage in life and reach their full potential.

Course content :-

- Examination of
 - The power of the human mind. How we are programmed to respond to life through habit and that the route of the past does not have to be the road of the future. We can change our response.
 - “Success” what it means to us and how to be successful judged by our own standards.
 - We see the world not how it is but how we are. To change our world we need to change ourselves first.
 - What is important to us and have more of what we want in our lives.
 - How to set goals and persist until they become our reality.
 - Understanding that we are only limited by our own imagination.

Who should attend :-

- Anyone that wants tomorrow to look different than today.

Length of course :-

- 1 day. Could also be followed up by 1 day in house workshops, if required.
- 12 candidates

Venue :-

- Your premises

WORK LIFE BALANCE

Work life balance can be defined as “a person’s ability to balance the demands of working in an organisation with the demands of a personal life and having satisfaction with both”

Course content :-

- Being aware of different demands on your time and energy
- Having the ability to make choices in the allocation of time and energy
- Knowing what values you wish to apply to choices
- Choosing “Me Time”

Who should attend :-

- Managers
- Those struggling at work/home under pressure
- Those responsible for the well being of others

Length of course :-

- 1 day
- 16 candidates

Venue :-

- Your premises

CONFLICT RESOLUTION AND PERSONAL SAFETY

To comply with :-

- HSE definition of 'violence at work'
- Health and Safety at Work Act

Course content :-

- Understand the terminology used in conflict resolution
- The negative effect violence has in the workplace
- Principles of conflict management
- Reporting and recording incidents
- The concepts of a safe working environment
- How to identify risks to personal safety
- Benefits of safety policies and procedures
- Use of methods to de-escalate a confrontational situation
- The importance of personal safety

Length of course :-

- 1 day
- 12 candidates

Venue :-

- Your premises

This course can also be certified by the Chartered Institute of Environmental Health. This does however incur an additional charge by them.

N.B. Work-related violence is on the rise. High staff turnover and a lack of training mean many people are vulnerable to physical and psychological damage. The costs to business can be very high.

FORKLIFT TRUCK OPERATOR RE-CERTIFICATION

**(Counterbalance, Reach Truck, Masted Rough Terrain/Sideloader,
Telescopic Handler, Very Narrow Aisle Loader/Man-up, Pivot Steer)**

One Day Course Re-establish and re-affirm good safe practices with Forklift Operations. Suitable for operators who have previously held a certificate of training.
Three/Four Candidates

To comply with :-

- Health and Safety at Work Act
- PUWER & LOLER Regulations
- L117 A.C.O.P for Forklift Operator Training

Course content :-

- Daily checks of equipment
- Battery maintenance (if applicable)
- LPG safety (if applicable)
- Pre-shift check test
- Practical test of operating ability to include – manoeuvring chicane – forwards – backwards. Stacking loads at high, low and intermediate levels.
- Practice of skills
- Practical test of operating ability
- Theory test. **Theory test can be orally if required.**
- Course feedback

Venue :-

- Your premises :- All categories of truck
- Our premises :- Counterbalance and Reach Truck courses ONLY

N.B. An average of 15 accidents happen every day in the UK due to a Pedestrian being struck by a forklift.

FORKLIFT TRUCK OPERATOR FOR EXPERIENCED BUT NOT PREVIOUSLY CERTIFICATED OPERATORS (Counterbalance, Reach Truck, Masted Rough Terrain/Sideload, Telescopic Handler, Very Narrow Aisle Loader/Man-up, Pivot Steer)

Three Day Course Re-establish and re-affirm good safe practices with Forklift Operations. Suitable for operators who have limited forklift experience. **Three candidates.**

To comply with :-

- Health and Safety at Work Act
- PUWER & LOLER Regulations
- L 117 A.C.O.P for Forklift Operator Training

Course content :-

- Daily checks of equipment
- Battery maintenance (if applicable)
- LPG safety (if applicable)
- Pre-shift check test
- Basic hydraulics – lifting/lowering loads
- Basic steering in open and confined areas
- Operating loaded/unloaded truck within critical dimensions 90 degree turns
- Stacking at various heights
- Vehicle loading/unloading if practicable
- Practice all skills
- Test
- Theory test. **Theory test can be orally if required.**
- Course feedback

Venue :-

- Your premises :- All Categories of truck
- Our premises :- Counterbalance and reach truck courses ONLY

N.B. An average of 10 accidents a year, prove to be fatal.

