



Health and Safety Training Courses

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Every successful business recognises that the prevention of accidents and ill health at work is a prime consideration and essential in protecting its brand and reputation.

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Why Invest in Health and Safety Training?

Every successful business recognises that the prevention of accidents and ill health at work is a prime consideration and an important factor in protecting its brand and reputation. Tragically, hundreds of people are killed every year from workplace accidents with millions left injured or suffering ill health*. As a result, accident prevention - and in particular developing a competent workforce - should be a key priority for any organisation.

The provision of effective health and safety training is a key ingredient in ensuring a competent workforce. It will help you:

1. Reduce the number of accidents and ill health
2. Satisfy your statutory duties
3. Avoid the financial costs of accidents and ill health
4. Develop a positive safety culture, where safe and healthy working is the norm.

No matter what your industry sector, the nature or size of your business, all employees should be provided with appropriate and suitable health and safety training from senior directors to operatives.

**Research from www.hse.gov.uk*

Our Innovative Approach

Thomas Carroll Management Services are a recognised leader in the delivery of nationally accredited and bespoke health and safety training. We offer an extensive range of courses, either on site or at one of our training centres. Our courses are designed to empower your workforce and provide individuals with the confidence to address health and safety issues effectively.

We are committed to delivering the highest quality training and we tailor our approach to suit the individual needs of every organisation. Each course involves a combination of theoretical knowledge, practical sessions and, where appropriate, workplace tours to ensure that the training is relevant, engaging and enjoyable.

Our People

All of our trainers are Chartered Members of the Institute of Occupational Safety and Health or the Chartered Institute of Environmental Health. Our experienced trainers have considerable expertise in helping businesses in all sectors to implement pragmatic and workable solutions.

Testimonials



Thomas Carroll Management Services have been invaluable in providing bespoke and engaging training solutions and support services tailored to our specific needs.

Robert Fleck
Celsa Manufacturing



One of the stand out things about the service is that Thomas Carroll make sure they understand your business and the challenges you face as an employer. This means the advice given is balanced and can always be relied upon.

Ray Earls
Innovate Trust



The structure enables Yankee Candle to implement and manage an excellent health and safety system, with Thomas Carroll providing guidance and support

Gary Webb
Yankee Candle



Since 2009 we have found their consultants to be highly knowledgeable and engaging. Thomas Carroll have enhanced our risk management strategies and enabled us to reduce costs.

Jonathon Poyner
Wales Millennium Centre



TCMS have become an integral part of our health and safety structure with a friendly, competent and reliable service.

Jonathan James
Principality Building Society



Client Survey

We always put clients first, and this has led to strong, long-lasting relationships. In a recent survey, 98% of our customers said they would recommend Thomas Carroll Management Services to other organisations.*

*Client survey conducted 2014

Accident Reporting and Investigation

Aims

This course aims to ensure that delegates are able to effectively investigate workplace accidents and understand the importance of reporting incidents both internally and externally.

Who should attend?

Anyone who has responsibility for investigating and reporting accidents in the workplace.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- Legal requirements
- Accident reporting
 - Reasons for reporting
 - Internal reporting procedures
 - External reporting procedures – RIDDOR
- Accident statistics
- Near miss incidents
- Accident investigation
 - Accident causation
 - Reasons for investigation of accidents
- Practical exercise
 - Undertaking an investigation in practice



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Asbestos Awareness

Aims

This course aims to provide delegates with an understanding and appreciation of the legal and practical requirements to protect themselves, their employees and visitors from the risks associated with asbestos on their premises.

Who should attend?

The course will be of particular interest to those working with asbestos or those with a direct or indirect responsibility for the management of asbestos in the workplace.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- Types and properties of asbestos
- Health effects of exposure to asbestos
- Uses and likely occurrences of asbestos
- Identification and location of asbestos in buildings
- Asbestos-containing materials and products
- Legislative guidance on asbestos and related legislation
- Duty to manage asbestos in non-domestic premises

CDM Awareness

Aims

This course aims to provide delegates with an understanding of the main requirements of the Construction (Design and Management) Regulations, including the roles and responsibilities of dutyholders.

