



Training Course Guide 2018



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| Course: | 1. Accident Investigation and Prevention |
| Duration: | 0.5 day. |
| Target audience: | Those who have responsibilities for reporting, investigating and reducing accidents and incidents. |
| Aim and objectives: | <ul style="list-style-type: none"> • To discuss the requirements of RIDDOR and associated guidance including what is/is not reportable. • To explain the need for an accident policy and its implementation. • To explain the principles of accident investigation, including fault tree analysis. • To explain the principles of accident prevention, e.g. outcome of investigations, proactive monitoring etc. |
| Additional information: | <ul style="list-style-type: none"> • Practical based course using case studies and real incidents. • To explain the importance of effective record keeping. • To explain the link between accidents-vs-personal injury claims. • Pre and post-accident risk assessment. |
| CPD | Yes. |

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| Course: | 2. Asbestos Awareness |
| Duration: | 0.5 day. |
| Target audience: | Those who have responsibilities for sites, including purchasing, refurbishment, contractor instruction and day to day management. |
| Aim and objectives: | <ul style="list-style-type: none"> • To discuss asbestos, its use, location and health effects. • To explain the law in relation to asbestos including surveys, appointment of surveyors, management plans, asbestos registers and remedial actions. • To explain the principles of asbestos identification. • To explain emergency procedures where asbestos is exposed or damaged. • To explain the process in relation to instructing maintenance contractors and employees. |
| Additional information: | <ul style="list-style-type: none"> • Use case studies, incident data etc from similar industries. • Cover changes in relevant legislation and HSE guidance and what needs to be done practically. |
| CPD | Yes. |


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| Course: | 3. BOHS 901 Legionella - Management and Control of Building Hot and Cold Water Systems |
| Duration: | 1 day. |
| Target audience: | Those who have responsibilities for legionella control in relation to water systems. |
| Aim and objectives: | <ul style="list-style-type: none"> • To discuss the history, growth requirement and health effects of legionella and associated organisms. • To discuss the requirements of the legislation and L8 (as amended). • To detail the specific roles and responsibilities of those involved in legionella control, e.g. property manager, maintenance contractor, water treatment contractor, external assessor etc. • To explain the principles of legionella prevention and minimisation and role of the control scheme. |
| Additional information: | <ul style="list-style-type: none"> • Practical based course using case studies water monitoring records. • To explain the importance of effective record keeping, water logs and how to audit records. |
| CPD | Yes. |


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| Course: | 4. BOHS 903 Legionella - Management and Control of Cooling Towers and other High Risk Systems |
| Duration: | 1 day. |
| Target audience: | Those who have responsibilities for legionella control in relation to cooling towers, evaporative condensers etc. |
| Aim and objectives: | <ul style="list-style-type: none"> • To discuss the history, growth requirement and health effects of legionella and associated organisms. • To discuss the requirements of the legislation and L8 (as amended). • To detail the specific roles and responsibilities of those involved in legionella control, e.g. property manager, maintenance contractor, water treatment contractor, external assessor etc. • To explain the principles of legionella prevention and minimisation and role of the control scheme in relation to cooling towers. |
| Additional information: | <ul style="list-style-type: none"> • Practical based course using case studies and water monitoring records. • To explain the importance of effective record keeping, water logs and how to audit records. Specifically the required frequency of various checks. |
| CPD | Yes. |


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| Course: | 5. Construction Design & Management Awareness |
| Duration: | 0.5 day. |
| Target audience: | Those who have responsibilities for the construction, extension, demolition and refurbishment of sites, including instructing works which may fall within the CDM Regulations due to length of time. |
| Aim and objectives: | <ul style="list-style-type: none"> • To discuss the principles of CDM Regulations 2015 and relevant case law. • To explain in detail the specific roles and responsibilities of the client, principal contractor and principal designer. • To explain when CDM applies, including maintenance work which exceeds 30 days or 500 man hours. • To discuss the various stages in the CDM process, e.g. F10, pre-construction H&S plan, construction phase H&S plan, H&S file. |
| Additional information: | <ul style="list-style-type: none"> • Use case studies from projects. • Explain the importance of effective record management. • How to discharge 'client' duties in practical terms. |
| CPD | Yes. |


