

**arco**<sup>®</sup> Professional  
Safety Services

# Training Courses 2026

## A World of Safety Training

*Your portal to 100s of expert courses*



## Welcome to learning without limits

Although training is the best way to keep staff safe, productive and compliant, it can often be time consuming and costly to source and plan multiple courses.

This is especially true if you're operating across multiple sites. And how can you be sure a course is the best fit for your team?

## End-to-end learning from safety experts

As a single expert partner, Arco Professional Safety Services connects you to 100s of safety training courses across a range of disciplines and levels. These can also be tailored to your exact needs.

So, whether you're looking for off-the shelf or tailor-made, on or off-site training, we will sort it for you. And if you can't find a specific course, we will source it from an approved third party on your behalf.

## Benefits to your business

By acting as a single point of contact, we take on the complexity of planning, sourcing, delivering, and tracking your safety training. That frees you up to focus on your core business.

In this way, Arco Professional Safety Services helps you gain control, reduce risk, and save time by delivering consistent, compliant, and efficient training solutions tailored to multi-site operations.

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main menu**



# How-to Guide

There are numerous interactive buttons in this document to help you to find the course you are looking for.

ENTER HERE 

Starting at the cover with the **Enter Here button**.



Clicking the **left or right arrows** on each page will **move you backward or forward** by one page.



Clicking the **back to main menu button** will take you to the start page, where you can select your preferred training category.

Business &  
Professional  
Skills



Clicking any of the **category tiles** on the **main menu page** will take you to a specific menu, from which you can select a relevant course.

- Managing Contractors

Clicking on the **course name** will take you to the **course**.

Depending on the course, there may be one or two pages of content. This will be indicated by the numbers at the bottom right of each page. If you see '1 of 2', you'll know to access a second page by clicking the right arrow.

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## Course Menu

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# Managing Contractors – Course Agenda

## Course Overview

The **Managing Contractors Course** provides essential knowledge and practical skills for effectively overseeing and coordinating external contractors, helping ensure regulatory compliance, workplace safety, and the successful delivery of projects. This 1-day course equips professionals with best practices in legal, safety, and communication aspects of contractor management across industries.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Introduction to Contractor Management**  
Understanding the importance of effective contractor management, relevant legal and regulatory frameworks, key stakeholder roles and responsibilities, and best practices for contractor selection and evaluation.
- **Risk Assessment and Compliance**  
Identifying and assessing contractor-related risks, ensuring health, safety, environmental, legal, and ethical compliance throughout project delivery.
- **Contract Documentation and Agreements**  
Exploring contract types and structures, drafting effective service agreements, understanding key clauses and performance metrics, and managing contract reviews and amendments.
- **Contractor Performance Monitoring**  
Establishing performance criteria, monitoring contractor activities, applying KPIs, implementing corrective actions, and maintaining consistent communication and reporting.
- **Relationship and Conflict Management**  
Developing positive contractor relationships through effective communication, applying conflict resolution strategies, managing disputes, and understanding contract termination procedures.
- **Financial and Budget Management**  
Learning how to budget for contractor services, control costs, manage invoicing and payments, handle change orders, and maintain financial transparency and accountability.
- **Continuous Improvement and Best Practices**  
Reviewing lessons learned from past projects, applying benchmarking and industry standards, utilising technology and auditing tools, and building a robust, sustainable contractor management programme.
- **Assessment**  
Consisting of a short written or multiple-choice test to evaluate understanding of key concepts and practical applications in contractor management.

## Certification

Upon successful completion of the course and assessment, delegates will receive a **Managing Contractors Certificate** (or Attendance, depending on course provider).

This certification demonstrates a comprehensive understanding of contractor management principles and supports ongoing **Continuing Professional Development (CPD)** for professionals in project management, facilities management, and health and safety.



# ISO 14001:2015 Lead Environmental Auditor – Course Agenda

## Course Overview

This course provides delegates with the knowledge and skills required to plan, conduct, report, and follow up audits of Environmental Management Systems (EMS) against ISO 14001:2015 requirements. It is designed for environmental managers, compliance officers, consultants, and professionals responsible for EMS audits.

Delegates should have prior knowledge of ISO 14001 requirements and environmental management principles. Completion of an ISO 14001 foundation course is recommended.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Introduction to ISO 14001:2015**  
Understanding the purpose and benefits of Environmental Management Systems (EMS), including the key clauses and structure of ISO 14001:2015. Covering the context of the organization and leadership requirements.
- **Auditing Principles and ISO 19011 Guidelines**  
Explaining the principles of auditing such as integrity, fair presentation, and due professional care. Detailing auditor roles and responsibilities and the competence requirements for audit teams.
- **Planning the Audit**  
Describing how to establish audit objectives, scope, and criteria. Outlining the development of audit plans and schedules, preparation of checklists, and sampling strategies. Emphasizing the application of risk-based thinking during audit planning.
- **Conducting the Audit**  
Covering the steps for managing opening meetings, interviewing auditees, gathering and verifying evidence, observing processes, and reviewing documentation. Including techniques for handling audit findings during the audit process.
- **Reporting and Follow-up**  
Explaining how to prepare clear and concise audit reports, classify nonconformities, and communicate findings to auditees and management. Detailing the corrective action process and verification of effectiveness.
- **Environmental Aspects and Impacts**  
Discussing how to identify significant environmental aspects, evaluate compliance obligations, and link these to operational controls and continual improvement strategies.
- **Assessment**  
Including role-play scenarios for opening and closing meetings, simulated audits using real-world case studies, and group workshops on audit planning and reporting. Concluding with a written examination to assess understanding and competence.

## Certification

Delegates who successfully complete the course and pass the assessment will receive a **CQI and IRCA Certified Lead Auditor Certificate** (or equivalent from an accredited provider), valid for 3 to 5 years depending on the issuing body.

To maintain certification, a refresher course must be completed before the certificate expiry date.



## ISO 22000:2018 Lead Auditor – Course Agenda

### Course Overview

This course provides delegates with the knowledge and skills required to perform first, second, and third-party audits of Food Safety Management Systems (FSMS) against ISO 22000:2018. It is designed for professionals in the food industry who need to lead audits in compliance with ISO 19011 and ISO/IEC 17021 requirements.

Delegates should have prior knowledge of food safety principles, HACCP, prerequisite programs (PRPs), and ISO 22000 requirements. Completion of an ISO 22000 Foundation course is recommended.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Introduction to ISO 22000:2018**  
Understanding the purpose and benefits of a Food Safety Management System (FSMS), including the structure and key clauses of ISO 22000:2018. Covering the relationship between ISO 22000 and other standards and regulatory frameworks.
- **Auditing Principles and ISO 19011 Guidelines**  
Explaining the principles of auditing such as integrity, fair presentation, and due professional care. Detailing auditor roles and responsibilities and the competence requirements for audit teams.
- **Planning the Audit**  
Describing how to establish audit objectives, scope, and criteria. Outlining the development of audit plans and schedules, preparation of checklists, and sampling strategies. Emphasizing the application of risk-based thinking during audit planning.
- **Conducting the Audit**  
Covering the steps for managing opening meetings, interviewing auditees, gathering and verifying evidence, observing processes, and reviewing documentation. Including techniques for handling audit findings during the audit process.
- **Reporting and Follow-up**  
Explaining how to prepare clear and concise audit reports, classify nonconformities, and communicate findings to auditees and management. Detailing the corrective action process and verification of effectiveness.
- **Food Safety Principles and HACCP**  
Discussing prerequisite programs (PRPs), operational prerequisite programs (OPRPs), and critical control points (CCPs). Linking these to ISO 22000 requirements and continual improvement strategies.
- **Assessment**  
Including role-play scenarios for opening and closing meetings, simulated audits using real-world case studies, and group workshops on audit planning and reporting. Concluding with a written examination to assess understanding and competence.

### Certification

Delegates who successfully complete the course and pass the assessment will receive a **CQI and IRCA Certified ISO 22000 Lead Auditor Certificate** (or equivalent from an accredited provider), valid for 3 to 5 years depending on the issuing body.

To maintain certification, a refresher course must be completed before the certificate expiry date.



## ISO 9001:2015 Lead Auditor (2352) – Course Agenda

### Course Overview

This course provides delegates with the knowledge and skills required to plan, conduct, report, and follow up audits of Quality Management Systems (QMS) against the requirements of **ISO 9001:2015**, in accordance with **ISO 19011:2018** and **ISO/IEC 17021** where applicable. It is designed for professionals who wish to become certified Lead Auditors and is approved by **CQI and IRCA**. Successful completion satisfies the formal training requirements for registration as an Auditor or Lead Auditor under the IRCA QMS scheme.

Delegates should have prior knowledge of the Plan-Do-Check-Act (PDCA) cycle, the seven Quality Management Principles, and ISO 9001:2015 requirements.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Introduction to Quality Management Systems**  
Understanding the purpose and benefits of a QMS, the principles of quality management, and the relationship between quality management and customer satisfaction.
- **ISO 9001:2015 Requirements and Structure**  
Explaining the clauses of ISO 9001:2015, the Annex SL high-level structure, and how risk-based thinking and process approach are applied within a QMS.
- **Auditing Principles and ISO 19011 Guidelines**  
Covering the principles of auditing, auditor responsibilities, and the requirements for planning, conducting, and reporting audits in line with ISO 19011.
- **Audit Planning and Preparation**  
Learning how to develop audit plans, prepare checklists, review documented information, and establish audit objectives, scope, and criteria.
- **Conducting the Audit**  
Covering opening meetings, gathering objective evidence through interviews, observations, and document review, and maintaining effective communication during audits.
- **Audit Reporting and Follow-Up**  
Classifying and reporting nonconformities, writing audit reports, and managing corrective actions and follow-up activities.
- **Role of the Lead Auditor**  
Explaining how to lead an audit team, manage resources, and ensure effective coordination throughout the audit process.
- **Assessment**  
Role-play scenarios for opening and closing meetings, simulated audits using real-world case studies, and group workshops on audit planning and reporting. Concluding with a written examination to assess understanding and competence.

### Certification

Delegates who successfully complete the course and pass the examination will receive a **CQI and IRCA Certified ISO 9001:2015 Lead Auditor Certificate**, valid for 5 years.

For the purpose of IRCA auditor registration, continuous professional development and periodic refresher training are recommended to maintain competence.





## Course Menu

- **Electrical Installation & Regulations**
  - C&G 18<sup>th</sup> Edition inc Amendment 4 (Bridging) 2382-26
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- **Inspection & Testing**
  - City & Guilds - Fundamental Inspection, Testing & Initial Verification of Electrical Installations 2392-10
  - City & Guilds - Initial and Periodic Inspection and Testing of Electrical Installations 2391-52
  - City & Guilds - In-service Inspection and Testing of Electrical Equipment (PAT Testing) 2377-77
  - Safe Isolation



## City & Guilds 18th Edition Requirements for Electrical Installations BS 7671 (Bridging Course) 2382-26

### Course Overview

This one-day bridging course is designed for electricians and electrical professionals who already hold an earlier edition of the Wiring Regulations qualification and need to update their knowledge to the latest requirements of **BS 7671:2018 (18th Edition), including Amendment 4**.

The programme focuses on changes introduced since previous amendments, ensuring delegates understand how the updated requirements affect the design, installation, inspection and testing of electrical installations. Successful completion enables delegates to demonstrate current competence and compliance with the latest edition of the Wiring Regulations.

This course is suitable for:

- Qualified electricians
- Electrical installers and contractors
- Electrical engineers and technicians
- Inspectors, testers and supervisors
- Anyone requiring an update to BS 7671 knowledge

Delegates **should already hold** a previous Wiring Regulations qualification (e.g. 2382-18 or 2382-22).

The course is delivered in English. A good standard of spoken and written English is required.

### Agenda

- **Overview of the 18th Edition and Amendment 4**  
Introduction to BS 7671:2018 and a summary of the key changes introduced by Amendment 4.
- **Structure and Use of the Wiring Regulations**  
Understanding how BS 7671 is organised and how to efficiently navigate and apply the requirements.
- **Changes to Scope, Definitions and Compliance**  
Review of updated terminology, scope and general principles affecting electrical installations.
- **Protection Against Electric Shock**  
Updated requirements for basic and fault protection and their practical application.
- **Protection Against Fire and Thermal Effects**  
Key changes affecting fire protection measures, including enhanced safety considerations within installations.
- **Circuit Design and Installation Practices**  
Review of amendments impacting circuit design, installation methods and energy efficiency.
- **Inspection, Testing and Certification**  
Updates to inspection and testing requirements, documentation and certification procedures.



› **Special Installations and Locations**

Summary of revised requirements affecting specialist environments and installations.

› **Assessment**

Online multiple-choice examination, assessing knowledge and understanding of BS 7671:2018 (18th Edition) including Amendment 4. The examination is open book and completed under City & Guilds examination conditions.

## Certification

Delegates who successfully pass the examination will be awarded the **City & Guilds Level 3 Award in the Requirements for Electrical Installations (BS 7671:2018) Qualification number: 2382-26**

The qualification does **not have an expiry date**. However, delegates are expected to update their knowledge when future amendments to BS 7671 are published.



## City & Guilds 18th Edition Requirements for Electrical Installations BS 7671 (Bridging Course) 2382-26

### Remote Learning

#### Course Overview

This remote learning course is designed for electricians and electrical professionals who already hold a previous Wiring Regulations qualification and need to update their knowledge to the latest requirements of **BS 7671:2018 (18th Edition), including Amendment 4**.

The course allows delegates to study flexibly through structured online learning while gaining a detailed understanding of changes introduced since previous amendments. It focuses on the application of the updated Regulations to electrical installation design, installation practices, inspection and testing. Successful completion enables delegates to demonstrate current competence and compliance with the latest edition of the Wiring Regulations.

This course is suitable for:

- Qualified electricians
- Electrical installers and contractors
- Electrical engineers and technicians
- Inspectors, testers and supervisors
- Anyone requiring an update to BS 7671 knowledge

Delegates **should already hold** a previous Wiring Regulations qualification (e.g. 2382-18 or 2382-22).

The course is delivered in English. A good standard of spoken and written English is required.

#### Agenda

- **Overview of the 18th Edition and Amendment 4**  
Introduction to BS 7671:2018 and a summary of the key changes introduced by Amendment 4.
- **Structure and Use of the Wiring Regulations**  
Understanding how BS 7671 is organised and how to efficiently navigate and apply the requirements.
- **Changes to Scope, Definitions and Compliance**  
Review of updated terminology, scope and general principles affecting electrical installations.
- **Protection Against Electric Shock**  
Updated requirements for basic and fault protection and their practical application.
- **Protection Against Fire and Thermal Effects**  
Key changes affecting fire protection measures, including enhanced safety considerations within installations.
- **Circuit Design and Installation Practices**  
Review of amendments impacting circuit design, installation methods and energy efficiency.



# Inspection & Testing

› **Inspection, Testing and Certification**

Updates to inspection and testing requirements, documentation and certification procedures.

› **Special Installations and Locations**

Summary of revised requirements affecting specialist environments and installations.

› **Assessment**

Online multiple-choice examination, assessing knowledge and understanding of BS 7671:2018 (18th Edition) including Amendment 4. The examination is open book and completed under City & Guilds examination conditions.

## Certification

Delegates who successfully pass the examination will be awarded the **City & Guilds Level 3 Award in the Requirements for Electrical Installations (BS 7671:2018) Qualification number: 2382-26**

The qualification does **not have an expiry date**. However, delegates are expected to update their knowledge when future amendments to BS 7671 are published.



## City & Guilds 18th Edition Requirements for Electrical Installations (inc. Amendment 4) 2382-26

### Course Overview

This full course provides comprehensive coverage of the **Requirements for Electrical Installations set out in BS 7671:2018 (18th Edition), including Amendment 4**, and leads to the **City & Guilds Level 3 Award in the Requirements for Electrical Installations**.

The programme is suitable for electricians, electrical installers, trainees and others who require a detailed understanding of the Wiring Regulations but do not currently hold a valid BS 7671 qualification. It develops a thorough understanding of the structure, content and practical application of the Regulations, supporting safe and compliant electrical installation work.

Successful completion of the course and assessment demonstrates that the delegate has the knowledge required to work in accordance with current Wiring Regulations and industry standards.

The course is delivered in English. A good standard of spoken and written English is required.

### Agenda

- **Introduction to BS 7671 and the Scope of the Regulations**  
Overview of the purpose, status and application of BS 7671 within electrical installation work.
- **Fundamental Principles and Definitions**  
Understanding the general principles, objectives, terminology and scope of the Wiring Regulations.
- **Assessment of General Characteristics**  
Review of installation characteristics, supply systems and external influences that affect electrical design.
- **Protection Against Electric Shock**  
Detailed requirements for basic protection, fault protection and earthing arrangements.
- **Protection Against Thermal Effects and Fire**  
Measures relating to overheating, fire protection and thermal risks within electrical installations.
- **Protection Against Overcurrent and Voltage Disturbances**  
Requirements for protection against overload, fault currents and voltage-related risks.
- **Selection and Erection of Equipment**  
Principles for selecting and installing electrical equipment, wiring systems and accessories.
- **Isolation, Switching and Control**  
Requirements for isolation, switching, emergency switching and control of electrical installations.
- **Inspection and Testing**  
Procedures for initial verification, inspection and testing, including certification requirements.



› **Special Installations and Locations**

Additional requirements for installations subject to special conditions or environments.

› **Use of Appendices and Practical Application**

Applying the appendices of BS 7671 to support calculations, reference values and practical decision-making.

› **Assessment**

Completion of the City & Guilds online multiple-choice examination, assessing knowledge and understanding of BS 7671:2018 (18th Edition), including Amendment 4.

## Certification

Delegates who successfully pass the examination will be awarded the **City & Guilds Level 3 Award in the Requirements for Electrical Installations (BS 7671:2018), qualification number 2382-26.**

The qualification does not have an expiry date, although delegates are expected to update their knowledge when future amendments to BS 7671 are released.



## City & Guilds 18th Edition Requirements for Electrical Installations (inc. Amendment 4) 2382-26 Remote Learning

### Course Overview

This remote learning course provides comprehensive coverage of the **Requirements for Electrical Installations set out in BS 7671:2018 (18th Edition), including Amendment 4**, and leads to the **City & Guilds Level 3 Award in the Requirements for Electrical Installations**.

The programme is suitable for electricians, electrical installers, trainees and others who require a detailed understanding of the Wiring Regulations but do not currently hold a valid BS 7671 qualification. It develops a thorough understanding of the structure, content and practical application of the Regulations, supporting safe and compliant electrical installation work.

Successful completion of the course and assessment demonstrates that the delegate has the knowledge required to work in accordance with current Wiring Regulations and industry standards.

The course is delivered in English. A good standard of spoken and written English is required.

### Agenda

- **Introduction to BS 7671 and the Scope of the Regulations**  
Overview of the purpose, status and application of BS 7671 within electrical installation work.
- **Fundamental Principles and Definitions**  
Understanding the general principles, objectives, terminology and scope of the Wiring Regulations.
- **Assessment of General Characteristics**  
Review of installation characteristics, supply systems and external influences that affect electrical design.
- **Protection Against Electric Shock**  
Detailed requirements for basic protection, fault protection and earthing arrangements.
- **Protection Against Thermal Effects and Fire**  
Measures relating to overheating, fire protection and thermal risks within electrical installations.
- **Protection Against Overcurrent and Voltage Disturbances**  
Requirements for protection against overload, fault currents and voltage-related risks.
- **Selection and Erection of Equipment**  
Principles for selecting and installing electrical equipment, wiring systems and accessories.
- **Isolation, Switching and Control**  
Requirements for isolation, switching, emergency switching and control of electrical installations.
- **Inspection and Testing**  
Procedures for initial verification, inspection and testing, including certification requirements.



# Inspection & Testing

› **Special Installations and Locations**

Additional requirements for installations subject to special conditions or environments.

› **Use of Appendices and Practical Application**

Applying the appendices of BS 7671 to support calculations, reference values and practical decision-making.

› **Assessment**

Completion of the City & Guilds online multiple-choice examination, assessing knowledge and understanding of BS 7671:2018 (18th Edition), including Amendment 4.

## Certification

Delegates who successfully pass the examination will be awarded the **City & Guilds Level 3 Award in the Requirements for Electrical Installations (BS 7671:2018), qualification number 2382-26.**

The qualification does not have an expiry date, although delegates are expected to update their knowledge when future amendments to BS 7671 are released.



## City & Guilds Level 2 Certificate in Fundamental Inspection, Testing and Initial Verification (2392-10)

### Course Overview

This course provides delegates with the essential knowledge and practical skills required to carry out initial verification and inspection of electrical installations in accordance with BS 7671 and industry best practice. It is designed for electricians and those working in electrical installation who need to demonstrate competence in inspection and testing procedures.

Delegates should have a basic understanding of electrical principles and installation practices prior to attending.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

➤ **Introduction to Inspection and Testing**

Explaining the purpose of inspection and testing, covering why initial verification is required and how it ensures compliance with BS 7671.

➤ **Legal Requirements and Standards**

Detailing the statutory requirements and industry standards that govern inspection and testing, including the Electricity at Work Regulations and BS 7671.

➤ **Safe Isolation Procedures**

Covering how to safely isolate electrical circuits and equipment before commencing inspection and testing activities.

➤ **Visual Inspection Techniques**

Detailing how to carry out a systematic visual inspection to identify defects, damage, or non-compliance, and explaining why this step is essential before performing electrical tests.

➤ **Testing Methods and Sequence**

Detailing the correct sequence of tests, including continuity, insulation resistance, polarity, earth fault loop impedance, and RCD testing.

➤ **Use of Test Instruments**

Covering how to select, use, and maintain test instruments correctly, ensuring accuracy and safety during testing.

➤ **Recording and Interpreting Test Results**

Explaining how to document test results accurately and interpret them against regulatory requirements.

➤ **Completion of Certification**

Detailing how to complete initial verification certificates and associated documentation for compliance.



➤ **Assessment**

Delegates will complete a written examination and practical assessment to demonstrate competence in inspection and testing.

## Certification

Delegates who successfully pass the City & Guilds examination will receive the **Level 2 Certificate in Fundamental Inspection, Testing and Initial Verification** Certificate. Certification requires achieving the required pass mark in the knowledge assessment.

The qualification does not expire, although regular refresher training is recommended to maintain up to date understanding of legislation, standards and best practice.



## City & Guilds Level 3 Award in Initial and Periodic Inspection and Testing of Electrical Installations (2391-52)

### Course Overview

This advanced qualification provides delegates with the knowledge and practical skills required to carry out both initial verification and periodic inspection and testing of electrical installations in accordance with BS 7671 and industry best practice. It is designed for experienced electricians who need to demonstrate competence in inspection and testing for certification and reporting purposes.

Delegates should hold a Level 3 electrical qualification and have prior experience in inspection and testing before attending.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

#### › Introduction to Inspection and Testing

Covering the purpose of inspection and testing, explaining why initial and periodic verification are essential for electrical safety, and outlining how these processes ensure compliance with BS 7671.

#### › Legal Requirements and Standards

Explaining the statutory obligations under the Electricity at Work Regulations and detailing how BS 7671 and related guidance documents govern inspection and testing practices.

#### › Safe Isolation Procedures

Describing the correct steps for safely isolating electrical circuits and equipment, including the use of approved isolation devices and verification techniques to prevent accidental energization.

#### › Visual Inspection Techniques

Detailing how to carry out a systematic visual inspection to identify defects, damage, or non-compliance, and explaining why this step is essential before performing electrical tests.

#### › Testing Methods and Sequence

Covering the correct sequence of tests for both initial and periodic inspection, including continuity of protective conductors, insulation resistance, polarity checks, earth fault loop impedance, and RCD functional testing.

#### › Use of Test Instruments

Explaining how to select appropriate test instruments, verify their calibration, and use them safely and accurately during inspection and testing activities.

#### › Recording and Interpreting Test Results

Describing how to document test results clearly, interpret them against regulatory standards, and identify any deviations that require corrective action.



› **Completion of Certification and Reporting**

Detailing the process for completing Electrical Installation Certificates, Minor Works Certificates, and Electrical Installation Condition Reports (EICRs) for periodic inspections.

› **Practical Exercises**

Providing hands-on practice in performing inspection and testing procedures on real-world installations, reinforcing theoretical knowledge through practical application.

› **Assessment**

Delegates will complete a written examination and a practical assessment to demonstrate competence in both initial and periodic inspection and testing techniques.

## Certification

Delegates who successfully pass the City & Guilds examination will receive the **Level 3 Award in Initial and Periodic Inspection and Testing of Electrical Installations** Certificate. Certification requires achieving the required pass mark in the knowledge assessment.

The qualification does not expire, although regular refresher training is recommended to maintain up to date understanding of legislation, standards and best practice.



## City & Guilds Level 3 Award in the In-service Inspection and Testing of Electrical Equipment (2377-77)

### Course Overview

This course provides delegates with the knowledge and practical skills required to carry out the in-service inspection and testing of portable electrical appliances in accordance with recognised industry standards. It ensures participants understand the principles of electrical safety, inspection techniques and appropriate testing methods to determine whether equipment remains safe for continued use.

Delegates will learn how to identify different classes of equipment, select correct testing methods, record accurate results and make informed decisions about equipment safety. Practical activities are included to ensure participants can confidently apply testing procedures using suitable test instruments.

The programme is suitable for facilities staff, maintenance personnel and anyone responsible for workplace electrical safety. **Delegates must have a basic understanding of electrical principles and be able to interpret simple technical information.** Some experience of using electrical equipment in a work environment is beneficial, although not essential.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Introduction to Electrical Safety**  
Overview of electrical hazards, legal responsibilities and the purpose of in-service inspection and testing.
- ▶ **Equipment Classification and Construction**  
Understanding Class I, Class II and other equipment types and how construction influences inspection and testing.
- ▶ **User Checks and Formal Visual Inspection**  
Identifying common faults, assessing damage and recognising when equipment should be removed from service.
- ▶ **Inspection and Testing Procedures**  
Step by step review of inspection methods, insulation testing, earth continuity, polarity and functional checks.
- ▶ **Use of Portable Appliance Testers**  
Operation of test instruments, selecting correct test sequences and understanding instrument limitations.
- ▶ **Assessing Test Results and Decision Making**  
Interpreting readings, determining pass or fail outcomes and applying appropriate follow up actions.



› **Documentation and Record Keeping**

Completing test records, labelling equipment and maintaining clear evidence of inspection and testing activities.

› **Practical Testing Sessions**

Hands on practice using a range of equipment to reinforce safe and accurate testing techniques.

› **Assessment**

Delegates will complete a formal examination set by City & Guilds to demonstrate their knowledge and understanding of inspection and testing requirements.

## Certification

Delegates who successfully pass the City & Guilds examination will receive the **City & Guilds Level 3 Award in the In-service Inspection and Testing of Electrical Equipment** Certificate. Certification requires achieving the required pass mark in the knowledge assessment.

The qualification does not expire, although regular refresher training is recommended to maintain up to date understanding of legislation, standards and best practice.



