



**Nottinghamshire  
County Council**

# **Nottinghamshire County Council**

# **Training Centre**





# Course List



## INTRODUCTION

## ROOMS & ON SITE FACILITIES

## CONSTRUCTION SKILLS & PLANT OPERATION

- ⇒ Trench Support
- ⇒ Shuttering & Shoring
- ⇒ Loading Shovel
- ⇒ Introductory Abrasive Wheels Operation
- ⇒ Hand Arm Vibration & Noise Awareness
- ⇒ Introductory Light Plant Operation (Modules)
- ⇒ Safe Vehicle Reversing
- ⇒ Operating JCB 2CX Master
- ⇒ Road Markings Hand Mould & Pram Operation
- ⇒ Operating Mini Excavator
- ⇒ Rough Terrain Telescopic Handlers
- ⇒ Operating Forward Tipping Dumper Trucks Up To 10 Tonne
- ⇒ Operating Skid Steer Vehicles
- ⇒ Ride On Roller
- ⇒ HIAB Lorry Mounted Crane
- ⇒ 360 Plant Operation (Below 10 Tonnes)
- ⇒ JCB 3CX 180<sup>0</sup> Excavator
- ⇒ Counter Balance Forklift Operation
- ⇒ Operating Mobile Elevated Work Platform (MEWP)
- ⇒ Chainsaw From A MEWP
- ⇒ Chainsaw Maintenance & Cross Cutting
- ⇒ Basic Tree Climbing & Aerial Rescue
- ⇒ Safe Use of Pesticides PA1, PA2, PA2a, PA6, PA6a
- ⇒ Steps & Ladders
- ⇒ Working At Heights & Safe Use of Ladders
- ⇒ Tower Scaffolds
- ⇒ Prefabricated Access Supplies & Manufacturer's Association ( PASMA) Tower Scaffold
- ⇒ Cable Location & Avoidance

WELCOME TO THE TRAINING CENTRE



# Continued



## HIGHWAYS TRAINING

- ⇒ Highways Electrical City & Guilds 2394 & 2395
- ⇒ Street Lighting NVQ Level 2
- ⇒ Sector Scheme 12D Temporary Traffic Management
- ⇒ Introductory Chapter 8 Temporary Traffic Management
- ⇒ Construction, Design & Management Regulations (CDM) 2007
- ⇒ New Roads & Street Works Act 1991 (NRSWA)
- ⇒ Winter Maintenance

## DRIVER TRAINING

- ⇒ Large Goods Vehicle (Cat C & C1, C+E)
- ⇒ Vehicle & Trailer B+E
- ⇒ CPCS Plant Assessment
- ⇒ RTITB Driver CPC (Modules)

## HEALTH & SAFETY TRAINING

- ⇒ Health & Safety Awareness Scheme
- ⇒ Introductory Health & Safety
- ⇒ Site Supervisor Safety Training Scheme (SSSTS)
- ⇒ Site Management Safety Training Scheme (SMSTS)
- ⇒ CCNSG Safety Passport
- ⇒ Introductory Manual Handling
- ⇒ Lone Working
- ⇒ Sharps & Needles
- ⇒ Emergency First Aid At Work
- ⇒ First Aid At Work / First Aid At Work Refresher
- ⇒ Fire Warden / Fire Marshal
- ⇒ Asbestos Awareness
- ⇒ Confined Spaces With Escape Breathing Apparatus

## MANAGEMENT TRAINING

- ⇒ IOSH Directing Safely
- ⇒ IOSH Managing / Working Safely

## GETTING TO THE TRAINING CENTRE



# Introduction

## Welcome to Nottinghamshire County Council

The Highways Training Centre is located centrally in Nottinghamshire and offers a high quality of training by fully qualified instructors and state of the art facilities.

There is a wide range of courses available to suit all levels and are designed to ensure full development of the delegates potential skill. Courses include theory and practical sessions, which play an active part in the learning process for the delegate.

By attending training, the delegate strengthens and improves their quality of service and productivity, which increases job satisfaction, motivation and the standard of care and service for customers.

Courses can be tailored to meet individual needs with advice and assistance on designing a training package available. The training centre is a member of the Highway Construction Training Association and instructors have access to many specialised training resources throughout the United Kingdom.

The training centre is easily accessible from all major routes and has three large training rooms, an external training area, an on site subsidised café and ample free parking. Ideal for booking your meeting, conference or event.

Free Wi-Fi is also available on site.

**If you wish to know more about the training courses we provide, or to book a room, we welcome your queries by contacting:**

Nottinghamshire County Council  
Bilsthorpe Depot  
Bilsthorpe Business Park  
Bilsthorpe  
Newark  
Nottinghamshire  
NG22 8ST

Tel: 01623 873873

Fax: 01623 873874

Email: [training.centre@nottsc.gov.uk](mailto:training.centre@nottsc.gov.uk)

*The Training Centre Team*



# Rooms & On Site Facilities

## Conference & Meeting Rooms

Looking to hold a meeting or training event out of your office? There are three large training rooms located on the ground floor that can hold up to 20 delegates each. Combining two of the large training rooms can accommodate 40 delegates.

All have an inbuilt overhead projector and audio speakers which can be connected to a laptop. There is also a flipchart, whiteboard and smartboard available in each of the rooms.



## Fully Qualified Instructors

All of our instructors have years of experience and knowledge in the industry.

They are extremely well qualified, with excellent teaching credentials and are dedicated to providing the delegate with the best training.

From this, the delegate is encouraged to develop their skills through application.

## Pit Stop Café

There is a subsidised on site café serving drinks, and hot and cold snacks using local and seasonal products which is open from 8.00am to 2.00pm, Monday to Friday.

Refreshments and buffet lunches can be provided to your event. Free Wi-Fi is also available in the café.

To book your catering, please contact the Pit Stop Café on 01623 873861.



## Trench Support

Ref: EXT001

**Duration:** 1 Day, 2 Day or 3 Days

**Aim:** The delegate will understand the variety of pipes and various types of trench support.

**Objective:** To excavate trench to line and travel, select materials for bedding and back fill, lay joint pipes to an acceptable level of quality and output, understand the highway drainage system and types and sizes of pipes used, select and place trench support from ground conditions, and safe working practices in laying and jointing pipes.

**Course Topic:** Health & Safety, Setting Out, and Types of Pipes, and Types of Trench Support.

**Who Should Attend:** Anyone who wishes to excavate trenches and lay pipes.

**Qualification:** Certificate of attendance on completion of the course.



## Shuttering & Shoring

Ref: EXT002

**Duration:** 1 to 5 Day dependent on requirements

**Who Should Attend:** Delegates who wish to gain knowledge of supporting a building, vessel, structure or trench with shuttering and shores techniques.

**Qualification:** Certificate of attendance on completion of the course.

## Loading Shovel

Ref: VPO 024

**Duration:** 1 Day

**Aim:** To be able to carry out depot loading shovel operations to an acceptable standard and eliminate the risk of injury to themselves or others.

**Objective:** Delegates will leave the course with an understanding of PUWER and the LOLERs. Understanding risks associated with loading shovel operations, carry out inspection and maintenance, follow correct procedure on loading and understand load handling capacity.

**Course Topic:** Work Equipment Regulations, LOLER, HASAWA [PPE], Vehicle Maintenance, Safe Working Practices Whilst Loading.