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| Course: | 6. Contractor Management |
| Duration: | 1 day. |
| Target audience: | All who appoint, instruct, or otherwise control, contractors. |
| Aim and objectives: | <ul style="list-style-type: none"> • To explain the importance of effective contractor management based around case law. • To explain the Contractor Management process and its practical application. • To explain the principles of permit to work systems (dependant on the target audience). |
| Additional information: | <ul style="list-style-type: none"> • To define roles and responsibilities between clients and contractors. • Use case studies, accident data etc. from real events on sites during the previous twelve months. • Practical sessions on appraisal and approval of contractors. • Effective record keeping. |
| CPD | Yes. |


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| Course: | 7. Fire Warden / Fire Co-ordinator |
| Duration: | 0.5 day. |
| Target audience: | Those who have responsibilities for assisting or co-ordinating in fire evacuation. |
| Aim and objectives: | <ul style="list-style-type: none"> • To discuss the principles of fire evacuation using case studies etc. • To detail the specific roles and responsibilities of those involved in fire evacuation. • To explain the principles of fire, e.g. fire triangle, and fire prevention. |
| Additional information: | <ul style="list-style-type: none"> • Practical based course which will use the specific evacuation plans of those attending. • Simulated fire evacuation. • Use of fire extinguishers (depending on location). <p>Course can include other related assessments such as;</p> <ul style="list-style-type: none"> • Explaining the importance of effective record management. • Fire drills – frequency, recording and dealing with non-conformance. |
| CPD | Yes. |

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| Course: | 8. IOSH Safety Leadership for Senior Managers |  |
| Duration: | 0.5 day. | |
| Target audience: | Senior Managers. | |
| Aim and objectives: | <p>To deliver an overview of H&S responsibilities to Directors and Senior Managers.</p> <ul style="list-style-type: none"> • To identify individual and collective responsibilities for health and safety and how these fit into the wider business. • To make Director and Senior Managers aware of the current arrangements for health and safety. • To focus on reputation management and consideration of client requirements in relation to our health and safety responsibilities. • To know where to find relevant health and safety policies and procedures. • To establish the link between safety culture and safety performance. | |
| Additional information: | <ul style="list-style-type: none"> • Relate compliance to the role of senior managers and their responsibilities for resolving problems, such as funding issues. • Role in influencing clients and site based managers, e.g. securing funds for improvements. • Role in monitoring health and safety compliance at site level and progress with safety improvements from external audits and assessments. • Link to cost/benefit model and reduction in insurance premiums. • Use of case studies from events on sites. • Make the link between H&S and fire, asbestos, legionella etc. | |
| CPD | Yes. | |


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| Course: | 9. IOSH Safety, Health and Environmental Management for Property Managers |  |
| Duration: | 4 days. | |
| Target audience: | Managers with responsibility for health and safety who already have some experience or qualifications. | |
| Aim and objectives: | <ul style="list-style-type: none"> • To explain and understand contractor management and permit to work processes. • To understand statutory checks. • To be able to complete effective record-keeping to meet clients' policies and processes. • To maintain the day to day safety of employees, tenants, visitors and other people. • To understand the principles of accident prevention and investigation. | |
| Additional information: | <ul style="list-style-type: none"> • Roles and responsibilities in managing safety on site on a day to day basis and how to practically achieve this. • Use of case studies from actual events on various sites. • Include external audits/assessments and closing actions. • We recommend five days for this course, including completion of the mandatory project, as the fifth day will ensure that this task is completed. | |
| CPD | Yes. | |


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| Course: | 10. IOSH Managing Safely Refresher Course |  |
| Duration: | 1 day. | |
| Target audience: | Anyone in a management or supervisory role, who has completed the full <i>Managing Safely</i> course. | |
| Aim and objectives: | <ul style="list-style-type: none"> • To refresh knowledge through: <ul style="list-style-type: none"> ○ Modules backed by clear examples and recognisable scenarios ○ Summaries to reinforce key points ○ Checklists and materials supplied for subsequent use in the workplace ○ Practical exercise based on the operations of a real business | |
| Additional information: | <ul style="list-style-type: none"> • Builds on existing capabilities • Puts <i>Managing Safely</i> into action • Applies refreshed knowledge to the Plan-Do-Check-Act model and links back to the workplace • Allows for personal reflections on good practice. • Successful delegates receive a <i>Managing Safely Refresher</i> certificate. | |
| CPD | Yes. | |