# Safe Isolation – Course Agenda

## Course Overview

Safe isolation is a critical safety procedure and a legal requirement under the **Electricity at Work Regulations**, helping to prevent electric shock, injury and fatal accidents. This course ensures delegates understand correct isolation procedures, the safe use of test equipment and how to ensure electrical systems have been safely disconnected before work starts.

This course is suitable for individuals who carry out work on or near electrical systems. While prior electrical knowledge or experience is beneficial, it is particularly aimed at electricians, electrical installers, maintenance engineers and tradespeople who may need to isolate electrical supplies as part of their work.

The course is delivered in English, so a good command of spoken and written English is essential.

## Agenda

- **Electrical Safety Legislation and Responsibilities**  
Understanding legal duties under the Electricity at Work Regulations and why safe isolation is essential.
- **Electrical Hazards and Risk Assessment**  
Identifying electrical hazards and applying risk assessments and safe systems of work.
- **Safe Isolation Principles and Procedures**  
Understanding what safe isolation means and when it must be carried out. Reviewing the steps required to ensure electrical circuits and equipment are safely isolated before work commences.
- **Identification of Electrical Supplies and Circuits**  
Recognising supply types, circuits, and isolation points, including single- and three-phase systems.
- **Safe Use of Test Equipment and Proving Absence of Voltage**  
Understanding the correct selection and use of voltage indicators, proving units, and test lamps. Reviewing equipment inspection, functional testing and limitations of test devices.
- **Lock-Off Procedures and Warning Systems**  
Understanding the importance of lock-off devices and warning notices to prevent inadvertent reconnection. Learning how to apply locks, tags and permits where required.
- **Practical Safe Isolation Techniques**  
Developing practical competence through supervised exercises, including identifying supplies, isolating circuits, locking off, proving voltage absence and restoring supplies safely.
- **Assessment**  
Completing a practical assessment to demonstrate competence in safe isolation procedures in accordance with NICEIC guidance and industry standards.

## Certification

On successful completion of the course, delegates receive a **NICEIC Safe Isolation Certificate**.

The certificate does not have a formal expiry date; regular refresher training is strongly recommended to maintain safe working practices and remain aligned with current standards and guidance.





## Course Menu

### ➤ IOSH & NEBOSH

- [NEBOSH Certificate in Fire Safety - E-Learning](#)
- [NEBOSH Environmental Management Certificate - E-Learning](#)
- [NEBOSH Health & Safety Management For Construction Certificate - E-Learning](#)
- [NEBOSH National Diploma - E-Learning](#)



## NEBOSH Certificate in Fire Safety E-Learning

### Course Overview

The **NEBOSH Certificate in Fire Safety e-Learning** course is designed for learners who require flexibility, this programme enables delegates to achieve an internationally recognised qualification in fire safety through structured online study.

Delegates will develop the knowledge and practical skills needed to identify fire hazards, apply appropriate control measures and complete effective fire risk assessments. The course covers fire safety management, principles of fire and explosion, fire protection of buildings and people, emergency planning and legal responsibilities, using a range of interactive digital learning resources.

The course is delivered in English. A good standard of spoken and written English is required.

### Agenda

- **Introduction to E-Learning and Fire Safety Management**  
Overview of the e-learning format, including study support, learning resources and assessment requirements, along with the role of fire safety management in effective risk control.
- **Managing Fire Safety**  
Understanding the importance of fire safety management, including relevant legislation, sources of law and organisational responsibilities for compliance.
- **Principles of Fire and Explosion**  
How fires start and spread, principles of combustion and ignition, fire classifications and explosion risks relating to solids, liquids and gases.
- **Fuel, Oxygen and Ignition Sources**  
Identification of common workplace fuel sources and ignition risks, together with control measures such as safe storage and arson prevention.
- **Fire Protection of Buildings and People**  
Fire-resistant construction, compartmentation, means of escape, fire detection and alarm systems, and firefighting equipment.
- **Emergency Planning and Response**  
Developing and maintaining fire emergency plans, evacuation procedures, staff training requirements and human behaviour in fire situations.
- **Fire Safety Audits and Monitoring**  
Fire safety auditing, inspections, monitoring arrangements and the use of findings to improve fire safety performance.
- **Fire Risk Assessment Process**  
Steps involved in completing a suitable and sufficient fire risk assessment, including hazard identification, risk evaluation and prioritising control measures.



› **Environmental Impact of Fire**

The environmental effects of fire and firefighting activities and methods to reduce environmental harm.

› **Assessment**

Completion of a scenario-based open book examination and submission of a practical fire risk assessment to demonstrate competence.

## Certification

On successful completion of both assessment units, delegates will be awarded the **NEBOSH Certificate in Fire Safety**.

The qualification is awarded by the **National Examination Board in Occupational Safety and Health (NEBOSH)** and does not expire. Continued professional development is recommended to maintain knowledge and best practice.



## NEBOSH Environmental Management Certificate E-Learning

### Course Overview

The **NEBOSH Environmental Management Certificate e-Learning** is designed for individuals who want the flexibility of studying remotely while gaining an internationally recognised qualification in environmental management.

This course provides comprehensive knowledge and practical skills to identify, assess, and control environmental risks, implement management systems, and ensure compliance with legal and best practice standards.

Delivered through interactive online modules, virtual tutorials, and digital resources, it covers environmental management principles, legislation, pollution control, emergency planning, and sustainability. Participants will learn how to make a positive impact on organisational environmental performance and contribute to global sustainability goals.

The course is delivered in English. A good standard of spoken and written English is required.

### Agenda

- ▶ **Foundations to E-Learning and Environmental Management**  
Explaining how the e-learning format works, including access to resources, tutor support, and assessment requirements. Reviewing the importance of environmental management and its role in compliance and sustainability.
- ▶ **Foundations in Environmental Management**  
Explaining the scope and nature of environmental management, including ethical, legal, and financial reasons for promoting sustainability. Reviewing the role of governments and international bodies in environmental regulation.
- ▶ **Environmental Management Systems (EMS)**  
Understanding the reasons for implementing an EMS, its key features, and how it supports continual improvement. Discussing the benefits and limitations of introducing a formal EMS such as ISO 14001.
- ▶ **Assessing Environmental Aspects and Impacts**  
Learning why environmental aspect and impact assessments are essential. Reviewing types of environmental impacts, sources of information, and methods for identifying significant aspects.
- ▶ **Planning for and Dealing with Environmental Emergencies**  
Exploring the importance of emergency preparedness and planning for incidents such as chemical spills or uncontrolled emissions.
- ▶ **Control of Emissions to Air**  
Understanding air quality standards, main types of emissions, and practical control measures to reduce atmospheric pollution.



› **Control of Environmental Noise**

Identifying sources and effects of environmental noise and reviewing methods for noise reduction and compliance with regulations.

› **Control of Contamination of Water Sources**

Discussing the importance of water quality, main sources of water pollution, and control measures to prevent contamination.

› **Control of Waste and Land Use**

Exploring waste management strategies, including minimisation, segregation, and disposal. Reviewing land use considerations and environmental impact.

› **Sources and Use of Energy and Energy Efficiency**

Understanding energy sources, their environmental implications, and measures to improve energy efficiency and reduce carbon footprint.

› **Assessment**

Completing an open book examination (Unit EMC1) based on a realistic scenario and submitting a practical environmental risk assessment (Unit EMC2) to demonstrate competence.

## Certification

On successful completion of the course, delegates receive a **NEBOSH Environmental Management Certificate**, accredited by NEBOSH.

Certification does not expire, but ongoing professional development and refresher training are recommended to maintain best practice.



## NEBOSH Health & Safety Management for Construction E-Learning

### Course Overview

The **NEBOSH Health & Safety Management for Construction Certificate e-Learning** course is designed for individuals who need the flexibility of studying remotely while gaining an internationally recognised qualification in construction health and safety.

Delivered through interactive online modules, virtual tutorials, and digital resources, this course provides comprehensive knowledge and practical skills to manage construction risks effectively, comply with legal requirements, and implement best practice standards. It covers CDM Regulations, hazard control, risk assessment, safety culture, and emergency planning, enabling participants to create safer working environments and reduce incidents.

The course is delivered in English. A good standard of spoken and written English is required.

### Agenda

#### ➤ **Introduction to E-Learning and Construction Safety Management**

Explaining how the e-learning format works, including access to resources, tutor support, and assessment requirements. Reviewing the importance of health and safety management in construction and its role in compliance and risk reduction.

#### ➤ **Foundations of Construction Health and Safety Management**

Explaining the principles of health and safety management in construction, including legal frameworks, responsibilities, and the importance of leadership in promoting a positive safety culture.

#### ➤ **Improving Health and Safety Culture and Assessing Risk**

Discussing strategies to influence behaviour, strengthen safety culture, and carry out effective risk assessments for construction activities.

#### ➤ **Managing Change and Safe Systems of Work**

Exploring how to manage organisational and site changes safely, including implementing procedures, permit-to-work systems, and emergency arrangements.

#### ➤ **Construction Hazards and Control Measures**

Providing detailed guidance on controlling hazards associated with:

- Excavation and Demolition – Safe systems for groundworks and dismantling structures.
- Mobile Plant and Vehicles – Managing traffic routes and equipment safety.
- Working at Height – Preventing falls and ensuring safe access.
- Musculoskeletal Health and Manual Handling – Reducing strain and injury risks.
- Work Equipment and Electricity – Ensuring compliance & safe use of tools and electrical systems.
- Fire Safety – Understanding fire risks and implementing prevention measures.
- Chemical and Biological Agents – Managing hazardous substances and exposure risks.
- Physical and Psychological Health – Addressing noise, vibration, stress, and wellbeing.



➤ **Emergency Planning and Incident Investigation**

Explaining how to prepare for emergencies, develop response plans, and conduct investigations following incidents to prevent recurrence.

➤ **Assessment**

Completing an open book examination based on a realistic construction scenario and submitting a practical risk assessment to demonstrate competence.

## Certification

On successful completion of the course, delegates receive a **NEBOSH Health & Safety Management for Construction** Certificate, accredited by NEBOSH.

Certification does not expire, but ongoing professional development and refresher training are recommended to maintain best practice.



## NEBOSH National Diploma E-Learning

### Course Overview

The **NEBOSH National Diploma in Occupational Health and Safety e-Learning** is a prestigious qualification designed for health and safety professionals seeking to advance their expertise and career prospects. Recognised as the gold standard in health and safety management, this course equips learners with the knowledge and skills to develop, implement, and evaluate effective safety strategies across diverse industries.

Delivered through an interactive online platform, the course combines digital learning resources, tutor support, and practical assessments to ensure flexibility without compromising depth. It covers advanced principles of health and safety management, legislation, risk assessment, hazard control, and leadership strategies, enabling participants to influence organisational culture and achieve compliance with UK and international standards.

The course is delivered in English. A good standard of spoken and written English is required.

### Agenda

- ▶ **Introduction to E-Learning and Diploma Structure**  
Overview of the e-learning format, access to resources, tutor support, and assessment requirements. Understanding the role and significance of the NEBOSH National Diploma in professional development.
- ▶ **Foundations of Health and Safety Management**  
Exploring the principles of health and safety, including moral, legal, and financial drivers. Reviewing organisational responsibilities and the role of leadership in fostering a positive safety culture.
- ▶ **Managing Health and Safety**  
Understanding risk management frameworks, policy development, and strategic planning. Discussing performance measurement, auditing, and continual improvement processes.
- ▶ **Hazardous Agents and Workplace Risks**  
Examining physical, chemical, biological, and ergonomic hazards. Reviewing control strategies, exposure limits, and monitoring techniques to protect worker health.
- ▶ **Workplace Equipment and Systems Safety**  
Assessing risks associated with machinery, electrical systems, and workplace transport. Exploring engineering controls, maintenance strategies, and compliance requirements.
- ▶ **Human Factors and Ergonomics**  
Understanding the impact of human behaviour, fatigue, and ergonomics on safety performance. Reviewing methods to design safer work environments and reduce human error.
- ▶ **Occupational Health and Wellbeing**  
Exploring health surveillance, stress management, and wellbeing initiatives. Discussing legal obligations and best practices for promoting employee health.



➤ **Fire and Explosion Risk Management**

Reviewing principles of fire safety, explosion prevention, and emergency planning. Understanding legislation and practical measures for high-risk environments.

➤ **Leadership and Safety Culture**

Examining the role of leadership, communication, and behavioural safety in shaping organisational culture. Strategies for engaging stakeholders and driving change.

➤ **Assessment**

Completing three written assignments (Units ND1, ND2, ND3) based on realistic workplace scenarios, demonstrating the ability to apply knowledge in practice.

## Certification

On successful completion, delegates receive **the NEBOSH National Diploma in Occupational Health and Safety**, accredited by NEBOSH.

This qualification is widely recognised by employers and professional bodies, including IOSH for Chartered Membership (CMIOSH).

Certification does not expire, but ongoing professional development is recommended to maintain competence and stay updated with evolving standards.





## Course Menu

### ➤ Fire Doors

- [Fire Door Inspection](#)
- [Fire Door Maintenance](#)

### ➤ Passive Fire Protection

- [Fire and Smoke Damper Testing and Inspection](#)
- [Fire Damper Testing](#)
- [Fire Protection for Electronic Equipment Installations to BS 6266](#)

### ➤ Fire Extinguishers

- [Fire Extinguisher First on Scene](#)
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### ➤ Fire Safety Management

- [Fire Safety for Managers](#)
- [Fire Responsible Person \(HXT-F06\)](#)
- [Fire Safety Responsible Person Introduction](#)
- [Fire Warden Novice](#)
- [Fire Warden Experienced / Refresher](#)
- [St John Ambulance Fire Marshal](#)



## Fire Door Inspection

### Course Overview

This course provides delegates with the knowledge and practical skills needed to inspect fire doors for condition, compliance and performance.

During this course delegates will learn how fire doors function, what legislation and standards apply, how to identify defects, and how to complete inspections and reports in line with fire safety requirements.

The course is delivered in English. A good standard of spoken and written English is required.

### Agenda

› **Fire Safety and the Role of Fire Doors**

Overview of passive fire protection and how fire doors support compartmentation, fire strategies and life safety.

› **Legislation and regulatory Requirements**

Key legal and standards framework, including the Regulatory Reform (Fire Safety) Order 2005, Building Regulations 2010, and relevant British Standards (BS 8214, BS 476, BS EN 1634).

› **Fire Door Components and Certification**

Fire door construction and essential components, including door leaves, frames, seals, ironmongery, glazing and signage. Introduction to third-party certification and labelling.

› **Fire Door Inspection Process**

How to carry out inspections using conformity criteria, inspection frequency and record-keeping requirements, and appropriate advice following non-compliance.

› **Common Issues and Defects**

Identification of typical installation errors, wear and damage, and acceptable repair or maintenance actions.

› **Practical Sessions**

Hands-on inspection of example fire doors using checklists, with discussion of defects and corrective actions.

› **Assessment**

Written or multiple-choice assessment, plus a practical assessment where included in the course format.

### Certification

Delegates who successfully complete the course and assessment requirements will receive a **Fire Door Inspection** certificate of completion. The certificate confirms that the delegate has demonstrated the knowledge and practical competence required to inspect fire doors.

Certification is valid for **three years**, after which refresher training is recommended to maintain competence and remain up to date with legislation and best practice.



## Fire Door Maintenance

### Course Overview

The Fire Door Maintenance training course is designed for those responsible for maintaining and repairing fire doors to ensure ongoing compliance with fire safety requirements.

Delegates will develop the knowledge and practical skills needed to identify defects, carry out routine maintenance and repairs, and confirm that fire doors operate correctly as part of a building's passive fire protection system.

The course is delivered in English. A good standard of spoken and written English is required.

### Agenda

- **Introduction to Fire Doors and Their Role in Fire Safety**  
Overview of the role of fire doors within passive fire protection systems, including smoke control, compartmentation and protection of escape routes.
- **Legislation, Standards and Regulations**  
Overview of key legislation and guidance, including the Regulatory Reform (Fire Safety) Order, Building Regulations, and relevant British Standards such as BS 8214 and BS EN 1634.
- **Fire Door Components and Identification**  
Introducing the essential components of a fire door set, including leaves, frames, seals, glazing and ironmongery. Identifying certified fire doors and understanding certification labels and markings.
- **Inspection Procedures and Condition Checks**  
Teaching how to carry out maintenance-focused inspections, including door operation, gaps, seals, fixings and general condition. Recording findings in line with best practice.
- **Maintenance and Repair Techniques**  
Showing how to carry out routine maintenance and minor repairs, including seal replacement, adjustment of hinges and closers, and ensuring effective self-closing and latching, without compromising fire performance.
- **Documentation and Compliance Records**  
Maintaining accurate inspection and maintenance records to support legal, safety and insurance requirements.
- **Assessment**  
Written and practical assessment to confirm competence in fire door maintenance procedures.

### Certification

Delegates who successfully complete the course and assessments will receive a **Fire Door Maintenance** certificate.

Certification is typically valid for **three years**, after which refresher training or re-registration is recommended.



## Fire & Smoke Damper Testing & Inspection

### Course Overview

The **Fire & Smoke Damper Testing & Inspection** course provides delegates with the essential knowledge and practical skills required to carry out testing, inspection and routine maintenance of fire and smoke dampers. It ensures delegates understand how dampers function within a building's fire safety strategy and how correct inspection helps maintain compartmentation and life safety performance.

Delegates will learn the legal duties associated with damper inspection, including compliance with building regulations, British Standards and industry best practice. The course develops confidence in recognising damper types, identifying faults and applying safe methods for testing, resetting and reporting.

The programme is suitable for facilities staff, maintenance engineers, fire safety professionals and contractors responsible for the inspection and upkeep of fire and smoke dampers in commercial, residential or public buildings.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Introduction to Fire and Smoke Dampers**  
Understanding damper purpose, types, typical locations and how they contribute to fire and smoke control within ventilation systems
- ▶ **Legislation, Standards and Responsibilities**  
Overview of legal duties under building regulations and relevant British Standards, plus organisational responsibilities for ongoing inspection and maintenance
- ▶ **System Components and Damper Identification**  
Recognising common damper designs, actuation methods and associated controls including fusible links, motors and monitoring equipment
- ▶ **Inspection Procedures and Access Requirements**  
Learning correct inspection methods, safe access considerations, tagging, system isolation and ensuring adequate visibility of damper components
- ▶ **Function Testing and Resetting**  
Practical guidance on carrying out mechanical and electrical function tests, verifying correct closure, identifying faults and safely resetting dampers
- ▶ **Common Faults and Remedial Actions**  
Understanding typical issues such as obstructions, corrosion, poor installation, failed actuators and maintenance indicators, plus appropriate corrective actions
- ▶ **Record Keeping and Reporting**  
Completing inspection forms, documenting findings, reporting failures and following required communication and escalation procedures



# Passive Fire Protection

› **Practical Demonstration and Hands-On Exercises**

Applying inspection and testing methods on damper installations in a controlled training environment

› **Assessment**

Delegates will complete a practical assessment and a short knowledge check to confirm understanding of inspection procedures and legal obligations

## Certification

Delegates who successfully complete the course and meet the assessment requirements will receive a **Fire and Smoke Damper Testing and Inspection** certificate of completion. This confirms that the delegate has demonstrated the required level of knowledge and practical competence in carrying out damper inspection and testing.

Certification is valid for **three years**, after which delegates should attend refresher training to maintain competence and keep up to date with changes in legislation and industry standards.



## Fire Damper Testing

### Course Overview

The **Fire Damper Testing** course provides delegates with the knowledge and practical skills required to carry out statutory testing and inspection of fire dampers. It focuses on understanding how fire dampers support a building's passive fire protection strategy and the requirements for routine maintenance to ensure compliance with legislation and industry standards.

Delegates will learn how fire dampers operate, the typical locations in which they are installed and the correct procedures for accessing, inspecting, testing and resetting them. The course also explains common faults, reporting requirements and the responsibilities placed upon building owners and maintenance teams.

This programme is suitable for facilities staff, maintenance engineers, fire safety personnel and contractors responsible for the inspection and testing of fire dampers in commercial, public or residential buildings.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

› **Introduction to Fire Dampers**

Understanding the purpose of fire dampers, how they contribute to passive fire protection and where they are typically located in HVAC systems

› **Legislation, Standards and Responsibilities**

Overview of legal duties under building regulations and relevant British Standards, plus organisational responsibilities for maintaining compliant fire protection systems

› **Fire Damper Types and Components**

Identifying fusible link dampers, static and dynamic fire dampers, and understanding their key components and operational principles

› **Inspection Procedures and Access Requirements**

Safe access to ductwork, isolation procedures, inspection methods and visibility requirements for checking damper condition

› **Function Testing and Resetting**

Step-by-step guidance on carrying out mechanical drop tests, verifying correct closure, checking fusible links and safely resetting dampers

› **Common Faults and Non-Compliance Issues**

Identifying issues such as obstructions, damaged blades, incorrect installation, corrosion and poor access arrangements, and understanding appropriate corrective actions

› **Record Keeping and Reporting**

Completing inspection checklists, documenting evidence, communicating defects and producing compliant reports for audit purposes



# Passive Fire Protection

› **Practical Demonstration and Hands-On Exercises**

Practical exercises testing and resetting fire dampers in a controlled training environment

› **Assessment**

Delegates will complete a practical assessment and a short knowledge check to confirm competence in fire damper inspection and testing

## Certification

Delegates who successfully complete the course and meet the assessment requirements will receive a **Fire Damper Testing** certificate of completion. This certificate confirms that the delegate has demonstrated the required knowledge and practical skills to carry out fire damper inspections and mechanical tests.

Certification is valid for **three years**, after which delegates should complete refresher training to maintain competence and keep up to date with changes in legislation and best practice.



## Fire Protection for Electronic Equipment Installations to BS 6266

### Course Overview

The **Fire Protection for Electronic Equipment Installations to BS 6266** course is designed for delegates responsible for the planning, installation, operation, or maintenance of fire protection measures within electronic equipment environments, including data centres, control rooms, ICT suites, and other critical infrastructure.

The course provides delegates with the knowledge and practical understanding required to apply the principles of **BS 6266**, implement appropriate fire protection measures, recognise risk factors unique to electronic installations, and ensure compliance with current standards and best practice.

Delegates will gain insight into fire behaviour within electronic environments, system selection, detection and suppression requirements, and the integration of fire protection measures into wider organisational safety strategies.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

#### ➤ **Introduction to Fire Protection in Electronic Equipment Installations**

Explaining the purpose of fire protection within electronic equipment environments, the need for enhanced controls, and the importance of compliance with BS 6266 and associated standards.

#### ➤ **Fire Hazards in Electronic Equipment Areas**

Identifying common ignition sources, fuel loads, overheating components, electrical faults, and environmental factors. Understanding how these hazards influence fire prevention and protection requirements.

#### ➤ **Overview of BS 6266 Requirements**

Reviewing the key principles, classifications, design considerations, and performance expectations established by BS 6266 for safeguarding electronic equipment areas.

#### ➤ **Fire Detection and Alarm Systems**

Understanding suitable detection technologies for electronic installations, including early-warning systems, aspirating detection, multi-sensor devices, and alarm integration. Discussing placement, response times, and system reliability.

#### ➤ **Fire Suppression Solutions for Electronic Environments**

Exploring appropriate suppression media such as gaseous systems, water mist, and pre-action sprinklers. Understanding system selection, design criteria, environmental considerations, and equipment compatibility.

#### ➤ **Passive Fire Protection Measures**

Reviewing compartmentation, fire stopping, cable routing, ventilation control, fire-resistant construction materials, and maintaining system integrity within critical electronic spaces.



# Passive Fire Protection

› **Environmental and Operational Controls**

Discussing temperature and humidity management, airflow control, housekeeping requirements, and maintenance regimes that reduce fire risk in technology-driven environments.

› **Emergency Procedures and Incident Response**

Explaining how to respond safely and effectively to fire-related incidents within electronic installations.

› **Assessment**

Completing a knowledge-based assessment covering BS 6266 principles, fire protection systems, hazard awareness, and emergency response. Participating in a group discussion to reinforce key learning outcomes.

## Certification

Upon successful completion of the assessment, delegates receive a **Fire Protection for Electronic Equipment Installations to BS 6266** certificate.

Certification is typically valid for three years, after which refresher training or re-certification is recommended to maintain competence and awareness of evolving industry standards.



## Fire Extinguisher First on Scene

### Course Overview

The **Fire Extinguisher** course provides delegates with the essential knowledge and practical skills to respond safely and effectively to a fire incident using portable fire extinguishers.

Delegates will learn basic fire safety principles, how to select the correct extinguisher, when it is safe to intervene, and how to operate extinguishers confidently as part of an emergency response.

The course is delivered in English. A good standard of spoken and written English is required.

### Agenda

- **Fire Safety Fundamentals**  
Overview of basic fire safety principles, common causes of workplace fires, fire classifications, fire prevention and personal safety considerations.
- **Fire Extinguisher Types and Uses**  
Overview of extinguisher types, including Water, Foam, Dry Powder and CO<sub>2</sub>. Understanding colour coding, labelling and matching extinguishers to fire classes.
- **How Fire Extinguishers work**  
Familiarisation with key components, operating mechanisms and safety features, including anti-tamper devices.
- **When to use a Fire Extinguisher**  
Correctly implementing Emergency Response procedures, raising the alarm, contacting emergency services and evacuation. Assessing fire size, location, escape routes and personal safety.
- **Using a Fire Extinguisher**  
Correct operation using the PASS technique (Pull, Aim, Squeeze, Sweep), limitations of extinguishers and common mistakes to avoid.
- **Practical Extinguisher Use**  
Supervised practical extinguisher use using a fire simulation system (no live fires), with trainer observation and feedback.
- **Inspection and Maintenance Awareness**  
Visual checks, identifying damaged or faulty extinguishers and reporting procedures. Overview of servicing requirements.
- **Assessment**  
Practical evaluation conducted by the trainer.

### Certification

Delegates who successfully complete the course will receive a **Fire Extinguisher First on Scene** certificate of completion.

Certification is typically valid for **three years**, after which refresher training or re-registration is recommended.



## C11 Portable Fire Extinguisher Recharging and Maintenance

### Course Overview

The **C11 – Portable Fire Extinguisher Recharging and Maintenance** course is designed for individuals responsible for servicing, recharging, and maintaining portable fire extinguishers in compliance with industry standards and safety regulations.

The course provides delegates with the knowledge and practical skills required to inspect, recharge, and maintain different types of fire extinguishers, ensuring they remain safe and effective for use in emergency situations.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Introduction to Portable Fire Extinguishers**  
Explaining the types of portable fire extinguishers, their uses, and the importance of proper maintenance for fire safety.
- ▶ **Fire Extinguisher Standards and Regulations**  
Reviewing relevant standards (such as BS EN 3) and legal requirements for servicing and maintaining fire extinguishers.
- ▶ **Inspection Procedures**  
Learning how to carry out routine inspections, identify faults, and ensure compliance with safety standards.
- ▶ **Recharging Techniques**  
Explaining the correct procedures for recharging different types of extinguishers, including water, foam, CO<sub>2</sub>, and powder units.
- ▶ **Maintenance and Servicing**  
Discussing how to dismantle, clean, and replace components such as hoses, seals, and valves to maintain extinguisher integrity.
- ▶ **Testing and Quality Assurance**  
Understanding pressure testing, leak checks, and performance verification to ensure extinguishers are safe for use.
- ▶ **Safe Handling and Storage**  
Highlighting best practices for handling extinguishers during maintenance and storing them correctly after servicing.
- ▶ **Assessment**  
Completing a practical assessment and written test to demonstrate competency in inspection, recharging, and maintenance procedures.