BASIC FORKLIFT TRUCK OPERATOR NOVICE OPERATOR (Counterbalance, Reach Truck, Masted Rough Terrain/Sideloader, Telescopic Handler, Very Narrow Aisle Loader/Man-up, Pivot Steer)

Five Day Course To establish Basic Forklift Operations skills necessary for good safe working practices. Suitable for operators who have no experience. **Three candidates.**

To comply with :-

- Health and Safety at Work Act
- PUWER & LOLER Regulations
- L 117 A.C.O.P for Forklift Operator Training

Course content :-

- Daily checks of equipment
- Battery maintenance (if applicable)
- LPG safety (if applicable)
- Pre-shift check test
- Basic hydraulics – lifting/lowering loads
- Basic Steering – open and confined areas
- Spillages
- Operating loaded/unloaded truck within critical dimensions 90 degree turns
- Stacking at various heights
- Vehicle loading/unloading if practicable
- Practice all skills
- Test
- Theory test. **Theory test can be orally if required.**
- Feedback

Venue :-

- Your premises :- All categories of truck
- Our premises :- Counterbalance and Reach Truck courses ONLY

N.B. Accidents may not always result in injury, although could cause costly damage to the forklift and the load it is carrying.

LORRY MOUNTED CRANE (HIAB)

To comply with :-

- Health and Safety at Work Act
- Lifting Operations and Lifting Equipment Regulations
- The Provision of Work Equipment Regulations

Course content :-

- Daily inspection of equipment
- Selecting appropriate lifting equipment
- Checks of lifting equipment
- Practical assessment of operator capabilities and theory test. **Theory test can be orally if required.**
- Course appraisal

Length of course :-

- Novice – 2 days – 3 candidates
- Refresher – 1 day – 3 candidates

Venue :-

- Your premises

In 2002 there were 112 deaths involving off road equipment. REMEMBER most accidents are caused, they don't just happen!

PEDESTRIAN STACKER AND PEDESTRIAN ELECTRIC PALLET TRUCK

To comply with :-

- Health and Safety at Work Act
- Operators safety code
- L117 Forklift Operator Training
- PUWER (In full)

Course content :-

- Daily checks of equipment
- Basic steering – open and confined areas
- Operating loaded/unloaded truck
- Factors affecting stability
- Practice all skills
- Practical assessment and theory test. **Theory test can be orally if required.**
- Course appraisal

Length of course :-

- Novice – 1 day – 3 candidates
- Refresher – 1 day – 6 candidates

Venue :-

- Your premises

SAFETY IN THE USE OF WORK PLATFORMS (Scissor Lift, Telescopic Boom)

To comply with :-

- Health and Safety at Work Act
- Provision and use in work equipment regulations (PUWER)
- Lifting operations and lifting equipment regulations (LOLER)
- HSE guidance note PM 28 2000
- Working at height regulations

Course content :-

- Identification of all safety devices applicable to truck used
- Safety rules
- Pre Operation checks
- Practical use of work platforms
- Practical/Theoretical assessment
- Test. **Theory test can be orally if required.**

Length of course

- 1 day – 4 candidates
- Refresher – 1 day – 8 candidates

Venue :-

- Your premises

SKID STEER LOADER / BOBCAT

To comply with :-

- Health and Safety at Work Act
- Lifting Operations and Lifting Equipment Regulations
- PUWER (in full)

Course content :-

- Daily inspections and checking of equipment
- Safety video
- Operator practice and procedures
- Practical assessment of operators
- Theory test. **Theory test can be orally if required.**
- Course appraisal

Length of course :-

- Novice – 3 days – 3 candidates
- Refresher – 1 day – 3 candidates

Venue :-

- Your premises

GANTRY/OVERHEAD CRANE

To comply with :-

- Health and Safety at Work Act
- LOLER: Lifting Operations and Lifting Equipment Regulations

Course content :-

- Basic crane terminology
- Selecting the appropriate sling
- Safe working loads
- Methods of slinging
- Unbalanced loads
- Slinging safety and slings
- Care of slings
- Precautions and crane signals.