**Who Should Attend:** Any person wishing to operate a depot loader for the purpose of their work.

**Qualification:** Certification on completion of the course.



## Introductory Abrasive Wheels Operation

Ref: RCM 010

**Duration:** 1/2 Day or 1 Day

**Aim:** The aim of the course is to undertake training that complies with the Abrasive Wheel Regulations 1970 Health & Safety Guidance note HS(G)17. To ensure the safe use and handling of machinery and reduce the risk of injury whilst working with partly open disc cutting systems.

**Objective:** To provide instruction and practices for operatives carrying out abrasive wheel operations, to know the requirements of the Abrasive Wheel Regulations, to recognise and purpose for which the machine maybe used, to know who to operate the machine and reduce the risk of injury and to correctly select and mount abrasive wheel.

**Course Topic:** Introduction to The Abrasive Wheel Regulation 1970, Inspect & Correctly Mount an Abrasive Wheel, Understanding Function of Flanges, Guards and Paper Washers, Machine Maintenance, Use of PPE, Abrasive Wheel Injuries, and Practical Experience of Using Machine for Grinding / Cutting Operations.

**Who Should Attend:** Anyone who works with abrasive wheel machinery and who can comply with HASAWA, MHSW and PUWER regulations.

**Qualification:** Certificate of attendance on completion of the course.



## Hand Arm Vibration / Noise Awareness

Ref: RCM 021

**Duration:** 1/2 Day

**Aim:** To have a broad understanding the risks of hand arm vibration from use of plant and to create noise awareness from everyday task whilst on site.

**Course Topic:** Health & Safety, Hand Arm Vibration and Noise Awareness, and Risk Assessments.

**Who Should Attend:** Anyone who uses plant or machinery and could possibly be effected by hand arm vibration and noise.

**Qualification:** Certificate of attendance on completion of the course.

## Introductory Light Plant Operation (Modules)

Ref: RCM 009

**Duration:** 5 Days

**Aim:** The course aims to provide sufficient safety knowledge and familiarisation concerning a variety of light plant commonly met in the field of road construction and awareness of the Provision & Use of Work Equipment Regulations. The course also highlights the dangers and risks when using equipment with moving parts.

**Objective:** Recognise a wide range of light plant used in the road work operations, safely operate each item of plant covered, and undertake daily checks and maintenance appropriate to the item of plant.

**Course Topic:** Compressors and Compressed Air Breakers, Portable Water Pumps, Vibrating Plate Compactors, Vibrating Rollers, Automotive Tampers, Portable Traffic Signals, and Self-powered Abrasive Cutting Off Discs.

**Who Should Attend:** Anyone who works with light plant.

**Qualification:** Certificate of attendance on completion of the course.



### Safe Vehicle Reversing

Ref: VPO 011

**Duration:** 1 Day (It is preferred that the person carrying out the manoeuvring operation is a vehicle licence holder).

**Aim:** The aim of this course is to provide training to reduce the risk of people being injured by reversing vehicles/plant, both on site and in a public place.

**Objective:** Delegates should be able to understand the reasons behind the importance of reversing operations, be aware of the risk of site transport, follow the correct manoeuvring signals and be aware of the role/ responsibilities relating to Health & Safety, PUWER.

**Course Topic:** PPE, HASAWA, PUWER, Signals, Safe working Practice, Forward and Reverse Travel, Trailer Coupling, and Manoeuvring into A Confined Area.

**Who Should Attend:** Any person who is requested to reverse vehicles on site or in a public place.

**Qualification:** Certification on completion of the course.



## Operating JCB 2CX Air Master

Ref: VPO 016

VPO 016 R5 (Refresher)

Any person wishing to take this course must hold a minimum Category 'B' driving licence.

**Duration:** 3 Days

**Aim:** To give the delegates a broad understanding of the role and function of this type of equipment along with the dangers of moving parts.

**Objective:** Delegates will be able to demonstrate the ability to drive and operate the tractaire to a safe standard, carry out operator maintenance.

**Course Topic:** Health & Safety [Risk Assessment, Safe Use, Road Travel], Work Equipment Regulations [Daily Checks, Operating Practices, Safe Use], Working Pressures [Compressor and Use of Tools, Hydraulic System].

**Who Should Attend:** Any person whose occupation involves the operation of tractaires.

**Qualification:** Certification on completion of the course.



## Road Markings Handmould & Pram Operation

Ref: EXT003

**Duration:** Dependent on experience

**Aim:** The course is aimed to promote a standard of workmanship that meets the requirements of the Department of Transport BS 5750 Quality Assurance Scheme for Road Markings and the importance of wearing the correct PPE when working with hot materials and naked flames.

**Objective:** Identify all road markings and regulations by the Secretary of State, relating to road markings, identify all necessary application equipment and its workings, carry out correct procedures when handling, pouring and disposing of thermoplastic materials, and to adopt safe working procedures for the protection of operators and road users.

**Course Topic:** Traffic Signs Manual 3,5,8, Health & Safety, Heating & Laying Equipment, PPE, Practical Application and Transporting Dangerous Goods.

**Practical Applications:** Hand Mould Operations, Pram Operations, Removal of Liners, Machine Laying and Application of Road Studs.

**Who Should Attend:** Anyone who wishes to gain knowledge of road markings handmould and pram operation.

**Qualification:** Certificate of attendance on completion of the course.

## Operating Mini Excavator

Ref: VPO 017  
VPO 017 R5 (Refresher)

**Duration:** 3 Days

**Aim:** To obtain a basic understanding of mini excavator operation and the use of attachments along with the risk of striking, trapping and hitting other equipment, plant or people.

**Objective:** Delegates will leave the course with the ability to carry out vehicle safety checks, be aware of all relevant regulations to the use of mechanical plant, understand the limitations of the machine, adopt safe working practices, select and change attachments, excavate to line and level.

**Course Topic:** Health & Safety [PPE, HASAWA Risk Assessment], Work Equipment Regulations, Plant Maintenance, Causes of Accidents, Site Safety.

**Who Should Attend:** Any person wishing to operate small plant vehicles.

**Qualification:** Certification on completion of the course. **Certificate must be renewed every 5 years.**



## Rough Terrain Telescopic Handlers

Ref: VPO 021  
VPO 021 R5 (Refresher)

**Duration:** Dependent on experience

**Aim:** To be able to carry out rough terrain operations safely and to an acceptable standard and to eliminate the risk of injury to themselves and others.

**Objective:** Delegates will leave the course with the ability to state their responsibility under HASAWA, identify basic construction and components of the lift truck and load handling capabilities. Correctly load and unload. Carryout inspection and maintenance as required by the machine manufacturer and any relevant legislation. Demonstrate procedure for parking, safety devices and emergency actions.

**Course Topic:** Health & Safety [PPE], Work Equipment Regulations, Lifting Regulations [LOLER], Safe Working Practices Whilst Loading, Safe Operation of Equipment and Attachments.

**Who Should Attend:** Any person wishing to operate a rough terrain telescopic handlers for the purpose of their work.

**Qualification:** Certification on completion of the course. **Certificate must be renewed every 5 years.**





## Operating Forward Tipping Dumper Trucks Up To 10 Tonne

Ref: VPO 019  
VPO 019 R5 (Refresher)

**Duration:** 3 Days

**Aim:** To be able to carry out dumper truck operations safely and to an acceptable standard.

**Objective:** Delegates will leave the course with the ability to state their responsibility under HASAWA, identify basic construction and components of the dumper truck and load handling capabilities. Correctly load and unload. Carry out inspection and maintenance as required by the machine manufacturer. Achieve a level of competence to pass a theory and practical operations test.

