

**“MY ASSESSOR WAS VERY SUPPORTIVE
AND HELPFUL.”**

- SARAH, NFU

health & safety

THE SECTION WILL COVER:

- Early Years Health & Safety
- Health & Safety for Engineering Managers & Supervisors
- CIEH Level 2 Award in Health & Safety in the Workplace - Comply Training
- CIEH Level 2 Award in Conflict Resolution & Personal Safety - Comply Training
- CIEH Level 3 Award in Risk Assessment Principles & Practice - Comply Training
- Manual Handling
- Health & Safety of Safety Committees & Work Groups
- Appointed Person (First Aid)
- First Aid at Work
- First Aid at Work Refresher
- CIEH Intermediate Certificate in Supervising Health & Safety
- CIEH Professional Trainer Certificate - Comply Training
- Basic Fire & Evacuation Course - Harry Yale
- The Fire Wardens/Marshal's Course - Harry Yale
- Protection of Vulnerable Adults from Abuse Training (POVA) - Harry Yale
- CIEH Principles of COSHH - Harry Yale
- CIEH Risk Assessors Course - Harry Yale
- Introduction to HSE & Work Stress Management - Simone Ryder
- Take Control of Stress - Trudie Donnelly

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EARLY YEARS HEALTH AND SAFETY

Who Should Participate:

Anyone who works in a childcare setting e.g. nurseries and childminders.

Key Objectives:

- Educate staff in their role and responsibilities in health and safety
- Enable staff to carry out risk assessment
- Ensure that a childcare setting is a safe place for young children and staff
- Raise awareness of health and safety issues

Course content:

- Health and Safety Law
- RIDDOR & COSHH
- Causes of Accidents and Prevention
- Work Place Design, Work Equipment
- Electricity, Fire, Emergency Procedures
- First Aid, Manual Handling, Noise
- Risk Assessment, Training, Personal Protective Equipment
- Occupational Health, Stress, Infection etc

Course outcome:

Enable the better understanding of relevant health and safety issues in childcare environments.

Participants will receive a certificate of attendance.

DURATION: 6 hours

COST: Cost on application

HEALTH & SAFETY FOR ENGINEERING MANAGERS AND SUPERVISORS

Who Should Participate:

Managers and supervisors who have a responsibility for the health and safety of their teams.

Key Objectives:

On completion of the course, participants will be able to work safely and organise the safe working practices of their teams.

Course content:

- The Legal Framework Common and Statute Law
- Health & Safety Policies
- Risk and Risk Assessment
- Aspects of Safety and Health e.g. Noise, COSHH
- Manual Handling
- Work Equipment etc.
- Managing Health & Safety
- Human Factors and Attitudes

Course outcome:

Certificate of Participation.

DURATION: 12 hours. 3 hours per week for 4 weeks

COST: Cost on application

PROGRESSION ROUTE: This course will give participants the grounding for NEBOSH or IOSH courses.



01789 297335



sbs@stratford.ac.uk



SBS Cygnet Court,
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CIEH LEVEL 2 AWARD IN HEALTH AND SAFETY IN THE WORKPLACE – COMPLY TRAINING

Who Should Participate:

All employees.

Key Objectives:

By the end of the programme, participants will be able to understand:

- The nature of Health and Safety, the consequences of poor health and safety standards and the benefits of good standards
- Common types and causes of work-related accidents and ill health
- Occupational, environmental and human factors that can affect health and safety
- The importance of risk assessment in maintaining a safe and healthy environment

Course content:

- Legislation
- Health
- Safety
- Welfare
- The Workplace and Workplace Equipment
- Hazardous Substances
- Risk Assessment
- Manual Handling
- Ergonomics and Work Station Design
- Transport and Vehicles
- Noise and Vibration

Course outcome:

Successful participants will gain the CIEH Level 2 Award in Health and Safety in the Workplace.

DURATION: 1 day

COST: Cost on application

PROGRESSION ROUTE: CIEH Intermediate Certificate in Supervising Health and Safety

CIEH LEVEL 2 AWARD IN CONFLICT RESOLUTION AND PERSONAL SAFETY – COMPLY TRAINING

Who Should Participate:

All employees, with an emphasis on staff who have daily contact with the public or who may face confrontational situations.