The course will also provide delegates with a clear and practical understanding of the Construction Phase Plans and Health and Safety File together with health and safety requirements for construction projects.

Who should attend?

Anyone involved in construction projects.

Course duration:

A half day non-residential training workshop.

Course topics include:

- Background and objectives to the CDM regulations
- Notification of CDM projects
- Roles and responsibilities of duty holders
- Competence
- Domestic client projects
- Contents of health and safety plans and file
- Construction site safety requirements
- Industry guides and additional sources of advice and information

Confined Spaces Awareness

Aims

This course aims to provide delegates with a thorough understanding of the dangers associated with confined spaces and the precautions required to enter, work in and leave a confined space safely.

Who should attend?

Anyone who is required to manage or undertake work in a confined space.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- Definition and types of confined spaces
- Legal requirements
- Confined space hazards
- Permits to work
- Safe working procedures
- Hygiene
- Personal protective equipment
- Gas detection
- Access equipment
- Selection of equipment
- Accident and emergency procedures

Conflict Management

Aims

This course aims to provide delegates with the confidence and competence to prevent and manage conflict situations.

Who should attend?

Anyone who is likely to be involved in dealing with conflict situations whether they work alone or as part of a group.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- Health and safety responsibilities
- Policy and guidance
- Causes of conflict
- Identification of potential triggers and flashpoints
- Provision of proactive service delivery
- Risk reduction and lone working
- Verbal and non-verbal communication
- Managing incidents and post-incident considerations

Control of Substances Hazardous to Health (COSHH) Awareness

Aims

This course aims to provide delegates with a clear understanding of the hazards associated with the use of hazardous substances in the workplace and the precautions required to use them safely.

Who should attend?

All employees who use hazardous substances in the workplace as well as those persons designated to carry out COSHH risk assessments.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- Legal requirements
- Main hazards in the workplace arising out of substances
- Forms of chemical and biological agents
- Sources and routes of entry
- Exposure limits and monitoring
- Data sheets and risk phrases
- Workplace Exposure Limits and the role of EH40
- Selection of appropriate control measures
- Use and limitations of personal protective equipment
- Maintenance of control measures and statutory examination



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Control of Substances Hazardous to Health (COSHH) Risk Assessment

Aims

This course will provide delegates with the competence to carry out COSHH risk assessments in line with the Health & Safety Executive's Approved Code of Practice.

Upon successful completion of the course, delegates will be awarded a Thomas Carroll Management Services 'COSHH Risk Assessment' training certificate.

Who should attend?

Any person required to carry out COSHH risk assessments.

Course duration:

A one day non-residential training workshop.

Course topics include:

- Legal requirements
- Main hazards in the workplace arising from the use of substances
- Forms of chemical and biological agents
- Sources and routes of entry
- Exposure limits and monitoring
- Data sheets and risk phrases
- Workplace Exposure Limits and the role of EH40
- Selection of appropriate control measures
- Use and limitations of personal protective equipment
- Maintenance of control measures and statutory examination
- Risk assessment in practice

Developing Method Statements

Aims

This course aims to ensure delegates understand the theory and practice of risk assessments and the development of suitable method statements.

Who should attend?

Anyone who has responsibility for undertaking risk assessments and developing method statements.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- The legal duty to assess and manage risks
- Aspects of the workplace, work activities and processes that need assessment
- Understanding the difference between hazard and risk
- Calculating the likelihood and severity of risk
- Persons at risk
- Determining the adequacy of existing precautions and additional precautions
- Development and implementation of method statements
- Generic and site-specific method statements
- Permits to work
- Practical exercise

Display Screen Equipment Risk Assessor

Aims

This course aims to provide those responsible for undertaking display screen equipment risk assessments with the competence to analyse workstations to assess and reduce risks and to ensure that workstations meet specified minimum requirements.