**Course Topic:** Health & Safety [PPE], Work Equipment Regulations, Equipment Maintenance, Safe Working Practices [Rough Terrain and On Road Driving], Safe Operation of Equipment and Manoeuvring Techniques.

**Who Should Attend:** Any person wishing to operate a dumper truck in a construction site environment.

**Qualification:** Certification on completion of the course. **Certificate must be renewed every 5 years.**

## Operating Skid Steer Vehicles

Ref: VPO 018  
VPO 018 R5 (Refresher)

**Duration:** 3 Days



**Aim:** To be able to carry handle, operate and use attachments safely associated with a skid steer machine.

**Objective:** Delegates will leave the course with the ability to state their responsibility under HASAWA 1974 and the PUWERS, identify basic construction and components of the skid steer and its handling capabilities. Identify and fit selected attachments to the machine and operate them. Locate and state the purpose of the controls, levers and instruments. Carry out inspection and maintenance as required by the machine manufacturer. Achieve a level of competence to pass a theory and practical operations test.

**Course Topic:** Health & Safety [PPE], Work Equipment Regulations, Plant Maintenance, Safe Working Practices, Safety Features, Attachments, Lift and Loading Regulations.

**Who Should Attend:** Any person wishing to operate a skid steer machine on site and with attachments to carry out their work.

**Qualification:** Certification on completion of the course. **Certificate must be renewed every 5 years.**



## Ride On Road Roller

Ref: VPO 025

**Duration:** Dependent on Assessment & Experience

**Aim:** To able to carry out ride on roller operations to an acceptable standard and eliminate the risk of injury to themselves and others.

**Assessment:** Theory and Practical Exercises.

**Objective:** To provide practical and theory based training in operating ride on rollers safely and competently.

**Course Topic:** Basic Construction, Safety Procedures, Loading & Unloading Procedures, Purpose & Function of Components, Use of All Controls & Gauges, Operator's Manuals, Legislation, Carry Out Pre-Use & Running Checks, Site Travel, Understanding Different Types of Terrain, Confined Area Manoeuvre, Compaction Duties, and Placing The Machine Out of Service.

**Qualification:** Employers Operators Registration Scheme (EORS) Competency Card.



## HIAB Lorry Mounted Crane

Ref: VPO 029

**Duration:** Dependent on experience

**Aim:** To give the delegates a broad understanding of the role and function of HIAB lorry mounted crane and the hazards that are involved in operating the machinery. To eliminate the risk of injury to themselves and others.

**Assessment:** Practical and Theory Exercises.

**Objective:** To train the delegate to Employers Operators Registration Scheme (EORS) or CPCS (Construction Plant Competence Scheme).

**Course Topic:** Employee's Legal Duties, Lifting Operations & Lifting Equipment Regulations 1998, Operator's Safety Code, Lifting Tackle, Safe Load Handling, Slings Techniques, and Health & Safety (Safety Signs & Signals) Regulations 1996

**Who Should Attend:** Anyone who is required to operate a 180 degree excavator within the workplace or would like to improve their skills and knowledge.

**Additional Information:** Delegates to provide suitable PPE, Safety Shoes or Boots, Safety Helmet, and High Vis Waistcoat or Jacket.

**Qualification:** Employers Operators Registration Scheme (EORS) Competency Card or CPCS (Construction Plant Competence Scheme). **Certificate must be renewed every 3 years.**

## 360 Plant Operation (Below 10 Tonnes)

Ref: EXT004

**Duration:** Employers Operators Registration Scheme (EORS) / NPORS or In-House Accredited

These course are good preparation for the CPCS Test and duration depends on initial assessment.

**Aim:** To instruct the delegate on how to safely operate an excavator below 10 tonnes on construction sites and to ensure compliance with the law and secure the health & safety of all employees.

**Assessment:** Classroom Tutorials, Written & Practical Assessment.

**Practical Application:** Practical assessment through excavation of material, stockpiling, tipper loading, operating on inclines, safe use of quick hitch, using the excavator for lifting operations.

**Course Topic:** Introduction & Explanation of Equipment, Health & Safety Legislation, Theoretical Knowledge of Plant Operations, Operator's Responsibilities, Daily & Weekly Machinery Checks, Operator's Manual.

**Who Should Attend:** Anyone who is a plant operator, and although previous experience is not essential, it would be preferred especially on excavators below 10 tonnes.

## JCB 3CX (180° Excavator)

Ref: VPO 030

**Duration:** Dependent on experience  
Employers Operators Registration Scheme (EORS) In-House Accredited

**Aim:** To give the delegate a broad understanding of the role and function of the JCB 3CX and it's hazards.

**Assessment:** Written & Practical Assessment.

**Objective:** The delegate will be able to identify the basic construction and components, and the purpose and use of all controls and gauges. Identify & comply with manufacturer instructions in accordance with operator's manual, carry out all pre-use and running checks, configure the excavator for site travel, travel over differing types of terrain, manoeuvre in confined areas and set the machine to excavate.

**Course Topic:** Health & Safety At Work Act 1974, PUWER, LOLER, Pre-Operational Checks, Daily Maintenance, Battery Care, Refuelling Procedures, Mobility & Stability Factors, Safety Rules for Operating, Attachments, Excavating and Backfilling, Placing The Machine Out of Service, and Evacuating Trenches.

**Who Should Attend:** Anyone who is required to operate a 180 degree excavator within the workplace or would like to improve their skills and knowledge.

## Counter Balance Forklift Operation

Ref: VPO 022  
VPO 022 R5

Duration: 5 Days

**Aim:** To be able to carry out forklift operations to an acceptable standard, be aware of falling objects and the importance of PPE.

**Objective:** Delegates will leave the course with the ability to carry out safety checks, understand weight load distribution, load and unload safely, observe safety rules and procedures and to be aware of relevant legislation.

**Course Topic:** Health & Safety, Work Equipment Regulations, Lifting Regulations, Vehicle Maintenance, Safe Working Loads and Operations.

**Who Should Attend:** Any person wishing to operate a forklift truck for the purpose of their work.

**Qualification:** Certification on completion of the course. **Certificate must be renewed every 5 years. Registered to EORS or Internal Certificate.**



## Operating Mobile Elevated Work Platform [MEWP]

Ref: VPO 014  
VPO 014 R5

**Any person wishing to take this course must hold a minimum Category 'B' or 'C1' driving licence.**

Duration: 2 Days

**Aim:** To be able to operate and carry out work at height, using mobile elevated work platforms, safely and within the Working at Height Regulations 2007 and eliminate risk to themselves and others.

**Objective:** Delegates should be able to understand the working at heights regulations 2007, LOLER, carry out safety checks on all PPE, carry out practical use of boom type articulated and telescopic platforms, observe all safety rules and procedures, achieve a level of competence to pass a theory and practical operation test.

**Course Topic:** Health & Safety [PPE], Work Equipment Regulations [Overloading of Bucket], Lifting Regulations, Vehicle Maintenance, Fault Reporting, Safe Working At Height, Beaufort Scale, Safe Operations, Fitting and Safe Use of Personal Work Harness.

