

Health & Safety • Environmental • Quality
Fire • Business Skills • Mobile Plant & Equipment

Training Courses 2018

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In-House Training Courses across the UK

Course details can be found on our website - NEW COURSES IN RED

Health & Safety

- IOSH Managing Safely
- IOSH Working Safely & IOSH Safety Passport
- **IOSH Managing Safely REFRESHER**
- IOSH Managing Environment Responsibilities
- IOSH Working with Environment
- IOSH Safety for Senior Executives & Directors
- IOSH Managing Safely for Healthcare Professionals
- Level 2 HACCP Food Safety in Manufacturing
- **HAV Awareness • NOISE Awareness - 1Hr Sessions**
- Accident Prevention/Investigation
- General Workplace Risk Assessment
- **Pressure Systems Safety • EUSR Gas Safety Passport**
- Health & Safety for Safety Reps and Committee members
- Ladder Safety - Inspection, Pre Selection & Safe Use
- Working Safely at Heights • **Fall Rescue at Height**
- Mobile Towers • MEWP's (PASMA & IPAF options)
- Scaffold Safety, Erection & Inspection
- Safety Harnesses Safe Use & Inspection
- Abrasive Wheels Safety (Novice & Refresher)
- Power Press for Novice, Refresher, Toolsetters & Maintenance
- Manual Handling: Warehouse/Shopfloor and Office Environment
- PUWER & LOLER Regulations
- Traffic/Vehicle/Yard Banksman - LGV's, Vans, Fork Lifts
- **Safe Loading of Vans and Light Vehicles**
- **PAT Testing & Inspection (In-house)**
- Mobile Plant Driver Safety Training
- RTITB/ITTSAR Fork Lift Truck (Novice, Semi-Skilled & Refresher)
- HIAB Hydraulic Lorry Loader (Novice, Semi-Skilled & Refresher)
- Slinger/Banksman (Novice, Semi-Skilled & Refresher)
- Crane (All Types: Novice, Semi-Skilled & Refresher)
- **MIG/TIG Welding • Welding Health & Safety**
- **LPG Gas Safety • Oxy-Acet/Propane Welding Safety**
- **Oxy-Fuel Gas Safe Use, Handling & Storage**
- Control of Vibration, Hand & Arm Vibration
- Infection Control/Safe Handling of Hypodermic Needles
- High Pressure Water Jetting (WJA Certification & ID Cards)
- CoSHH Risk Assessment, CoSHH Awareness/Cross Infection
- CDM Regulations
- **Management of Contractors**
- Permit to Work
- Display Screen Equipment Assessors (DSE)

Environmental

- **Working with the Environment (1 Day)**
- **IOSH Managing Environment Responsibilities (4 Days)**
- Legionella Awareness
- Duty of Care/Waste Management Activities
- CoSHH Risk Assessment • CoSHH Awareness
- Basic Spill Responder
- Asbestos Awareness

Quality & Auditing

- ISO 14001 EMS Internal Auditor + **14001:2015 TRANSITION**
- ISO 9001 QMS Internal Auditor + **9001:2015 TRANSITION**
- **ISO 45001 TRANSITION**
- **ISO 45001 Internal Auditor**
- ISO 45001 18001 Internal Auditor & Implementation
- **IATF 16949:2016 Management Overview**
- **IATF 16949:2016 Automotive Internal Auditor**
- **IATF 16949:2016 Automotive TRANSITION**
- **ISO 13485 Medical Device Internal Auditor**
- 8D Problem Solving
- Lean Manufacturing
- Process Improvement & Waste Management Activities
- FMEA (Failure Mode Effects Analysis)
- Structured Problem Solving (SPS) Root Cause Analysis
- Measurement Systems Analysis (MSA)
- Advanced Product Planning (APP)
- Statistical Process Control Level 1 & Level 2 (SPC)
- Design of Experiments (DOE)
- Production Part Approval Process (PPAP)
- ISO 27001 Security of Data Internal Auditor
- Six Sigma Yellow Belt • SS Green Belt • SS Black Belt