Length of course :-

- 1 day
- Refresher 6 candidates
- Novice 3 candidates

Venue :-

- Your premises

SITE SHUNTER

To comply with :-

- Health and Safety at Work Act

Course content :-

- Safety checking vehicles / equipment
- Manoeuvring vehicles in open and confined areas
- Manoeuvring forwards / reverse
- Coupling / un-coupling articulated tractor / trailer combinations
- Safe working practices theoretical session
- Safety film
- Practical skills assessment
- Course feedback

How should attend :-

- People within companies who need to move large vehicles around sites without the need of training drivers to LGV standard

Length of course :-

- 1 day for testing existing operators – 3 candidates
- For new operators length of course will depend on the complexity of the operation and type of vehicle.

Venue :-

- Your premises

Note: Courses can include vehicle loading/securing of loads using a variety of methods. Please contact us with your requirements.

Non LGV drivers can only be used on private property, and where there is no public access.

Please contact us to discuss your requirements. We also advise you to consult your insurance company prior to undertaking this training.

Course duration will depend on the experience of the delegates, the complexity of the operation, and the type of vehicle.

ABRASIVE WHEELS

To comply with :-

- Health and Safety at Work Act
- The Provision of Work Equipment Regulations
- The Personal Protective Regulations

Course content :-

- Hazard identification
- Wheel selection/inspection
- Pre-use checks of machine/components
- Procedure for mounting the wheel
- Correct selection/use of P.P.E
- Vibration
- Practical assessment and theory testing of delegates. **Theory test can be orally if required.**

Length of course :-

- Will depend on the complexity of the operation, but usually, 1 day with 6 candidates

Venue :-

- Your premises

N.B. 67% of all accidents involving Abrasive Wheels are due to fitting the wrong type of Abrasive Wheel

BANK PERSON REVERSING VEHICLES

To comply with :-

- Health and Safety at Work Act

Course Content :-

- Legal requirements
- Ensuring a safe system of work
- Signs, signals and responsibilities of a Banks Person
- Correct P.P.E to be worn
- Theory test. **Theory test can be orally if required.**
- Film
- Practical skills test

Length of course :-

- 1 day, 2 sessions per day
- 5 candidates per session

Venue :-

- Your premises

N.B. Nearly a quarter of all deaths involving vehicles at work occur while the vehicle is reversing.

CONSTRUCTION SKILLS CERTIFICATE SCHEME CSCS

Aim :-

To prepare for the mandatory safety awareness test for the construction industry training board scheme applicable to all trades

Course content :-

- The law
- Accident reporting and prevention
- Risk assessment, Manual Handling
- Electricity at work
- First aid
- Noise and vibration
- Working at height
- Excavation, PPE, COSHH
- Fire
- Hygiene and workplace and work equipment

Who Should attend :-

- All trades/levels requiring an NVQ trade recognition card
- Those requiring a basic level of safety awareness within the industry

Length of course :-

- 1 day
- 20 candidates

Venue :-

- Your premises

C.O.S.H.H **(Control of Substances Hazardous to Health)**

Aim :-

To provide delegates with an understanding of the relevant legislation, how to effectively assess the risks and control measures to protect employees and others from COSHH related work practices.

Course content :-

- What the legislation demands
- What are controlled substances
- What are the entry sources
- Data sheets/risk assessment
- Control measures

Who should attend :-

- All employees

Length of course :-

- 1 day, 2 session per day
- 12 candidates per session

Venue :-

- Your premises

This course can also be certified by the Chartered Institute of Environmental Health. This does however incur an additional charge by them.

LPG GAS REFUELLING AND SAFETY

To comply with :-

- Health and Safety at Work Act (HASAWA)
- Provision and use of working equipment regulations (PUWER)

Course content :-

- Introduction to L.P.G Safety
- Fire precautions
- Personal protective equipment
- Safe systems of work to be adopted whilst re-fuelling
- CALOR safety film
- Practical use of customers own refuelling system and assessment.