**Who Should Attend:** Any person operating a Mobile Elevated Work Platform in order to carry out their work

**Qualification:** Certification on completion of the course. **Certificate must be renewed every 5 years. Registered to EORS or Internal Certificate.**

## Chainsaw From A MEWP

Ref: EXT 005

### Duration:

Novice Training Practical 1 Day  
Refresher Training Practical 1 Day

**Aim:** This course is designed for any person working in arboriculture, forestry, utility industries, horticulture, landscaping or grounds maintenance that will be operating a chainsaw from a MEWP. It is designed to prepare the delegate to assessment for City & Guilds Certificate of Competence.

**Course Topic:** Introduction, Risk Assessment, Legislation, PPE, Preparation for MEWP & Chainsaw Use, Working Positions, Removal of Lateral Limbs, Final Pruning Cuts, Securing & Positioning Pulling Line, Removal of Vertical Sections and Cleaning, Transport & Storage.

**Additional Information:** A valid Working from a Mobile Elevated Work Perform Certificate needed.

**Qualification:** City & Guilds Certificate on Completion.



## Chainsaw Maintenance & Cross Cutting

Ref: EXT 006

### Duration: Accredited 2 Days

Novice Training Workshop & Practical 2 Days  
Refresher Training Workshop & Practical 1 Day

**Aim:** To provide the delegate with knowledge and practical techniques on the safe operation of chainsaws.

**Course Topic:** Identify Suitable Chainsaw Clothing & Locate Various Standard Marks, Identify Safety Features, Maintain the Guide Bar & Sharpen Chains to Manufacturer's Specifications, Carry Out Routine Maintenance, Prepare the Chainsaw for Use & Apply Correct Fuel, Oil Mix, Chain Lubrication, Starting the Chainsaw from Cold & Hot, Cross Cut Timber to Suitable Lengths Safely and Organise Site Safety.

**Who Should Attend:** Suitable for novice operators who wish to maintain and operate chainsaws for cross cutting only. The two day training course prepares the trainee to take the City & Guilds independent assessment.

**Additional Information:** Delegates to provide suitable PPE, Chainsaw Boots, Chainsaw Trousers.

**Qualification:** City & Guilds Certificate on Completion.

## Basic Tree Climbing & Aerial Rescue

Ref: EXT 007

**Duration:** 5 Days

**Assessment:** Classroom & Practical Exercises

**Aim:** This course is designed for tree surgeons, highways, landscape gardeners, and conservation workers. It will provide the knowledge and skills required for delegates to be assessed for the City & Guilds Certificate of Competence for Climb Trees & Perform Aerial Rescue.

**Course Topic:** Inspection of Equipment, LOLER, Climb Tree With Rope & Harness, Conduct an Aerial Rescue and Use of Hand Saw in A Tree.

**Who Should Attend:** Anyone who performs tree climbing and aerial rescues as part of their daily work.

**Qualification:** City & Guilds Certificate on Completion.

## Safe Use of Pesticides

**PA1, PA2, PA2a, PA6 & PA6a**

Ref: EXT 008

**Duration:** Accredited 1 Day

PA1	Safe Use of Pesticides Foundation Module
PA2 & PA2a	Safe Use of Hydraulic Nozzle Boom Sprayer
PA6 & PA6a	Safe Use of Handheld Applicators

**Aim:** To provide delegates with the regulations and procedures involved in the safe use of pesticides on their property and different types of equipment.

**Course Topic:**

### PA1 - Safe Use of Pesticides Foundation Module

This course prepares the delegate to take the City & Guilds PA1 online assessment which when combined with a successful practical unit qualifies the operator for the City & Guilds Certificate of Competence in Safe Use of Pesticides.

### PA2 & PA2a - Safe Use of Hydraulic Nozzle Boom Sprayer

This course prepares the delegate to take the City & Guilds PA2 a practical assessment which combined with a PA1 unit qualifies the operator for the City & Guilds Certificate of Competence in Safe Use of Pesticides.

### PA6 & PA6a - Safe Use of Handheld Applicators

This course prepares the delegate to take the City & Guilds PA6a practical assessment which combined with a PA1 unit qualifies the operator for the City & Guilds Certificate of Competence in Safe Use of Pesticides.

**Course Content:** PPE, Personal Safety, Dealing With Contamination, Pesticide Storage, Safe Transportation, Legislation, Disposal, Record Keeping Environmental Safety & Awareness, Water Protection, Label Information, Types of Nozzles and Spray Quality, Calibration, Site Work, Cleaning & Decontamination of The Applicator and Preparation of Use.

**Additional Information:** A valid PA1 Safe Use of Pesticides Certificate needed for PA2—PA6.



## Steps & Ladders

Ref: EXT 009

**Duration:** In-House Accredited 1/2 Day

**Aim:** The course is designed for delegates who are required to use steps and ladders in their work. Delegates will gain knowledge of the Working At Height Regulations 2007, ladder certification and standards, care maintenance and the hazards involved when used incorrectly.

**Assessment:** Written and Practical Exercises.

**Objective:** To provide delegates with the knowledge and practical experience which will enable compliance with relevant legal obligations associated with the work activities necessary for using the equipment.

**Course Topic:** Working At Height Regulations, PUWER 1998, Safe Lifting & Lowering, Use of Ladders & Steps, Type of Ladders & Safe Working Methods, Maintenance, Storage and Practical Fault Finding.

**Who Should Attend:** The course is intended for delegates who use ladders and steps in their daily work.

**Qualification:** Certificate of attendance on completion of the course.



## Working At Heights & Safe Use of Ladders

Ref: EXT 010

**Duration:** In-House Accredited 1/2 Day

**Aim:** Delegates whose work involves exposure to a fall from height. The course looks at the health & safety implications of working at height, providing knowledge of potential hazards and control measures, including fall arrest protection.

**Objective:** For the delegate to have broad based training in the basic skills and techniques of working at heights to national standard through continual assessment

**Course Topic:** Fall Arrest / Prevention Equipment Legislation, Working At Heights Regulations 2007, The Ladder Safety & Inspection Element, Review & Interpretation of New Legislation, Ladder Structures, Types of Material, Set-up Procedures, Tying Off and Footing. Operative Pre-Use Checks, Short & Long Term Storage and Practical Demonstrations of Fitting & Securing Items.

**Who Should Attend:** Anyone who works from heights using ladders or steps.

**Qualification:** Certificate of attendance on completion of the course.

## Tower Scaffolds

Ref: RCM 017

**Duration:** In-House Accredited 1 Day

**Aim:** To provide delegates with a thorough understanding of the need for safety associated with towers. To instruct and equip the delegates in the safe use and inspection of mobile aluminium towers.

**Assessment:** Classroom based tutorials and practical exercises. There will be written and practical assessments which must be passed to complete the course.

**Course Topic:** Health & Safety, Work At Height Regulations, Inspection, Regulation & Guidance for Low Level Access Units & Standard Mobile Access Towers, Publicly Available Specification, Assembling, Altering, Dismantling, Best Practice for Fall Protection, Tower Inspection Records, Equipment Checks and Operational Hazards.

**Who Should Attend:** The mobile aluminium tower training programme is designed for managers, supervisors and operatives who may need to construct and / or inspect.

**Additional Information:** Delegates to provide suitable PPE, Safety Helmets, Safety Shoes or Boots, High Vis and Gloves.

## PASMA (Prefabricated Access Suppliers & Manufacturers Association) Tower Scaffold

Ref: EXT 011

**Duration:** Accredited 1 Day. This course is run by a PASMA accredited training provider.

**Aim:** To provide delegates with a thorough understanding of the need for safety associated with towers. To instruct and equip the delegates in the safe use and inspection of mobile aluminium towers.