Who should attend?

Anyone responsible for undertaking display screen equipment risk assessments.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- Legal requirements
- Risks from VDU work
- Analysis of workstations to assess and reduce risks
- Minimum workstation requirements
- Daily work routine of users
- Eyes and eyesight
- Provision of training
- Provision of information
- Practical assessment exercise



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Employee Safety Awareness

Aims

This course aims to raise the health and safety awareness of employees at all levels, so that they understand their individual responsibilities and can contribute positively to the management of health and safety in the workplace.

Who should attend?

Any employee who needs to be more aware of the hazards of their workplace and of their work activities.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- Common hazards in the workplace
- The working environment
- Causes of injury and ill health at work
- Duties of employers and employees under health and safety law
- The need to report hazards
- Safe systems of work
- The importance of attitudes to risk and the potential for human error
- The role of enforcement officers in preventing injuries and ill health



Event Management

Aims

This course aims to provide delegates with an understanding of their legal responsibilities and to provide them with the knowledge to facilitate the successful planning and management of events.

Who should attend?

Anyone who has responsibility for organising or planning events.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- Importance of managing risk
- Planning and management
 - Event management strategy
 - Event management team
 - Planning stages
 - » Policy
 - » Planning
 - » Competence
 - » Contractors
 - » Control
 - » Co-operation
 - » Communication
- Event management plan and risk assessment

Fire Awareness Training

Aims

This course is designed to provide delegates with a thorough understanding of fire safety legislation and their role and responsibilities as fire wardens.

Who should attend?

All employees will benefit from the course, but it is designed to give personnel the necessary information, knowledge and training for them to be competent in basic fire safety.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- Fire safety legislation
- Basic fire prevention
- Chemistry of fire
- Classes of fire
- Common causes of fire
- How fire spreads
- Evacuation procedures
- Fire-fighting equipment

Fire Warden Training

Aims

This course aims to provide delegates with a thorough understanding of fire safety legislation and their role and responsibilities as fire wardens.

Who should attend?

All employees will benefit from the course, but it is especially useful to those with a designated responsibility as fire wardens.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- Fire safety legislation
- Fire safety precautions
- Fire statistics
- The anatomy of fire
- Common causes of fire including arson
- The typical role of a fire warden in relation to workplace fire safety
- Action on discovering a fire
- Evacuation procedures
- Human behaviour in fire
- Fire action notices
- Regular fire safety checks
- Record keeping
- Staff induction
- Fire extinguishing methods
- Selecting the correct extinguisher
- Practical exercises

Health and Safety Awareness

Aims

This course aims to ensure that employees at all levels recognise that their collective actions contribute to health and safety in the workplace and that they fully understand their individual responsibilities.

Who should attend?

The course is designed for employees from any organisation who may need to be more aware of the hazards of their workplace and of their work activities.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- Introducing working safely
- Identifying common hazards
- Improving safety performance
- Protecting the environment

Health and Safety Awareness for Line Managers

Aims

This course aims to help line managers understand the important role they play in influencing the health and safety culture of an organisation and what is expected of them as an individual and as a line manager.

Who should attend?

Anyone with line management responsibility who is seeking the knowledge and information required to be more aware of their role in implementing health and safety in the workplace.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- Reasons for managing health and safety
- Duties of employers and employees under health and safety law
- Common failures
- The role of line managers
- Hazard spotting techniques
- Risk perception and control
- Workplace precautions
- Enforcement in the workplace
- Improving safety performance
- Communication
- The vital link



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Health and Safety Awareness for Trade Apprentices

Aims

This course aims to provide apprentices with an introduction to health and safety management to ensure that they have a comprehensive and clear understanding of the dangers they face in the workplace, the processes in place to protect them and what they can do to keep themselves safe.