Length of course :-

- 1 day, 2 sessions per day
- 6 candidates per session

Venue :-

- Your premises

OVERHEAD CRANE SLINGER/SIGNALLER

To comply with :-

- Health and Safety at Work Act
- LOLER. Lifting Operations and Lifting Equipment Regulations
- PUWER (in full)

Course content :-

- Basic crane terminology
- Selecting the appropriate sling
- Safe working loads
- Methods of slinging
- Unbalanced loads
- Slinging safety and slings
- Care of slings
- Precautions and crane signals
- Practical assessment and theory test **Theory test can be orally if required.**

Length of course :-

- Novice – 1 day - 3 candidates
- Refresher – 1 day – 5 candidates

Venue :-

- Your premises

SYSTEM SCAFFOLDS AND MOBILE ACCESS TOWERS TO PASMA STANDARDS

To comply with :-

- Health and Safety Regulations
- Manual Handling Regulations
- Provision and Use of Work Equipment Regulations
- Lifting Operations and Lifting Equipment Regulations
- Working at Height Regulations and Guidance

Course content :-

- Manual Handling
- Working at Height safety
- Choosing the type of scaffold
- Risk assessing the erection site
- Stability – wind speeds
- Practical assessment and theory testing of delegates. **Theory test can be orally if required.**

Length of course :-

- 1 day
- 6 candidates novice, 6 per ½ day experienced.

Venue :-

- Your premises

PROFESSIONAL TRAINER QUALIFICATION

Aim :-

- To understand and practice a professional approach to training design and delivery.

Course content :-

- Training needs and objectives
- Learning styles and preferences
- Training skills
- Training structure, design, styles and communication
- Training assessment

- Each candidate will deliver at least one short training session to other members of the group

- Assessment

Who should attend :-

- Anyone who needs to understand the basics of training, refine their training techniques
- Those who have never delivered a training course and will have a training role within the company

Length of course :-

- 3 days
- 12 candidates

Venue :-

- Your premises

This course can also be certified by the Chartered Institute of Environmental Health. This does however incur an additional charge by them.

CANDIDATE REMARKS

Name(optional).....Simon.....

What, if anything, would you like to change about this course?

.....NO, BRILLIANT CONTENT, THOUGH PROVOKING + WELL PRESENTED.....

Name(optional).....JAMES.....

Name(optional).....H. Sinclair.....

What, if anything, would you like to change about this course?

.....The best H+S course I've attended.....

Name(optional).....GAIL PLAZEK.....

What, if anything, would you like to change about this course?

.....NOTHING. THOUGHT 'QUIZES' WERE EXCELLENT.....

What will you do differently as a result of this course?

.....HAVE A BETTER UNDERSTANDING OF LEGISLATION
THE ROLES OF HSE, RIDDOR & EHO.....

Please make any comment you wish to make about the course or the tutor(s) Thoroughly enjoyed it - (surprise, surprise)

Please circle the words that best describe the course for you. Please add your own words if required.

Boring	<u>Challenging</u>	Practical
<u>Interesting</u>		Too long <input type="text"/>
Well presented	<u>Stimulating</u>	<u>Motivating</u>
Annoying	<u>Fun</u>	<u>Intensive</u>
Embarrassing	Badly presented	<u>Encouraging</u>
Waste of time	Food for thought	Disorganised
<input type="text"/>	Irrelevant	<input type="text"/>

What, if anything, would you like to change about this course?

.....Nothing.....

Name (Optional)
MALCOLM LUKOCIC

Please circle the words that best describe the course for you. Please add your own words if required.

Disorganised	<u>Challenging</u>	<u>Practical</u>
<u>Interesting</u>	Too Long	<input type="text"/>
<u>Well presented</u>	<u>Fun</u>	<u>Stimulating</u>
<u>Intensive</u>	Rushed	Embarrassing
<input type="text"/>	<u>Encouraging</u>	Badly presented
	Waste of time	Annoying
		Boring

Name (optional) PAQ

How was it for you? Very informative + fun.
Please circle the words that best describe the course for you. Please add your own words if required.