## Certification

On successful completion of the assessments, delegates receive a **C11 – Portable Fire Extinguisher Recharging and Maintenance** certificate.

Certification is typically valid for **three years**, after which refresher training or re-registration is recommended.



## EAL Level 3 Award in the Servicing and Maintenance of Portable Fire Extinguishers

### Course Overview

This course provides delegates with the knowledge and practical skills needed to carry out competent servicing and maintenance of portable fire extinguishers in accordance with current British Standards and industry requirements. It covers the full range of inspection, servicing and testing procedures, ensuring delegates understand how to maintain extinguishers safely and effectively.

Delegates will develop the ability to identify extinguisher types, recognise common faults, follow correct maintenance schedules and complete the required documentation. Practical work ensures that participants can confidently apply servicing techniques using appropriate tools and methods.

The programme is suitable for those working in the fire safety industry, facilities management, engineering or related sectors who are responsible for the maintenance of portable fire extinguishers. Delegates must have basic mechanical aptitude and be comfortable working with hand tools and technical procedures.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Introduction to Fire Extinguisher Maintenance**  
Overview of responsibilities, relevant standards and the role of the competent person.
- ▶ **Fire Extinguisher Types and Components**  
Understanding the construction and operation of water, foam, CO<sub>2</sub>, powder and specialist extinguishers.
- ▶ **Inspection and Maintenance Requirements**  
Reviewing annual servicing, extended servicing and overhaul intervals in line with recognised standards.
- ▶ **Identifying Defects and Safety Issues**  
Recognising common faults, unsafe conditions and when extinguishers must be removed from service.
- ▶ **Servicing Procedures and Practical Techniques**  
Completing internal inspections, refilling, recharging and pressure testing where applicable.
- ▶ **Safe Use of Tools and Equipment**  
Using correct servicing tools, gauges and replacement components while maintaining safe working practices.
- ▶ **Record Keeping and Certification**  
Completing maintenance labels, service reports and ensuring accurate documentation for compliance.
- ▶ **Practical Servicing Sessions**  
Hands-on practice servicing a range of extinguishers under instructor guidance.



# Fire Extinguishers

➤ **Assessment**

Delegates will complete a practical assessment and a knowledge-based test to confirm competence in servicing and maintenance procedures.

## Certification

Delegates who successfully pass the assessments will receive the **EAL Level 3 Award in the Servicing and Maintenance of Portable Fire Extinguishers**. Certification is awarded on demonstration of practical competence and successful completion of the knowledge assessment.

Although the qualification does not have a fixed expiry date, regular refresher training is recommended to maintain up to date knowledge of standards and best practice.



## Fire Safety Managers

### Course Overview

The **Fire Safety Managers** course is designed for individuals responsible for managing fire safety within their organization. It equips delegates with the knowledge and practical skills required to develop, implement, and maintain effective fire safety management systems in compliance with legal requirements and industry best practice.

The course enables delegates to understand fire risk assessment principles, implement fire prevention measures, manage emergency procedures, and ensure staff training and awareness. It also covers the roles and responsibilities of a Fire Safety Manager and how to coordinate with enforcement authorities and internal stakeholders.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Introduction to Fire Safety Management**  
Explaining the importance of fire safety in the workplace, legal obligations under fire safety legislation, and the consequences of non-compliance. Outlining the role and responsibilities of a Fire Safety Manager.
- **Understanding Fire Risks & Prevention Strategies**  
Identifying common fire hazards in different environments and understanding how fires start and spread. Reviewing fire prevention measures, including housekeeping, storage, and control of ignition sources.
- **Fire Safety Legislation & Regulatory Compliance**  
Exploring key fire safety laws, regulations, and standards. Understanding enforcement responsibilities, penalties for non-compliance, and how to maintain compliance through documentation and audits.
- **Conducting Fire Risk Assessments**  
Learning how to carry out systematic fire risk assessments. Identifying hazards, evaluating risks, and implementing control measures. Reviewing templates and best practices for recording findings.
- **Developing Emergency Plans & Evacuation Procedures**  
Creating effective fire emergency plans, including evacuation routes, assembly points, and communication protocols. Coordinating drills and ensuring staff are trained to respond appropriately during emergencies.
- **Fire Safety Equipment & Maintenance**  
Understanding the types of fire detection and suppression systems, portable extinguishers, and emergency lighting. Reviewing inspection and maintenance requirements to ensure equipment readiness.
- **Training & Awareness for Staff**  
Implementing fire safety training programs for employees. Promoting awareness and responsibility for fire safety across the organization. Using practical demonstrations and communication strategies.



# Fire Safety Management

➤ **Monitoring, Auditing & Continuous Improvement**

Establishing systems for monitoring fire safety performance, conducting audits, and implementing corrective actions. Reviewing incident reporting and lessons learned to improve fire safety culture.

➤ **Assessment**

Completing a written knowledge test and participating in a scenario-based exercise to demonstrate understanding of fire safety management principles and emergency planning.

## Certification

On successful completion of the assessments, delegates receive a **Fire Safety Manager** certificate, demonstrating competence in managing fire safety within their organization.

Certification is typically valid for **three years**, after which refresher training or re-registration is recommended.



## Fire Responsible Person

### Course Overview

The **Fire Responsible Person** course is designed for individuals who hold—or are preparing to hold—legal responsibility for fire safety within their organisation. The course provides delegates with essential knowledge of fire safety legislation, duties of the Responsible Person, risk assessment principles, fire prevention strategies, and the effective management of fire safety arrangements in the workplace.

Delegates will gain an understanding of how to identify fire hazards, implement suitable control measures, maintain compliance with the Regulatory Reform (Fire Safety) Order, and oversee ongoing fire safety management, including emergency planning and staff responsibilities.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Introduction to the Role of the Fire Responsible Person**  
Explaining the purpose of the Responsible Person role, legal duties, and the importance of effective fire safety management within an organisation.
- **Fire Safety Legislation and Legal Responsibilities**  
Reviewing the key requirements of the Regulatory Reform (Fire Safety) Order and associated guidance. Understanding statutory obligations, enforcement powers, and potential consequences of non-compliance.
- **Understanding Fire Risk and Common Workplace Hazards**  
Identifying sources of ignition, fuel, and oxygen. Recognising high-risk activities, vulnerable persons, and environmental conditions that influence fire behaviour and risk.
- **Fire Risk Assessment Principles**  
Understanding the five-step fire risk assessment process, hazard identification, evaluating risk, and implementing suitable and sufficient control measures. Discussing how to record findings and maintain compliance.
- **Fire Prevention and Protection Measures**  
Exploring strategies to prevent fire occurrence, maintain safe working practices, and implement protective systems such as fire detection, alarms, emergency lighting, signage, and fire extinguishers.
- **Managing Fire Safety in the Workplace**  
Discussing ongoing responsibilities including premises inspections, equipment checks, maintenance of fire safety systems, record keeping, and ensuring contractor and visitor safety.
- **Emergency Planning and Evacuation Procedures**  
Covering the development and communication of emergency plans, evacuation routes, assembly points, personal emergency evacuation plans (PEEPs), and coordination with emergency services.



# Fire Safety Management

› **Staff Training, Communication and Competence**

Explaining how to ensure staff are trained in fire safety, evacuation procedures, use of extinguishers, and hazard reporting. Highlighting the importance of fire wardens and safety culture.

› **Monitoring, Reviewing and Continuous Improvement**

Understanding audit processes, incident investigation, updating risk assessments, and maintaining an effective fire safety management system.

› **Assessment**

Completing a knowledge-based assessment covering the duties of the Responsible Person, fire risk assessment principles, emergency planning, and legal compliance. Participating in group discussion to reinforce key learning outcomes.

## Certification

Upon successful completion of the assessment, delegates receive a **Fire Responsible Person** certificate confirming their understanding of legal responsibilities and fire safety management principles.

Certification is typically valid for three years, after which refresher training or further development is recommended to ensure continued compliance and competency.



## Fire Safety Responsible Person Introduction

### Course Overview

The **Fire Safety Responsible Person – Introduction** course is designed for individuals who have been designated as the Responsible Person under fire safety legislation. It provides essential knowledge and practical guidance to help delegates understand their legal duties, manage fire safety risks, and ensure compliance with the Regulatory Reform (Fire Safety) Order and other relevant standards.

The course enables delegates to identify fire hazards, implement preventive measures, develop emergency plans, and maintain appropriate documentation. It also covers how to coordinate with enforcement authorities and ensure staff awareness and training.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Introduction to the Role of the Responsible Person**  
Explaining the legal definition of the Responsible Person and their duties under fire safety legislation. Outlining accountability, enforcement powers, and consequences of non-compliance.
- ▶ **Understanding Fire Safety Legislation**  
Reviewing the Regulatory Reform (Fire Safety) Order and other applicable laws. Understanding how legislation applies to different premises and the responsibilities for risk management and documentation.
- ▶ **Identifying Fire Hazards & Risk Factors**  
Recognising common fire hazards in workplaces and public buildings. Understanding how ignition sources, fuel, and oxygen contribute to fire risk and how to control these factors effectively.
- ▶ **Fire Risk Assessment Basics**  
Learning the principles of fire risk assessment. Identifying hazards, evaluating risks, and implementing control measures. Reviewing templates and best practices for recording and updating assessments.
- ▶ **Developing Emergency Plans & Procedures**  
Creating compliant fire emergency plans, including evacuation routes, assembly points, and communication protocols. Coordinating fire drills and ensuring staff preparedness.
- ▶ **Fire Safety Equipment & Maintenance Responsibilities**  
Understanding the types of fire detection and suppression systems, portable extinguishers, and emergency lighting. Reviewing inspection and maintenance obligations for compliance.
- ▶ **Staff Training & Communication**  
Ensuring employees receive appropriate fire safety training and understand their roles during an emergency. Promoting a positive fire safety culture through communication and engagement.
- ▶ **Monitoring, Record-Keeping & Continuous Improvement**  
Maintaining accurate fire safety records, monitoring compliance, and implementing corrective actions. Reviewing incident reporting and lessons learned to improve fire safety management.



➤ **Assessment**

Completing a knowledge test and participating in a group discussion to confirm understanding of key responsibilities and compliance requirements.

## Certification

On successful completion of the course, delegates receive a **Fire Safety Responsible Person – Introduction** certificate, confirming their understanding of legal duties and fire safety management principles.

Certification is typically valid for **three years**, after which refresher training or re-registration is recommended.



## Fire Safety Managers

### Course Overview

The **Fire Safety Managers** course is designed for individuals responsible for managing fire safety within their organization. It equips delegates with the knowledge and practical skills required to develop, implement, and maintain effective fire safety management systems in compliance with legal requirements and industry best practice.

The course enables delegates to understand fire risk assessment principles, implement fire prevention measures, manage emergency procedures, and ensure staff training and awareness. It also covers the roles and responsibilities of a Fire Safety Manager and how to coordinate with enforcement authorities and internal stakeholders.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Introduction to Fire Safety Management**  
Explaining the importance of fire safety in the workplace, legal obligations under fire safety legislation, and the consequences of non-compliance. Outlining the role and responsibilities of a Fire Safety Manager.
- **Understanding Fire Risks & Prevention Strategies**  
Identifying common fire hazards in different environments and understanding how fires start and spread. Reviewing fire prevention measures, including housekeeping, storage, and control of ignition sources.
- **Fire Safety Legislation & Regulatory Compliance**  
Exploring key fire safety laws, regulations, and standards. Understanding enforcement responsibilities, penalties for non-compliance, and how to maintain compliance through documentation and audits.
- **Conducting Fire Risk Assessments**  
Learning how to carry out systematic fire risk assessments. Identifying hazards, evaluating risks, and implementing control measures. Reviewing templates and best practices for recording findings.
- **Developing Emergency Plans & Evacuation Procedures**  
Creating effective fire emergency plans, including evacuation routes, assembly points, and communication protocols. Coordinating drills and ensuring staff are trained to respond appropriately during emergencies.
- **Fire Safety Equipment & Maintenance**  
Understanding the types of fire detection and suppression systems, portable extinguishers, and emergency lighting. Reviewing inspection and maintenance requirements to ensure equipment readiness.
- **Training & Awareness for Staff**  
Implementing fire safety training programs for employees. Promoting awareness and responsibility for fire safety across the organization. Using practical demonstrations and communication strategies.



# Fire Safety Management

➤ **Monitoring, Auditing & Continuous Improvement**

Establishing systems for monitoring fire safety performance, conducting audits, and implementing corrective actions. Reviewing incident reporting and lessons learned to improve fire safety culture.

➤ **Assessment**

Completing a written knowledge test and participating in a scenario-based exercise to demonstrate understanding of fire safety management principles and emergency planning.

## Certification

On successful completion of the assessments, delegates receive a **Fire Safety Manager** certificate, demonstrating competence in managing fire safety within their organization.

Certification is typically valid for **three years**, after which refresher training or re-registration is recommended.



## Fire Warden - Novice

### Course Overview

This Fire Warden Novice course provides delegates with the knowledge and practical skills required to carry out the role of a Fire Warden within the workplace. Delegates will learn their fire safety responsibilities, how to identify fire hazards, support fire prevention measures and follow correct procedures during a fire or evacuation.

The course combines theoretical learning with practical elements to build confidence in emergency response and the safe use of firefighting equipment. This course is suitable for new Fire Wardens, employees assigned fire safety responsibilities, or anyone requiring an introduction to fire safety in the workplace.

The course is delivered in English. A good standard of spoken and written English is required.

### Agenda

- ▶ **Introduction and Course Objectives**  
Overview of the role of a Fire Warden and course outcomes.
- ▶ **Legislation and Fire Safety Responsibilities**  
Understanding key fire safety legislation and the responsibilities of the Fire Warden.
- ▶ **Fire Prevention and Hazard Identification**  
Identifying potential fire hazards and implementing preventive measures.
- ▶ **Fire Detection and Alarm Systems**  
Understanding how fire detection and alarm systems work and the correct response procedures.
- ▶ **Evacuation Procedures**  
Planning, practicing, and managing safe evacuation of personnel in emergency situations.
- ▶ **Use of Firefighting Equipment**  
Introduction to common firefighting equipment, including practical demonstrations of safe usage.
- ▶ **Incident Reporting and Record Keeping**  
How to report incidents and maintain accurate fire safety records.
- ▶ **Practical Scenario Exercises**  
Hands-on exercises simulating fire scenarios, assessing delegate response and decision-making.
- ▶ **Assessment**  
Delegates will complete a knowledge check and demonstrate practical competency where applicable.

### Certification

Delegates who successfully complete the course and assessment will receive a **Fire Warden** certificate.

Although the certificate does not carry a fixed expiry date, refresher training is normally recommended every one to three years depending on organisational policy and risk level.



## Fire Warden – Experienced / Refresher

### Course Overview

This refresher course is designed for delegates who already have experience as fire wardens or fire marshals and need to renew or update their knowledge. It reinforces key principles of fire safety, emergency response and responsible behaviour during an evacuation, ensuring delegates remain confident and competent in their role.

The programme revisits essential duties including hazard identification, fire prevention measures, safe use of extinguishers and effective evacuation management. Updated guidance, best practice and any relevant changes in legislation or organisational procedures are reviewed to maintain a consistent and safe response to fire incidents.

This course is suitable for experienced fire wardens who require periodic refresher training to maintain their competence in line with organisational policy or regulatory expectations. It is also appropriate for staff who support emergency arrangements or lead evacuation procedures.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Role and Responsibilities of the Fire Warden**  
Reviewing expected duties before, during and after fire incidents and understanding workplace requirements.
- ▶ **Fire Safety Legislation and Guidance**  
Recapping key legal duties and any relevant updates affecting fire warden responsibilities.
- ▶ **Fire Prevention and Workplace Hazards**  
Identifying common fire risks, recognising unsafe practices and understanding control measures.
- ▶ **Fire Behaviour and Types of Fire**  
Understanding how fires start and spread, and the implications for evacuation and response.
- ▶ **Use of Fire Extinguishers**  
Revisiting correct extinguisher selection and safe operating techniques, with practical demonstration where appropriate.
- ▶ **Emergency Procedures and Evacuation Management**  
Reviewing evacuation routes, assembly points, sweep responsibilities and communication with emergency services.
- ▶ **Human Behaviour in Fire Situations**  
Understanding how people react during emergencies and how fire wardens can support a calm and effective evacuation.
- ▶ **Practical Scenario Review**  
Applying knowledge to simulated incidents to reinforce decision making and effective response.



# Fire Safety Management

➤ **Assessment**

Delegates will complete a knowledge check or practical assessment to confirm continued competence in fire warden duties.

## Certification

Delegates who successfully complete the course and meet the assessment requirements will receive a **Fire Warden Certificate**. Certification confirms that the delegate has refreshed their knowledge and demonstrated continued competence.

Although the certificate does not carry a fixed expiry date, refresher training is normally recommended every one to three years depending on organisational policy and risk level.



# St John Ambulance Fire Marshal – Course Agenda

## Course Overview

The Fire Marshal course is designed to provide participants with the knowledge and skills required to fulfil the role of a designated Fire Marshal in the workplace. The course covers essential fire safety principles, the responsibilities of a Fire Marshal, and practical guidance on fire prevention, evacuation procedures, and the use of fire extinguishers. It is suitable for staff at all levels and across all industries.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Introduction to Fire Safety**  
Understanding the importance of fire safety and the legal responsibilities of employers and employees under fire safety legislation.
- **The Role of the Fire Marshal**  
Learning the duties and expectations of a Fire Marshal, including proactive fire prevention and reactive emergency response.
- **Common Causes of Fire**  
Identifying typical causes of workplace fires and how to mitigate these risks through awareness and good practice.
- **Fire Prevention Measures**  
Exploring how to reduce fire risks through effective housekeeping, safe storage, and maintenance of equipment.
- **Fire Detection and Alarm Systems**  
Gaining an understanding of how fire detection and alarm systems work and how to respond appropriately when they are activated.
- **Emergency Evacuation Procedures**  
Learning how to implement and support workplace evacuation procedures, including roll calls and assisting vulnerable individuals.
- **Fire Extinguishers and Practical Use**  
Introduction to different types of fire extinguishers, when and how to use them, including a practical demonstration where applicable.
- **Fire Drills and Record Keeping**  
Understanding the importance of regular fire drills and maintaining accurate records of fire safety checks and training.
- **Assessment**  
Scenario-Based Discussion and Q&A, allowing the application of knowledge to real-life scenarios and understanding through open discussion and questions.

## Certification

Upon successful completion of the course, participants will receive a **St John Ambulance Fire Marshal Certificate**, valid for **3 years**.

This certificate confirms that the holder has received training in fire safety awareness and is equipped to act effectively as a Fire Marshal in the workplace.



# First Aid & Mental Health



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### ➤ Defibrillator & Emergency Response

- [Automated External Defibrillator](#)
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### ➤ Paediatric First Aid

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## Green Cross First Aid at Work – Course Agenda

### Course Overview

The **First Aid at Work** course is a comprehensive 3-day programme designed to equip first aiders with the knowledge and skills to manage a wide range of workplace emergencies. Training follows HSE First-Aid Regulations and meets the recognised Level 3 First Aid at Work syllabus, providing in-depth instruction in emergency response, injury management, illness recognition and safe use of first aid equipment.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Roles and Responsibilities of a First Aider**  
Understanding the role of the first aider, preventing cross infection and using available equipment effectively. Includes incident management, safety considerations and communication requirements.
- **Assessing an Incident and Primary Survey**  
Learning how to assess a casualty, conduct a primary survey and act promptly and safely in an emergency. Includes scene assessment and identifying life-threatening conditions.
- **Unresponsive Casualties**  
Managing unresponsive casualties who are breathing and those who are not breathing normally. Includes CPR for adults, AED pad placement, rescue breaths and safe airway positioning.
- **Choking and Seizures**  
Recognising and responding to choking. Managing seizures and understanding when emergency help is required.
- **Bleeding, Shock and Wounds**  
Identifying and treating external bleeding, shock and a range of minor injuries. Includes embedded objects, wound dressing and recognising life-threatening bleeding.
- **Burns and Scalds**  
Managing burns including electrical, chemical and thermal burns, and understanding factors affecting severity.
- **Bone, Muscle and Joint Injuries**  
Providing first aid for suspected fractures, sprains, dislocations and soft-tissue injuries. Includes limb immobilisation guidance.
- **Head and Spinal Injuries**  
Identifying symptoms of head and spinal injuries and taking safe steps to manage the casualty until help arrives.
- **Chest and Abdominal Injuries**  
Understanding symptoms of chest wounds and abdominal trauma and providing appropriate first aid.



# First Aid at Work

- **Eye Injuries and Poisoning**  
Responding to eye injuries, chemical exposure and sudden poisoning (swallowed, inhaled or injected substances).
- **Anaphylaxis and Allergic Reactions**  
Recognising signs of severe allergic reactions and providing first aid for anaphylaxis, including use of auto-injectors where workplace protocols permit.
- **Major Illnesses**  
Identifying symptoms of common medical emergencies including heart attack, stroke, asthma, epilepsy and diabetes, and acting safely and effectively when they occur.
- **Secondary Survey**  
Carrying out a structured secondary survey to gather more detailed casualty information.
- **Record Keeping and Employer Responsibilities**  
Understanding accident reporting, first aid records and employer obligations under workplace legislation.
- **Assessment**  
Assessment includes a combination of practical demonstrations and a multiple-choice exam, aligned with Green Cross accreditation requirements for First Aid at Work courses.

## Certification

On successful completion of the course, delegates will receive a **Green Cross First Aid at Work Certificate**, valid for **3 years**.

This qualification enables the holder to act as a workplace first aider in compliance with UK health and safety legislation.



## Green Cross First Aid at Work Requalification – Course Agenda

### Course Overview

The **Green Cross First Aid at Work Requalification** Course renews an existing First Aid at Work certificate for another three years. Training condenses the full FAW syllabus into an intensive two-day format, revisiting all core skills required of workplace first aiders. This includes CPR, AED use, casualty assessment, injury management and response to major illnesses, in line with HSE First-Aid Regulations and Green Cross Global standards.

The course is suitable for qualified first aiders whose certificates are approaching expiry and who need to refresh practical skills and theoretical knowledge.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Roles and Responsibilities of the First Aider**  
Revisiting first aider duties, preventing cross-infection and using equipment safely in line with FAW requirements.
- **Incident Assessment and Primary Survey**  
Refreshing how to assess an incident, identify immediate risks and perform a structured primary survey on a casualty.
- **Managing Unresponsive Casualties**  
Reviewing management of unresponsive casualties who are breathing or not breathing normally, including CPR for adults and safe AED use with correct pad placement.
- **Choking and Seizures**  
Recognising choking and applying effective first aid. Reviewing the correct response to seizures and when to seek urgent medical support.
- **External Bleeding, Shock and Wound Management**  
Refreshing correct treatment of bleeding, shock and a range of minor injuries including cuts, grazes, burns and small splinters, consistent with FAW requalification guidance.
- **Burns and Scalds**  
Reviewing safe first aid for thermal, chemical and electrical burns, and understanding factors affecting burn severity.
- **Injuries to Bones, Muscles and Joints**  
Refreshing first aid responses to fractures, sprains, dislocations and suspected spinal injuries, including immobilisation principles.
- **Head, Spinal, Chest and Abdominal Injuries**  
Recognising signs of serious internal injuries and providing safe first aid until medical help arrives.



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- **Eye Injuries and Poisoning**  
Managing eye injuries and sudden poisoning, including inhaled, injected or swallowed substances.
- **Anaphylaxis and Severe Allergic Reactions**  
Refreshing recognition and first aid treatment for anaphylaxis, including use of auto-injectors where workplace policies allow.
- **Major Illnesses**  
Updating recognition of symptoms for heart attack, stroke, asthma, diabetic emergencies and epilepsy, and responding safely and promptly.
- **Secondary Survey**  
Completing a structured secondary survey to gain additional casualty information after life-threatening issues are addressed.
- **Reporting and Record-Keeping**  
Reviewing accident reporting, RIDDOR requirements and the use of first aid records according to workplace legislation.
- **Assessment**  
Delegates will be continuously assessed by trainer observations and will finally demonstrate competence through practical assessment of their first aid skills and a written multiple-choice test. These assessments reflect Green Cross First Aid at Work requalification standards and the HSE-approved syllabus requirements.

## Certification

On successful completion of the course, delegates will receive a **Green Cross First Aid at Work Certificate**, valid for **3 years**.

This qualification enables the holder to act as a workplace first aider in compliance with UK health and safety legislation.



## Green Cross Emergency First Aid at Work

### Course Overview

The **Green Cross Emergency First Aid at Work** course provides delegates with the essential knowledge and practical skills to respond to emergency situations in the workplace. Delegates will learn how to manage unresponsive casualties, breathing problems, severe bleeding and common workplace injuries, and how to act confidently and safely until professional medical help arrives.

The course is suitable for designated workplace first aiders and staff requiring emergency first aid skills in low to lower-medium risk environments.

The course is delivered in English. A good standard of spoken and written English is required.

### Agenda

- › **Role of the Emergency First Aider**  
Understanding responsibilities, workplace communication and assessing risks during an incident
- › **Primary Survey and Casualty Assessment**  
Learning a systematic approach to assessing the scene and checking a casualty's responsiveness, airway and breathing
- › **Cardiopulmonary Resuscitation (CPR) and AED Use**  
Practising adult CPR techniques and safe use of an automated external defibrillator
- › **Unresponsive Casualty Management**  
Placing a casualty in the recovery position and monitoring vital signs
- › **Breathing Difficulties and Choking**  
Recognising signs of choking or breathing problems and applying appropriate first aid measures
- › **Control of Bleeding and Wound Management**  
Treating minor and severe bleeding plus safe bandaging techniques
- › **Shock, Burns and Minor Injuries**  
Identifying symptoms of shock and responding to burns, scalds and common workplace injuries
- › **Incident Reporting and Hygiene Considerations**  
Understanding legal requirements and maintaining personal safety and hygiene
- › **Assessment**  
Delegates will complete a practical assessment of first aid skills and a knowledge check conducted by an approved assessor

### Certification

Delegates who successfully complete the course will receive a **Green Cross Emergency First Aid at Work** certificate.

The certificate is valid for three years, after which delegates must attend a refresher course to maintain their qualification.