**Assessment:** Classroom based tutorials and practical exercises. There will be written and practical assessments which must be passed to complete the course.

**Objective:** Suitable for delegates who will be responsible for the assembly, dismantling, alteration, moving and inspection of mobile access tower scaffolding.

**Course Topic:** Health & Safety, Risk Assessment, Working At Height Regulations, Provision of Work Equipment Regulations, Manual Handling, RIDDOR, BSEN1004 Product Standard, BSEN1298 Mobile Instruction Manual, Components, Stability, Outriggers, Inspection, Tying in, Safe Use, Movement and Dismantling, Build Systems, Erection of Tower 3T, Advanced Guard Rail, Equipment Checks and Operational Hazards.

**Who Should Attend:** The PASMA mobile aluminium tower training programme is designed for managers, supervisors and operatives who may need to construct and / or inspect.

**Additional Information:** Delegates to provide suitable PPE, Safety Helmets, Safety Shoes or Boots, High Vis and Gloves.

## **Cable Location & Avoidance (In-House Accredited)**

**Ref: RCM 007**

**Duration:** In-House Accredited 1/2 Day

**Aim:** The course covers the use of cable avoidance tools (CAT) and signal generators (GENNY) to meet HSG47 Health & Safety guidelines for avoiding underground services.

**Assessment:** Practical Exercises

**Objective:** The course is designed to inform delegates of the dangers involved in excavating on the public highway and learn how to detect and avoid underground utilities.

**Course Topic:** Underground Utilities Identification Methods, Regulations for Detecting & Tracing Underground Services, Hazards, Implications of Damage, Handling & Transporting Equipment, Inspecting, Calibration & Testing of Equipment, and Safe Working Practices.

**Who Should Attend:** Anyone who carries out excavation work.

**Additional Information:** Delegates to provide suitable PPE, Safety Shoes or Boots, Waterproof Clothing, High Vis Waistcoat or Jacket, Gloves.

**Qualification:** Certificate of attendance on completion of the course.

## **Cable Location & Avoidance (Accredited)**

**Ref: EXT 012**

**Duration:** NRSWA Accredited 1 Day

**Aim:** The course covers the use of cable avoidance tools (CAT) and signal generators (GENNY) to meet HSG47 Health & Safety guidelines for avoiding underground services.

**Assessment:** Practical Exercises

**Objective:** The course is designed to inform delegates of the dangers involved in excavating on the public highway and learn how to detect and avoid underground utilities.

**Course Topic:** Health & Safety at Work Act, HSG47 Guidelines, Obtaining & Understanding Utility Drawings, Observation of Surface Features, Use of CAT & GENNY or Digi Cat, and Excavation Methods.

**Who Should Attend:** Anyone who carries out excavation work.

**Additional Information:** Delegates to provide suitable PPE, Safety Shoes or Boots, Waterproof Clothing, High Vis Waistcoat or Jacket, Gloves, Appropriate Overalls or Work Clothing.

**Qualification:** Certificate of attendance on completion of the course.

## Highways Electrical City & Guilds 2394 & 2395

Ref: EXT 013

**Duration:** Accredited 6 Day

**Aim:** This course is designed for delegates who work in street lighting type operations and inspection. The two new testing & inspection qualifications (recommended to be taken together) replace and improve on the former 2391 that was previously available.

**Assessment:** Written Examination

**Course Topic:**

2394 is a level 3 qualification to train the delegate in practical and theory covering initial verification and certification of installations including 3 phase.

2395 is a level 3 qualification to train the delegate in the principles, practices and legislation for the periodic inspection, testing and condition reporting of electrical installations.

**Qualification:** City & Guilds NVQ or Lantra Certificate on Completion.

## Street Lighting NVQ Level 2

Ref: EXT 014

**Aim:** This is a scheme / award which is designed for delegates working in street lighting operations and the methods to progress and achieve an NVQ.

**Assessment:** Training and / or Assessment

**Course Topic:** Apply Surface Protection to Highway Electrical Systems, Carry Out Emergency Work, Establishing Effect Working Relationships, Health & Safety, Environmental Working Practices, Identify and Rectify Faults in Highway Electrical Systems, Equipment & Components, Install, Connect & Maintain Highway Electrical Systems, Components.

**Qualification:** City & Guilds NVQ or Lantra Certificate on Completion.

## **Sector Scheme 12D (Temporary Traffic Management)**

**Ref: EXT 015**

**Aim:** This course is for delegates who require the qualification to work on highway sites in relation to signing, lighting and guarding on dual carriageways. The award is split into seven units T1, T2, T3, T4, T5, T6 and T7.

**Qualification:** Lantra certificate of attendance on completion of the course.

## **Introductory Chapter 8 Temporary Traffic Management**

**Ref: RCM 005**

**Duration:** 1 Day

**Aim:** To promote a better understanding of the regulation for the employee and to reduce motorist and pedestrian frustration due to roadwork whilst reducing injuries to both the operative and road user.

**Objective:** To appreciate the risks arising from traffic whilst working on the highway, select and use correct warning signs and devices in accordance with Chapter 8 Traffic Signs Manual, and to implement safe working methods and safety zones.

**Course Topic:** Chapter 8 Traffic Sign Manual, Highways Act, New Street Works Act, DTp Pink Book, Practice Signing Layout to Various Requirements, and Protective Clothing.

**Who Should Attend:** Anyone who works or supervises people that work on the highway.

**Qualification:** Certificate of attendance on completion of the course.

## **Construction, Design & Management Regulations 2007 (CDM)**

**Ref: EXT 016**

**Duration:** 1 Day

**Aim:** The aim of the one day workshop is to provide delegates with a practical approach to the regulations.

**Objective:** At the end of the workshop delegates should be able to state legal obligations required by regulations, identify the regulations of a project, state the responsibilities, role and functions of each party, identify contents of health & safety information packs, construction phase plan and health & safety file.

**Course Topic:** Overview of Regulations, Roles, Identify Client and Designer Information and Principal Contractors Activities, and Identify Health & Safety of The Project.

## New Roads & Street Work Act 1991 (NRSWA)

Ref: RCM 001

RCM 001 R5 (Refresher)

### Duration:

City & Guilds 2 Day Course & Assessment (Reassessment)

City & Guilds 5 Day Course & Assessment (Operative)

City & Guilds 5 Day Course & Assessment (Supervisors)

**Aim:** To impart the delegates a wider and better understanding of the regulations relating to the act and to meet the required standards.

**Objective:** To provide course delegates working on public highways with information and practice to meet the standards and criteria and gain accreditation set by City & Guilds in line with the New Road & Street Works Act 1991 for excavation and reinstatement.

**Course Topic:** Avoidance of Underground Apparatus, Chapter 8 Road Signs, Methods of Excavation, Specified Materials and Pavement. Reading road plans and locating services, recognising plant and materials, and meeting act specification.

**Who Should Attend:** Operatives, Supervisors and anyone who requires the knowledge and understanding of the act.

**Qualification:** Certification on completion of the course. **Certificate must be renewed every 5 years.**

## Winter Maintenance

Health & Safety 1 Day

Practical Session 1 Day

Assessment 1 Day

Ref: VPO 009 or VPO 009 R5 (Refresher)

Ref: VPO 010 or VPO 010 R5 (Refresher)

**Duration:** 2 / 3 Days

**Aim:** To impart to the delegate a broad understanding of winter maintenance operations and meet the City & Guilds and highway standards.