The course will utilise current guidance issued by Construction Skills and will be tailored to each specific trade.

Who should attend?

Apprentices of all trades.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- Legislative requirements
- Occupational health and hygiene
- Working at height
- Plant and equipment
- Hazards at work
- Personal protection
- Environmental management
- Fire and fuels

Institution of Occupational Safety and Health (IOSH) Managing Safely

Aims

This course aims to ensure managers and supervisors understand their responsibilities for health and safety and how to administer these activities in accordance with the safety policy of the organisation and health and safety legislation.

Following the syllabus laid down by the Institution of Occupational Safety and Health, the course covers the broad spectrum of health and safety law, together with principles of accident prevention, occupational health and human factors.

Upon successful completion of a written examination and practical assessment, delegates will be awarded an Institution of Occupational Safety and Health 'Managing Safely' training certificate.

Who should attend?

The course is designed for people in supervisory or management positions in all types of organisations, who need a basic understanding of health and safety at work.

Course duration:

A four day non-residential training workshop.

Course topics include:

- Introducing managing safely
- Assessing risks
- Controlling risks
- Understanding individual responsibilities
- Identifying hazards
- Investigating accidents and incidents
- Measuring performance
- Protecting the environment

Institution of Occupational Safety and Health (IOSH) Managing Safely Refresher

Aims

This course will enable delegates to positively contribute to health and safety in their workplace by revisiting and reinforcing the key issues covered in the IOSH Managing Safely training course, while also addressing changes in relevant legislation, guidance and good practice.

Upon successful completion of a short answer assessment, delegates will be awarded an Institution of Occupational Safety and Health 'Managing Safely Refresher training certificate.

Who should attend?

The course is specifically designed for anyone who has attended the IOSH Managing Safely training course in the last three years.

Course duration:

A one day non-residential training workshop.

Course topics include:

- Revisiting managing safely
- Changes in good practice, guidance and legislation
- Understanding responsibilities
- Assessing risks
- Controlling risks
- Investigating accidents and incidents
- Health and safety management systems
- Measuring performance

Institution of Occupational Safety and Health (IOSH) Working Safely

Aims

This course will enable employees at all levels to ensure that their individual and collective actions contribute to health and safety in the workplace and that they understand their responsibilities.

Following the syllabus laid down by the Institution Of Occupational Safety and Health, the course covers hazard identification, accident reporting and workplace precautions.

Upon successful completion of a multiple choice written examination and practical workplace safety assessment, delegates will be awarded an Institution of Occupational Safety and Health 'Working Safely' training certificate.

Who should attend?

The course is designed for employees from any organisation who may need to be more aware of the hazards of their workplace and of their work activities.

Course duration:

A one day non-residential training workshop.

Course topics include:

- Introducing working safely
- Defining hazard and risk
- Identifying common hazards
- Improving safety performance
- Protecting the environment

Institution of Occupational Safety and Health (IOSH) Working Safely Refresher

Aims

This course will enable delegates to positively contribute to health and safety in their workplace by revisiting and reinforcing the key issues covered in the IOSH Working Safely training course, while also addressing changes in relevant good practice, guidance and legislation.

Upon successful completion of a multiple choice written assessment, delegates will be awarded a Thomas Carroll Management Services 'Working Safely Refresher' training certificate.

Who should attend?

The course is specifically designed for anyone who has attended the IOSH Working Safely training course.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- Revisiting working safely
- Changes in good practice, guidance and legislation
- Improving safety performance



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Lone Working

Aims

This course aims to ensure that anyone who is involved in lone working is aware of the risks presented by their unique working environment and the precautions they should take to minimise the risk.

Who should attend?

Anyone who works alone or who has responsibility for lone workers.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- Situations where lone working can arise
- Recognising potentially difficult situations
- Assessing the risk
- Techniques for diffusing difficult situations
- Responding assertively in difficult situations
- Personal safety measures
- Safe working practices and emergency procedures

Managing Contractors

Aims

This course aims to provide delegates with an understanding of the importance of effectively selecting, managing and monitoring contractors.