# St John Ambulance Emergency First Aid at Work – Course Agenda

## Course Overview

The Emergency First Aid at Work course provides learners with the essential skills and confidence to respond to first aid emergencies in low-risk environments. It meets HSE requirements and includes both theoretical knowledge and practical application.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Role and Responsibilities of an Emergency First Aider**  
Understanding the legal duties and responsibilities of a first aider, and how to assess and manage incidents safely.
- **Assessing an Incident**  
Learning how to conduct a primary survey of the casualty and identifying life-threatening conditions.
- **Unresponsive Casualty (Breathing and Non-Breathing)**  
Learning how to manage an unresponsive casualty, placing them in the recovery position, and performing CPR and AED use where appropriate.
- **Choking (Adult)**  
Recognising signs of choking and responding appropriately using back blows and abdominal thrusts.
- **External Bleeding and Wound Management**  
Learning how to control bleeding and treating a range of wounds using appropriate first aid techniques.
- **Shock**  
Identifying signs and symptoms of shock and knowing how to treat and monitor a casualty appropriately.
- **Seizures**  
Understanding how to recognise and safely respond to a seizure in a first aid situation.
- **Minor Injuries**  
Gaining knowledge in treating minor injuries such as cuts, grazes, bruises, burns, splinters, and insect bites.
- **Practical Scenarios and Group Exercises**  
Applying learned skills in simulated real-life scenarios to build confidence in dealing with first aid incidents.
- **Assessment**  
Delegates will be continuously assessed by trainer observations and will finally demonstrate competence through practical assessment of their first aid skills.

## Certification

Upon successful completion of the assessment, delegates will receive a **St John Ambulance Emergency First Aid at Work Certificate** (valid for 3 years)



## St John Ambulance First Aid at Work – Course Agenda

### Course Overview

The First Aid at Work course is a comprehensive programme designed to equip participants with the practical skills and confidence needed to respond to a wide range of first aid emergencies. The course meets the requirements of the **Health and Safety (First Aid) Regulations 1981**, making it ideal for workplace first aiders in high-risk environments.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Introduction to First Aid & Legal Responsibilities**  
Understanding the role of a first aider, health and safety regulations, and the importance of accurate incident reporting.
- **Assessing an Incident**  
Learning how to conduct a primary survey, assess for dangers, and gather essential information quickly and efficiently.
- **Managing an Unresponsive Casualty**  
Learning how to manage an unresponsive casualty, placing them in the recovery position, and ensuring airway management.
- **Cardiopulmonary Resuscitation (CPR)**  
Gaining hands-on experience in delivering CPR to an adult, including use of a defibrillator (AED).
- **Choking**  
Learning how to recognise and treat a casualty who is choking using back blows and abdominal thrusts.
- **Shock and Bleeding**  
Identifying signs of shock and severe bleeding and applying appropriate first aid techniques, including wound dressing and bandaging.
- **Burns and Scalds**  
Understanding how to treat different types of burns and scalds using appropriate cooling and dressing techniques.
- **Minor Injuries and Wound Care**  
Learning how to manage minor injuries including cuts, grazes, splinters, and bruising.
- **Fractures and Dislocations**  
Recognising signs of fractures and dislocations and providing initial care before professional medical help arrives.
- **Head and Spinal Injuries**  
Learning how to manage suspected head and spinal injuries with minimal movement to avoid further harm.
- **Medical Emergencies: Heart Attack and Stroke**  
Identifying symptoms and administering appropriate first aid for heart attacks, strokes, and related conditions.



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- **Seizures and Epilepsy**  
Understanding how to support a casualty during and after a seizure, ensuring their safety and comfort.
- **Asthma and Anaphylaxis**  
Learning how to assist someone experiencing a severe allergic reaction or asthma attack, including the use of auto-injectors.
- **Diabetes and Hypoglycaemia**  
Understanding how to recognise signs of high or low blood sugar and respond effectively.
- **Poisoning and Contamination**  
Gaining knowledge on how to deal with exposure to harmful substances, both ingested and external.
- **Eye Injuries and Foreign Objects**  
Learning safe methods for managing eye injuries and removing foreign objects from the body.
- **Assessment**  
Delegates will be continuously assessed by trainer observations and will finally demonstrate competence through practical assessment of their first aid skills and a written multiple-choice test.

## Certification

On successful completion of the course, delegates will receive a **St John Ambulance First Aid at Work Certificate**, valid for **3 years**.

This qualification enables the holder to act as a workplace first aider in compliance with UK health and safety legislation.



## St John Ambulance First Aid at Work Requalification – Course Agenda

### Course Overview

The First Aid at Work Requalification course is designed to refresh and update the knowledge and practical skills of qualified workplace first aiders. It is intended for individuals whose current **First Aid at Work certificate is due to expire**, allowing them to renew their qualification and continue to meet the **Health and Safety (First Aid) Regulations 1981**.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Introduction and Legal Responsibilities Refresher**  
Reviewing the role of a workplace first aider and legal duties under current health and safety legislation.
- **Primary Survey and Casualty Assessment**  
Recapping how to perform a primary survey using DR ABC to assess and prioritise treatment for casualties.
- **Unresponsive Casualty and Recovery Position**  
Practicing assessing and managing an unconscious but breathing casualty, including safe placement in the recovery position.
- **CPR and Use of an AED**  
Refreshing CPR techniques for adults and practise using an automated external defibrillator (AED) in line with current guidelines.
- **Choking and Severe Airway Obstruction**  
Reviewing how to recognise and treat choking in adults using back blows and abdominal thrusts.
- **Shock, Bleeding, and Wound Management**  
Updating knowledge on controlling external bleeding, treating shock, and applying appropriate dressings and bandages.
- **Burns and Scalds**  
Revisiting how to treat different types of burns and scalds using appropriate cooling and dressing techniques.
- **Fractures, Dislocations, and Sprains**  
Reviewing the identification and initial management of suspected fractures and musculoskeletal injuries.
- **Medical Conditions: Heart Attack, Stroke, Seizures, and Diabetes**  
Recapping recognition and treatment of common medical emergencies that may occur in the workplace.



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- **Asthma and Anaphylaxis**  
Reviewing signs and symptoms of asthma attacks and severe allergic reactions, including correct use of inhalers and auto-injectors.
- **Eye Injuries and Foreign Objects**  
Revisiting methods of safely managing eye injuries and removing visible foreign objects from wounds.
- **Assessment**  
Delegates will be continuously assessed by trainer observations and will finally demonstrate competence through practical assessment of their first aid skills and a written multiple-choice test.

### Certification

On successful completion of the course, delegates will receive a **St John Ambulance First Aid at Work Certificate**, valid for **3 years**.

This qualification enables the holder to act as a workplace first aider in compliance with UK health and safety legislation.



## Automated External Defibrillator – Course Agenda

### Course Overview

The **Automated External Defibrillator (AED)** course is designed for individuals who may need to use an AED in an emergency. It provides essential knowledge and practical skills to operate an AED safely and effectively, in conjunction with basic life support techniques, to increase survival chances during cardiac arrest.

The course enables delegates to understand the principles of defibrillation, recognise cardiac arrest, perform CPR, and use an AED confidently while following current resuscitation guidelines. It also covers safety considerations and post-event procedures.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Introduction to AED & Cardiac Arrest**  
Explaining what an AED is, how it works, and why early defibrillation is critical. Understanding the chain of survival and the role of AEDs in improving outcomes.
- **Recognising Cardiac Arrest & Emergency Response**  
Identifying signs of cardiac arrest and differentiating from other medical emergencies. Reviewing the steps to take when encountering an unresponsive casualty, including calling emergency services.
- **Basic Life Support (BLS) Overview**  
Learning the principles of CPR, including chest compressions and rescue breaths. Understanding how BLS integrates with AED use for effective resuscitation.
- **AED Operation & Safety Precautions**  
Demonstrating how to switch on, follow prompts, and apply pads correctly. Reviewing safety measures such as avoiding contact during shock delivery and ensuring a safe environment.
- **Practical AED & CPR Scenarios**  
Hands-on practice using AED training units and performing CPR on manikins. Simulating real-life scenarios to build confidence and competence in emergency response.
- **Troubleshooting & Common Issues**  
Understanding what to do if the AED gives unexpected prompts or if pads cannot be applied correctly. Reviewing battery checks and maintenance responsibilities.
- **Post-Event Actions & Reporting**  
Explaining what happens after an AED has been used, including handover to emergency services, incident reporting, and emotional support considerations.
- **Assessment**  
Completing a practical assessment involving AED use and CPR performance, followed by a knowledge test to confirm understanding of key principles.

### Certification

On successful completion of the course, delegates receive an **Automated External Defibrillator (AED)** certificate, confirming competence in AED use and basic life support.

Certification is typically valid for **one year**, after which refresher training or re-registration is recommended.



## FREC 3 (First Response Emergency Care Level 3) - Novice

### Course Overview

This course provides delegates with the essential knowledge and practical skills required to respond safely and effectively to a wide range of medical emergencies. It introduces core principles of first response care and develops the confidence needed to manage prehospital situations until further help arrives.

Delegates will gain structured emergency care skills including assessment techniques, airway management, treatment of trauma and medical conditions and safe patient handling. The course combines practical scenarios with clear theory to ensure participants understand how to apply their learning in real situations.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Introduction to First Response Emergency Care**  
Overview of first responder responsibilities and the scope of practice within Level 3 care.
- **Scene Safety and Patient Assessment**  
Conducting dynamic risk assessments, using primary and secondary surveys and identifying immediate life threats.
- **Airway Management**  
Techniques for opening and maintaining the airway, use of adjuncts and recognition of airway compromise.
- **Breathing and Circulation Assessment**  
Recognising abnormal breathing, supporting ventilation and managing shock and circulatory issues.
- **Medical Emergencies**  
Identification and initial management of conditions such as cardiac events, stroke, diabetic emergencies and respiratory problems.
- **Trauma Management**  
Responding to trauma including wounds, bleeding, burns, fractures and spinal injuries with appropriate stabilisation techniques.
- **Patient Handling and Moving**  
Safe methods for moving and supporting patients using equipment and manual techniques.
- **CPR and Defibrillation**  
Practical CPR skills and safe use of an automated external defibrillator.
- **Practical Scenarios**  
Applying skills in realistic emergency situations to build confidence and competence.



# Defibrillator & Emergency Response

➤ **Assessment**

Delegates will complete a practical assessment and a knowledge check to demonstrate competence in all required skills.

## Certification

Delegates who successfully complete the course and pass all required assessments will receive the **First Response Emergency Care (FREC) Level 3 Certificate**. Certification is awarded based on competence demonstrated during practical and knowledge-based assessments.

The qualification is typically valid for three years, after which refresher training or recertification is required.



## FREC 3 (First Response Emergency Care Level 3) - Refresher

### Course Overview

This refresher course is designed for delegates who already hold the FREC 3 qualification and need to renew their knowledge and practical skills. It revisits key areas of first response emergency care and ensures delegates remain confident and competent when managing a wide range of medical emergencies.

The programme reinforces core skills including patient assessment, airway management, treatment of trauma and medical conditions and the safe use of equipment. Delegates will practise essential interventions and take part in realistic scenarios to maintain effective response capabilities.

This course is suitable for individuals whose FREC 3 certificate is approaching expiry or who wish to update their skills as part of ongoing professional competency requirements. It is ideal for those working or volunteering in emergency response, event medical cover, security or community roles.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Introduction and Recap of First Response Principles**  
Reviewing the role and responsibilities of a Level 3 responder and the scope of practice.
- **Scene Safety and Rapid Patient Assessment**  
Refreshing dynamic risk assessments, primary and secondary surveys skills and identification of time critical conditions.
- **Airway and Breathing Management**  
Reinforcing airway opening techniques, adjunct use and recognition of breathing difficulties with appropriate interventions.
- **Circulation and Shock Management**  
Revisiting the assessment of circulation, management of shock and identification of life-threatening presentations.
- **Medical Emergencies Review**  
Refreshing recognition and initial management of cardiac events, stroke, asthma, diabetes and other common conditions.
- **Trauma Management Update**  
Revisiting wound care, bleeding control, burns management, management of fractures and spinal considerations.
- **Resuscitation and Defibrillation Practice**  
Updated CPR guidance and reinforcement of safe AED use through practical rehearsal.



# Defibrillator & Emergency Response

➤ **Practical Scenarios**

Consolidating skills through scenario-based exercises designed to mirror real emergency situations.

➤ **Assessment**

Delegates will complete a practical assessment and a knowledge check to demonstrate competence in all required skills.

## Certification

Delegates who successfully complete the refresher training and meet the assessment requirements will receive an updated First Response Emergency Care (FREC) Level 3 Certificate. Certification is awarded upon demonstration of competence in both practical and theoretical elements.

The renewed qualification is typically valid for three years and must be refreshed again before expiration to maintain active status.



# St John Ambulance Paediatric First Aid (Blended) – Course Agenda

## Course Overview

The **Paediatric First Aid (Blended)** course is programme delivered through a blend of **e-learning** and **one day of face-to-face training**. It meets the requirements of **Ofsted** and the **Early Years Foundation Stage (EYFS)** statutory framework, making it ideal for **nursery workers, childminders, teachers**, and anyone caring for infants and young children.

The online portion must be completed before attending the classroom day and includes essential theory, videos, and interactive activities.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Welcome and Introduction to Paediatric First Aid**  
Reviewing the aims of the course, outlining the classroom day, and understanding the responsibilities of a paediatric first aider.
- **Primary Survey and Managing an Emergency**  
Learning how to assess a situation quickly and calmly using DR ABC, and how to call for help effectively.
- **Unresponsive Infant and Child**  
Learning how to manage unresponsive but breathing infants and children, including safe positioning and airway monitoring.
- **CPR for Infants and Children**  
Gaining hands-on experience performing CPR on infant and child manikins, including the use of an AED (defibrillator).
- **Choking**  
Understanding how to control bleeding, dress wounds, and manage children showing signs of shock.
- **Seizures and Febrile Convulsions**  
Learning how to respond to seizures and febrile convulsions, common in infants and toddlers.
- **Burns and Scalds**  
Understanding how to treat different types of burns and scalds using appropriate cooling and dressing techniques.
- **Minor Injuries and Wound Care**  
Learning how to manage minor injuries including nosebleeds, cuts, grazes, splinters, and bruising.



## Paediatric First Aid

- **Head Injuries**  
Identifying the signs of head injury in young children and when to seek medical attention.
- **Anaphylaxis and Allergic Reactions**  
Understanding how to manage severe allergic reactions and use auto-injectors (e.g., EpiPen) safely.
- **Assessment**  
Delegates will be continuously assessed by trainer observations and will finally demonstrate competence by applying all skills in realistic paediatric emergency scenarios followed by an opportunity to ask any final questions.

## Certification

Upon successful completion of both the **online** and **classroom-based** components, delegates will receive a **St John Ambulance Paediatric First Aid Certificate**, valid for **3 years**.

This certificate meets the requirements of:

- **Ofsted**
- **EYFS (Early Years Foundation Stage)**
- **Childcare Registration** with local authorities and regulatory bodies.

Annual refresher training is **recommended** to maintain confidence and skill level.



# Mental Health Awareness – Course Agenda

## Course Overview

The **Mental Health Awareness** course is designed for individuals who want to gain a better understanding of mental health, its impact in the workplace, and how to support colleagues effectively.

Providing delegates with the knowledge to identify common mental health conditions, recognise early warning signs, and respond appropriately. The course also covers reducing stigma, promoting wellbeing, and creating a supportive work environment.

The course is delivered in English, so a good command of spoken and written English is essential.

## Agenda

- **Introduction to Mental Health**  
Explaining what mental health is and why it matters in both personal and professional contexts.  
Reviewing the importance of mental wellbeing for productivity and overall health.
- **Understanding Common Mental Health Conditions**  
Providing an overview of conditions such as anxiety, depression, stress, and other related disorders.  
Discussing how these conditions can affect individuals and workplace dynamics.
- **Recognising Signs and Symptoms**  
Learning how to identify early warning signs of mental health issues and understanding the difference between normal stress and more serious concerns.
- **Reducing Stigma and Promoting Awareness**  
Exploring strategies to challenge misconceptions and reduce stigma around mental health.  
Emphasising the role of open communication and supportive leadership.
- **Supporting Colleagues and Signposting Help**  
Discussing practical ways to support colleagues experiencing mental health challenges, including active listening and signposting to professional resources.
- **Creating a Positive Workplace Culture**  
Reviewing how organisations can promote mental wellbeing through policies, initiatives, and leadership behaviours.
- **Self-Care and Resilience**  
Highlighting techniques for maintaining personal wellbeing and building resilience to cope with stress effectively.
- **Assessment**  
Completing a short knowledge check or reflective exercise to demonstrate understanding of mental health awareness principles.

## Certification

On successful completion of the course, delegates receive a **Mental Health Awareness Certificate**, accredited by the training provider.

Certification is typically valid for **three years**, after which refresher training is recommended to maintain best practice.



## Mental Health: Workplace Responder – Course Agenda

### Course Overview

The **Mental Health: Workplace Responder** course is designed for individuals who want to develop the confidence and skills to respond effectively to mental health concerns in the workplace.

It equips delegates with practical strategies for supporting colleagues, initiating conversations, and signposting professional help when needed. The course also covers recognising early warning signs, reducing stigma, and promoting a positive mental health culture within organisations.

The course is delivered in English, so a good command of spoken and written English is essential.

### Agenda

- **Introduction to Mental Health in the Workplace**  
Explaining what mental health is and why it matters in a professional setting. Reviewing the impact of mental wellbeing on productivity, engagement, and organisational success.
- **Understanding Mental Health Conditions**  
Providing an overview of common mental health issues such as anxiety, depression, stress, and burnout. Discussing how these conditions manifest and affect individuals at work.
- **Recognising Early Warning Signs**  
Learning how to identify behavioural, emotional, and physical indicators that may suggest a colleague is struggling with their mental health.
- **Effective Communication and Active Listening**  
Exploring techniques for initiating supportive conversations, listening without judgment, and responding appropriately to disclosures.
- **Providing Initial Support and Signposting**  
Discussing practical steps for offering immediate support and guiding individuals towards professional help or internal resources.
- **Reducing Stigma and Promoting Awareness**  
Understanding how stigma impacts mental health and learning strategies to create an open, supportive workplace culture.
- **Self-Care and Resilience for Responders**  
Highlighting the importance of maintaining personal wellbeing and resilience when supporting others, including stress management techniques.
- **Assessment**  
Completing a short knowledge check or reflective exercise to demonstrate understanding of workplace responder principles.

### Certification

On successful completion of the course, delegates receive a **Mental Health: Workplace Responder Certificate**, accredited by the training provider.

Certification is typically valid for **three years**, after which refresher training is recommended to maintain best practice.



## MHFA Adult Mental Health Champion

### Course Overview

The **MHFA Adult Mental Health Champion** course is designed for individuals who want to gain the skills and confidence to advocate for mental health awareness and provide initial support to colleagues experiencing mental health challenges.

This one-day course equips delegates with an understanding of common mental health issues, the ability to recognise early warning signs, and practical strategies for offering help and signposting professional support. It also focuses on reducing stigma and promoting a positive mental health culture in the workplace.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Introduction to Mental Health First Aid**  
Explaining what Mental Health First Aid is and why it matters in the workplace. Reviewing the importance of early intervention and its impact on wellbeing and organisational success.
- **Understanding Mental Health and Stress in the Workplace**  
Providing an overview of how mental health issues and stress affect individuals and teams. Discussing the link between mental wellbeing and productivity.
- **Stigma and Discrimination**  
Exploring how stigma impacts mental health and learning strategies to challenge misconceptions and create an open, supportive environment.
- **Common Mental Health Conditions**  
Understanding conditions such as depression, anxiety disorders, eating disorders, self-harm, and psychosis. Reviewing how these conditions manifest and affect individuals.
- **Early Warning Signs and Risk Factors**  
Learning how to identify behavioural, emotional, and physical indicators that may suggest a colleague is struggling with their mental health.
- **Alcohol, Drugs, and Mental Health**  
Discussing the relationship between substance use and mental health, and how to address these issues sensitively.



# Mental Health

➤ **Applying the Mental Health First Aid Action Plan (ALGEE)**

- Explaining the five-step action plan:
- Approach the person, assess and assist with any crisis
- Listen and communicate non-judgementally
- Give support and information
- Encourage the person to get appropriate professional help
- Encourage other supports

➤ **Suicide Awareness and Crisis Response**

Understanding how to approach conversations about suicide and respond appropriately in a crisis.

➤ **Building a Mentally Healthy Workplace**

Discussing strategies for promoting mental wellbeing, reducing stigma, and creating a culture of support.

➤ **Assessment**

Completing a short knowledge check or reflective exercise to demonstrate understanding of MHFA principles.

## Certification

On successful completion of the course, delegates receive an MHFA Adult Mental Health Champion Certificate, accredited by MHFA England.

Certification is typically valid for three years, after which refresher training is recommended to maintain best practice.



## MHFA Adult Mental Health Champion - Remote Learning

### Course Overview

The **MHFA Adult Mental Health Champion - Remote Learning** course is designed for individuals who want to gain the skills and confidence to support mental health in the workplace through an interactive online format.

This one-day virtual course equips delegates with an understanding of common mental health issues, the ability to recognise early warning signs, and practical strategies for offering help and signposting professional support. It also focuses on reducing stigma and promoting a positive mental health culture, all delivered via a secure online platform with live instructor-led sessions.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Introduction to Mental Health First Aid**  
Explaining what Mental Health First Aid is and why it matters in the workplace. Reviewing the importance of early intervention and its impact on wellbeing and organisational success.
- **Understanding Mental Health and Stress in the Workplace**  
Providing an overview of how mental health issues and stress affect individuals and teams. Discussing the link between mental wellbeing and productivity.
- **Stigma and Discrimination**  
Exploring how stigma impacts mental health and learning strategies to challenge misconceptions and create an open, supportive environment.
- **Common Mental Health Conditions**  
Understanding conditions such as depression, anxiety disorders, eating disorders, self-harm, and psychosis. Reviewing how these conditions manifest and affect individuals.
- **Early Warning Signs and Risk Factors**  
Learning how to identify behavioural, emotional, and physical indicators that may suggest a colleague is struggling with their mental health.
- **Alcohol, Drugs, and Mental Health**  
Discussing the relationship between substance use and mental health, and how to address these issues sensitively.



# Mental Health

➤ **Applying the Mental Health First Aid Action Plan (ALGEE)**

- Explaining the five-step action plan:
- Approach the person, assess and assist with any crisis
- Listen and communicate non-judgementally
- Give support and information
- Encourage the person to get appropriate professional help
- Encourage other supports

➤ **Suicide Awareness and Crisis Response**

Understanding how to approach conversations about suicide and respond appropriately in a crisis.

➤ **Building a Mentally Healthy Workplace**

Discussing strategies for promoting mental wellbeing, reducing stigma, and creating a culture of support.

➤ **Assessment**

Completing a short knowledge check or reflective exercise to demonstrate understanding of MHFA principles.

## Certification

On successful completion of the course, delegates receive an **MHFA Adult Mental Health Champion Certificate**, accredited by MHFA England.

Certification is typically valid for three years, after which refresher training is recommended to maintain best practice.



## MHFAE Adult Mental Health First Aider – Course Agenda

### Course Overview

The **Adult Mental Health First Aider** course, developed by **Mental Health First Aid England (MHFAE)**, provides delegates with the knowledge and skills to recognise the signs of poor mental health and to confidently offer support to someone in need.

Delegates must be aged 18+

Participants learn how to approach, listen to, and signpost individuals experiencing mental health challenges, both in crisis and day-to-day scenarios. This course is suitable for workplaces, community groups, or individuals committed to improving mental health awareness.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Introduction to Mental Health First Aid**  
Understanding the role of a Mental Health First Aider and the importance of promoting mental wellbeing. Exploring ways to support positive mental health in the workplace and wider community.
- **Mental Health in the UK and Stigma**  
Exploring mental health statistics, stigma, language, and how to challenge myths and misconceptions.
- **Depression and Anxiety Disorders**  
Recognising the signs, symptoms, and risk factors of common mental health conditions such as depression, anxiety, panic attacks, and trauma.
- **Suicidal Crisis and Self-Harm**  
Learning how to identify warning signs and provide appropriate first aid to someone experiencing suicidal thoughts or engaging in self-harm.
- **Substance Misuse and Mental Health**  
Understanding the impact of drugs and alcohol on mental health and how to respond appropriately.
- **Psychosis**  
Gaining insight into conditions like schizophrenia and bipolar disorder, and how to support someone experiencing psychosis.
- **Crisis First Aid and Recovery**  
Applying the ALGEE action plan (Approach, Listen, Give support, Encourage professional help, Encourage self-help) in various scenarios.
- **Assessment**  
Interactive discussions, scenario-based activities, and role-play to reinforce learning.

### Certification

Delegates who successfully complete the course will receive an **MHFA England Mental Health First Aider certificate** and a comprehensive reference manual and workbook. Also included is access to MHFAE digital resources and ongoing support tools.

Certification does not expire, but **refresher training every 3 years** is strongly recommended to keep skills up to date.



## St John Ambulance Mental Health First Aid

### Course Overview

The **St John Ambulance Mental Health First Aid** course is designed to give delegates the knowledge and confidence to recognise when someone may be experiencing a mental health issue and to provide appropriate initial support. The course promotes understanding, early intervention and effective signposting to professional help.

Delegates will develop practical skills to identify common mental health conditions, respond in a supportive and non-judgemental manner and help reduce stigma in the workplace or wider community. The programme emphasises listening skills, reassurance and knowing how and when to escalate concerns.

This course is suitable for employees, managers, team leaders and anyone who wishes to support the mental wellbeing of colleagues, friends or members of the public as part of their role or everyday life.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Introduction to Mental Health First Aid**  
Understanding the role of a mental health first aider, boundaries of the role and the importance of early support.
- ▶ **Mental Health and Wellbeing**  
Exploring mental health, mental ill health and factors that can influence wellbeing at work and in everyday life.
- ▶ **Recognising Mental Health Conditions**  
Identifying signs and symptoms of common mental health issues including anxiety, depression, stress and psychosis.
- ▶ **Crisis Situations and Immediate Support**  
Learning how to respond to mental health crises such as panic attacks, suicidal ideation and acute distress.
- ▶ **The Mental Health First Aid Action Plan**  
Applying a structured approach to supporting someone by listening, reassuring and encouraging professional help and self-help strategies.
- ▶ **Communication and Listening Skills**  
Developing effective communication skills to ensure conversations are supportive, respectful and person centred.
- ▶ **Supporting Recovery and Signposting**  
Understanding available support services and how to guide individuals towards appropriate internal and external resources.
- ▶ **Self-Care for the Mental Health First Aider**  
Recognising the importance of personal wellbeing and managing the emotional impact of supporting others.



# Mental Health

## › Assessment

Delegates complete a knowledge-based assessment and practical activities to demonstrate understanding and appropriate application of mental health first aid principles.

## Certification

On successful completion of the course and assessment, delegates will receive a **St John Ambulance Mental Health First Aid** certificate. Achievement requires full attendance and successful completion of the required assessments.

Certification is typically valid for **three years**, after which refresher training is recommended to maintain confidence and competence.



## St John Ambulance Mental Health Advocate

### Course Overview

The **St John Ambulance Mental Health Advocate** course is designed to help delegates develop a greater awareness of mental health and wellbeing and understand how to promote supportive and inclusive environments. The course focuses on recognising early signs of mental health concerns and encouraging positive conversations about mental wellbeing.