Fire Safety

- Basic Practical Fire Safety Awareness
- Fire Marshal/Warden with Practical
- **Evacuation Chair Safety**
- Fire Risk Assessment Practical

First Aid

- First Aid at Work (Valid for 3yrs) • First Aid 3Yr Refresher
- Emergency First Aid at Work
- Automatic External Defibrillator (AED)

Noise & Air

- Noise Audit/Assessments conducted for your premises
- Air Quality Audit/Assessments conducted

Business Skills

- **Data Protection Act Introduction**
- Lone Workers
- Communication, Leadership & Management Skills
- Appraisal Skills & Techniques
- Essential Selling Skills
- Presentation Skills
- Customer Care
- **Selling Internationally - Understanding Inter. Markets**
- Time Management
- Redundancy Practical Support Training Course
- Managing Employee Performance

Course Venue:

Becketts Farm Conference Centre
Birmingham

Alcester Road, Wythall, Birmingham B47 6AJ

2018 Birmingham Health & Safety Courses



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IOSH Managing Safely

BIRMINGHAM

1, 8, 15 & 22 March '18

7, 14, 21 & 28 June '18

20, 27 September + 4 & 11 October '18

8, 15, 22 & 29 November '18

Course Duration: 4 Full Days 9.30am-4.30pm
Cost Includes: *IOSH Managing Safely Course Manual, IOSH Training Certificate on successful completion & examination, folder, pen, lunch and daily refreshments.*

1 Delegate Place:	£499
2 Delegate Places:	£899
3 Delegate Places:	£1,229
4 Delegate Places:	£1,599
5+ Delegate Places:	£369 each
+ £35 IOSH Fees exc VAT per Delegate	

This IOSH Accredited comprehensive four day course provides managers from any type of organisation/industry with a basic introductory grounding in health and safety at work. It concentrates on training delegates to apply sound management principles to health and safety, and is divided into eight modules.

Course Benefits

On Successful completion of the course delegates should be able to:

- Apply basic management principles to safety and health issues
- Recognise safety and health hazards in the workplace
- Ensure what actions should be taken when incidents involving injury or damage occur
- Communicate effectively on safety and health issues

Key features of the course include:

- P Identification and achievement of desired workplace behaviours
- P Competence based training with practical exercises
- P Formal assessment of skills as well as underpinning knowledge

Who should attend?

Anyone with responsibility for health and safety - Personnel managers/supervisors, Premises manager/supervisors, Administration managers/supervisors, Facilities managers/supervisors, Operating managers/co-ordinators.

The course requires about 25 hours of direct tuition time with exercises and workshops included. It is assessed by way of an examination followed by a work based project.

Course syllabus covers:

- | | |
|---|------------------------|
| P Human factors affecting safety | P General approach |
| P Accident and injury causes | P Management of safety |
| P Health and safety law | P Common Hazard |
| P Communicating health and safety effectively | P Specialised hazards |

Module 1: Safety management

Module 5: Review and audit

Module 2: Reactive monitoring

Module 6: Health and safety legislation

Module 3: Risk assessment and risk control

Module 7: Hazards - general

Module 4: Active monitoring

Module 8: Hazards - organisation specific

IOSH Managing Safely Certification:

The course prepares delegates for a short multiple choice test and practical assessment leading to the award of the IOSH Certificate in 'Managing Safely' for successful candidates.

Delegates Receive:

IOSH Managing Safely course folder with comprehensive course notes, and IOSH "Managing Safely" Certificate when successfully passed the assessment procedures.