Who should attend?

Anyone who is responsible for selecting, managing and monitoring contractors.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- Importance of managing contractors
- Legal duties
- Roles and responsibilities
- Types of contract – extent of control
- Assessment procedure
- Identifying the job
- Selecting a contractor
- Exchanging information
- Communication and cooperation
- Monitoring and review
- Agency workers

Manual Handling Awareness

Aims

This course aims to ensure anyone who undertakes manual handling tasks at work understands the hazards associated with manual handling and the techniques required to avoid injury.

Who should attend?

All employees who are involved in manual handling activities.

Course duration:

A two hour interactive workshop.

Course topics include:

- Duties of employers and employees under health and safety law
- Health effects
- Reducing the risk of injuries
- Good handling techniques
- Types of lifts
- Practical exercise



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Manual Handling Train-the-Trainer

Aims

This course aims to provide delegates with a thorough understanding of the hazards associated with manual handling activities and the techniques required to avoid injury, together with the presentation skills required to train others within their organisation in basic manual handling awareness and safe lifting techniques.

Who should attend?

Employees from any organisation who may need to be trained as trainers in safe manual handling techniques.

Course duration:

A two-day non-residential training course.

Course topics include:

- Understanding the potential barriers to learning that may exist with individual delegates
- Identifying ways to overcome the barriers and encourage positive interaction
- Understanding the importance of preparation
- Effective presentation skills and different styles of training
- Practical presentation techniques and peer review
- Duties of employers and employees under health and safety law
- Benefits of preventing manual handling injuries
- Basic anatomy
- Practical handling techniques
- The use of mechanical aids and team lifting
- Principles of training and training needs
- Fitness and manual handling
- Specific risk assessments of manual handling tasks

NEBOSH National General Certificate in Occupational Safety and Health

Aims

Following the syllabus laid down by NEBOSH (the National Examination Board in Occupational Safety and Health), this course aims to provide delegates with a comprehensive understanding of key health and safety issues so they can discharge their responsibilities effectively and proactively contribute to the management of health and safety in the workplace.

The course meets the requirements for Technician membership (Tech IOSH) of the Institute of Occupational Safety and Health (IOSH) and Associate membership (AIIRSM) of the International Institute of Risk and Safety Management (IIRSM).

Upon successful completion of a two-part written examination and workplace assessment, delegates will be awarded a 'National General Certificate in Occupational Safety and Health' training certificate.

Who should attend?

The course is designed for managers and supervisors in all types of organisation who have specific health and safety responsibilities and who need an in-depth understanding of health and safety issues.

Course duration:

A ten day non-residential training course delivered in two one-week modules, plus one exam day.

Course topics include:

- Management of health and safety
 - Foundation in health and safety
 - Health and safety management systems
- Controlling workplace hazards
 - Workplace hazards and risk control
 - Transport hazards and risk control
 - Musculoskeletal hazards and risk control
 - Work equipment and risk control
 - Electrical safety and risk control
 - Fire safety and risk control

- Chemical safety and risk control
- Physical and psychological health hazards and risk control

- Health and safety practical applications

Learning objectives

On successful completion of the course, delegates will be able to:

- Understand the legal framework, moral and economic requirements and implications for good standards in health and safety within an organisation
- Develop, promote and communicate an effective health and safety culture in an organisation
- Identify the key features of a health and safety policy, the preparation and review of a health and safety audit
- Understand the importance of proactive and reactive health and safety monitoring measures
- Identify hazards in the workplace and carry out risk assessments, record the findings and review procedures
- Advise on strategies for controlling hazards, reducing risks and applying safe systems of work
- Identify fire hazards and consequential risks, advise on measures to minimise fire risks and develop fire procedures
- Identify the ill health effects of physical work processes and the work environment and recommend suitable measures to combat risks
- Explain the processes and procedures for investigating and reporting accidents at work

The NEBOSH National General Certificate has been accredited and credit rated by the Scottish Qualifications Authority (SQA). It sits in the Scottish Credit and Qualifications Framework (SCQF) at SCQF Level 6 with 15 SCQF credit points.