Delegates will gain knowledge of common mental health issues, contributing factors and the impact mental health can have at work and in everyday life. The programme supports delegates to feel more confident in signposting others to appropriate support and promoting wellbeing within their organisation or community.

This course is suitable for employees, managers and supervisors who want to support mental wellbeing, raise awareness and act as a positive influence for mental health without taking on the responsibilities of a mental health first aider.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Introduction to Mental Health Advocacy**  
Understanding the role of a mental health advocate and how it differs from mental health first aid.
- **Understanding Mental Health and Wellbeing**  
Exploring what mental health is, common misconceptions and factors that influence wellbeing.
- **Common Mental Health Conditions**  
Developing awareness of conditions such as stress, anxiety and depression and how they may present.
- **Recognising Early Warning Signs**  
Learning how to spot early indicators that someone may be experiencing mental health challenges.
- **Reducing Stigma and Encouraging Open Conversations**  
Understanding the impact of stigma and how to promote respectful, supportive dialogue.
- **Supporting Others and Signposting**  
Knowing how to listen appropriately, offer reassurance and guide individuals towards professional or organisational support.
- **Maintaining Personal Wellbeing**  
Recognising the importance of self-care and setting boundaries when supporting others.
- **Assessment**  
Delegates complete a knowledge-based assessment or learning check to confirm understanding of key mental health advocacy principles.



# Mental Health

## Certification

On successful completion of the course and assessment, delegates will receive a St John Ambulance Mental Health Advocate certificate. Completion is subject to full attendance and satisfactory engagement with the course and assessment activities.

The certificate does not normally have an expiry date, however refresher or awareness training is recommended to maintain knowledge and confidence.





## Course Menu

### ➤ F-Gas

- City & Guilds - 2079-11 F-Gas (Cat 1)

### ➤ Boilers & Steam Systems

- Introduction to Steam Boilers and Steam Systems



## City & Guilds 2079-11 F-Gas (Cat 1) – Course Agenda

### Course Overview

The **City & Guilds 2079-11 F-Gas (Category 1)** qualification is designed for individuals working within the refrigeration, air conditioning and heat pump industries who are required to meet the legal requirements for handling Fluorinated Greenhouse Gases (F-Gases) and other ozone-depleting substances.

The course provides both the theoretical knowledge and practical competence needed to install, commission, service, maintain, recover, leak check, and decommission refrigeration, air conditioning, and heat pump systems of any refrigerant charge size, in accordance with F-Gas Regulations **EC 842/2006**, **EC 303/2008**, and associated standards.

The course is delivered in English, so a good command of spoken and written English is essential.

### Pre-Requisites

This course is suitable for personnel with previous experience in refrigeration or air conditioning, or those holding formal industry-recognised qualifications. It is also appropriate for tradespeople with allied qualifications, such as **NVQ Level 2/3 in gas or plumbing (e.g. Gas Safe registered)**, as well as suitably qualified mechanical or electrical engineers.

### Agenda

- **F-Gas Regulations and Legal Responsibilities**  
Understanding the purpose of F-Gas and ozone-depleting substance regulations. Reviewing engineer and company responsibilities, certification requirements, system labelling, logbooks, and penalties for non-compliance under current F-Gas legislation.
- **Refrigeration Principles and Thermodynamics**  
Identifying basic refrigeration and air conditioning systems, terminology, units, and principles. Understanding the theory of thermodynamics and the vapour compression cycle, including refrigerant states and heat transfer.
- **Refrigeration, Air Conditioning, and Heat Pump Components**  
Identifying stationary refrigeration, air conditioning, and heat pump system components. Understanding component functions, system operation, and common leakage risk points.
- **Refrigerants, Oils, and Environmental Impact**  
Understanding different refrigerant types, including blended refrigerants, their properties, global warming potential (GWP), and environmental impact. Reviewing refrigerant and oil compatibility and identification.
- **Health, Safety, and Safe Working Practices**  
Identifying hazards associated with refrigerants, including pressure, toxicity, flammability, and oxygen displacement. Applying safe working practices for installation, commissioning, servicing, and refrigerant handling, including PPE and risk assessments.



## F-Gas

- **Pipework Fabrication and Jointing**  
Developing practical skills in fabricating and fitting mechanical joints and brazed joints on refrigeration pipework in accordance with industry best practice.
- **Pressure Testing and Evacuation**  
Carrying out pressure testing and evacuation procedures in accordance with BS EN 378, ensuring system integrity, dryness, and safety prior to charging.
- **Charging Refrigeration Systems**  
Learning correct procedures for charging systems with refrigerant, including the safe charging of blended refrigerants, ensuring accuracy and compliance with manufacturer and legal requirements.
- **Leak Detection and Prevention**  
Understanding causes of refrigerant leaks and learning how to carry out leak testing in accordance with EC 1516/2007, using both direct and indirect methods.
- **System Performance and Efficiency**  
Analysing system performance to ensure efficiency and compliance by measuring pressure, temperature, refrigerant state, and applying industry “rule of thumb” techniques.
- **Refrigerant Recovery, Handling, and Disposal**  
Safely recovering refrigerant from systems, handling and storing refrigerants correctly, and ensuring legal disposal or recycling to minimise environmental impact.
- **F-Gas Record Keeping and Compliance**  
Maintaining accurate F-Gas logbooks and records, ensuring systems remain tight, energy-efficient, and fully compliant with F-Gas legal requirements.
- **Practical Skills Training**  
Hands-on training covering brazing, pressure testing, evacuation, charging, leak detection, recovery, and performance analysis using industry-standard tools and equipment.
- **Assessment**  
Completing an online multiple-choice examination and a practical assessment to demonstrate both theoretical knowledge and practical competence in line with City & Guilds requirements.

## Certification

On successful completion of the assessments, delegates are awarded the **City & Guilds 2079-11 F-Gas Category 1 Certificate**.

This qualification has **no expiry date** and permits the holder to legally work on refrigeration, air conditioning, and heat pump systems containing F-Gases with **no restriction on system size or refrigerant charge**. Continued professional development is recommended to remain up to date with legislation and industry best practice.



# Introduction to Steam Boilers and Steam Systems – Course Agenda

## Course Overview

The **Introduction to Steam Boilers and Steam Systems Training** course is a 1-day programme designed for individuals who are new to steam systems or moving into roles where basic boiler and steam knowledge is essential. This training provides a clear and practical understanding of how steam is generated, how it behaves within a steam system, and the vital safety measures that ensure efficient and compliant operation.

Delivered through a combination of classroom-based theory, demonstrations, and practical discussions, the course explores boiler fundamentals, steam characteristics, condensate management, safety devices, alarm responses, and the relationship between steam production and plant operation. Delegates will develop the confidence to recognise alarms under BG01 guidance, understand common operational issues, and take safe, informed action.

The course is delivered in English, so a good command of spoken and written English is essential.

## Agenda

- **Introduction to Course Objectives and Steam Fundamentals**  
Overview of course aims, structure, and delegate expectations. Introduction to steam as an energy source and the reasons for its widespread industrial use.
- **How Steam Is Produced**  
Understanding the boiler process: water, heat, and phase change.  
Explaining boiler components, combustion, feedwater control, and steam generation.
- **Properties and Types of Steam**  
Exploring key concepts including wet steam, dry steam, saturated steam, and superheated steam.  
Reviewing advantages, disadvantages, and typical industrial applications for each type.
- **How Steam Gives Up Energy**  
Understanding heat transfer, steam collapse, and how energy is delivered to the point of use.  
Discussion of efficiency factors and common system behaviours.
- **Condensate: Value, Risks, and Management**  
Understanding how condensate forms, why it must be returned, and its role in energy efficiency.  
Reviewing hazards associated with poor condensate handling, including water hammer and corrosion.
- **Boiler and Steam System Interaction**  
Examining how the boiler affects downstream equipment and how production demand impacts the boiler. Understanding system design principles that ensure safe and efficient steam delivery.



- **Safety Features on Steam Boilers**  
Overview of essential boiler safety devices, including safety valves, level controls, flame safeguards, and pressure controls. Explaining their function, importance, and routine testing requirements.
- **Responding to Alarms Under BG01**  
Understanding alarm categories, what alarms indicate, and typical causes. What operators should look for when answering alarms and actions required to make the boiler safe.
- **Testing Alarm and Safety Systems**  
Reviewing regulatory and best-practice approaches to testing alarms and safety devices. Understanding how alarm testing supports compliance and operational reliability.
- **Practical Exercises and Case Studies**  
Discussion-based practical scenarios involving alarm response, fault identification, and safe operational decision-making.
- **Assessment**  
Informal assessment through participation, questions, and scenario-based problem solving to confirm understanding of steam system fundamentals and safe practices.

## Certification

Upon successful completion of the course, delegates will receive a **Certificate of Attendance** in Steam Awareness and Introduction to Steam Systems.

This certificate confirms that the delegate has gained foundational knowledge in steam generation, system operation, safety features, and alarm response in accordance with BG01 guidance.





## Course Menu

### ➤ Land Operations

- ROLO Health & Safety

### ➤ Vehicles

- LANTRA - Off Road Vehicle 4x4



# ROLO Health & Safety – Course Agenda

## Course Overview

The **ROLO (Register of Land-Based Operatives) Health & Safety** course is designed for individuals working in the land-based sector, including landscaping, horticulture, and grounds maintenance. It provides essential health and safety knowledge required for safe working practices and compliance with industry standards, forming a prerequisite for obtaining a LISS/CSCS card.

The course enables delegates to understand health and safety legislation, identify workplace hazards, implement control measures, and promote a culture of safety. It also covers risk assessments, PPE requirements, and emergency procedures relevant to land-based operations.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Introduction to ROLO & Health & Safety Requirements**  
Explaining the purpose of the ROLO scheme and its link to LISS/CSCS cards. Outlining the importance of health and safety in the land-based sector and the consequences of non-compliance.
- **Health & Safety Legislation Overview**  
Reviewing key legislation such as the Health and Safety at Work Act, Management of Health and Safety at Work Regulations, and other relevant standards. Understanding employer and employee responsibilities.
- **Hazard Identification & Risk Assessment**  
Learning how to identify hazards in landscaping and grounds maintenance environments. Understanding the principles of risk assessment and implementing control measures to reduce risks.
- **Safe Working Practices & Site Rules**  
Exploring best practices for manual handling, working at height, use of machinery, and handling hazardous substances. Reviewing site-specific rules and safe systems of work.
- **Personal Protective Equipment (PPE)**  
Understanding the types of PPE required for land-based operations. Reviewing correct selection, use, and maintenance of PPE to ensure compliance and safety.
- **Emergency Procedures & Incident Reporting**  
Developing procedures for responding to accidents, injuries, and emergencies. Understanding the importance of reporting incidents and near misses to improve safety performance.
- **Environmental Awareness & Sustainability**  
Recognising environmental hazards and responsibilities. Reviewing waste management, pollution prevention, and sustainable practices in landscaping and grounds maintenance.



- **Assessment**

Completing a multiple-choice knowledge test to confirm understanding of health and safety principles and ROLO requirements.

## Certification

On successful completion of the course, delegates receive a **ROLO Health & Safety** certificate, which is valid for **five years** and is required for applying for a LISS/CSCS card.

Refresher training is recommended before the certificate expires to maintain compliance and safety awareness.



## LANTRA Off Road Vehicle 4x4

### Course Overview

This course provides delegates with the essential skills and knowledge required to operate a 4x4 vehicle safely in off road environments. It focuses on understanding vehicle capability, correct driving techniques and how to assess and manage risk when working in challenging terrain.

Delegates will learn how to prepare their vehicle for off road use, identify hazards, navigate obstacles and apply safe driving behaviours in a range of conditions. Practical elements ensure learners gain confidence in vehicle handling while maintaining safety as the priority.

The course is suitable for anyone required to operate a 4x4 vehicle as part of their role, including land management personnel, emergency responders, utility workers and other professionals who travel off road.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Introduction to Off Road Vehicle Operation**  
Overview of responsibilities, legal considerations and safe systems of work.
- **Vehicle Checks and Preparation**  
Understanding pre-use inspections, tyre considerations, load security and vehicle capability.
- **Assessing Terrain and Risk**  
Identifying hazards, planning routes and making safe decisions based on ground conditions.
- **Circulation and Shock Management**  
Revisiting the assessment of circulation, management of shock and identification of life-threatening presentations.
- **Driving Techniques for Off Road Conditions**  
Correct use of gears, throttle control and techniques for ascending, descending and traversing slopes.
- **Negotiating Obstacles**  
Safe approaches for ruts, mud, water, uneven ground and other common off-road features.
- **Vehicle Recovery Awareness**  
Introduction to basic recovery principles, safe use of equipment and avoiding common risks.
- **Practical Off-Road Driving**  
Hands-on driving in varied terrain to apply techniques and demonstrate safe vehicle handling.
- **Assessment**  
Delegates will complete a practical driving assessment and a knowledge check to confirm competence in off road vehicle operation.



## Certification

Delegates who successfully complete the training and meet the assessment requirements will receive the **LANTRA 4x4 Off Road Vehicle Operating Certificate**. Certification is awarded on demonstration of practical competence and understanding of safe operating practices.

The qualification is typically valid for three years, after which refresher training is recommended to ensure continued competence.





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- [CDM An Overview](#)

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## Course Menu continued

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# IOSH Managing Safely – Course Agenda

## Course Overview

The **IOSH Managing Safely** course is designed for managers and supervisors in any sector or organisation. It provides essential knowledge and understanding of health and safety responsibilities in the workplace. The course equips participants with practical tools and techniques for managing health and safety risks effectively.

The course will enable delegates to understand their health and safety responsibilities, assess and control risks, investigate incidents, measure performance improve safety culture.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Introduction to Managing Safely**  
Demonstrating the importance of health and safety and an overview to the role of managers and supervisors.
- **Controlling Risks & Understanding Responsibilities**  
Understanding key concepts: hazard, risk, likelihood, and consequence within the hierarchy of control. Methods for carrying out Risk Assessments. Learning about legal and organisational responsibilities, including health and safety roles at different levels.
- **Understanding Hazards**  
Identifying hazards and assessing risk, and how to implement control measures effectively.
- **Investigating Incidents**  
Learning about accidents and incident investigation, including the process of how to investigate efficiently using Root Cause analysis.
- **Measuring Performance**  
Understanding Active vs. reactive monitoring. Identifying safety performance indicators and how to perform audits, inspections, and reviews.
- **Assessment**  
Including a practical risk assessment activity and a multiple-choice knowledge test. Group reflection and discussion on course content.

## Certification

On successful completion of the assessments, delegates receive an **IOSH Managing Safely certificate**, issued by the **Institution of Occupational Safety and Health (IOSH)**.

The certificate does not expire, but IOSH recommend refreshing knowledge every three years.



## IOSH Leading Safely

### Course Overview

The **IOSH Leading Safely** course is designed for senior executives, directors, and business leaders who have overall responsibility for health and safety within their organisation. It provides strategic-level knowledge to help leaders understand how good health and safety management contributes to business performance, reputation, and sustainability.

The course enables delegates to recognise their legal and moral responsibilities, integrate health and safety into business strategy, and lead by example to create a positive safety culture. It also covers risk management, governance, and performance monitoring at a leadership level.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Introduction to Leadership in Health & Safety**  
Explaining why health and safety leadership matters and its impact on business success. Reviewing the role of senior leaders in setting standards and influencing culture.
- ▶ **Legal Responsibilities & Corporate Governance**  
Understanding directors' duties under health and safety law, including corporate liability and enforcement actions. Reviewing governance frameworks and accountability structures.
- ▶ **Integrating Health & Safety into Business Strategy**  
Exploring how health and safety align with organisational objectives, risk management, and sustainability. Discussing the benefits of proactive leadership and stakeholder engagement.
- ▶ **Risk Management & Decision-Making**  
Understanding strategic risk assessment and prioritisation. Reviewing how leaders can allocate resources effectively and make informed decisions to reduce risk.
- ▶ **Creating a Positive Safety Culture**  
Learning how leadership behaviours influence safety performance. Reviewing communication strategies, employee engagement, and leading by example.
- ▶ **Monitoring Performance & Continuous Improvement**  
Exploring key performance indicators (KPIs), audits, and reporting systems. Understanding how to measure success and drive improvement through leadership actions.
- ▶ **Practical Leadership Scenarios**  
Participating in interactive case studies and discussions to apply learning to real-world business challenges.
- ▶ **Assessment**  
Completing a leadership-focused assessment and action plan to demonstrate understanding and commitment to improving health and safety performance.

### Certification

On successful completion of the course, delegates receive an **IOSH Leading Safely** certificate, accredited by IOSH.

Certification does not expire, but refresher training and ongoing professional development are recommended to maintain best practice.



# IOSH Working Safely – Course Agenda

## Course Overview

The **IOSH Working Safely** course is designed for employees at all levels who need a basic understanding of health and safety in the workplace. It provides essential knowledge to help individuals work safely, identify hazards, and contribute to a positive safety culture. This course is internationally recognised and accredited by the Institution of Occupational Safety and Health (IOSH).

The course enables delegates to understand health and safety responsibilities, recognise common workplace hazards, and apply safe working practices. It also covers environmental awareness and the importance of reducing risks to people and the planet.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Introduction to Working Safely**  
Explaining why health and safety matters and the benefits of working safely. Reviewing the responsibilities of employees and employers under health and safety law.
- **Defining Hazard and Risk**  
Understanding the difference between hazards and risks. Learning how to identify hazards in the workplace and assess associated risks effectively.
- **Common Workplace Hazards**  
Exploring typical hazards such as slips, trips, falls, manual handling, electricity, fire, and hazardous substances. Reviewing control measures to reduce risks.
- **Improving Safety Performance**  
Discussing safe systems of work, use of PPE, and the importance of following procedures. Understanding how individual actions contribute to overall safety performance.
- **Environmental Awareness**  
Recognising the impact of workplace activities on the environment. Reviewing waste management, pollution prevention, and sustainable practices.
- **Practical Exercises & Group Discussions**  
Engaging in interactive activities to reinforce learning, including hazard spotting and risk assessment exercises.
- **Assessment**  
Completing a multiple-choice knowledge test and a hazard identification exercise to demonstrate understanding of key principles.

## Certification

On successful completion of the course, delegates receive an **IOSH Working Safely** certificate, accredited by IOSH.

Certification does not expire, but refresher training is recommended to maintain awareness and best practice.



## IOSH Managing Safely Refresher

### Course Overview

The **IOSH Managing Safely Refresher** course is for delegates who have previously completed the full IOSH Managing Safely qualification and need to update and reinforce their health and safety knowledge.

The course revisits key principles of risk assessment, hazard control and management responsibilities, while providing updates on legislation and good practice. Delegates review their role in maintaining safe systems of work and supporting a positive safety culture.

The course is delivered in English. A good standard of spoken and written English is required.

### Agenda

- ▶ **Introduction and Course Overview**  
Reviewing and revisiting the key learning points from the IOSH Managing Safely qualification.
- ▶ **Revisiting Risk Assessment Principles**  
A structured review of the risk assessment process including hazard identification, likelihood and consequence rating and the importance of proportionate controls.
- ▶ **Controlling Risks Effectively**  
Reinforcing the hierarchy of control and exploring methods for selecting practical, reliable and cost-effective risk reduction measures that align with legal requirements.
- ▶ **Understanding Manager Responsibilities**  
Reviewing managers' duties for ensuring safe working practices, maintaining compliance and supporting a positive workplace safety culture.
- ▶ **Incident and Accident Investigations**  
Revisiting the purpose of investigations and examining how root cause analysis is used to prevent recurrence. Reviewing reporting expectations and learning from the past.
- ▶ **Measuring Safety Performance**  
Exploring performance indicators and simple techniques for monitoring safety improvements. Reviewing proactive and reactive measures and the importance of regular evaluation.
- ▶ **Improving Safety Culture**  
Discussing leadership behaviours, communication techniques and practical steps managers can take to strengthen engagement and encourage safe behaviour across the workforce.
- ▶ **Applying the Plan-Do-Check-Act Approach**  
Revisiting the PCDA cycle and demonstrating how it supports continuous improvement in everyday operational activities.
- ▶ **Practical Exercises and Scenario Discussions**  
Engaging delegates in group activities to apply refreshed knowledge through case studies, problem-solving tasks and real-world examples.



➤ **Assessment**

Delegates complete a short-written assessment at the end of the course to demonstrate a refreshed understanding of core IOSH Managing Safely concepts and principles.

## Certification

On successful completion of the course, delegates receive an **IOSH Leading Safely** certificate, accredited by IOSH.

Certification does not expire, but refresher training and ongoing professional development are recommended to maintain best practice.



## NEBOSH Certificate in Fire Safety – Course Agenda

### Course Overview

The **NEBOSH Certificate in Fire Safety** is an internationally recognised qualification designed for individuals responsible for fire safety in low to medium risk workplaces.

It provides delegates with the knowledge and practical skills to identify fire hazards, implement control measures, and carry out effective fire risk assessments. The course covers fire safety management, principles of fire and explosion, emergency planning, and legal responsibilities, enabling participants to protect people, property, and business continuity.

The course is delivered in English, so a good command of spoken and written English is essential.

### Agenda

- **Managing Fire Safety**  
Explaining why fire safety management is critical for protecting lives and assets. Reviewing health and safety legislation, sources of law, and organisational responsibilities for fire safety compliance.
- **Principles of Fire and Explosion**  
Understanding how fires start and spread, including the principles of combustion and ignition for solids, liquids, and gases. Discussing classifications of fires, fire growth, and explosion risks.
- **Fuel, Oxygen, and Ignition Sources**  
Identifying common workplace sources of fuel and ignition. Exploring strategies to minimise risks, including safe storage of flammable substances and arson prevention measures.
- **Fire Protection of Buildings and People**  
Reviewing building design features that reduce fire risk, such as compartmentation and fire-resistant materials. Discussing means of escape, fire detection systems, alarms, and firefighting equipment.
- **Emergency Planning and Response**  
Explaining how to develop and maintain fire emergency plans, including evacuation procedures and communication strategies. Considering human behaviour during fire incidents and training requirements for staff.
- **Fire Safety Audits and Monitoring**  
Learning how to conduct fire safety audits, implement safe systems of work, and monitor compliance through inspections and reporting.
- **Fire Risk Assessment Process**  
Providing a detailed understanding of hazard identification, risk evaluation, and prioritisation of control measures. Reviewing the steps involved in completing a comprehensive fire risk assessment.
- **Environmental Impact of Fire**  
Discussing the environmental consequences of fire and firefighting operations, and strategies to minimise these impacts.



- **Assessment**

Completing an open book examination based on a realistic workplace scenario and submitting a practical fire risk assessment to demonstrate competence.

## Certification

On successful completion of the course, delegates receive a **NEBOSH Certificate in Fire Safety**, accredited by NEBOSH.

Certification does not expire, but ongoing professional development and refresher training are recommended to maintain best practice.



# NEBOSH Certificate in Fire Safety Remote Learning – Course Agenda

## Course Overview

The **NEBOSH Certificate in Fire Safety – Remote Learning** course is designed for individuals who need the flexibility of studying from home while gaining an internationally recognised qualification in fire safety.

Delivered through live virtual classrooms and interactive online resources, this course provides comprehensive knowledge and practical skills to identify fire hazards, implement control measures, and carry out effective fire risk assessments. It covers fire safety management, principles of fire and explosion, emergency planning, and legal responsibilities, ensuring participants can protect people, property, and business continuity.

The course is delivered in English, so a good command of spoken and written English is essential.

## Agenda

- **Introduction to Remote Learning and Fire Safety Management**  
Explaining how the remote learning format works, including access to virtual sessions, tutor support, and assessment requirements. Reviewing the importance of fire safety management and its role in compliance and risk reduction.
- **Managing Fire Safety**  
Providing an overview of health and safety legislation, sources of law, and organisational responsibilities for fire safety compliance. Discussing how to develop and implement fire safety policies effectively in a remote learning environment.
- **Principles of Fire and Explosion**  
Understanding how fires start and spread, including the principles of combustion and ignition for solids, liquids, and gases. Discussing classifications of fires, fire growth, and explosion risks through online content.
- **Fuel, Oxygen, and Ignition Sources**  
Identifying common workplace sources of fuel and ignition. Exploring strategies to minimise risks, including safe storage of flammable substances and arson prevention measures.
- **Fire Protection of Buildings and People**  
Reviewing building design features that reduce fire risk, such as compartmentation and fire-resistant materials. Discussing means of escape, fire detection systems, alarms, and firefighting equipment using virtual demonstrations.
- **Emergency Planning and Response**  
Explaining how to develop and maintain fire emergency plans, including evacuation procedures and communication strategies. Considering human behaviour during fire incidents and training requirements for staff.
- **Fire Safety Audits and Monitoring**  
Learning how to conduct fire safety audits, implement safe systems of work, and monitor compliance through inspections and reporting.



- **Fire Risk Assessment Process**

Providing a detailed understanding of hazard identification, risk evaluation, and prioritisation of control measures. Reviewing the steps involved in completing a comprehensive fire risk assessment.

- **Environmental Impact of Fire**

Discussing the environmental consequences of fire and firefighting operations, and strategies to minimise these impacts.

- **Assessment**

Completing an **open book examination** based on a realistic workplace scenario and submitting a **practical fire risk assessment** electronically to demonstrate competence.

## Certification

On successful completion of the course, delegates receive a **NEBOSH Certificate in Fire Safety**, accredited by NEBOSH.

Certification does not expire, but ongoing professional development and refresher training are recommended to maintain best practice.



# NEBOSH Environmental Management Certificate – Course Agenda

## Course Overview

The **NEBOSH Environmental Management Certificate** is an internationally recognised qualification designed for managers, supervisors, and individuals responsible for environmental management in the workplace.

It provides delegates with the knowledge and practical skills to identify, assess, and control environmental risks, implement management systems, and ensure compliance with legal and best practice standards. The course covers environmental management principles, legislation, pollution control, emergency planning, and sustainability, enabling participants to make a positive impact on organisational environmental performance.

The course is delivered in English, so a good command of spoken and written English is essential.

## Agenda

- **Foundations in Environmental Management**  
Explaining the scope and nature of environmental management, including ethical, legal, and financial reasons for promoting sustainability. Reviewing the role of governments and international bodies in environmental regulation.
- **Environmental Management Systems (EMS)**  
Understanding the reasons for implementing an EMS, its key features, and how it supports continual improvement. Discussing the benefits and limitations of introducing a formal EMS such as ISO 14001.
- **Assessing Environmental Aspects and Impacts**  
Learning why environmental aspect and impact assessments are essential. Reviewing types of environmental impacts, sources of information, and methods for identifying significant aspects.
- **Planning for and Dealing with Environmental Emergencies**  
Exploring the importance of emergency preparedness and planning for incidents such as chemical spills or uncontrolled emissions.
- **Control of Emissions to Air**  
Understanding air quality standards, main types of emissions, and practical control measures to reduce atmospheric pollution.
- **Control of Environmental Noise**  
Identifying sources and effects of environmental noise and reviewing methods for noise reduction and compliance with regulations.
- **Control of Contamination of Water Sources**  
Discussing the importance of water quality, main sources of water pollution, and control measures to prevent contamination.