**Objective:** To be aware of all Health & Safety relating to this operation, carry out vehicle checks, operate the vehicle to meet industry standards, understand the operational controls of the vehicle, operate the vehicle with attachments and to be aware of the limitations of the vehicle such as gritting speed, ploughing and load.

**Course Topic:** Health & Safety, Vehicle Maintenance, Ploughing Methods, and Awarding Bodies Standards.

**Who Should Attend:** Anyone who wishes to operate winter maintenance vehicles.

**Qualification:** Certification on completion of the course. **Certificate must be renewed every 5 years.**

## Large Goods Vehicle (Cat C & C1, C+E)

LGV Intro      Ref: VPO 005  
LGV "C"        Ref: VPO 006  
LGV "C+E"     Ref: VPO 007

**Duration:** 5 to 7 Days

**Aim:** To impart to the delegate the standard and ability to drive a large goods vehicle safely on the public highway. To be able to undertake all the requirements necessary to meet the standard to pass a LGV practical driving test.

**Objective:** To be able to drive a vehicle to a high standard, adopt safer driving procedures, drive to the standard set by the Driving Standards Agency, and better planning and observation whilst driving.

**Course Topic:** Health & Safety, Driving Standards, Reversing, Planning and Observing, and Test.

**Who Should Attend:** Anyone who needs a licence to drive an LGV.

**Qualification:** Large Goods Vehicle licence.

## Vehicle & Trailer (C+E)

Ref: VPO 004

**Duration:** 2 to 4 Days

**Aim:** To impart to the delegate the standard and ability to drive a vehicle and trailer safely on the public highway. To be able to undertake all requirements necessary to meet the standard to pass a practical driving test.

**The C+E test is conducted at a DSA LGV driving test centre with an off road manoeuvre.**

**Objective:** The delegate will drive in varying road and traffic conditions including motorways wherever possible and complete uphill, downhill and angled. Back at the test centre, the delegate will then uncouple the vehicle from the trailer and will then need to recouple it safely.

### Course Topic:

- 10 Hour (For those who are very confident with trailer reversing)
- 12 Hour (For those who are very competent with trailer reversing)
- 18 Hour (For those who have little experience of trailer reversing)
- 24 Hour (For the complete beginner with some driving experience)
- 30 Hour (For the complete beginner with little driving experience)

**Qualification:** B+E categories.



## CPCS Plant Assessment

Ref: EXT 017

**Assessment:** All Categories of Plant Assessment Including Theory and Practical Exercises.

### Categories:

- Crawler Crane (CPCS Code: A02)
- Tower Crane (CPCS Code: A04)
- Forward Tipping Dumpers (Wheeled CPCS Code: A09)
- Excavator 180<sup>0</sup> (Wheeled CPCS Code: A10/A12)
- Telescopic Handler (CPCS Code: A17)
- Wheeled Loading Shovel (CPCS Code: A21)
- Wastemaster Operator Training (CPCS Code: A21)
- Ride on Road Roller (CPCS Code: A31)
- Lorry Loader (CPCS Code: A36)
- Slinger / Signaller (CPCS Code: A40)
- Dump Truck (Articulated Chassis CPCS Code: A56)
- Mini Excavator (CPCS Code: A58)
- Excavator 360 Degree (Tracked CPCS Code: A59)
- Mobile Crane (CPCS Code: A60)
- Appointed Person (Lifting Operations CPCS Code: A61)
- Crane Supervisor (CPCS Code: A62)
- Pedestrian Operated Tower Crane (CPCS Code: A63)
- Plant & Vehicle Marshal (CPCS Code: A73)

### RTITB Driver CPC (Modules)

Ref: VPO 008

VPO 008 R1 (Refresher)

### Duration:

RTITB Accredited 7 Hour Course

RTITB Accredited 35 Hour Course



**Aim:** To provide a high level of knowledge and skills to meet the regulations.

**Objective:** The 5 most popular programmes, which will provide driver's with their required 35 hours of CPC training are listed below, but there are other combinations of various modules available.

### Course Topic:

- 1A Driver's Hours & Working Time Directive, Digital Tachographs
- 1B Driver's Hours & Working Time Directive, Analogue Tachographs
- 2 Vehicle & Load Handling Systems, Safe Loading
- 3 Safe & Economic Driving, Rural & Urban Driving
- 4 Health & Safety in Transport, Personal Wellbeing
- 5 Manual Handling, Company Procedures & Secure Transport Operations

**Who Should Attend:** Anyone who needs to gain their CPC card. All delegates must be able to provide their full driving licence, and if their old paper licence is not available, then a passport.

**Qualification:** CPC Card. **Certificate must be renewed every 5 years.**



## Health & Safety Awareness Scheme

Ref: EXT 018



### Duration:

CITB Accredited 1 Day

**Introduction:** Over the years there has been a massive change to individual's who hold a green card for the CSCS scheme and from the 1st July 2014, the minimum requirement is for delegates to attend a one day recognised health & safety training course. This is applicable when applying for a green card or when it needs to be renewed.

**Aim:** The aim of the construction skills site safety plus scheme is to give a comprehensive health & safety training programme designed to provide the building, civil engineering and allied industries with a practical summary of health and safety, welfare and environmental issues.

**Course Topic:** Introductions and Objectives, Hazardous Substances, General Responsibilities, Electrical Safety, Accident Prevention and Reporting, Handheld Equipment and Tools, Manual Handling, Noise and Vibration, Site Transport Safety, Working at Height, Excavation and Confined Spaces, PPE, Emergency Procedures and First Aid, Safety Signs and Signals, Fire Prevention and Control.

**Who Should Attend:** This course is for those who are in, or are about to enter, the construction and civil engineering industry as a member of the workforce. It will help delegates to understand the potential hazards that they face at work on site.

**Qualification:** The method of assessment will be by a multiple choice exercise at the end of the course. **Certificate must be renewed every 5 years.**



## Introductory Health & Safety

Ref: RCM 004

**Duration:** In-House Accredited 1 Day

**Aim:** To provide delegates with an understanding of the regulations surrounding their work environment. To highlight the dangers and risk in their work, and reduce the likelihood of personal injury.

**Objective:** To provide delegates with an understanding of the regulations surrounding their work environment. To highlight the hazards and risk in their work and reduce the likelihood of personal injury.

**Course Topic:** HASWA, COSHH, Construction & General Provision Regulations, Noise Regulations, Safety Policy, Safety on Site, Causes of Accidents and Manual Handling.

**Who Should Attend:** Those who work in a potentially hazardous environment.

**Qualification:** Certification on completion of the course.

## Site Supervisor Safety Training Scheme (SSSTS)

Ref: EXT 019

### Duration:

CSkills Accredited 1 Day Course (Refresher)

CSkills Accredited 2 Day Course

**Aim:** The course covers all relevant legislation and other issues that affect safe working in the building, construction and civil engineering industries. It highlights the need for risk assessment in the workplace, the implementation of the necessary control measures and adequate communication to sustain a health and safety culture among the workforce.

**Course Topic:** The Health & Safety at Work Act, Specific Site Issues That Challenge Supervisors on a Daily Basis, Effective Toolbox Talks, Supervision of Occupational Health, and Behavioural Safety.