Key Objectives:

- To understand the causes of conflict
- To recognise how conflict can escalate to violence
- To understand how to de-escalate a confrontational situation

Course content:

- The Legal Framework
- Conflict Within the Work Environment
- Resolving Confrontational Situations
- Personal Safety

Course outcome:

- Successful participants will gain the CIEH Level 2 Award in Conflict Resolution and Personal Safety.

DURATION: 1 day

COST: Cost on application

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CIEH LEVEL 3 AWARD IN RISK ASSESSMENT PRINCIPLES AND PRACTICE – COMPLY TRAINING

Who Should Participate:

Managers or supervisors responsible for conducting risk assessments in the workplace.

Key Objectives:

- To enable participants to carry out risk assessments
- To equip participants with the knowledge and skills necessary to undertake workplace risk assessment

Course content:

- Key Legislation
- Principles of Risk Assessment
- Controls
- Documentation
- Risk Assessment in Practice
- Monitoring Controls

Course outcome:

Successful participants will gain the CIEH Level 3 Award in Risk Assessment Principles and Practice.

DURATION: 1 day

COST: Cost on applications

PROGRESSION ROUTE: CIEH Advanced Certificate in Health and Safety in the Workplace

MANUAL HANDLING

Who Should Participate:

All workers to ensure their understanding of the importance of good back care and safe manual handling in the workplace.

Key Objectives:

To develop an awareness of the reasons for caring for the back and to be able to put into practice safe manual handling practices.

Course content:

- Legislation
- Anatomy of the Spine
- Causes and Types of Manual Handling Injuries
- Risk Assessment
- Control Options
- Good Practice in Manual Handling

Course outcome:

College accredited certificate.

DURATION: 3 hours

COST: Cost on application



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HEALTH & SAFETY OF SAFETY COMMITTEES AND WORK GROUPS

Who Should Participate:

Safety committee work teams.

Key Objectives:

On completion of the course, participants will be able to demonstrate their understanding of work safety and contribute effectively to workplace safety.

Course content:

- The Legal Framework
- Health & Safety Policies
- Consultation
- Risk Assessment
- Outline of Regulations
- Human Factors and Attitudes

Course outcome:

Certificate of Achievement.

DURATION: 2 x 3 hour sessions

COST: Cost on application

PROGRESSION ROUTE: Participants will be able to move on to other similar short courses in Health and Safety

APPOINTED PERSON (FIRST AID)

Who Should Participate:

Anyone required to undertake the responsibilities of an appointed first aider within a workplace.

Key Objectives:

To develop an awareness of the responsibilities of an appointed first aider.

Course content:

- Recognising Life Threatening Situations
- Getting Appropriate Help
- CPR
- Recovery Position
- Choking
- Bleeding
- Broken Bones

Course outcome:

College accredited Appointed Person Certificate.

DURATION: 1 day (minimum of 4 hours)

COST: Cost on application

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FIRST AID AT WORK

Who Should Participate:

Anyone required to undertake the responsibilities of first aider within their working environment.

Key Objectives:

- Recognising and managing life threatening situations
- Providing and getting appropriate help

Course content:

Responsibilities of a first aider:

- Legislation
- CPR
- Recovery Position
- What to Do in the Event of Someone Choking
- Respiratory Problems
- Circulatory Problems
- Skeletal Problems
- Other Health Problems

Course outcome:

HSE accredited First Aid at Work Qualification.

DURATION: 4 days (24 hours in total)

COST: Cost on application

FIRST AID AT WORK REFRESHER

Who Should Participate:

First aiders who have already achieved the initial 'First Aid at Work' qualification.

Key Objectives:

To update the skills already learnt on the initial 'First Aid at Work' course.

Course content:

Responsibilities of a first aider:

- Legislation
- CPR
- Recovery Position
- What to Do in the Event of Someone Choking
- Respiratory Problems
- Circulatory Problems
- Skeletal Problems
- Other Health Problems

Course outcome:

HSE accredited First Aid at Work qualification valid for 3 years.

DURATION: 2 days (12 hours in total)

COST: Cost on application



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CIEH INTERMEDIATE CERTIFICATE IN SUPERVISING HEALTH AND SAFETY

Who Should Participate:

Supervisors, owners, team leaders or managers responsible for health and safety.