- **Control of Waste and Land Use**  
Exploring waste management strategies, including minimisation, segregation, and disposal.  
Reviewing land use considerations and environmental impact.
- **Sources and Use of Energy and Energy Efficiency**  
Understanding energy sources, their environmental implications, and measures to improve energy efficiency and reduce carbon footprint.
- **Assessment**  
Completing an open book examination (Unit EMC1) based on a realistic scenario and submitting a practical environmental risk assessment (Unit EMC2) to demonstrate competence.

## Certification

On successful completion of the course, delegates receive a **NEBOSH Environmental Management Certificate**, accredited by NEBOSH.

Certification does not expire, but ongoing professional development and refresher training are recommended to maintain best practice.



# NEBOSH Environmental Management Certificate

## Remote Learning – Course Agenda

### Course Overview

The **NEBOSH Environmental Management Certificate – Remote Learning** course is designed for individuals who want the flexibility of studying from home while gaining an internationally recognised qualification in environmental management.

Delivered through live virtual classrooms and interactive online resources, this course provides comprehensive knowledge and practical skills to identify, assess, and control environmental risks, implement management systems, and ensure compliance with legal and best practice standards. It covers environmental management principles, legislation, pollution control, emergency planning, and sustainability, enabling participants to make a positive impact on organisational environmental performance.

The course is delivered in English, so a good command of spoken and written English is essential.

### Agenda

- **Introduction to Remote Learning and Environmental Management**  
Explaining how the remote learning format works, including access to virtual sessions, tutor support, and assessment requirements. Reviewing the importance of environmental management and its role in compliance and sustainability.
- **Foundations in Environmental Management**  
Explaining the scope and nature of environmental management, including ethical, legal, and financial reasons for promoting sustainability. Reviewing the role of governments and international bodies in environmental regulation.
- **Environmental Management Systems (EMS)**  
Understanding the reasons for implementing an EMS, its key features, and how it supports continual improvement. Discussing the benefits and limitations of introducing a formal EMS such as ISO 14001.
- **Assessing Environmental Aspects and Impacts**  
Learning why environmental aspect and impact assessments are essential. Reviewing types of environmental impacts, sources of information, and methods for identifying significant aspects.
- **Planning for and Dealing with Environmental Emergencies**  
Exploring the importance of emergency preparedness and planning for incidents such as chemical spills or uncontrolled emissions.
- **Control of Emissions to Air**  
Understanding air quality standards, main types of emissions, and practical control measures to reduce atmospheric pollution.
- **Control of Environmental Noise**  
Identifying sources and effects of environmental noise and reviewing methods for noise reduction and compliance with regulations.



- **Control of Contamination of Water Sources**  
Discussing the importance of water quality, main sources of water pollution, and control measures to prevent contamination.
- **Control of Waste and Land Use**  
Exploring waste management strategies, including minimisation, segregation, and disposal.  
Reviewing land use considerations and environmental impact.
- **Sources and Use of Energy and Energy Efficiency**  
Understanding energy sources, their environmental implications, and measures to improve energy efficiency and reduce carbon footprint.
- **Assessment**  
Completing an open book examination (Unit EMC1) based on a realistic scenario and submitting a practical environmental risk assessment (Unit EMC2) to demonstrate competence.

## Certification

On successful completion of the course, delegates receive a **NEBOSH Environmental Management Certificate**, accredited by NEBOSH.

Certification does not expire, but ongoing professional development and refresher training are recommended to maintain best practice.



# NEBOSH Health & Safety Management For Construction – Course Agenda

## Course Overview

The **NEBOSH Health & Safety Management for Construction** course is an internationally recognised qualification designed for managers, supervisors, and anyone responsible for health and safety on construction sites.

It provides delegates with the knowledge and practical skills to manage construction risks effectively, comply with legal requirements, and implement best practice standards. The course covers the Construction (Design and Management) Regulations 2015 (CDM), risk assessment, hazard control, safety culture, and emergency planning, enabling participants to create safer working environments and reduce incidents.

The course is delivered in English, so a good command of spoken and written English is essential.

## Agenda

- **Foundations of Construction Health and Safety Management**  
Explaining the principles of health and safety management in construction, including legal frameworks, responsibilities, and the importance of leadership in promoting a positive safety culture.
- **Improving Health and Safety Culture and Assessing Risk**  
Discussing strategies to influence behaviour, strengthen safety culture, and carry out effective risk assessments for construction activities.
- **Managing Change and Safe Systems of Work**  
Exploring how to manage organisational and site changes safely, including implementing procedures, permit-to-work systems, and emergency arrangements.
- **Construction Hazards and Control Measures**  
Providing detailed guidance on controlling hazards associated with:
  - Excavation and Demolition – Safe systems for groundworks and dismantling structures.
  - Mobile Plant and Vehicles – Managing traffic routes and equipment safety.
  - Working at Height – Preventing falls and ensuring safe access.
  - Musculoskeletal Health and Manual Handling – Reducing strain and injury risks.
  - Work Equipment and Electricity – Ensuring compliance & safe use of tools and electrical systems.
  - Fire Safety – Understanding fire risks and implementing prevention measures.
  - Chemical and Biological Agents – Managing hazardous substances and exposure risks.
  - Physical and Psychological Health – Addressing noise, vibration, stress, and wellbeing.
- **Emergency Planning and Incident Investigation**  
Explaining how to prepare for emergencies, develop response plans, and conduct investigations following incidents to prevent recurrence.



- **Assessment**

Completing an open book examination based on a realistic construction scenario and submitting a practical risk assessment to demonstrate competence.

## Certification

On successful completion of the course, delegates receive a **NEBOSH Health & Safety Management for Construction Certificate**, accredited by NEBOSH.

Certification does not expire, but ongoing professional development and refresher training are recommended to maintain best practice.



# NEBOSH Health & Safety Management For Construction Remote Learning – Course Agenda

## Course Overview

The **NEBOSH Health & Safety Management for Construction Certificate Remote Learning** course is designed for individuals who need the flexibility of studying remotely while gaining an internationally recognised qualification in construction health and safety.

Delivered through live virtual classrooms and interactive online resources, this course provides comprehensive knowledge and practical skills to manage construction risks effectively, comply with legal requirements, and implement best practice standards. It covers CDM Regulations, hazard control, risk assessment, safety culture, and emergency planning, enabling participants to create safer working environments and reduce incidents.

The course is delivered in English, so a good command of spoken and written English is essential.

## Agenda

- **Introduction to Remote Learning and Construction Safety Management**  
Explaining how the remote learning format works, including access to virtual sessions, tutor support, and assessment requirements. Reviewing the importance of health and safety management in construction and its role in compliance and risk reduction.
- **Foundations of Construction Health and Safety Management**  
Explaining the principles of health and safety management in construction, including legal frameworks, responsibilities, and the importance of leadership in promoting a positive safety culture.
- **Improving Health and Safety Culture and Assessing Risk**  
Discussing strategies to influence behaviour, strengthen safety culture, and carry out effective risk assessments for construction activities.
- **Managing Change and Safe Systems of Work**  
Exploring how to manage organisational and site changes safely, including implementing procedures, permit-to-work systems, and emergency arrangements.
- **Construction Hazards and Control Measures**  
Providing detailed guidance on controlling hazards associated with:
  - Excavation and Demolition – Safe systems for groundworks and dismantling structures.
  - Mobile Plant and Vehicles – Managing traffic routes and equipment safety.
  - Working at Height – Preventing falls and ensuring safe access.
  - Musculoskeletal Health and Manual Handling – Reducing strain and injury risks.
  - Work Equipment and Electricity – Ensuring compliance & safe use of tools and electrical systems.
  - Fire Safety – Understanding fire risks and implementing prevention measures.
  - Chemical and Biological Agents – Managing hazardous substances and exposure risks.
  - Physical and Psychological Health – Addressing noise, vibration, stress, and wellbeing.



- **Emergency Planning and Incident Investigation**  
Explaining how to prepare for emergencies, develop response plans, and conduct investigations following incidents to prevent recurrence.
- **Assessment**  
Completing an open book examination based on a realistic construction scenario and submitting a practical risk assessment to demonstrate competence.

## Certification

On successful completion of the course, delegates receive a **NEBOSH Health & Safety Management for Construction Certificate**, accredited by NEBOSH.

Certification does not expire, but ongoing professional development and refresher training are recommended to maintain best practice.



## NEBOSH National Diploma

### Course Overview

The **NEBOSH National Diploma** is a comprehensive qualification designed to develop advanced knowledge and practical skills in occupational health and safety management. It provides delegates with a detailed understanding of how to manage risk, develop effective health and safety systems and influence positive safety culture within an organisation.

Delegates will gain the ability to identify hazards, assess and control risks and advise employers on meeting their legal duties. The programme develops strong analytical and problem-solving skills that can be applied across a wide range of workplaces and industries.

This course is suitable for health and safety practitioners, advisors and managers who are responsible for health and safety at a strategic or operational level, or those wishing to progress their career towards a senior health and safety role.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Unit ND1 Legal and Management of Health and Safety**  
Understanding UK health and safety law, the role of enforcement authorities and how to develop, implement and review effective health and safety management systems.
- ▶ **Health and Safety Leadership and Worker Engagement**  
Exploring leadership responsibilities, consultation duties and methods for promoting positive safety culture and worker involvement.
- ▶ **Risk Management Principles**  
Learning how to identify hazards, evaluate risks and develop proportionate control measures using recognised risk management techniques.
- ▶ **Organisational Factors and Human Performance**  
Examining how organisational structure, behaviour and human factors can influence health and safety performance.
- ▶ **Unit ND2 Hazard Control**  
Detailed study of key hazard groups including physical, chemical, biological and psychosocial hazards, with a focus on control strategies.
- ▶ **Workplace Transport and Work Equipment Safety**  
Managing risks associated with vehicles, machinery and equipment through safe design, operation and maintenance.
- ▶ **Fire, Electrical and Construction Related Risks**  
Understanding common high-risk activities and environments and how to apply appropriate preventive and protective measures.



➤ **Unit ND3 Workplace Based Assignment**

Applying knowledge to a real workplace scenario by reviewing health and safety arrangements and making justified recommendations for improvement.

➤ **Assessment**

Unit ND1 is assessed by a written examination. Unit ND2 is assessed by a practical examination. Unit ND3 is assessed through a workplace-based assignment requiring evidence of applied competence.

## Certification

On successful completion of all three units, delegates will be awarded the **NEBOSH National Diploma** in Occupational Health and Safety. To achieve the qualification, delegates must pass the written and practical examinations and complete the workplace-based assignment to the required standard. The NEBOSH National Diploma does not have an expiry date; however ongoing continuing professional development is recommended to maintain competence.



## NEBOSH National Diploma Remote Learning – Course Agenda

### Course Overview

The **NEBOSH National Diploma in Occupational Health and Safety – Remote Learning** is the most respected and advanced qualification for health and safety professionals in the UK. It is designed for individuals who want to study flexibly while maintaining access to structured tutor support and interactive learning resources.

This course develops high-level competence in health and safety management, enabling learners to design, implement, and evaluate robust safety systems. It covers strategic risk management, legislation, hazard control, leadership, and organisational culture, preparing participants for senior roles and professional recognition.

The course is delivered in English, so a good command of spoken and written English is essential.

### Agenda

- **Introduction to Remote Learning and Diploma Structure**  
Explaining how the remote learning format works, including access to live sessions, tutor support, and assessment requirements. Reviewing the importance of the NEBOSH National Diploma for career progression.
- **Foundations of Health and Safety Management**  
Exploring the principles of health and safety, including moral, legal, and financial drivers. Reviewing organisational responsibilities and the role of leadership in fostering a positive safety culture.
- **Managing Health and Safety**  
Understanding risk management frameworks, policy development, and strategic planning. Discussing performance measurement, auditing, and continual improvement processes.
- **Hazardous Agents and Workplace Risks**  
Examining physical, chemical, biological, and ergonomic hazards. Reviewing control strategies, exposure limits, and monitoring techniques to protect worker health.
- **Workplace Equipment and Systems Safety**  
Assessing risks associated with machinery, electrical systems, and workplace transport. Exploring engineering controls, maintenance strategies, and compliance requirements.
- **Human Factors and Ergonomics**  
Understanding the impact of human behaviour, fatigue, and ergonomics on safety performance. Reviewing methods to design safer work environments and reduce human error.
- **Occupational Health and Wellbeing**  
Exploring health surveillance, stress management, and wellbeing initiatives. Discussing legal obligations and best practices for promoting employee health.
- **Fire and Explosion Risk Management**  
Reviewing principles of fire safety, explosion prevention, and emergency planning. Understanding legislation and practical measures for high-risk environments.



- **Leadership and Safety Culture**

Examining the role of leadership, communication, and behavioural safety in shaping organisational culture. Strategies for engaging stakeholders and driving change.

- **Assessment**

Completing three written assignments (Units ND1, ND2, ND3) based on realistic workplace scenarios, demonstrating the ability to apply knowledge in practice.

## Certification

On successful completion, delegates receive the **NEBOSH National Diploma in Occupational Health and Safety**, accredited by NEBOSH.

This qualification is widely recognised by employers and professional bodies, including IOSH for Chartered Membership (CMIOSH).

Certification does not expire, but ongoing professional development is recommended to maintain competence and stay updated with evolving standards.



# NEBOSH National General Certificate (NGC) – Course Agenda

## Course Overview

The **NEBOSH National General Certificate (NGC)** is one of the UK's most widely recognised health and safety qualifications. It provides a solid foundation in health and safety principles, enabling individuals to manage risks effectively across a wide range of workplaces.

The course is ideal for managers, supervisors, and anyone with health and safety responsibilities, and is highly regarded by employers across all sectors.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Why We Should Manage Workplace Health and Safety**  
Understanding moral, legal, and financial reasons for managing health and safety effectively.
- **How Health and Safety Management Systems Work and What They Look Like**  
Introduction to health and safety policies, responsibilities, arrangements, and procedures.
- **Managing Risk – Understanding People and Processes**  
Risk assessment principles, human factors, and health and safety culture.
- **Health and Safety Monitoring and Measuring**  
Active/reactive monitoring, audits, investigations, and performance review techniques.
- **Physical and Psychological Health**  
Common health hazards, stress, mental ill-health, musculoskeletal disorders, and wellbeing at work.
- **Musculoskeletal Health**  
Managing risks associated with manual handling, DSE (display screen equipment), and ergonomics.
- **Chemical and Biological Agents**  
Hazards of substances, COSHH, routes of entry, and control measures.
- **General Workplace Issues**  
Workplace welfare, lighting, noise, vibration, and working at height.
- **Work Equipment**  
Safe use, maintenance, and selection of work equipment and machinery.



- **Fire**  
Fire risk assessment, prevention, protection, and emergency procedures.
- **Electricity**  
Electrical hazards, legal duties, and control strategies.
- **Assessment**  
**NG1 – Management of Health and Safety**  
Open Book Exam (OBE): Scenario-based written assessment. Includes a closing interview (via phone/video or in person)  
  
**NG2 – Risk Assessment**  
Practical risk assessment project, conducted in a real or realistic work environment  
  
The **Pass Mark is** 45% in both assessments  
  
Learners must pass both units to be awarded the full certificate

## Certification

Upon successful completion of NG1 and NG2, learners receive the **NEBOSH National General Certificate in Occupational Health and Safety**.

Certificate is awarded by **NEBOSH** and does not expire, though CPD and refresher training are recommended to maintain competence



## CITB Directors Role for Health and Safety

### Course Overview

The **CITB Directors Role for Health and Safety** course provides company directors with a clear understanding of their legal duties for managing health and safety at a strategic level. It explains how leadership decisions influence organisational performance and outlines the principles needed to create a strong safety culture.

Delegates will gain knowledge of relevant legislation, corporate responsibilities, strategic planning and the behaviours expected of senior leaders. The course is suitable for directors, board members, senior managers and anyone with overall responsibility for health and safety governance within their organisation.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Legal Responsibilities for Directors**  
Explains corporate and individual legal duties and the consequences of noncompliance.
- **Leading a Positive Health and Safety Culture**  
Reviews how leadership behaviour influences attitudes, culture and organisational performance.
- **Planning for Health and Safety**  
Covers policy development, strategic planning, resource allocation and establishing clear governance arrangements.
- **Risk Management and Strategic Control Measures**  
Explains how to identify significant risks, set priorities and oversee effective control measures across the organisation.
- **Monitoring, Reporting and Reviewing**  
Describes how directors should monitor performance, receive assurance and review arrangements for continual improvement.
- **Corporate Governance and Accountability**  
Explores how health and safety aligns with wider governance requirements, reporting expectations and board level oversight.
- **Case Studies and Good Practice**  
Reviews real examples to illustrate effective leadership and common strategic challenges.
- **Assessment**  
Delegates complete a written assessment to confirm their understanding of key responsibilities and principles.



## Certification

Delegates who successfully complete the course and pass the assessment will receive a **CITB Directors Role for Health and Safety** certificate. The certificate confirms their understanding of strategic responsibilities and effective leadership in managing health and safety.

Certification is valid for five years, after which a refresher course is required to maintain validity.



## CITB SMSTS

### Course Overview

The **CITB Site Management Safety Training Scheme (SMSTS)** course provides site managers and supervisors with a thorough understanding of their responsibilities for managing health and safety on construction sites. It explains the legal framework, key management principles and the practical measures required to create a safe working environment.

Delegates will gain knowledge of relevant legislation, safe systems of work, risk management and effective communication. The course is suitable for site managers, project managers, supervisors and anyone with responsibility for planning, organising or overseeing construction work.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Legal and Management Responsibilities**  
Explains the legal framework and the responsibilities of site managers under health and safety law.
- ▶ **Health and Safety Management Systems**  
Reviews key components of a site safety management system including policy, organisation and planning.
- ▶ **Risk Assessment and Safe Systems of Work**  
Covers the principles of risk assessment, method statements and practical measures to control hazards.
- ▶ **Site Hazards and Control Measures**  
Examines common construction hazards such as working at height, plant and equipment, excavations and temporary works.
- ▶ **Managing Construction Activities**  
Explores the responsibilities of managers when planning and coordinating high risk work on site.
- ▶ **Monitoring, Reporting and Investigating**  
Describes how to monitor site conditions, report concerns and investigate incidents to support continual improvement.
- ▶ **Behavioural Safety and Communication**  
Discusses how leadership, communication and behaviour influence site safety culture.
- ▶ **Environmental and Welfare Requirements**  
Outlines environmental responsibilities and the welfare facilities required on construction sites.
- ▶ **Assessment**  
Delegates complete a written assessment to confirm their understanding of the course content.

### Certification

Delegates who successfully complete the course and pass the assessment will receive a **CITB SMSTS** certificate. The certificate confirms their understanding of key health and safety management principles and their ability to apply them on site.

Certification is valid for five years, after which a refresher course is required to maintain validity.



## CITB SMSTS – Day Release

### Course Overview

The **CITB Site Management Safety Training Scheme (SMSTS) Day Release** course provides site managers, project managers and supervisors with a detailed understanding of their responsibilities for managing health and safety on construction sites. Delivered on a day release basis, it allows delegates to balance training with work commitments while building their knowledge over several weeks.

Delegates will gain a strong understanding of legislation, risk management, safe systems of work and effective site leadership. The course is suitable for individuals responsible for planning, organising, monitoring or controlling construction work.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Legal and Management Responsibilities**  
Explains the legal framework and the responsibilities of site managers under health and safety law.
- ▶ **Health and Safety Management Systems**  
Reviews key components of a site safety management system including policy, organisation and planning.
- ▶ **Risk Assessment and Safe Systems of Work**  
Covers the principles of risk assessment, method statements and practical measures to control hazards.
- ▶ **Site Hazards and Control Measures**  
Examines common construction hazards such as working at height, plant and equipment, excavations and temporary works.
- ▶ **Managing High Risk Activities**  
Explores the responsibilities of managers when planning and coordinating high risk work on site.
- ▶ **Construction Design and Management (CDM) Requirements**  
Explains the duties of duty holders and how CDM Regulations apply to construction projects.
- ▶ **Monitoring, Inspections and Investigations**  
Describes how to monitor site conditions, carry out inspections and investigate incidents.
- ▶ **Behavioural Safety**  
Explores how behaviour and attitudes affect safety performance and how to encourage positive behaviours on site.
- ▶ **Environmental and Welfare Requirements**  
Outlines environmental responsibilities and the welfare facilities required on construction sites.



› **Building a Positive Safety Culture**

Covers practical approaches to improving attitudes, standards and team behaviours.

› **Assessment**

Delegates complete a written assessment at the end of the course to confirm their understanding of the content delivered over the day release sessions.

## Certification

Delegates who successfully complete the course and pass the assessment will receive a **CITB SMSTS** certificate. The certificate confirms their competence in managing health and safety on construction sites.

Certification is valid for five years, after which successful completion of the SMSTS Refresher course is required to maintain validity.



## CITB SMSTS Refresher

### Course Overview

The **CITB Site Management Safety Training Scheme – Refresher (SMSTS-R)** course updates site managers on the latest changes in legislation, industry guidance and best practice for managing health and safety on construction sites. It reinforces the key responsibilities of those in management roles and ensures continued competence in applying safe working practices.

Delegates will revisit core topics from the full SMSTS course, review updates in standards and legislation and strengthen their knowledge of effective site management. The course is suitable for holders of a valid SMSTS certificate that is due for renewal.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Legal and Management Updates**  
Provides an overview of recent legislative changes and updates to industry standards that affect site management.
- ▶ **Revisiting Health and Safety Management Systems**  
Reviews key elements of a safety management system and how to maintain effective arrangements on site.
- ▶ **Risk Assessment and Method Statements**  
Refreshes understanding of risk assessment principles and the development and implementation of method statements.
- ▶ **Common Site Hazards**  
Revisits key hazards such as work at height, plant and equipment, excavations, temporary works and confined spaces.
- ▶ **Human Factors and Behavioural Safety**  
Explores how behaviour, communication and leadership continue to influence safety culture and site performance.
- ▶ **Planning and Managing High Risk Work**  
Updates best practice for coordinating and overseeing high risk activities and ensuring suitable control measures are in place.
- ▶ **Monitoring, Inspections and Incident Response**  
Strengthens knowledge of site inspections, performance monitoring and the steps required following incidents or near misses.
- ▶ **Environmental and Welfare Requirements**  
Recaps environmental responsibilities and required welfare standards on construction sites.



› **Assessment**

Delegates complete a written assessment to confirm their understanding of the course content.

## Certification

Delegates who successfully complete the course and pass the assessment will receive a **CITB SMSTS** certificate.

This renews their SMSTS qualification for a further five years, provided the original certificate was still in date at the time of attending the refresher.



## CITB SSSTS

### Course Overview

The **CITB Site Supervision Safety Training Scheme (SSSTS)** course provides site supervisors with a clear understanding of their responsibilities for supervising health and safety on construction sites. It explains the legal requirements, key supervisory duties and the practical steps needed to maintain a safe working environment.

Delegates will gain knowledge of common site hazards, effective communication, risk control measures and the importance of promoting a positive safety culture. The course is suitable for new or existing supervisors, team leaders and those preparing to take on supervisory responsibilities.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Legal Responsibilities of Supervisors**  
Explains the relevant legislation and the specific duties placed on supervisors to support safe site operations.
- ▶ **Health and Safety Leadership**  
Discusses how supervisory behaviour influences safety standards and worker engagement.
- ▶ **Risk Assessment and Control Measures**  
Covers the principles of assessing risks and implementing suitable control measures for common site activities.
- ▶ **Common Construction Hazards**  
Reviews hazards such as working at height, manual handling, plant and equipment and excavation work.
- ▶ **Effective Communication and Briefings**  
Explains how to deliver toolbox talks, provide clear instructions and ensure workers understand safe working procedures.
- ▶ **Behavioural Safety**  
Explores how attitudes and behaviours impact safety culture and how supervisors can encourage positive behaviours.
- ▶ **Monitoring and Reporting**  
Covers site inspections, identifying unsafe conditions and reporting issues to management.
- ▶ **Environmental Awareness and Welfare Requirements**  
Outlines supervisors' responsibilities for environmental protection and maintaining site welfare standards.
- ▶ **Assessment**  
Delegates complete a multiple-choice test to confirm their understanding of the course content.



## Certification

Delegates who successfully complete the course and pass the assessment will receive a **CITB SSSTS** certificate. The certificate confirms their understanding of key health and safety management principles and their ability to apply them on site.

Certification is valid for five years, after which a refresher course is required to maintain validity.



## CITB SSSTS Refresher

### Course Overview

The **CITB Site Supervision Safety Training Scheme – Refresher (SSSTS-R)** course updates site supervisors on recent changes in health and safety legislation, industry guidance and best practice. It reinforces the key responsibilities of supervisors and ensures they remain competent to oversee safe working practices on construction sites.

Delegates will revisit essential topics from the full SSSTS course, strengthen their understanding of risk control measures and review the behaviours expected of a competent supervisor. The course is suitable for individuals who hold a valid SSSTS certificate that is approaching its expiry date.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Legal and Industry Updates**  
Provides an overview of current legislation and changes in industry guidance relevant to site supervision.
- ▶ **Supervisory Responsibilities**  
Revisits the key duties of supervisors and the importance of leading by example to maintain safe working practices.
- ▶ **Risk Assessment and Control Measures**  
Refreshes understanding of assessing risks and applying appropriate control measures on site.
- ▶ **Common Site Hazards**  
Reviews hazards such as work at height, manual handling, plant and equipment, and excavation work.
- ▶ **Behavioural Safety**  
Explores how behaviour, communication and attitudes affect safety performance and how supervisors can encourage positive behaviours.
- ▶ **Effective Communication and Briefings**  
Recaps good practice for delivering toolbox talks, providing clear instructions and ensuring workforce understanding.
- ▶ **Monitoring and Reporting**  
Strengthens knowledge of routine site inspections, identifying unsafe conditions and reporting concerns to management.
- ▶ **Environmental and Welfare Responsibilities**  
Outlines supervisors' ongoing responsibilities for environmental protection and maintaining site welfare standards.



› **Assessment**

Delegates complete a multiple-choice assessment to confirm their understanding of the course content.

## Certification

Delegates who successfully complete the course and pass the assessment will receive a **CITB SSSTS** certificate.

This renews their SSSTS qualification for a further five years, provided the original certificate was still valid at the time of attending the refresher.



## CITB SEATS

### Course Overview

The **CITB Site Environmental Awareness Training Scheme (SEATS)** course introduces delegates to the environmental responsibilities that apply on construction sites and explains how day to day site activities can impact the environment. It provides practical guidance on how to work in a way that supports legal compliance and reduces environmental harm.