SCQF Level 6 is comparable to NQF/QCF Level 3 in England, Wales and Northern Ireland.

Needlestick and Sharps Awareness

Aims

This course aims to raise awareness of the risks of needlestick and sharps injuries and outline how individuals can adopt safer working practices to minimise the risk of injury.

Who should attend?

Any employee who may be at risk of sustaining a needlestick or sharps injury throughout the course of their work.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- Hazards associated with needlesticks and sharps
 - Types of work where exposure can occur
 - Where needles/sharps can be found
 - Identifying levels of risk
- Needlestick and sharps control measures
 - General control measures
 - Use of sharps containers
 - Dispensing of sharps
 - Legal requirements
 - Safe working procedures
- Hazards associated with contact with bodily fluids
- Contact with bodily fluids control methods
 - General controls
 - Spill kits
 - Personal hygiene



Office Safety

Aims

This course aims to provide office staff with the information they need to discharge their duties and to ensure they understand the statutory responsibilities for the health and safety of employees, visitors and others who may be affected by their work activity.

Who should attend?

All employees working within an office environment.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- Accident causation and prevention
- Display screen equipment
- Electrical safety
- Fire safety
- First aid
- Manual handling
- Risk assessment
- Safe use of office equipment
- Stress in the workplace



Managing Permits to Work

Aims

This course aims to provide delegates with an understanding of how an effective permit to work system should be managed, in order to control certain types of activities that are potentially hazardous.

Who should attend?

Anyone who is required to issue or manage a permit to work system.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- What is a permit to work?
- Legal requirements
- Activities requiring a permit to work
- Authorised persons
- Effective implementation - case studies
- Human factors in relation to permits to work
- Management of contractors
- Monitoring and auditing
- Record keeping

Principles of Risk Assessment

Aims

This highly interactive course will examine the legal duty to assess and manage risk and the procedures for identifying, measuring and evaluating risk in the workplace.

Emphasis is placed on the completion of practical risk assessment exercises. By the end of the course, delegates will understand the theory and practice of hazard identification and risk assessment.

Who should attend?

The course is suitable for anyone responsible for undertaking risk assessments or managing the risk assessment process.

Course duration:

A one day non-residential training workshop.

Course topics include:

- The legal duty to assess and manage risks
- Aspects of the workplace, work activities and processes that need assessment
- Understanding the difference between hazard and risk
- Calculating the likelihood and severity of risk
- Persons at risk
- Determining the adequacy of existing precautions and additional precautions required
- Developing safe working procedures
- Requirement for specific risk assessments
- Implementing a risk assessment programme
- Practical exercise

Representatives of Employee Safety

Aims

This course aims to provide delegates with an understanding of their duties as representative of employee safety and how to effectively contribute to health and safety management, either by direct consultation or as elected representatives of employee safety.

Who should attend?

All current or potential representatives of employee safety.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- Common hazards in the workplace
- The working environment
- Causes of injury and ill health at work
- Duties of employers and employees under health and safety law
- The importance of attitudes to risk and the potential for human error
- Functions of representatives of employee safety
- Improving safety performance



Safe Use of Ladders

Aims

This highly interactive workshop aims to ensure employees are competent in the safe use of ladders.

Who should attend?

The workshop is designed for all employees required to use ladders during their duties of employment.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- The law
- Ladder selection
- Safe transportation of ladders
- Placement and securing
- Raising and lowering
- Ascending and descending
- Ladder maintenance and accessories

Safe Use of Work Equipment

Aims

This course aims to ensure that those responsible for the safe use of work equipment have a clear understanding of the associated risks and the precautions required to ensure the safety of themselves and others.