Key Objectives:

To improve the health and safety culture of organisations.

Course content:

- Concept of Health and Safety
- Accidents in the Workplace
- Ill Health in the Workplace
- Legal Provisions in the UK
- Health and Safety Organisation and Management
- Supervising Health and Safety

Course outcome:

Successful participants will be awarded the CIEH Intermediate Certificate in Supervising Health and Safety.

DURATION: 3 days

COST: Cost on application

PROGRESSION ROUTE: CIEH Advanced Certificate in Health and Safety in the Workplace

CIEH PROFESSIONAL TRAINER CERTIFICATE – COMPLY TRAINING

Who Should Participate:

Anyone who wishes to become a CIEH registered trainer and develop their training delivery and presentation skills.

Key Objectives:

To extend the content of basic training techniques, taking into account some of the recent advances in accelerated learning and NeuroLinguistic Programming (NLP).

Course content:

- Training Skills
- Identifying Training Needs and Objectives
- Adapting to Learning Styles and Preferences
- Responding to Environmental Factors
- Developing and Planning for Training
- Assessing the Effectiveness of Training
- Evaluating a Training Session

Course outcome:

Successful participants will be able to structure, design and deliver interesting and stimulating training and will be awarded the CIEH Professional Trainer Certificate.

DURATION: 3 days

COST: Cost on application

PROGRESSION ROUTE: In conjunction with a Level 4 or equivalent qualification, successful participants may register as a CIEH trainer

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BASIC FIRE AND EVACUATION COURSE – HARRY YALE

Who Should Participate:

Members of a company or organisation who have not received fire training as part of their induction course.

Key Objectives:

- Identify the requirements of their role within the company fire team
- Identify the main causes of fire
- Identify the fire precautions that exist within the premises
- Understand the need for fire precautions in the workplace
- Assist in the evacuation of premises in the event of an emergency
- Select and safely use the correct extinguisher to deal with a small fire

Course content:

Coverage of all basic requirements of fire prevention and evacuation. The course will help participants to identify and understand the need for fire precautions and how to select and correctly use fire fighting equipment.

Course outcome:

Certificate on course completion.

DURATION: 2 hours

COST: Cost on application

PROGRESSION ROUTE: Fire Wardens/Marshal's course

THE FIRE WARDENS/MARSHAL'S COURSE – HARRY YALE

Who Should Participate:

Members of a company or organisation who are nominated as Fire Marshals/Wardens. This course conforms to the requirements of the 'Regulatory Reform (Fire Safety) Order 2005' which came into force on October the 1st 2006.

Key Objectives:

- Identify the requirements of their role within the company fire team
- Take preventive measures to protect the lives of staff and visitors
- Identify the fire precautions that exist within the premises
- Predict the consequences of a serious fire within the company
- Spot potential fire hazards that may exist and implement measures to remove or reduce the level of hazard
- Take charge of evacuation procedures and first-aid fire fighting operations in the event of fire
- Select and safely use the correct extinguisher to deal with a small fire

Course content:

The course covers all aspects of taking on the role within your company structure. From understanding the requirement for the role, to implementing mechanisms to control predicted consequences of a serious fire within your company.

Course outcome:

Certificate on course completion.

DURATION: 1 day (7 hours to suit)

COST: Cost on application

PROGRESSION ROUTE: Fully accredited Health and Safety courses



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PROTECTION OF VULNERABLE ADULTS FROM ABUSE TRAINING (POVA) – HARRY YALE

Who Should Participate:

Organisations who have not yet carried out training for their workforce, as required by the Care Standards.

Key Objectives:

- Ensure all members of the workforce understand the term “abuse”
- Show that they will not allow abuse of vulnerable adults within their establishment
- Provide support to members of staff and service users to prevent abuse
- Understand the need for effective training and record keeping
- Ensure that company employees act in a responsible manner whilst carrying out their duties

Course content:

The POVA course covers all aspects of abuse, including the Laws governing abuse, defining abuse, how to recognise and deal with abuse in its various forms, as defined in the Department of Health’s document “No Secrets.”

Course outcome:

Certificate on course completion.