Boring	Challenging	Practical
<u>Interesting</u>		Too long <input type="checkbox"/>
<u>Well presented</u>	<u>Stimulating</u>	<u>Motivating</u>
Annoying	<u>Fun</u>	Intensive
Embarrassing	Badly presented	Rushed
Waste of time	<u>Food for thought</u>	<u>Encouraging</u>
<input type="checkbox"/>	Irrelevant	<input type="checkbox"/>

What, if anything, would you like to change about this course?
Nothing

What will you do differently as a result of this course?
Work to a required standard + informative

Please make any comment you wish to make about the course or the tutor(s)
Tutor very good and knows what he talks about

The course was: Very helpful - Useful - Of no use at all
Thank you for completing this document.

Name (optional) ABBY MORGAN

What, if anything, would you like to change about this course?
Nothing!

What will you do differently as a result of this course?
OVERHAUL H+S PROCEDURES IN MY WORKPLACE

Please make any comment you wish to make about the course or the tutor(s)
VERY INTERESTING - GREAT PRESENTATION
- GREAT PUZZLES!

The course was: Very helpful - Useful - Of no use at all
Thank you for completing this document.

Name (Optional)
PAUL UPSDALE

Which part of the course did you find the most useful?
TECHNICAL TIPS

Name (Optional)
GLEADHILL

Please tick your response:

	Good	Satisfactory	Poor
The benefit of the course to you	<input checked="" type="checkbox"/>		
Course Administration/Organisation	<input checked="" type="checkbox"/>		
Presentation of practical subject matter	<input checked="" type="checkbox"/>		
Presentation of Theoretical subject matter	<input checked="" type="checkbox"/>		
Your opinion of the Venue	<input checked="" type="checkbox"/>		
Standard of teaching/coaching	<input checked="" type="checkbox"/>		

Will you incorporate this into your practices Yes/No
Were your objectives met Yes/No

Name (Optional)
CHRIS FURNIA

Which part of the course did you find the most useful?

THE CLASSROOM SIDE AS IT WAS VERY INTERESTING

Name (optional) SUE JESSOP
Please make any comment you wish to make about the course or the tutor(s)
TAKE MOTIVATED AS MY ENCOURAGE) BASIS THAT ALL TEAM MEMBERS TO TAKE PART IN MONITORING H+S IN THE WORKPLACE, & THAT THEY ARE ALL COMPETENT TO CARRY OUT RISK ASSESSMENTS WHERE IT APPLIES
JOHN CORDINGLEY MADE THE COURSE ENJOYABLE + INTERESTING (WITHOUT BEING TOO SERIOUS) CONSIDERING THE SUBJECT.
The course was: Very helpful - Useful - Of no use at all
Thank you for completing this document.

'Due to your adaptability and the fact that training takes place on site has saved time and money. Safe handling is a company that we feel matches our needs and they are able to customize training to ensure its relevance and compliance with legislation.'

'We have managed to retain our staff for long periods and touch wood have safe working practices therefore fewer sick days'

*'I have not the slightest hesitation in recommending Safe Handling' - **Christies Fine Art Security Services***

'The way in which the sessions are made to be enjoyable I feel makes the information stick in the minds of our employees more than a session filled with mind boggling facts'

*'Since using your training facilities we have achieved a high level of Health and Safety awareness amongst our terminal staff and a high level of Forklift truck driving, hence why there have been very few accidents on site..- **Scotline Terminal (Rochester) Ltd***

*'After the introduction of the tutorial stage with Safe Handling there was large and noticeable improvement in both the pass rate and test attendance. I have tried using other organisations for the tutorials and found that the pass rate dropped considerably. I think of Safe Handling as an integral part of our CSCS process'. - **The Power Station Job Shop.***

*'I must say a big thank you to John Cordingley. The course presentation was excellent but it has been his continual support, time and professionalism over the last few months while we have been completing the Risk Assessment that I would particular like to thank him for'. - **Recycling Works Services***