**Who Should Attend:** First time Line Managers, Foreman, Gangers, Team Leaders and Supervisors. Delegates who have, or are about to acquire supervisory responsibilities and need to understand their legal duties to better contribute to the instruction, supervision and monitoring of tasks and activities to ensure safety on site.

**Qualification:** CITB Site Safety Plus certificate.

## Site Management Safety Training Scheme (SMSTS)

Ref: EXT 020

### Duration:

CSkills Accredited 2 Day Course (Refresher)

CSkills Accredited 5 Day Course

**Aim:** The course covers all relevant legislation and other issues that affect safe working in the building, construction and civil engineering industries. It highlights the need for risk assessment in the workplace, the implementation of the necessary control measures and adequate communication to sustain a health and safety culture among the workforce.

**Course Topic:** The Health & Safety at Work Act, Construction Design & Management (CDM) Regulations 2007, Risk Assessments, Method Statements, Recent Changes in Accepted Working Practices, Behavioural Safety, Management of Occupational Health, Electricity, Excavations, Working At Height, Scaffolding, Demolition, and Confined Spaces.

**Who Should Attend:** Construction Site Managers, Agents, Quantity Surveyors, Construction Directors, Projects Directors, and persons who are, or are about to be responsible for planning, organising, monitoring, controlling and administering groups of staff and workforce.

**Qualification:** CITB Site Safety Plus certificate.

## CCNSG Safety Passport

Ref: EXT 021

**Duration:** 2 Days

**Aim:** To provide the delegate with Health & Safety Awareness.

**Assessment:** Multiple Exam Paper.

**Course Topic:** Introduction to Health & Safety Law, Safe Working Practices, Confined Space Entry, Excavations, Permit To Work Systems, Safe Use of Access Equipment & Working At Heights, Site Transport, Safe Lifting & Manual Handling, Safe Systems At Work, Asbestos, COSHH, LOLER, Electricity and Hand & Arm Vibration.

**Who Should Attend:** Anyone who is responsible for locating underground services.



## Introductory Manual Handling

Ref: RCM 006

**Duration:**

In-House Accredited 1/2 Day

Accredited 1 Day

**Aim:** The aim of the course is to provide the training required by the Manual Handling Regulations 1992, to reduce the risk of injury to person employed in occupations where it is not reasonably practical to avoid manual handling.

**Objective:** For the delegate to be able to judge the safest and most effective way to move or lift items, specifically whether assistance should be requested. Avoid injuries, strains, sprains and undue fatigue during work by adopting the correct posture and using the most appropriate muscles for labouring, lifting and carrying.

**Course Topic:** Introduction to Manual Handling Regulations, Health & Safety, Risk Assessment, Duty of Care, Body Mechanics, Position, Posture, Manual Handling Injuries, Strains, Sprains, Lifting Techniques, Load, Task, Manoeuvre and Use of PPE.

**Who Should Attend:** Anyone whose occupation involves manual handling.

**Qualification:** Certificate of attendance on completion of the course.

## Lone Working

Ref: RCM 022

**Duration:** In-House Accredited 1/2 Day

**Who Should Attend:** The delegate should have a clear understanding of what to take into consideration when working on their own.

**Qualification:** Certificate of attendance on completion of the course.

## Sharps & Needles

Ref: EXT 022

**Duration:** In-House Accredited 1/2 Day

**Who Should Attend:** A course for any delegate who may come in to contact with needles or sharp objects.

**Qualification:** Certificate of attendance on completion of the course.

## Emergency First Aid At Work

Ref: EXT 023

**Duration:**

HSE Accredited 1 Day

**Aim:** By the end of the course the delegate will be able to record and report accidents and injuries in the workplace (RIDDOR), administer basic life support, treat a number of first aid or emergency situations in the workplace and carry out the recovery position.

**Course Topic:** Caring For An Unconscious Casualty, Performing CPR, Treating Blood Loss, Shock, Minor Burns, Scalds, and Choking.

**Who Should Attend:** Anyone who needs a basic knowledge of first aid in lower risk workplaces, for example, offices, retail outlets or organisations with a small number of staff.

**Qualification:** Emergency First Aider at Work certificate valid for three years and a recognised Emergency First Aider.

## First Aid At Work

Ref: EXT 024

**Duration:**

HSE Accredited 3 Days

**Aim:** By the end of the course the delegate will be able to record and report accidents and injuries in the workplace (RIDDOR), administer life support, treat a number of first aid or emergency situations in the workplace and carry out the recovery position.

**Course Topic:** Priorities of First Aid, Managing An Incident, Roles & Responsibility of Employers & Employees for First Aid at Work, Care for Unconscious Casualty, CPR, Disorders of The Airway, Blood Loss & Shock, Causes of Unconsciousness, Burns & Scalds, Musculoskeletal Injuries, Poisoning, Recognition & Management of Minor & Major Illnesses, Eye Injuries, Record Keeping & Accident Reporting, Infection Control, Communication Skills and Transportation of the Casualty.

**Who Should Attend:** Anyone who requires a first aid at work certificate.

**Qualification:** Emergency First Aider at Work certificate valid for three years and a recognised Emergency First Aider.



## First Aid At Work Refresher

Ref: EXT 025

### Duration:

HSE Accredited 2 Days

**Aim:** To renew and refresh existing first aid skills and knowledge.

**Course Topic:** Care for Unconscious Casualty, CPR, Disorders of The Airway, Blood Loss & Shock, Causes of Unconsciousness, Burns & Scalds, Musculoskeletal Injuries, Poisoning, Eye Injuries, Record Keeping & Accident Reporting, Infection Control, Communication Skills and Transportation of the Casualty.

**Who Should Attend:** Anyone who requires a to renew their first aid at work certificate.

**Qualification:** Emergency First Aider at Work certificate valid for three years and a recognised Emergency First Aider.



## Fire Warden / Fire Marshal

Ref: EXT 026

### Duration:

Fire Warden In-House Accredited 1/2 Day

Fire Marshal In-House Accredited 1 Day

**Aim:** The course is designed for delegates who have been nominated as a Fire Warden and need to gain knowledge of the Fire Precautions (Workplace) Regulations 1997 (as amended in 1999) and Regulatory Reform Order.

**Objective:** This is a comprehensive course designed to provide participants with a greater awareness and understanding of fire and the dangers it poses.

**Course Topic:** Fire Safety Legislation, Understanding Responsibilities, Evacuation Procedures, Workplace Fire Precautions, Nature & Hazards of Fire, Human Behaviour, Fire Safety Risk Assessment, Fire Fighting Appliances and Practical Fire Extinguisher Demonstration.

**Who Should Attend:** Anyone who has been delegated with the responsibility for implementing the premises evacuation procedure and who may require as part of their organisation's fire routine to operate a fire extinguisher.

**Qualification:** Certificate of attendance on completion of the course.

## Asbestos Awareness

Ref: EXT 027

**Duration:** 1/2 Day

**Aim:** This is a UKATA registered course designed to meet and exceed the HSE requirements on working with asbestos and practically demonstrate how to protect the workforce.

**Assessment:** Written Test

**Objective:** The course will provide a thorough understanding and awareness of managing asbestos in buildings under Regulation 10 Control of Asbestos 2006.

**Course Topic:** Overview of Control of Asbestos Regulations 2006, Nature of Asbestos & Effects on Health, Products & Typical Use of Asbestos, Safe Working Procedures, Control Measures, Protective Equipment, Minimising Exposure & Preventative Controls, Emergency Procedures for An Incident.