Delegates will gain an understanding of key legislation, common environmental risks and the control measures that should be applied on site. The course is suitable for site supervisors, site managers and anyone involved in construction activities who needs to improve their environmental awareness.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Introduction to Environmental Responsibilities**  
Outlines legal duties and the importance of environmental awareness in construction.
- **Environmental Management Systems**  
Explains the purpose of systems, policies and site-based procedures that support good environmental practice.
- **Sources of Environmental Impact**  
Identifies common site activities that can affect air, land and water.
- **Pollution Prevention and Control**  
Provides guidance on managing fuels, chemicals, waste materials and preventing accidental releases.
- **Waste Management and Resource Efficiency**  
Covers correct waste segregation, disposal routes and good practice for reducing waste.
- **Nuisance Management**  
Describes how to minimise noise, dust, vibration and other site generated nuisances.
- **Protecting Ecology and Heritage**  
Highlights the importance of safeguarding wildlife, protected areas and archaeological features.
- **Emergency Preparedness and Response**  
Reviews spill response, incident reporting and site-specific emergency arrangements.
- **Assessment**  
Delegates complete a multiple-choice test to confirm their understanding of the course content.

### Certification

Delegates who successfully complete the course and pass the assessment will receive a **CITB SEATS** certificate. The certificate confirms that they understand key environmental responsibilities and can apply good practice on site.

Certification is valid for **five years**, after which refresher training is recommended.



## CITB Health and Safety Touch Screen Test - Operatives

### Course Overview

This course prepares delegates for the **CITB Health, Safety and Environment Touch Screen Test for Operatives**. It provides an overview of the key topics assessed in the test and helps delegates understand the essential principles of working safely on construction sites.

Delegates will gain knowledge of common site hazards, safe working practices, legal responsibilities and the importance of following site rules and instructions. The course is suitable for individuals applying for or renewing a CSCS Labourer or Operative card, as well as those new to the construction industry who need to demonstrate basic health and safety awareness.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Legal Responsibilities**  
Explains the basic legal duties of workers and the importance of following site rules.
- **Site Safety Awareness**  
Covers common site hazards and how to work safely in high-risk areas.
- **Hazard Identification**  
Reviews typical construction hazards and how to recognise and report them.
- **Working at Height**  
Provides an overview of safe practice when working at height or near edges and openings.
- **Manual Handling**  
Explains safe lifting techniques and how to avoid strain and injury.
- **Site Transport and Traffic**  
Describes how to stay safe around vehicles, plant and machinery operating on site.
- **Fire Prevention and Control**  
Covers fire risks, alarm systems, evacuation procedures and emergency arrangements.
- **Hazardous Substances**  
Introduces COSHH principles and the safe use, storage and handling of hazardous materials.
- **Personal Protective Equipment**  
Explains the correct use and limitations of PPE required on construction sites.
- **Environmental Awareness**  
Outlines basic environmental responsibilities including waste, spills and pollution prevention.
- **Test Preparation**  
Provides guidance on question styles, practice questions and how to approach the touch screen test.



› **Assessment**

Delegates complete the CITB Health, Safety and Environment Touch Screen Test for Operatives to confirm their knowledge and meet the requirements for CSCS card applications.

## Certification

Delegates who pass the **CITB Health, Safety and Environment Touch Screen Test** will receive an official CITB test result confirmation. This is recognised as evidence of basic health and safety awareness for CSCS card applications.

The test result remains valid for five years, although some card schemes may require more frequent renewal.



## CITB Temporary Works Coordinator

### Course Overview

The **CITB Temporary Works Coordinator (TWC)** course provides delegates with a thorough understanding of the role of the Temporary Works Coordinator and the requirements for managing temporary works on construction sites. It explains the legal framework, key responsibilities and the processes needed to ensure temporary works are designed, installed and managed safely.

Delegates will gain knowledge of the temporary works management system, the duties of those involved and the practical steps required to coordinate temporary works effectively. The course is suitable for anyone who is about to be appointed as a Temporary Works Coordinator, as well as managers and supervisors involved in planning or overseeing temporary works.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Introduction to Temporary Works**  
Explains what temporary works are, why they are required and the main risks associated with them.
- ▶ **Legal and Regulatory Requirements**  
Outlines relevant legislation, standards and industry guidance that apply to temporary works.
- ▶ **Roles and Responsibilities**  
Describes the duties of the Temporary Works Coordinator, Temporary Works Supervisor and other key duty holders.
- ▶ **Temporary Works Management System**  
Reviews the processes for planning, design, checking, installation, inspection and dismantling.
- ▶ **The Design Process**  
Covers the requirements for design briefs, design checks and ensuring designs meet project needs.
- ▶ **Risk Management and Control Measures**  
Outlines the typical risks in temporary works and how to apply suitable control measures and documentation.
- ▶ **Communication and Coordination**  
Explains how to liaise with designers, contractors and site teams to ensure safe and coordinated temporary works activities.
- ▶ **Temporary Works Documentation**  
Reviews essential documents including registers, permits, design briefs and inspection records.
- ▶ **Practical Scenarios and Case Studies**  
Provides examples of temporary works failures, lessons learned and good practice for prevention.



› **Assessment**

Delegates complete a written assessment to confirm their understanding of the course content.

## Certification

Delegates who successfully complete the course and pass the assessment will receive a **CITB Temporary Works Coordinator** certificate. The certificate confirms their competence in coordinating temporary works in line with industry standards.

Certification is valid for five years, after which delegates are expected to attend a refresher course to maintain their qualification.



## CITB Temporary Works Coordinator Refresher

### Course Overview

The **CITB Temporary Works Coordinator - Refresher (TWC-R)** course updates delegates on current standards, guidance and best practice for managing temporary works. It reinforces the responsibilities of the Temporary Works Coordinator and highlights recent changes in industry expectations and legislation.

Delegates will revisit the principles of the temporary works management system, strengthen their understanding of design, coordination and risk control, and review lessons learned from industry case studies. The course is suitable for those who already hold a valid Temporary Works Coordinator certificate that is approaching renewal.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Temporary Works Principles Refresher**  
Reviews the purpose of temporary works and the key principles that underpin safe management.
- **Updates to Legislation and Industry Guidance**  
Explains recent changes in law, standards and best practice that affect temporary works coordination.
- **Roles and Responsibilities**  
Revisits the duties of the Temporary Works Coordinator, Supervisor, designers and contractors.
- **Temporary Works Management System**  
Provides an updated review of planning, design, checking, installation and dismantling processes.
- **Documentation and Control Measures**  
Covers essential documents including registers, permits, design briefs and inspection reports, and highlights recent changes in documentation expectations.
- **Design and Checking Requirements**  
Refreshes understanding of design categories, design checks and the importance of adequate briefs and verification.
- **Coordination and Communication**  
Discusses how to maintain effective communication with designers, supervisors, contractors and site teams.
- **Risk Management and Common Failures**  
Reviews typical risks, examples of failures and key learning points to prevent incidents.
- **Practical Scenarios and Case Studies**  
Explores scenarios to help delegates apply principles and assess coordination challenges.
- **Assessment**  
Delegates complete a written assessment to confirm their understanding of the course content.



## Certification

Delegates who successfully complete the course and pass the assessment will receive a **CITB Temporary Works Coordinator** certificate.

This renews their TWC qualification for a further five years, provided their previous certificate was still valid at the time of attending the refresher.



## CITB Temporary Works Supervisor

### Course Overview

The **CITB Temporary Works Supervisor (TWS)** course provides delegates with an understanding of the role of the Temporary Works Supervisor and how they support the safe implementation of temporary works on construction sites. It explains the responsibilities of the supervisor, the importance of coordination and the procedures required to maintain safe standards.

Delegates will gain knowledge of temporary works processes, risk control measures and how to assist the Temporary Works Coordinator in ensuring work is carried out in line with design and procedural requirements. The course is suitable for those who are currently, or will soon be, supervising temporary works on site.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Introduction to Temporary Works**  
Explains what temporary works are and why proper management is essential for site safety.
- **Legal and Industry Requirements**  
Outlines relevant legislation, standards and guidance that relate to temporary works.
- **Roles and Responsibilities**  
Describes the duties of the Temporary Works Supervisor and how the role supports the Temporary Works Coordinator and wider project team.
- **Temporary Works Processes**  
Reviews the stages of planning, design, checking, installation and dismantling within a temporary works management system.
- **Documentation and Procedures**  
Covers permits, design briefs, registers and inspection records used to control temporary works.
- **Risk Management**  
Explains common hazards associated with temporary works and how supervisors can help ensure safe control measures are in place.
- **Communication and Coordination**  
Highlights how to liaise effectively with designers, contractors and the Temporary Works Coordinator to support safe site operations.
- **Site Monitoring and Inspections**  
Outlines the supervisor's role in checking temporary works on site and reporting concerns promptly.
- **Practical Examples and Case Studies**  
Reviews examples of temporary works issues, learning points and good practice for preventing failures.



› **Assessment**

Delegates complete a written assessment to confirm their understanding of the course content.

## Certification

Delegates who successfully complete the course and pass the assessment will receive a **CITB Temporary Works Supervisor** certificate. The certificate confirms their understanding of the supervisor's role in managing temporary works safely.

Certification is valid for five years, after which a refresher course is recommended.



## CITB Temporary Works Supervisor Refresher

### Course Overview

The **CITB Temporary Works Supervisor - Refresher (TWS-R)** course updates delegates on current expectations, standards and best practice for supervising temporary works on construction sites. It reinforces the key responsibilities of the Temporary Works Supervisor and ensures continued competence in supporting the safe delivery of temporary works.

Delegates will revisit the principles of the temporary works management system, strengthen their understanding of supervision, communication and risk control, and review recent industry developments. The course is suitable for individuals who already hold a Temporary Works Supervisor certificate that requires renewal.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Temporary Works Overview**  
Refreshes understanding of what temporary works are and why effective supervision is essential.
- **Updates to Legislation and Guidance**  
Explains changes in law, standards and industry expectations affecting temporary works supervision.
- **Roles and Responsibilities**  
Revisits the duties of the Temporary Works Supervisor and how the role supports the Temporary Works Coordinator and wider team.
- **Temporary Works Management System**  
Reviews the updated processes for planning, design, checking, installation and dismantling.
- **Documentation and Site Procedures**  
Covers current expectations for permits, design briefs, registers and inspection records.
- **Risk Management in Temporary Works**  
Examines common hazards, typical failure points and refreshed methods for ensuring adequate controls.
- **Communication and Coordination**  
Discusses how to maintain effective communication with site teams, designers and key duty holders.
- **Site Checks and Monitoring**  
Outlines the supervisor's role in routine inspections, identifying concerns and reporting issues promptly.
- **Case Studies and Lessons Learned**  
Reviews recent examples and scenarios to help delegates reflect on good practice and avoid common problems.



➤ **Assessment**

Delegates complete a written assessment to confirm their understanding of the course content.

## Certification

Delegates who successfully complete the course and pass the assessment will receive a **Temporary Works Supervisor** Refresher certificate.

This renews their TWS qualification for a further five years, provided the previous certificate was still valid at the time of attending the refresher.



## CDM 2015 In Practice – Course Agenda

### Course Overview

This course provides an in-depth understanding of the Construction (Design and Management) Regulations 2015 (CDM 2015) and their practical application. It is designed for professionals involved in planning, managing, monitoring, or coordinating construction activities, including clients, designers, principal designers, and contractors.

The course focuses on the interactive duties of duty holders, key documentation, and best practice strategies to ensure compliance and improve health and safety standards across projects.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Introduction to CDM 2015**  
Overview of the scope, application, and key terminology of CDM 2015. Understanding the legal framework and its relationship with other health and safety legislation.
- **Roles and Responsibilities of Duty Holders**  
Detailed examination of the five key duty holders: Client, Principal Designer, Designer, Principal Contractor, and Contractor. Discussion of cooperation and coordination requirements.
- **Clients' Duties and Leadership Role**  
Exploring the client's responsibilities in setting standards and managing arrangements throughout the project lifecycle.
- **Key Document**  
Reviewing the key documentation, including the F10 Notification, Pre-Construction Information, Construction Phase Plan, and Health and Safety File.
- **General Health and Safety Requirements**  
Understanding site-wide safety obligations and how they integrate with CDM compliance.
- **Practical Application and Best Practice**  
Strategies for implementing CDM principles in real projects. Includes risk management, information flow, and worker engagement.
- **Assessment**  
Interactive exercises and real-world examples to reinforce understanding of CDM responsibilities and collaborative working. Concluding with an open-book multiple-choice examination to assess understanding and competence.

### Certification

Successful delegates receive a CDM 2015 In Practice certificate. The course is widely recognized and accepted by professional bodies such as the Institution of Construction Safety (ICS) for membership criteria.

**Note:** Certificate validity may vary by provider (typically 3–5 years). Refresher training is recommended to maintain competence.



## CDM Awareness (APS Accredited) – Course Agenda

### Course Overview

This APS-accredited course provides a comprehensive introduction to the Construction (Design and Management) Regulations 2015 (CDM 2015). It equips delegates with the knowledge to understand the structure of the regulations, the roles and responsibilities of the seven duty holders, and the importance of cooperation and coordination throughout a project lifecycle.

The course is suitable for anyone involved in construction projects, including clients, principal designers, principal contractors, and other duty holders. No prior qualifications are required, but a basic understanding of health and safety principles is recommended

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Introduction to CDM 2015**  
Overview of the purpose and scope of the CDM Regulations, their legal framework, and why compliance is critical for health and safety in construction projects.
- **Structure of the Regulations and Key Definitions**  
Explaining how the regulations are organized, key terms such as “construction work,” and identifying situations where CDM applies.
- **Duty Holders and Responsibilities**  
Detailed review of the seven CDM duty holders, with particular focus on the client role. Discussion of cooperation and coordination requirements.
- **Notification Requirements**  
Understanding when and how to notify projects to the HSE under CDM 2015.
- **Pre-Construction Phase Information**  
Role and purpose of pre-construction information and its impact on project planning.
- **Construction Phase Plan and Health & Safety File**  
Explaining the requirements for the Construction Phase Plan and the Safety File, including their role in ongoing compliance.
- **Assessment**  
Interactive exercises and real-world examples to reinforce understanding of CDM responsibilities and collaborative working. Concluding with a multiple-choice examination to assess understanding and competence.

### Certification

Successful delegates will receive an APS-accredited CDM Awareness certificate, recognized across the construction industry for demonstrating compliance knowledge.



## CDM for Contractors and Principal Contractors

### Course Overview

This course provides a practical introduction to the **Construction (Design and Management) Regulations 2015 (CDM 2015)**, focusing on the legal duties and responsibilities of contractors and principal contractors.

Delegates will gain an understanding of how to plan, manage and monitor construction work safely, comply with CDM Part 4 requirements, and produce essential documentation such as the Construction Phase Plan and Health and Safety File.

The course is suitable for contractors, subcontractors, main contractors and those undertaking the role of principal contractor. A basic understanding of health and safety principles is recommended.

The course is delivered in English. A good standard of spoken and written English is required.

### Agenda

- **CDM 2015 Overview and Application**  
Introduction to the purpose, scope and structure of the CDM Regulations, including why compliance is critical to managing health and safety in construction.
- **Contractor and Principal Contractor Duties**  
Detailed review of the legal responsibilities placed on contractors and principal contractors, including planning, managing and monitoring construction work.
- **Competence and Resource Assessment**  
Understanding how to assess knowledge, skills, experience and organisational capability (KSER) for contractors and subcontractors.
- **Construction Phase Plan (CPP)**  
Explanation of when a Construction Phase Plan is required, what it must contain and who is responsible for its preparation and implementation.
- **Site Rules and Site Control**  
Developing site-specific rules, managing inductions and coordinating the work of multiple contractors on site.
- **Application of CDM Part 4 – General Site Requirements**  
Overview of welfare facilities, site security, traffic management and other physical safeguards required under CDM.
- **Health and Safety File**  
Understanding the purpose, content and responsibility for contributing to and maintaining the Health and Safety File.



➤ **Assessment**

Interactive exercises and case studies covering pre-construction information, the Construction Phase Plan and contractor competence management. Some course formats may include a short written or multiple-choice assessment.

## Certification

Delegates who successfully complete the course will receive a **CDM for Contractors and Principal Contractors** certificate of completion.

The certificate confirms that the delegate has demonstrated an understanding of contractor and principal contractor duties under the Construction (Design and Management) Regulations 2015.

There is no formal expiry date; however, refresher training is recommended periodically to maintain competence and remain up to date with changes in legislation, guidance and industry best practice.



## CDM: An Overview – Course Agenda

### Course Overview

This course provides a concise introduction to the Construction (Design and Management) Regulations 2015 (CDM 2015). It is designed for anyone who needs a broad understanding of CDM requirements, including clients, designers, contractors, and project managers.

Delegates will gain insight into legal duties, project notification, and essential documentation, helping them remain compliant and manage health and safety effectively throughout the construction project lifecycle.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Introduction to CDM 2015**  
Understanding the purpose and scope of CDM Regulations, their legal framework, and why compliance is critical for health and safety in construction projects.
- **Duty Holders and Responsibilities**  
Overviewing the roles of client, designer, principal designer, contractor and principal contractor and the duties they have.
- **Project Notification**  
Understanding when and how to notify projects to the Health and Safety Executive (HSE).
- **Pre-Construction Information**  
Detailing what information is required pre-construction and how it supports safe project planning.
- **Construction Phase Plan**  
Focusing on purpose, content, and responsibilities for producing the CPP.
- **Health and Safety File**  
Understanding the requirements for creating and maintaining the file for future use.
- **Welfare and Site Requirements**  
Reviewing the general site safety obligations under CDM Part 4.
- **Assessment**  
Delegates participate in interactive discussions and case studies. Some providers may include a short knowledge check or multiple-choice test.

### Certification

Successful delegates receive a CDM: An Overview certificate.

**Note:** Certificate validity may vary by provider (typically 3–5 years). Refresher training is recommended to maintain competence.



## CCNSG Safety Passport

### Course Overview

The **Client Contractor National Safety Group (CCNSG) Safety Passport – Core Course** is designed to ensure that all personnel working on construction and engineering sites understand and follow basic health and safety practices.

It is a mandatory requirement for many industrial and engineering sites across the UK and is aimed at promoting a safer working environment and reducing accidents and incidents.

The course is suitable for employees at all levels, particularly those who are new to industrial work or those needing to renew their safety passport.

This course is suitable for current or aspiring supervisors, team leaders or chargehands working in sectors where CCNSG safety requirements are in place. It is ideal for those who already hold a valid CCNSG Safety Passport and wish to progress into roles with additional responsibility.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Introduction to CCNSG and Course Objectives**  
Overview of the course structure, the purpose of the Safety Passport scheme, and expectations for participants.
- **Safe Behaviour at Work**  
Learning how individual actions and attitudes can impact safety and how to promote a positive safety culture on site.
- **Responsibilities of Employers and Employees**  
Understanding the legal and moral duties of employers and workers under the Health and Safety at Work etc. Act 1974.
- **Risk Assessment and Method Statements**  
Introduction to the principles of risk assessment and how method statements help ensure safe work procedures.
- **Common Hazards in the Workplace**  
Identifying frequent site hazards including slips, trips, working at height, manual handling, and confined spaces.
- **Safe Systems of Work and Permit to Work**  
Understanding when and how to use permits to work and the importance of following approved safety procedures.
- **Workplace Transport and Site Traffic**  
Learning how to stay safe around vehicles, mobile plant, and traffic routes on site.



# Safety Passports

➤ **Control of Substances Hazardous to Health (COSHH)**

Understanding how to recognise and work safely with hazardous substances using COSHH controls and PPE.

➤ **Fire Prevention and Emergency Procedures**

Learning about fire risks on site, emergency response procedures, and the correct use of fire extinguishers.

➤ **Electricity and Isolation Procedures**

Understanding the dangers of electrical work and the importance of lock-off and isolation systems.

➤ **Assessment**

A multiple-choice test to assess understanding of the course content, followed by course debrief and feedback.

## Certification

On successful completion of the course and assessment, delegates will be issued a **CCNSG Safety Passport**, valid for **3 years**.

To maintain certification, delegates must attend a **1-day CCNSG Renewal Course** before expiry. If the passport has expired, the full 2-day course must be retaken.

The CCNSG Safety Passport is recognised across a wide range of industries, including engineering, construction, petrochemicals, and manufacturing.



## CCNSG Renewal Safety Passport

### Course Overview

The CCNSG Safety Passport Renewal Course is designed for delegates who already hold a valid CCNSG Safety Passport and need to renew it before expiry. The course refreshes key health and safety knowledge, reinforces safe working behaviours, and provides updates on current legislation and industry best practice.

It is a mandatory requirement for continued access to many industrial, engineering, and construction sites across the UK.

The course is suitable for employees at all levels who have previously completed the CCNSG Core Course.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Introduction to CCNSG and Course Objectives**  
Revisiting the CCNSG Scheme, renewal requirements and the course structure.
- **Safe Behaviour at Work**  
Reinforcing the importance of personal responsibility, hazard awareness, and maintaining a positive safety culture on site.
- **Responsibilities of Employers and Employees**  
Refresher on the legal duties of employers and employees under the Health and Safety at Work etc. Act 1974 and associated regulations.
- **Risk Assessment and Method Statements**  
Reviewing risk assessments and method statements, including changes, updates, and practical application on site.
- **Common Hazards in the Workplace**  
Revisiting key hazards such as slips and trips, working at height, manual handling, confined spaces, and dropped objects.
- **Safe Systems of Work and Permit to Work**  
Refresh on permit-to-work systems, isolation requirements, and compliance with site-specific procedures.
- **Workplace Transport and Site Traffic**  
Reinforcing safe practices around vehicles, mobile plant, pedestrian routes, and traffic management systems.
- **Control of Substances Hazardous to Health (COSHH)**  
Review of COSHH principles, safe handling of hazardous substances, and correct use of PPE and control measures.



# Safety Passports

› **Fire Prevention and Emergency Procedures**

Refresher on fire prevention, alarm systems, evacuation procedures, and emergency response on site.

› **Electricity and Isolation Procedures**

Reinforcing electrical safety, lock-off procedures, and the dangers associated with live systems.

› **Assessment**

A multiple-choice test to confirm understanding of refreshed course content, followed by course debrief and feedback.

## Certification

Upon successful completion of the course and assessment, delegates will have their CCNSG Safety Passport renewed for a further **3 years**.

If a passport has expired, delegates must complete the full **2-day CCNSG Core Course** rather than the renewal.

The CCNSG Safety Passport continues to be recognised across a wide range of industries, including engineering, construction, petrochemicals, and manufacturing.



## CCNSG Leading a Team Safely (LATS) Safety Passport

### Course Overview

The CCNSG Leading a Team Safely course is designed for supervisors and team leaders who oversee small groups within engineering construction or industrial environments. Its purpose is to strengthen delegates' understanding of safe working practices and reinforce the responsibilities involved in leading teams on site.

Delegates will gain practical knowledge of leadership behaviours, effective communication and how to manage tasks in line with safety expectations. The course also covers the importance of planning, dynamic risk assessment and ensuring that work is carried out in a safe and controlled manner.

This course is suitable for current or aspiring supervisors, team leaders or chargehands working in sectors where CCNSG safety requirements are in place. It is ideal for those who already hold a valid CCNSG Safety Passport and wish to progress into roles with additional responsibility.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Introduction to Leadership Responsibilities**  
Understanding the role of the supervisor and the expectations placed on those who lead teams on site.
- ▶ **Effective Communication**  
Exploring clear communication methods and how to ensure safety messages are understood by all team members.
- ▶ **Planning and Task Management**  
How to plan work activities, brief teams and organise resources to support safe and efficient working.
- ▶ **Behavioural Safety**  
Recognising behaviours that contribute to a positive safety culture and how supervisors can influence safe working attitudes.
- ▶ **Dynamic Risk Assessment**  
Practical techniques to identify changing conditions and take appropriate action to maintain safe working environments.
- ▶ **Monitoring and Intervention**  
Understanding how to monitor work, challenge unsafe acts and support team members in following agreed procedures.
- ▶ **Incident Response and Reporting**  
Roles and responsibilities during incidents, including initial actions and accurate reporting.



# Safety Passports

➤ **Assessment**

Delegates complete a knowledge-based assessment to confirm understanding of the key learning outcomes.

## Certification

Delegates who successfully complete the course and pass the assessment will receive the **CCNSG Leading a Team Safely (LATS) certificate**, issued by the Engineering Construction Industry Training Board.

Certification is awarded based on full attendance and passing the assessment. The qualification is valid for **three years**, after which delegates will need to complete refresher training to maintain their certification.



# MPQC / SPA Quarry Passport – Course Agenda

## Course Overview

The MPQC/SPA Quarry Passport course is designed for individuals working within the quarrying and mineral products industry. It provides essential knowledge of health, safety, and environmental responsibilities, ensuring compliance with industry standards and legal requirements. The course promotes safe working practices and awareness of hazards specific to quarry operations.

This course is suitable for operatives, contractors, supervisors, and managers who require a Quarry Passport to access quarry sites. Delivered through classroom-based learning and interactive discussions, the course focuses on core safety principles, environmental awareness, and quarry-specific risks.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Introduction to MPQC/SPA Quarry Passport Scheme**  
Overview of the Quarry Passport system, course objectives, and the importance of safety and environmental awareness in quarry operations.
- **Health and Safety Legislation**  
Understanding key legislation, including the Health and Safety at Work Act, Quarry Regulations, and their application to quarrying activities.
- **Roles and Responsibilities**  
Reviewing individual and employer responsibilities for maintaining a safe working environment.
- **Risk Assessment and Safe Systems of Work**  
Learning how to identify hazards, assess risks, and implement control measures in quarry settings.
- **Quarry-Specific Hazards and Controls**  
Exploring common hazards such as vehicle movements, working at height, dust, noise, explosives, and confined spaces.
- **Environmental Awareness**  
Understanding environmental responsibilities, waste management, water pollution prevention, and habitat protection.
- **Emergency Procedures**  
Reviewing actions to take in the event of an incident, including fire, explosions, and accidents involving heavy machinery.
- **Assessment**  
Completing a multiple-choice test to demonstrate understanding of quarry safety principles.

## Certification

On successful completion, delegates receive an MPQC/SPA Quarry Passport, registered on the Mineral Products Qualifications Council database.

Certification is valid for **three years**, after which refresher training is required to maintain compliance.



## SPA Core – Course Agenda

### Course Overview

The SPA Core course is designed to provide a foundation of health, safety, and environmental awareness for individuals working across various industries. It ensures compliance with legal requirements and promotes safe working practices in diverse environments. The course focuses on core safety principles that apply universally, regardless of sector.

This course is suitable for operatives, contractors, and supervisors who require a Safety Passport to access sites where SPA Core training is mandatory. Delivered through classroom-based learning and interactive discussions, the course covers essential topics such as hazard awareness, risk assessment, and emergency procedures.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Introduction to SPA Core and Safety Passport Scheme**  
Overview of the SPA Safety Passport system, course objectives, and the importance of health, safety, and environmental awareness.
- **Health and Safety Legislation**  
Understanding key legislation, including the Health and Safety at Work Act, and its application across industries.
- **Roles and Responsibilities**  
Reviewing individual and employer responsibilities for maintaining a safe working environment.
- **Risk Assessment and Safe Systems of Work**  
Learning how to identify hazards, assess risks, and implement control measures.
- **Common Workplace Hazards and Controls**  
Exploring hazards such as slips, trips, falls, manual handling, electricity, and working at height.
- **Environmental Awareness**  
Understanding environmental responsibilities, waste management, and pollution prevention.
- **Emergency Procedures**  
Reviewing actions to take in the event of an incident, including fire, first aid, and evacuation protocols.
- **Assessment**  
Completing a multiple-choice test to demonstrate understanding of SPA Core principles.