Who should attend?

The course is designed for anyone who has responsibility directly or indirectly for the safe use of work equipment.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- The law
- Risk assessment
- Suitability
- Maintenance
- Inspection
- Information and instructions
- Training
- Conformity
- Dangerous parts of machinery
- Protection against specified hazards
- High or very low temperature
- Controls and control systems
- Isolation from sources of energy
- Maintenance operations
- Markings
- Warnings
- Specific risks

Safety for Directors

Aims

This highly interactive workshop aims to ensure that senior management fully appreciate the importance of strategic safety management and the consequences of failing to manage health and safety effectively.

Who should attend?

The workshop is designed for those people who provide strategic leadership, direction and oversight and set the policy on health and safety.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- Importance of managing risk
- Corporate manslaughter
- Leading health and safety
- Successful health and safety management

Stress Management

Aims

This course aims to ensure delegates are able to recognise the symptoms of stress and how to develop procedures and strategies to help reduce its impact on both the individual and the organisation.

Who should attend?

Anyone who would like to learn the techniques and skills needed to manage stress in the workplace.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- Understanding the causes of stress
 - Work and non-work-related factors
- Stress cycle
- Recognising the symptoms of stress
- Physiological, emotional and behavioural effects
- Managing stress through work design
 - Demands
 - Control
 - Support
 - Relationship
 - Change
- Stress management strategies

Stress Management for Managers

Aims

This course aims to improve managers' awareness of stress and its effect on their subordinates, and will provide delegates with a clear understanding of the causes and effects of stress and the skills required for its prevention and management.

Who should attend?

This workshop is designed for managers, supervisors and team leaders.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- Understanding stress
- Stress and you!
- How stress affects you physically and mentally
- Understanding behaviour
- A duty of care
- Management standards and stress risk assessment (SRA) tool
- Organisation policy statement
- Managing team members effectively
- Organisation stress solutions
- Policies, procedures and practices
- Managing stress



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Work at Height

Aims

This course aims to ensure delegates understand the risks associated with working at height and recognise that all work at height needs to be correctly planned, supervised and undertaken safely.

Who should attend?

Employees from any organisation who are involved in work at height.

Course duration:

A half-day non-residential training workshop.

Course Topics Include:

WORK AT HEIGHT

- Definition
- Example of what's included and excluded
- Duty holders

MAIN REQUIREMENTS

- All working at height is planned and organised
- All those involved are competent
- Where appropriate, work at height is avoided and risk assessments are undertaken
- The correct work equipment is selected and maintained
- Consideration is given to fragile surfaces

PLANNING AND ORGANISING

- Planning and supervision
- Danger areas
- Emergency and rescue
- Weather conditions

AVOIDANCE OF WORK AT HEIGHT

- Hierarchy of control
- Risk assessment

SELECTION AND MAINTENANCE OF WORK EQUIPMENT

- Working conditions
- Access and egress
- Distance and consequences of fall
- Duration and frequency of use
- Evacuation and rescue
- Maintenance and inspection

FRAGILE SURFACES

- Avoid work
- Use of coverings
- Guard rails
- Warning notices

SPECIFIC REQUIREMENTS – OVERVIEW

- Means of access and egress
- Guard rails
- Working platforms
- Collective safeguards and arresting falls
- Personal fall protection systems
- Ladders
- Inspection of work equipment

Working with Display Screen Equipment

Aims

This course aims to ensure that employees can use their VDU and workstation safely and know how to make best use of the equipment to avoid health problems.

Who should attend?

Individuals who use display screen equipment as part of their daily duties.

Course duration:

A half-day non-residential training workshop.

Course topics include:

- The hazards arising from VDU work
- Legal requirements
- Minimum workstation requirements
- Daily work routine of users
- Eyes and eyesight
- Making adjustments to suit your needs

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