**Who Should Attend:** The course is intended for delegates who are at risk of working with asbestos or may have an influence on what work is carried out.

**Qualification:** Certificate of attendance on completion of the course.

## Confined Spaces With Escape Breathing Apparatus

Ref: EXT 028

**Duration:**

Entry into Confined Spaces	1 Day
Medium Risk Accredited	2 Days
High Risk Accredited	3 Days

**Aim:** To provide delegates with a thorough understanding of confined spaces, the associated legislation, approved code of practice (ACOP), associated dangers, and the ability to enter, work and leave safely by horizontal and / or vertical entry.

**Training Method & Assessment:** Practical demonstration and exercises, classroom based tutorials, pre and post course assessment.

**Objective:** For delegates to be able to summarise the requirements of the confined spaces legislation and the associated ACOP, identify a confined space and foreseeable risks,.

**Course Topic:** Current Confined Spaces Regulations, Associated Legislation, ACOP, Methods of Risk Control, Atmospheric Monitoring, Health Hazards & Controls, Safety Equipment & Pre-Use Checks, Escape Breathing Apparatus and Periodical Examination of Equipment Checks.

**Who Should Attend:** The course is designed for managers, supervisors and operatives.

**Additional Information:** Delegates should bring a passport sized photograph on the day of training for their ID card.

**Qualification:** Certificate of attendance on completion of the course.

## **IOSH Directing Safety**

**Ref:** EXT 029

**Duration:** Accredited 1 Day

**Aim:** This course provides an introduction to health & safety and focuses on the individual and collective responsibilities.

**Assessment:** Multiple Choice Assessment Paper & Project

**Objective:** To provide the delegate with an understanding of the requirements with regards to Health & Safety and the implications in the workplace.

**Course Topic:** Understand Strategic Health & Safety Management & Integration into The Business Management Systems, Causes of Accidents & How to Prevent Them, Consequences of Poor Health & Safety Management, Performance Monitoring & Improvements, Health & Safety Management, Risk Management, Business Cases, Corporate Governance, HSC Proposals for Directors, and Monitor, Audit & Management Review.

**Who Should Attend:** Directors (Executive & Non-Executive), Chairpersons, Senior Executives and Managers who delegate the day to day responsibility for safety to their staff.

**Qualification:** Certificate of attendance on completion of the course.

## **IOSH Managing / Working Safety**

**Ref:** EXT 030

**Duration:** Accredited 4 Days or Day Release Over 4 Weeks

**Aim:** This course is designed to provide an understanding for managers / supervisors of their responsibilities and knowledge of the practical actions they need to take to manage health & safety within their teams.

**Assessment:** Class & Group Exercises (Approximately 25 Hours)

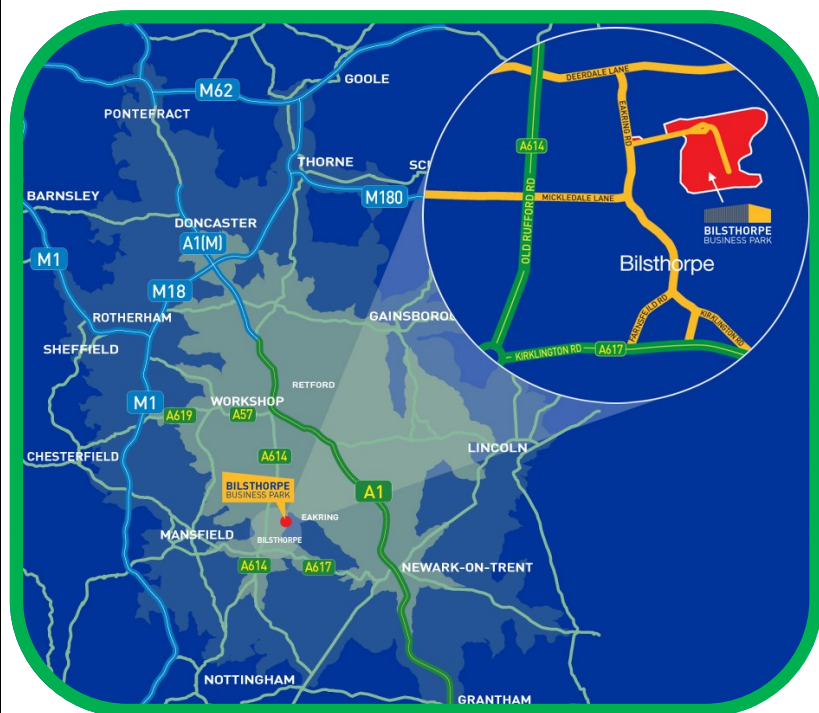
**Objective:** Delegates should be able to define hazards & risks, understand legal requirements of managing IOSH in the workplace.

**Course Topic:**

- Module 1: Managing Safely
- Module 2: Reactive Monitoring
- Module 3: Risk Assessment & Risk Control
- Module 4: Health & Safety Legislation
- Module 5: Common Hazards
- Module 6: Active Monitoring
- Module 7: Safety Management Systems
- Module 8: Hazards (Client Specific)

**Who Should Attend:** Anyone who is required to manage safely and effectively compliance with both their organisations policy and best practice in health & safety.

**Qualification:** Certificate of attendance on completion of the course.



# Getting to the Training Centre

## From the M1

Leave the M1 at junction 28, and then at the roundabout take the 4<sup>th</sup> exit on to the A38 (Mansfield). At traffic signals turn right on to the A617 junction with the A60 and continue forward on to the A617 (Newark). At the roundabout take the 2<sup>nd</sup> exit on to the A617 (Newark), and the 2<sup>nd</sup> exit for the next two roundabouts.

Staying on the A617 (Newark), at the Lockwell Hill roundabout, take the 1<sup>st</sup> exit on to the A614 (Doncaster A1). Following the A614 towards Bilsthorpe, take the first right turn signed posted for Bilsthorpe on to Mickle Dale Lane, following the road until the junction. Turn left on to Eakring Road, over the small bridge and turn right into the entrance of Bilsthorpe Business Park. Continue on the drive and the depot is the first right turn.

## From the A1 (North)

Leave the A1 and follow signs for A614 (Ollerton) proceeding on to Blyth Road and past Clumber Park (which will be located on the right). Follow the A614 passing Clumber Park Hotel on the left until the roundabout. Take the 3<sup>rd</sup> exit on to A614 (Old Rufford Road).

Follow the A614 (Old Rufford Road) through the traffic signals, passing Rufford Country Park (which will be located on the left), continuing on the A614 until signs for the Highways Depot will be visible on the left. Take the first left turn on to Deerdale Lane (further signage for the depot will be visible), and first right on to Eakring Road. Take the 2<sup>nd</sup> left turn into the entrance of Bilsthorpe Business Park and continue on the drive and the depot is the first right turn.

## From the A1 (South) / A46 Newark

Follow signs for the A617 (Mansfield) and continue on the A617 (Mansfield) until the Lockwell Hill Roundabout. Take the 3<sup>rd</sup> exit on to the A614 (Doncaster A1).

Following the A614 (Doncaster A1) towards Bilsthorpe, take the first right turn signed posted for Bilsthorpe on to Mickle Dale Lane, following the road until the junction. Turn left on to Eakring Road, over the small bridge and turn right into the entrance of Bilsthorpe Business Park. Continue on the drive and the depot is the first right turn.