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| Course: | 11. IOSH Working Safety – General H&S Risks – Offices |  |
| Duration: | 1 day. | |
| Target audience: | Anyone who has day to day responsibility for co-ordinating health and safety within office environments. | |
| Aim and objectives: | <ul style="list-style-type: none"> • To raise awareness of the types of accidents/incidents that could potentially occur on site, as well as encouraging all employees to be proactive in reducing risk. • To explain office health and safety policies and the standards identified within them. • To discuss contractor management. • To define where help and advice can be found. • To explain the principles of risk assessment, including hazard identification. • Cover the action that needs to be taken if an accident/incident does occur on site. | |
| Additional information: | <ul style="list-style-type: none"> • Use case studies, accident data etc. from real events. • Explain effective record management. | |
| CPD | Yes. | |

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| Course: | 12. IOSH Working Safety – General Risks – Rural Practitioners |  |
| Duration: | 1 day. | |
| Target audience: | All employees who manage rural related sites, including site based managers and land agents. | |
| Aim and objectives: | <ul style="list-style-type: none"> • To raise awareness of the types of accidents/incidents that could potentially occur on site, as well as encouraging all employees to be proactive with regard to reducing the likelihood of such events occurring in the future. • To explain Contractor Management process need to ensure that competent contractors are employed on site. • To explain the principles of risk assessment and identify the significant risk related to rural related work, e.g. livestock, asbestos, poor maintenance, workplace transport, work at height, lone working, work equipment selection and use etc. | |
| Additional information: | <ul style="list-style-type: none"> • Explicitly define their role in managing safety on site on a day to day basis. • Use case studies, accident data etc. from real events on rural site. • Role in closing actions from external audits and assessments. • Effective record keeping. • Cover changes in relevant legislation and HSE guidance and what needs to be done practically. | |
| CPD | Yes. | |

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| Course: | 13. Manual Handling |
| Duration: | 0.5 day. |
| Target audience: | Those who carry out significant manual handling as part of their role. |
| Aim and objectives: | <ul style="list-style-type: none"> • To discuss the requirements of the Manual Handling Regulation Regulations and risk assessment. • To explain why regulations are necessary and accident statistics from similar industries. • To explain the principles of elimination, mechanisation and minimisation in relation to manual handling tasks. • To explain and demonstrate the principles of effective manual handling including planning, equipment, training and individual limitations. |
| Additional information: | <ul style="list-style-type: none"> • Practical based course using specific case studies and examples depending on the target audience. • Practical sessions using items which the target audience would lift in their normal day to day work. |
| CPD | Yes. |

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| Course: | 14. NEBOSH National Certificate in Fire Safety and Risk Management |  |
| Duration: | 11 days (Including exam). | |
| Target audience: | <ul style="list-style-type: none"> • People with fire safety responsibilities at work. • Those tasked with carrying out fire risk assessments and preventing loss of life and property. | |
| Aim and objectives: | <ul style="list-style-type: none"> • Principles of fire and explosion. • Causes and prevention of fires. • Fire protection in buildings and ensuring the safety of people in the event of fire. • Crucially, the practical element of the course also ensures that participants can carry out, unaided, a fire risk assessment and prepare a recommendations report for management. | |
| Additional information: | <ul style="list-style-type: none"> • Candidates are assessed with written examinations for each of the two taught units in addition to the fire safety risk assessment. • A unit certificate is issued denoting successful achievement of each unit. A certificate parchment is issued on successful achievement of the two units and the practical assessment. | |
| CPD | Yes. | |

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| Course: | 15. NEBOSH National General Certificate in Health and Safety |  |
| Duration: | 11 days (Including exam). | |
| Target audience: | <ul style="list-style-type: none"> • Many people take the NEBOSH National General Certificate because it gives them the skills and know-how to fulfil their health and safety responsibilities. • It's a first step towards a life-long career in occupational safety and health. Some take the Certificate because it's what their employer expects, while others simply want to learn something new and interesting that's useful vocationally. <p>The NEBOSH National General Certificate is one of the most widely recognised health and safety qualifications in the world.</p> | |
| Aim and objectives: | <ul style="list-style-type: none"> • Health and safety management systems – Planning. • Health and safety management systems – Organising. • Health and safety management systems - Policy Health and safety management systems – Measuring Performance, Audit and Review. • Fire safety. • Electrical safety. • Work equipment hazards and risk control. • Musculoskeletal hazards and risk control. • Transport hazards and risk control. • Chemical and biological health. • Physical and psychological health hazards and risk controls. | |
| Additional information: | <ul style="list-style-type: none"> • Candidates are assessed with written examinations for each of the two taught units. There is also a practical assessment to help you apply your learning at work and add value for your employer. | |
| CPD | Yes. | |