DURATION: 1 day

COST: Cost on application

PROGRESSION ROUTE: Fully accredited Care courses

CIEH PRINCIPLES OF COSHH – HARRY YALE

Who Should Participate:

Members of the company/organisation who need to be aware of the use and storage of hazardous products as dictated by ‘The Control of Substances Hazardous to Health Regulations’.

Key Objectives:

- Identify the requirements of the COSHH regulations
- Take measures to protect the lives of visitors and staff
- Identify the COSHH safety precautions that exist within the premises
- Predict the consequences of a chemical incident within the premises
- Spot hazards that may exist and implement measures to remove or reduce the level of hazard
- Take charge of operations and evacuation procedures in the event of spillage

Course content:

The course covers the requirements of the COSHH Regulations with regard to the storage and use of hazardous substances.

Course outcome:

Certificate on course completion.

DURATION: 1/2 day (4 hours to suit)

COST: Cost on application

PROGRESSION ROUTE: Full COSHH training course. Accredited Health and Safety courses



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CIEH RISK ASSESSORS COURSE – HARRY YALE

Who Should Participate:

Companies who have not yet trained their Risk Assessors.

Key Objectives:

- State the purpose for, and benefits of, using a risk assessment approach to the management of Health & Safety
- State the basic principles of risk assessment and the stages involved in carrying out risk assessments in practice
- State the key legislative requirements on risk assessment
- Carry out, record, monitor and review risk assessments within their own working environment (subject to possession of the necessary technical knowledge and skills)
- Additionally they will be aware of the limitations of their personal knowledge and experience and will know when to seek further information, guidance and assistance

Course content:

The Risk Assessors on this course acquire knowledge and practical skills to improve their competency in carrying out general risk assessments under 'The Management of Health & Safety at Work Regulations 1999'.

Course outcome:

Certificate on course completion.

DURATION: 1 day plus time required to complete their final assessment

COST: Cost depends on funding options

PROGRESSION ROUTE: Accredited Health and Safety courses

INTRODUCTION TO HSE AND WORK STRESS MANAGEMENT – SIMONE RYDER

Who Should Participate:

Business owners or managers who want to understand the HSE standards to work-related stress management and need to implement their own wellbeing policy.

Key Objectives:

Beat stress in your business before it beats you!
An introduction to effective stress management in the workplace.

Course content:

- Understand HSE Stress Management Standards
- Why Stress Management is so Important
- The Causes of Stress at Work
- How to Identify Good Stress and Bad Stress
- The Importance of Dealing with Stress Effectively
- Developing an Action Plan and Wellbeing Policy for the Health of Your Business or Organisation

Course outcome:

- The moral and legal obligations for owner/managers regarding HSE standards in dealing with work-related stress
- Understanding the responsibility to apply stress management to self and in good management practise
- Clarify further staff requirements in wellbeing and self-empowerment skills training to benefit business and employee performance

DURATION: Half-day open seminar – 20 plus delegates

COST: Cost depends on funding options

PROGRESSION ROUTE: Wellbeing and Self Empowerment coaching (for managers, for employees) - See course outline
The Action Wellbeing Programme - See course outline



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TAKE CONTROL OF STRESS – TRUDIE DONNELLY

Who Should Participate:

- Human Resource Professionals
- Health and Safety Professionals
- Business Owners
- Managers
- Anyone with responsibility for implementing stress management activities within the organisation

Key Objectives:

To provide managers, HR and Health and Safety professionals and business owners with a clear business case and practical framework for tackling stress in the workplace and to ensure compliance with HSE Management Standards for work-related stress.

Course content:

- What is Stress?
- The Legal Context
- The Business Drivers
- HSE Guidance
- Minimal Requirements vs. Best Practice Models
- How to Develop a Policy
- How to Undertake an Audit
- How to Integrate Stress Management and Wellbeing Promotion Within the Business

Course outcome:

Participants will:

- Understand why it is essential to tackle work-related stress
- Understand the benefits from addressing this issue
- Know how to develop a business case for managing stress
- Understand the current legislation surrounding work-related stress

- Have developed a practical and personalised plan of action to help their organisation tackle work-related stress

DURATION: 1 half-day

COST: Cost on application

PROGRESSION ROUTE: A Manager's Guide to Managing Stress & Promoting Wellbeing at Work.



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