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IOSH Managing Safely REFRESHER UPDATE

BIRMINGHAM: 19 March • 22 June • 1 November

Course Duration: 1 Full Day 9.30am-4.30pm
 Cost Includes: *IOSH Refresher Managing Safely Course Manual, IOSH Training Certificate on successful completion & examination, folder, pen, lunch and daily refreshments.*

1 Delegate Place: £199
2 Delegate Places: £360
3 Delegate Places: £480
4+ Delegate Places: £135 each + £42 IOSH Fees exc VAT per Delegate

This one day accredited IOSH REFRESHER for Managing Safely is recommended for anyone who has undertaken the 4 day IOSH Managing Safely course at any time (IOSH have removed the 3Yr restriction) - anyone who has in the past completed the IOSH Managing Safely course is now welcome to attend this one day IOSH Refresher course and on completion gain a new IOSH MS Certificate - All delegates attending must produce their IOSH Certificate Number to validate they have previously completed an IOSH Managing Safely course.

Not only will delegates get to refresh their knowledge on the key parts of the full Managing safely course, there's also a much greater emphasis on monitoring, auditing and reviewing, which is learned through two practical case studies.

What does your business get?

- P Peace of mind, knowing that staff have had refresher training and are up to date with their safety and health knowledge
- P Nationally recognised, respected and certificates managers and supervisors

Managing Safely REFRESHER course covers:

Refreshing your Knowledge

Through an interactive quiz and group discussion delegates will refresh their knowledge of the key learning points from the full Managing Safely course

Building on what you know

Delegates will learn why leadership and management are important, their role influencing managing safely, changes to legislation that affect them, how you can work with the Plan, Do, Check and Act model, and why effective communication is essential.

Putting managing safely into practice

Carrying out a site audit - this practical part of the course will see delegates working in pairs or small groups to review and comment on monitoring checklists based on the operation of a real business, to help them understand why monitoring and reporting are important parts of an organisations safety and health arrangements.

Applying the management system

This is the second part of the practical element, which follows on from the above module - looking specifically at what controls need to be put in place, how to get key players on board, keeping staff up to date with developments, checking progress and identifying any issues, and assessing the overall success of your plan and the lessons learned.

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Prefer an in-house course?

Contact us for a cost to hold this course in-house at your site

IOSH Managing Environmental Responsibilities

BIRMINGHAM 2, 9, 16 & 23 March '18

2018 Dates: 26, 27 June + 3, 4 July • 2, 9, 16 & 30 November



Course Duration: 4 Full Days 9.30am-4.30pm
Cost Includes: *IOSH Managing Environmental Responsibilities Course Manual, IOSH Training Certificate on successful completion & examination, folder, pen, lunch and daily refreshments.*

1 Delegate Place: £499
2 Delegate Places: £899
3 Delegate Places: £1,229
4 Delegate Places: £1,599
5+ Delegate Places: £369 each
+ £42 IOSH Fees exc VAT per Delegate

This accredited IOSH Managing Environmental Responsibilities four day training course has been designed for those who need to manage environmental issues in compliance with their organisation's policies, legislation and best practice, or for whom environmental management is an integral part of a wide range of responsibilities. The 4 days are combined with practical case studies, group exercises, trainer presentations and work-based exercises.

Course Benefits

On Successful completion of the course delegates should be able to:

- Identify hazards to the environment from an organisations perspective
- Apply management principles & practice relating to environmental issues
- Identify organisational responsibilities with regard to environmental legislation
- Introduce environmental reviews taking into account current best practice
- Communicate environmental practices effectively to all levels of staff in an organisation, including senior management
- Overview of component parts of an environmental management system i.e. ISO 14001

Modules covered:

P Intro to Environmental issues and their management	P Land
P Legal requirements	P Air
P Environmental Management Systems (ISO 14001)	P Water

Course Programme

- Introduction to environmental issues and their management
- Principles of sustainable development and energy sources, energy efficiency at work
- Environmental hazards and workplace activities
- Key principles of environmental legislation, regulatory bodies and European Directives
- Air Pollution (including Asbestos and Legionella)
- Water supply, treatment and pollution
- Principles of integrated pollution control
- Contaminated land
- Waste Management, production and classification
- Life cycle analysis
- Transport management and the environment
- Environmental management systems such as EMAS, BS 8555 & ISO 14001
- Certification and Assessments ISO 14001

IOSH Certification and Assessment:

The course prepares delegates for a short multiple choice test and a small project in their own working environment. Successful delegates will receive an IOSH Accredited Certificate in 'Managing Environmental Responsibilities'.