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| Course: | 16. Practical Risk Assessment |
| Duration: | 0.5 day. |
| Target audience: | Those who have responsibilities completing or reviewing risk assessments. |
| Aim and objectives: | <ul style="list-style-type: none"> • To discuss the law and guidance in relation to risk assessment. • To identify the principles of risk assessment using UK related case studies and examples. • To explain the risk assessment process and complete examples. • Completing the circle – what to do once assessments have been documented, e.g. implementation, explanation, additional controls, and sign off. |
| Additional information: | <ul style="list-style-type: none"> • Practical based course which will use real sites and/or real case studies to practice risk assessment. • Course can include other related assessments such as COSHH and manual handling. • Explain the importance of effective record management. |
| CPD | Yes. |

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| Course: | 17. Site Safety Awareness Course |
| Duration: | 0.5 day. |
| Target audience: | Property management and facilities management professionals who inspect properties as part of their day to day work activities. |
| Aim and objectives: | <ul style="list-style-type: none"> • To explain and discuss the legislation and guidance in relation to construction sites and the built environment. • To discuss how to establish safe sites during set up. • To review construction phase health and safety. • Selecting and use of personal protective equipment. • Planning site inspections / visits. • To review how to maintain your own safety and that of others. |
| Additional information: | <ul style="list-style-type: none"> • Based on the RICS Surveying Safely Guide and HSE Guidance |
| CPD | Yes. |

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| Course: | 18. Personal Safety and Lone Working |
| Duration: | 0.5 days |
| Target audience: | Anyone who completes site visits, including surveyors, building managers, estate agents and valuers etc. |
| Aim and objectives: | <ul style="list-style-type: none"> • To discuss the risks associated with lone working in practical terms using case studies and statistics. • To explain Lone Working and its practical implementation. • To explain the principles of lone working risk assessment and the options available for minimising risk where lone working cannot be avoided. • To discuss the principles of personal safety during travel, when working alone and when on site. |
| Additional information: | <ul style="list-style-type: none"> • Use case studies, accident data etc. from real events from UK. |
| CPD | Yes. |

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| Course: | 19. Work at Height |
| Duration: | 1 day. |
| Target audience: | Those who have responsibilities for instructing and controlling work at height. |
| Aim and objectives: | <ul style="list-style-type: none"> • To discuss the requirements of the Work at Height Regulations and the principles of the hierarchy of control measures. • To explain the principles of the following: individual and collective control measures, prohibiting access to the drop zone, work near fragile surfaces etc. • To detail the specific roles and responsibilities of those involved in work at height control, e.g. site manager, maintenance contractor, employee. • To explain the principles of work at height risk assessment. |
| Additional information: | <ul style="list-style-type: none"> • Practical based course using specific UK case studies and examples depending on the target audience. • To review and compare the various control measures available including scaffolding, portable ladders, elevating platforms, fall prevention and fall arrest systems and nets/airbags. |
| CPD | Yes. |

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| Course: | 20. Workstation / DSE Assessor |
| Duration: | 0.5 day. |
| Target audience: | Those involved in carrying out DSE assessments or co-ordinating the findings of self-assessments. |
| Aim and objectives: | <ul style="list-style-type: none"> • To explain and discuss the legislation, guidance and case law in relation to DSE. • To discuss the principles of ergonomics and workstation set up. • To explain DSE and its implementation. |
| Additional information: | <ul style="list-style-type: none"> • To discuss how to deal with health related issues identified via DSE assessments and the role of occupational health. • Through practical's and demonstrations, explain how to set up workstations which are comfortable and effective to use. • To identify sources of further assistance in relation to any long term health related issues. |
| CPD | Yes. |