Prefer an in-house course?

This course can be held at your UK premises, to suit you as a block course, 2 days per week, or one day a week over 4-6 weeks - contact us for available dates and cost.

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IOSH Working Safely / Safety Passport

BIRMINGHAM: 29th March • 25th June • 18th October • 13th December

Recognised by CSCS as an equivalent to a Level 1 Award in health and safety in a construction environment. That means that delegates who successfully complete Working safely can apply for a CSCS Green Labourer Card once they have also passed the CITB Health, Safety and Environment Operatives Test

Course Duration: 1 Full Day 9.30am-4.30pm
Cost Includes: *IOSH Healthcare Working Safely Course Manual, IOSH Training Certificate on successful completion & examination, folder, pen, lunch and daily refreshments.*

1 Delegate Place: £199
2 Delegate Places: £360
3 Delegate Places: £480
4+ Delegate Places: £135 each + £42 IOSH Fees exc VAT per Delegate

This one day accredited IOSH Working Safely / Safety Passport course trains staff to ensure that their individual and collective actions contribute to health and safety in the workplace and that responsibilities are clearly understood. The course covers a minimum of six hours tuition and includes two written assessments, one of which covers the identification of hazards.

Key features of the course include:

- P Identification and achievement of desired workplace behaviours
- P Competence based training with practical exercises
- P Formal assessment of skills as well as underpinning knowledge

Course syllabus covers:

- P Hazard and risk identification
- P Workplace precautions for common hazards
- P Helping the delegates to understand how they can improve their company's safety performance

Module 1: Working Safely

Module 3: Improving safety

Module 2: Hazards - general

Module 4: Hazards - company specific

On Successful completion of the course delegates should be able to:

- Identify the hazards and evaluate the risks in their workplace
- Use appropriate workplace precautions for specific risks or seek advice on workplace precautions
- Assist managers in preparing written risk assessments
- Follow their organisation's health and safety policy
- Co-operate and communicate on safety matters
- carry out work activities without risk to themselves or others
- Report relevant accidents and incidents and
- Monitor their own activities and assist managers in active monitoring

IOSH Working Safely / Safety Passport Certification:

In order for an IOSH "Working Safely" certificate OR Safety Passport Photo ID card to be issued, the delegate should successfully complete the IOSH approved assessment procedures for this course.

Delegates Receive:

IOSH Working Safely course notes, and IOSH "Working Safely" Certificate OR "Safety Passport" Photo ID Card when successfully passed the assessment procedures (Passport size Photo to be provided by delegate)

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2018 Dates



IOSH Safety for Senior Executives and Directors

BIRMINGHAM 26 January • 26 March • 29 June
Becketts Farm 23 November

In-House courses arranged to suit you - call for dates

Course Duration: 1 Full Day 9.30am-4.30pm

Cost: £199 + IOSH Delegate Registration of £35, Extra Delegates £99 + IOSH Fee (exc VAT)

Includes IOSH Course Notes, IOSH Training Certificate on successful completion, course materials, lunch and daily refreshments.

A One Day course accredited by the Institute of Occupational Safety and Health

Who Should Attend

Directors, Executives and Senior Managers with overall operational and/or strategic accountability for Health & Safety within their organisation.

Course Summary

To provide an understanding of the moral, legal and business case for proactive safety, health and risk management, strategic safety and health management and its integration into holistic business management systems and procedures.

Module 1: The Moral, legal and financial case

Module 2: Plan, Module 3: Do, Module 4: Check, Module 5: Act

Benefits to You and Your Organisation

By the end of the Workshop, participants will be able to:

- * Demonstrate commitment to Health & Safety from the top
- * Understand fully the legal implications of Health & Safety compliance
- * Implement systems and action planning to ensure compliance and continued improvement
- * Organise a demonstrable level of competence within the organisation

Course Contents

INCLUDES- **Corporate Manslaughter and Homicide Act 2007 for organisations' Directors and Senior Managers, reviewing their new responsibilities and the consequences of their success or failure in meeting them.**

- * English legal framework and EC Directives
- * Understanding Employers' Responsibilities
- * Recognising how the law has shifted to a non-prescriptive approach
- * Understanding financial and penal implications of non-compliance
- * Root causes of accidents and prevention
- * Implementation of control strategies

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IOSH course is delivered in association with IOSH Licensed Course Provider Charles Urbanial

Course Venue:

Becketts Farm Conference Centre
Birmingham

Alcester Road, Wythall, Birmingham B47 6AJ

2018 Birmingham Quality/Auditing Courses



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ISO 14001:2015 EMS INTERNAL AUDITOR

A one day training course for EMS Internal Auditors based upon the requirements of ISO 14001:2015



Who should attend?

- * Senior managers and professionals from all type of organisations requiring an understanding of ISO 14001
- * Managers and staff, from all functions, who are or will be involved in preparing ISO 14001 documentation
- * Anyone wishing to prepare for training an ISO 14001 auditor

IN-HOUSE Option: On-Site at your premises (Contact us for a Quotation)

Course Duration: One Full Day, 9am-4pm /9.30am - 4.30pm (date to suit you)

No. of Delegates: 12 delegates max

BIRMINGHAM VENUE - Becketts Farm Conference Centre (M42 Jun 3 Exit)

Course Duration: One Full Day, 9.30am - 4.30pm

Course Cost: £229 1st Delegate, £129 extra delegates exc VAT

Cost Includes: Course Notes, Training Certification, Course Materials, 2 course Restaurant Lunch and unlimited daily refreshments

2018 Course Dates: 19 March • 25 June • 19 November

Course Benefits:

Attending this course will help you develop a strong understanding of the ISO 14001 standard and how to use it to improve the effectiveness of your environmental management system.

The course is designed around the Internal Auditor course guidelines currently issued include the following:

- * Development of ISO 14001
- * How an environmental management system can enhance an organisation
- * Control or processes
- * The PDCA Cycle
- * Key principles of environmental management
- * Requirements of ISO 14001
- * Certification to ISO 14001
- * Practical audit exercises

Delegates Receive:

ISO 14000 Environmental Management Systems Internal Auditor Training Certificate and course notes.

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ISO 45001:2018 HSM INTERNAL AUDITOR

A one day training course for HSM Internal Auditors based upon the requirements of ISO 45001:2018



Who should attend?

- * Senior managers and professionals from all type of organisations requiring an understanding of ISO 45001
- * Managers and staff, from all functions, who are or will be involved in preparing ISO 45001 documentation
- * Anyone wishing to prepare for training an ISO 45001 auditor

IN-HOUSE Option: On-Site at your premises (Contact us for a Quotation)

Course Duration: One Full Day, 9am-4pm /9.30am - 4.30pm (date to suit you)

No. of Delegates: 12 delegates max

BIRMINGHAM VENUE - Becketts Farm Conference Centre (M42 Jun 3 Exit)

Course Duration: One Full Day, 9.30am - 4.30pm

Course Cost: £229 1st Delegate, £129 extra delegates exc VAT

Cost Includes: Course Notes, Training Certification, Course Materials, 2 course Restaurant Lunch and unlimited daily refreshments

2018 Course Dates: 4 July • 10 October • 5 December

Course Benefits:

Attending this course will help you develop a strong understanding of the ISO 45001 standard and how to use it to improve the effectiveness of your environmental management system.

The course is designed around the Internal Auditor course guidelines currently issued include the following:

- * Development of ISO 45001
- * How a health and safety management system can enhance an organisation
- * Control or processes
- * The PDCA Cycle
- * Key principles of a health and safety management
- * Requirements of ISO 45001
- * Certification to ISO 45001
- * Practical audit exercises

Delegates Receive:

ISO 45000 Health and Safety Management Systems Internal Auditor Training Certificate and course notes.

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