### Certification

On successful completion, delegates receive an SPA Safety Passport (Core), registered on the Safety Pass Alliance database.

Certification is valid for **three years**, after which refresher training is required to maintain compliance.



# SPA Food – Course Agenda

## Course Overview

The SPA Food & Drink course is designed for individuals working within the food and drink manufacturing, processing, and distribution sectors. It provides essential knowledge of health, safety, and environmental responsibilities, ensuring compliance with industry standards and legal requirements. The course promotes safe working practices and awareness of hazards specific to food and drink operations.

This course is suitable for operatives, contractors, and supervisors who require a Safety Passport to access food and drink industry sites. Delivered through classroom-based learning and interactive discussions, the course focuses on core safety principles, hygiene standards, and sector-specific risks.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Introduction to SPA Food & Drink and Safety Passport Scheme**  
Overview of the SPA Safety Passport system, course objectives, and the importance of health, safety, and hygiene in the food and drink industry.
- **Health and Safety Legislation**  
Understanding key legislation, including the Health and Safety at Work Act, Food Safety Act, and their application to food and drink operations.
- **Roles and Responsibilities**  
Reviewing individual and employer responsibilities for maintaining a safe and hygienic working environment.
- **Risk Assessment and Safe Systems of Work**  
Learning how to identify hazards, assess risks, and implement control measures in food production settings.
- **Food Industry Hazards and Controls**  
Exploring hazards such as slips, trips, falls, machinery safety, manual handling, allergens, and contamination risks.
- **Environmental Awareness**  
Understanding environmental responsibilities, waste management, water usage, and pollution prevention.
- **Hygiene and Contamination Control**  
Best practices for personal hygiene, cleaning procedures, and preventing cross-contamination.
- **Emergency Procedures**  
Reviewing actions to take in the event of an incident, including fire, chemical spills, and food contamination emergencies.
- **Assessment**  
Completing a multiple-choice test to demonstrate understanding of SPA Food & Drink principles.

## Certification

On successful completion, delegates receive an SPA Safety Passport (Food & Drink), registered on the Safety Pass Alliance database.

Certification is valid for **three years**, after which refresher training is required to maintain compliance.



# SPA Petrol Forecourt – Course Agenda

## Course Overview

The SPA Petrol Forecourt course is designed for individuals working on petrol retail sites, including contractors and maintenance personnel. It provides essential knowledge of health, safety, and environmental responsibilities, ensuring compliance with industry standards and legal requirements. The course promotes safe working practices and awareness of hazards specific to petrol forecourt environments.

This course is suitable for operatives, contractors, and supervisors who require a Safety Passport to access petrol retail sites. Delivered through classroom-based learning and interactive discussions, the course focuses on core safety principles, environmental awareness, and forecourt-specific risks.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Introduction to SPA Petrol Forecourt and Safety Passport Scheme**  
Overview of the SPA Safety Passport system, course objectives, and the importance of health, safety, and environmental awareness in petrol retail operations.
- **Health and Safety Legislation**  
Understanding key legislation, including the Health and Safety at Work Act, Dangerous Substances and Explosive Atmospheres Regulations (DSEAR), and their application to forecourt activities.
- **Roles and Responsibilities**  
Reviewing individual and employer responsibilities for maintaining a safe working environment.
- **Risk Assessment and Safe Systems of Work**  
Learning how to identify hazards, assess risks, and implement control measures on petrol forecourts.
- **Forecourt-Specific Hazards and Controls**  
Exploring hazards such as flammable liquids, vapours, vehicle movements, slips, trips, falls, and working near pumps and tanks.
- **Environmental Awareness**  
Understanding environmental responsibilities, spill prevention, waste management, and pollution control.
- **Emergency Procedures**  
Reviewing actions to take in the event of an incident, including fuel spills, fires, and evacuation protocols.
- **Assessment**  
Completing a multiple-choice test to demonstrate understanding of SPA Petrol Forecourt principles.

## Certification

On successful completion, delegates receive an SPA Safety Passport (Petrol Forecourt), registered on the Safety Pass Alliance database.

Certification is valid for **three years**, after which refresher training is required to maintain compliance.



## BOHS Certificate in Controlling Health Risks in Construction – Course Agenda

### Course Overview

This course is designed to provide construction professionals with the knowledge and skills to identify, assess, and control health risks in construction environments. It focuses on key occupational health hazards, legal responsibilities, and practical control measures to protect worker health.

This course is suitable for site managers, supervisors, health and safety professionals, and anyone responsible for managing health risks on construction sites.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Introduction to Occupational Health in Construction**  
Introducing the importance of managing health risks and providing an overview of common health hazards faced in the construction industry.
- **Legal Framework and Responsibilities**  
Outlining key legislation such as the **Health and Safety at Work Act, COSHH, and CDM Regulations**, and explaining the roles and responsibilities of employers and employees in maintaining workplace health and safety.
- **Hazard Identification and Risk Assessment**  
Explaining techniques for identifying health hazards and outlining the principles of risk assessment, including the application of the hierarchy of control to manage and reduce risks effectively.
- **Key Health Hazards in Construction**  
Highlighting major health risks in construction, including respiratory hazards such as dusts, fumes, and asbestos; skin conditions like dermatitis and cement burns; noise and vibration risks leading to hearing loss and hand–arm vibration syndrome; and manual handling issues causing musculoskeletal disorders.
- **Control Measures and Safe Systems of Work**  
Describing the use of engineering controls, PPE, and administrative controls to manage health risks, alongside health surveillance and monitoring, and promoting safer work practices through risk reduction and effective design.
- **Communication and Worker Engagement**  
Emphasising effective communication strategies and promoting worker training and involvement in managing health risks to foster a proactive and safety-focused workplace culture.
- **Assessment**  
Case Studies and Practical Exercises, applying control strategies to real-world construction scenarios through group discussions and practical exercises to reinforce understanding and effective risk management.

### Certification

Delegates who successfully complete the course will receive the **BOHS Certificate in Controlling Health Risks in Construction**, recognized for professional development and compliance with industry standards.



## **BOHS P402 Asbestos Surveying and Risk Assessment**

### Course Overview

The **BOHS P402 Asbestos Surveying and Risk Assessment** course provides both theoretical and practical knowledge enabling delegates to undertake asbestos surveys and risk assessments in line with current legislation and HSE guidance.

This course is suitable for individuals who are required to carry out asbestos surveys, including those working in environmental consultancy, health and safety, or property management.

The course is delivered in English. A good standard of spoken and written English is required.

### Agenda

- ▶ **Introduction to Asbestos and Health Effects**  
Providing an overview of asbestos types and properties while explaining the serious health risks associated with asbestos exposure.
- ▶ **Legislation and Guidance**  
Outlining key regulations such as the Control of Asbestos Regulations 2012 and referencing Approved Codes of Practice and HSE guidance, including HSG264, to ensure safe asbestos management and compliance.
- ▶ **Survey Types and Strategies**  
Explaining the differences between management surveys and refurbishment/demolition surveys and outlining effective planning and scoping strategies for conducting asbestos surveys.
- ▶ **Material and Priority Risk Assessments**  
Explaining the principles of assessing asbestos-containing materials and conducting priority risk assessments, including combining scores to determine overall risk levels.
- ▶ **Survey Procedures and Techniques**  
Describing safe asbestos sampling methods, proper use of PPE, and the importance of thorough documentation and record-keeping during surveys.
- ▶ **Bulk Sampling and Laboratory Analysis**  
Outlining procedures for collecting and handling asbestos samples safely, along with an overview of laboratory analysis techniques and interpreting the results.
- ▶ **Reporting and Communication**  
Guiding the structuring of asbestos survey reports and effectively communicating findings and recommendations to clients.
- ▶ **Quality Assurance and Audit**  
Ensuring consistency and accuracy in asbestos survey work through robust internal and external audit processes.



# Asbestos

➤ **Assessment**

Practical exercises and written assessments to demonstrate competence in surveying and risk assessment.

## Certification

Delegates who successfully complete the course and assessments will be awarded the **BOHS P402 – Building Surveys and Risk Assessments for Asbestos** certificate.

The qualification is awarded by the **British Occupational Hygiene Society (BOHS)** and is widely recognised within the asbestos and occupational hygiene industry.



## BOHS P403 Asbestos Fibre Counting– Course Agenda

### Course Overview

This course provides delegates with the theoretical and practical knowledge required to undertake air sampling and fibre counting for asbestos using Phase Contrast Microscopy (PCM). It is designed for asbestos analysts and laboratory professionals involved in air monitoring and fibre analysis.

Delegates should be familiar with **HSG248: Asbestos – The Analysts’ Guide**, particularly Appendix 1, and ideally have prior experience in fibre counting and quality control schemes.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Legal and Regulatory Framework**  
Providing an overview of relevant legislation, including the Control of Asbestos Regulations 2012, HSG248, and L143 ACOP, and outlining roles and responsibilities under the Health and Safety at Work Act 1974.
- **Air Sampling Equipment and Strategies (35%)**  
Explaining types of air sampling equipment and their applications, detailing sampling strategies such as enclosure leak testing, background, personal, clearance, and reassurance monitoring, and providing guidance on the practical setup and operation of air sampling equipment.
- **Sample Preparation and Microscope Setup (25%)**  
Covering filter mounting and clarification techniques, microscope calibration and quality checks, and preparing slides for accurate fibre counting.
- **Fibre Counting and Result Calculation (25%)**  
Explaining fibre identification and counting using PCM, calculating fibre concentrations, and interpreting results while highlighting common errors.
- **Certificates and Reporting (7.5%)**  
Covering the documentation and reporting of asbestos analysis results, understanding clearance criteria, and effectively communicating findings.
- **Quality Control Procedures (7.5%)**  
Explaining internal and external quality assurance schemes and strategies for maintaining consistency and accuracy in fibre counting.
- **Assessment**  
Practical exercises, including a microscope practical exam, and written assessments to demonstrate competence.

### Certification

Delegates who successfully complete the course will receive a **BOHS P403 Certificate**, recognized within the asbestos analysis profession.



# BOHS P404 Air Sampling and Clearance testing of Asbestos – Course Agenda

## Course Overview

This course provides delegates with the theoretical and practical knowledge required to undertake all four stages of the asbestos clearance process, including air sampling, visual inspection, and issuing certificates for reoccupation. It is designed for asbestos analysts who are responsible for ensuring safe reoccupation of areas following asbestos removal.

Delegates must have completed the **BOHS P403 – Asbestos Fibre Counting (PCM)** module and be familiar with **HSG248: Asbestos – The Analysts’ Guide (2021)**, particularly Chapter 6.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Role of the Analyst in Clearance Testing (10%)**  
Highlighting the analyst’s legal responsibilities and ethical standards, emphasizing the importance of impartiality and accurate reporting in clearance testing.
- **Stage One: Preliminary Check of Site Condition and Job Completeness (15%)**  
Reviewing method statements and work plans and conducting an initial site assessment with proper documentation.
- **Stage Two: Thorough Visual Inspection (25%)**  
Covering inspection techniques and criteria and identifying residual contamination and defects during a detailed visual assessment.
- **Stage Three: Air Monitoring (15%)**  
Explaining the setup and operation of air sampling equipment, implementing sampling strategies, and interpreting the results.
- **Stage Four: Final Assessment Post-Enclosure Dismantling (5%)**  
Conducting final checks, verifying site conditions, and ensuring all stages meet the required clearance criteria.
- **Certificates and Reporting Results (10%)**  
Completing clearance certificates and DCU reports while ensuring effective communication of findings.
- **DCU Clearance Testing (15%)**  
Conducting inspection and testing of decontamination units and completing the associated documentation and certification procedures.
- **Quality Control and Assurance (5%)**  
Implementing internal and external QA schemes to maintain consistency, accuracy, and reliability in testing.
- **Assessment**  
Practical exercises and written assessments to demonstrate competence.

## Certification

Delegates who successfully complete the course will receive a **BOHS P404 Certificate**, recognized for professional competence in asbestos clearance procedures.



## BOHS P405 Management of Asbestos in Buildings – Course Agenda

### Course Overview

This course provides delegates with the practical knowledge and skills required to manage asbestos in buildings and a basic understanding of asbestos removal procedures. It is aimed at duty holders, building managers, facilities managers, and anyone responsible for asbestos management under the **Control of Asbestos Regulations 2012 (Regulation 4)**.

Delegates should have prior awareness of asbestos legislation and guidance, including **L143 Managing and Working with Asbestos**.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Legislation and Guidance**  
Covering key legislation including the Health and Safety at Work Act 1974, Control of Asbestos Regulations 2012 (Regulation 4), relevant ACOPs and HSE guidance, and other regulations such as CDM 2015 and the Hazardous Waste Regulations.
- **Management of Asbestos in Buildings**  
Explaining duty holder responsibilities, creating and maintaining asbestos management plans and registers, understanding types of asbestos surveys (Management, Refurbishment/Demolition), conducting risk assessments and prioritization, and developing and implementing an effective asbestos management strategy.
- **Asbestos Remediation Procedures**  
Covering remediation options such as encapsulation, removal, and repair, planning and managing asbestos removal projects, selecting and monitoring contractors, and implementing air monitoring during and after remediation.
- **Role of the Laboratory and Analysts**  
Explaining clearance testing and certification for reoccupation, understanding analyst reports and quality assurance processes, and effectively communicating and interpreting analytical results.
- **Assessment**  
Delegates must complete practical exercises and written assessments to demonstrate competence.

### Certification

Delegates who successfully complete the course will be awarded the **BOHS P405 Certificate**, recognized as the industry standard for asbestos management competence.



## UKATA Asbestos Awareness – Course Agenda

### Course Overview

This course provides delegates with the essential knowledge to understand the risks associated with asbestos and how to avoid exposure. It is designed for employees who may come into contact with asbestos during their work, including tradespeople, maintenance staff, and contractors, as required by the **Control of Asbestos Regulations 2012**.

No prior asbestos knowledge is required, and the course is delivered in English, so a good command of spoken and written English is essential.

### Agenda

- **Introduction to Asbestos**  
Delegates will learn what asbestos is, its physical properties, and why it was widely used in building materials for decades.
- **Health Risks of Asbestos Exposure**  
This section explains the dangers of inhaling asbestos fibres, the diseases that can result from exposure such as asbestosis, mesothelioma, and lung cancer, and the long latency periods associated with these illnesses.
- **Types and Uses of Asbestos**  
Participants will be shown the different types of asbestos and the common asbestos-containing materials (ACMs) found in buildings, helping them identify where asbestos might be present.
- **Legal Requirements and Responsibilities**  
The course covers the key points of the Control of Asbestos Regulations 2012, including the duty to manage asbestos and the responsibilities of employers and employees in preventing exposure.
- **Avoiding Exposure**  
Delegates will learn safe working practices, what steps to take if they suspect asbestos is present or disturbed, and the correct emergency procedures to follow.
- **Assessment**  
Delegates must complete practical exercises and written assessments to demonstrate competence.

### Certification

Delegates who successfully complete the course will receive a **UKATA Asbestos Awareness Certificate of Training**, confirming their understanding of asbestos risks and safe practices, valid for 12 months.

Annual refresher training is recommended to maintain compliance and awareness.



## UKATA Duty to Manage Appointed Person – Course Agenda

### Course Overview

This course provides delegates with the knowledge and practical skills required to fulfil the role of the Appointed Person under the **Control of Asbestos Regulations 2012 (Regulation 4)**. It is designed for individuals who have been designated as responsible for managing asbestos in non-domestic premises, including duty holders, building managers, and facilities managers.

Delegates should have prior asbestos awareness training and a basic understanding of asbestos legislation and guidance, including L143 Managing and Working with Asbestos.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Legislation and Guidance**  
Overview of key legislation including the Health and Safety at Work Act 1974, Control of Asbestos Regulations 2012 (Regulation 4), Approved Codes of Practice, HSE guidance, and related regulations such as CDM 2015 and Hazardous Waste Regulations.
- **Duty to Manage Responsibilities**  
Understanding the legal duties of the duty holder and appointed person, identifying responsibilities, and ensuring compliance with Regulation 4.
- **Asbestos Management Plans**  
Developing, implementing, and maintaining an asbestos management plan and register; understanding survey types (Management, Refurbishment/Demolition); conducting risk assessments and prioritization.
- **Communication and Coordination**  
Ensuring effective communication with contractors, staff, and stakeholders; managing information flow and updates to the asbestos register.
- **Monitoring and Review**  
Procedures for ongoing monitoring, periodic reviews, and audits of asbestos management strategies.
- **Assessment**  
Delegates must complete practical exercises and written assessments to demonstrate competence.

### Certification

Delegates who successfully complete the course will receive a UKATA Certificate of Training, confirming their competence as an Appointed Person under the Duty to Manage requirements.

The UKATA Duty to Manage Appointed Person certificate typically expires after 12 months from the date of issue. Annual refresher training is recommended to maintain compliance.



## UKATA Duty to Manage – Course Agenda

### Course Overview

This course provides delegates with the knowledge required to comply with the **Duty to Manage** asbestos under the Control of Asbestos Regulations 2012 (Regulation 4). It is designed for duty holders and those responsible for non-domestic premises, including property owners, landlords, managing agents, and facilities managers. The course focuses on legal responsibilities, risk management, and the systems needed to prevent exposure to asbestos-containing materials (ACMs).

Delegates should have prior asbestos awareness training and a basic understanding of asbestos legislation and guidance.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Legislation and Guidance**  
Overview of key legislation including the Health and Safety at Work Act 1974, Control of Asbestos Regulations 2012 (Regulation 4), Approved Codes of Practice, HSE guidance and links to related regulations such as CDM 2015 and Hazardous Waste Regulations.
- **Duty to Manage Legal Responsibilities**  
Understanding who the duty holder is, what the Duty to Manage requires and how responsibilities can be delegated while retaining overall accountability. Clarifying roles and responsibilities within an organisation.
- **Asbestos Surveys and Registers**  
Understanding asbestos survey types (Management and Refurbishment/Demolition), the purpose of the asbestos register and how survey information should be used to manage risk effectively.
- **Asbestos Management Arrangements**  
Key components of an asbestos management plan, including risk assessment, prioritisation of actions, control measures and emergency procedures. Ensuring suitable systems are in place to manage ACMs safely.
- **Communication and Information Management**  
Ensuring relevant asbestos information is made available to employees, contractors and others who may disturb ACMs. Managing communication, permits to work and contractor coordination.
- **Monitoring, Review and Continuous Improvement**  
Requirements for monitoring ACMs, reviewing management arrangements and ensuring ongoing compliance through inspections, audits and periodic review of the asbestos management plan.
- **Assessment**  
Delegates must successfully complete written assessments and scenario-based exercises to demonstrate understanding of the Duty to Manage requirements.

### Certification

Delegates who successfully complete the course will receive a **Duty to Manage Asbestos Certificate**, confirming their understanding of legal responsibilities under Regulation 4 of the Control of Asbestos Regulations 2012.

The Duty to Manage certificate typically expires **after 12 months** from the date of issue. Annual refresher training is recommended to maintain knowledge and compliance.



# UKATA Non-Licensed Asbestos Operative – Course Agenda

## Course Overview

This course provides delegates with the knowledge and practical skills required to safely undertake non-licensed work with asbestos-containing materials (ACMs) in compliance with the Control of Asbestos Regulations 2012. The training covers both theory and practical elements, ensuring delegates understand the hazards, legal requirements, and safe working practices for handling ACMs.

The course is suitable for operatives and supervisors who may knowingly disturb low-risk ACMs during tasks such as maintenance, refurbishment, or demolition.

Delegates must have completed a UKATA Asbestos Awareness course within the last six months prior to attending.

No prior asbestos knowledge is required, and the course is delivered in English, so a good command of spoken and written English is essential.

## Agenda

- **Introduction to Non-Licensed Asbestos Work**  
Explaining the scope of non-licensed and notifiable non-licensed work under the Control of Asbestos Regulations 2012 and outlining when these requirements apply.
- **Understanding Asbestos Risks and Health Effects**  
Covering how asbestos exposure occurs, the associated health risks, and why strict control measures are essential for worker safety.
- **Legal Requirements and Guidance**  
Detailing the relevant regulations, including Regulation 10 and HSG210 Asbestos Essentials, and explaining the responsibilities of employers and operatives.
- **Risk Assessment and Method Statements**  
Explaining how to prepare site-specific risk assessments and plans of work to ensure tasks are carried out safely and in compliance with legal standards.
- **Control Measures and Safe Working Practices**  
Covering how to implement effective control measures, including wetting techniques, use of Class H vacuums, and preventing the spread of asbestos fibres.
- **Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE)**  
Explaining the correct selection, use, and maintenance of PPE and RPE to protect workers during non-licensed asbestos work.
- **Decontamination Procedures**  
Detailing the steps for safe decontamination of operatives, tools, and equipment after working with ACMs.



# Asbestos

- **Waste Handling and Disposal**  
Explaining how to correctly package, label, and dispose of asbestos waste in accordance with legal requirements.
- **Emergency Procedures**  
Covering how to respond to accidental exposure or contamination incidents and the reporting requirements under CAR 2012.
- **Practical Exercises and Demonstrations**  
Providing hands-on practice in safe removal techniques, use of PPE/RPE, and decontamination processes within a controlled environment.
- **Assessment**  
Delegates must complete practical exercises and written assessments to demonstrate competence.

## Certification

Successful delegates receive a UKATA Non-Licensed Asbestos Operative certificate (Category B), valid for 12 months.

Annual refresher training is recommended to maintain compliance and awareness.



## Legionella Awareness – Course Agenda

### Course Overview

The Legionella Awareness course provides essential training on the risks associated with Legionella bacteria and how to manage them effectively. It is designed for anyone involved in maintaining, managing, or monitoring water systems where Legionella growth could occur.

Delegates will learn how Legionella bacteria develop, how infection spreads, and the key control measures required under UK health and safety law. The course is suitable for facilities managers, maintenance staff, landlords, and anyone with responsibility for water system safety.

The course is delivered in English, so a good command of spoken and written English is essential.

### Agenda

- **Introduction to Legionella and Legionnaires' Disease**  
Explaining what Legionella bacteria are, how they multiply, and how Legionnaires' disease is contracted. Highlighting common sources of contamination and the health risks involved.
- **Legal Responsibilities and Guidance**  
Outlining the key legislation and guidance, including the Health and Safety at Work Act, COSHH, and the HSE's Approved Code of Practice (ACoP L8). Emphasising employer and duty holder responsibilities for managing Legionella risk.
- **Conditions for Bacterial Growth**  
Describing the environmental conditions that promote Legionella growth, including temperature, water stagnation, and nutrient sources. Explaining how to identify potential risk areas in different types of water systems.
- **Risk Assessment and Control Measures**  
Covering how to assess the risk of Legionella in water systems and applying suitable control measures. Discussing temperature control, water treatment, system design, and maintenance routines to reduce risk effectively.
- **Monitoring and Record Keeping**  
Explaining how to monitor water systems for compliance, including temperature checks, inspections, and water sampling. Highlighting the importance of accurate record keeping as part of ongoing management and auditing.
- **Hot and Cold-Water Systems**  
Looking at how Legionella control measures apply specifically to hot and cold-water systems. Covering practical steps for maintaining safe water temperatures and preventing stagnation.
- **Cooling Towers and Other High-Risk Systems**  
Identifying additional precautions for cooling towers, spa pools, and other systems with higher Legionella risks. Reviewing maintenance, cleaning, and disinfection procedures in line with ACoP L8 guidance.



# Legionella & Water Hygiene

- **Emergency Procedures**

Outlining the steps to take if Legionella contamination or a suspected case of Legionnaires' disease is identified. Covering communication, isolation, and corrective actions to protect health and safety.

- **Assessment**

Delegates complete a short written or online assessment to confirm understanding of Legionella risks and control principles.

## Certification

Successful delegates receive a **Legionella Awareness Certificate of Training**. This certificate demonstrates understanding of legal duties and practical measures for controlling Legionella risk.

**Note:** Refresher training is recommended every two years or when significant changes occur to legislation or site systems.



# Legionella Responsible Person – Course Agenda

## Course Overview

The Legionella Responsible Person course provides in-depth training for individuals appointed to manage and control Legionella risks within water systems. It is designed for those with direct responsibility for ensuring compliance with UK legislation and for implementing effective Legionella control strategies.

Delegates will gain a thorough understanding of Legionella bacteria, legal duties, and practical risk management. The course focuses on how to carry out and review Legionella risk assessments, oversee monitoring and maintenance programmes, manage contractors, and ensure suitable control measures are in place. It is suitable for facilities managers, health and safety managers, duty holders, landlords, and anyone formally appointed as a Legionella Responsible Person.

The course is delivered in English, so a good command of spoken and written English is essential.

## Agenda

- **Introduction to Legionella and Legionnaires' Disease**  
Providing a detailed overview of Legionella bacteria, how they develop and spread, and the health effects of Legionnaires' disease and related illnesses. Reviewing typical sources of risk within building water systems.
- **Legal Responsibilities and the Role of the Responsible Person**  
Explaining legal requirements under the Health and Safety at Work Act, COSHH, and the HSE Approved Code of Practice (ACoP L8). Defining the duties of the duty holder and the Legionella Responsible Person, including accountability, competence, and delegation.
- **Understanding Water Systems and Risk Areas**  
Identifying different types of water systems and components, including hot and cold-water systems, storage vessels, outlets, and high-risk systems. Explaining how system design and usage influence Legionella risk.
- **Legionella Risk Assessment**  
Covering how Legionella risk assessments are carried out, what they should include, and how to review them. Explaining how to identify hazards, evaluate risks, and prioritise actions. Understanding when reassessment is required and how to act on findings.
- **Control Schemes and Written Schemes of Control**  
Explaining the purpose and content of a written scheme of control. Covering temperature control, flushing regimes, water treatment, cleaning and disinfection, and maintenance schedules. Emphasising the Responsible Person's role in implementing and maintaining the scheme.
- **Monitoring, Inspection, and Record Keeping**  
Describing ongoing monitoring requirements, including temperature checks, inspections, and sampling. Highlighting the importance of accurate record keeping, trend analysis, and audit readiness.



# Legionella & Water Hygiene

- **Managing Contractors and Service Providers**  
Explaining how to select, brief, and manage competent contractors. Covering permit-to-work systems, communication of findings, and ensuring remedial actions are completed effectively.
- **High-Risk Systems**  
Providing additional guidance on managing cooling towers, evaporative condensers, spa pools, and other higher-risk systems. Reviewing specific control, monitoring, and emergency requirements in line with ACoP L8 and HSG274.
- **Incident and Emergency Procedures**  
Outlining actions to take in the event of elevated Legionella results or a suspected case of Legionnaires' disease. Covering isolation of systems, investigation, communication with enforcing authorities, and corrective measures.
- **Assessment**  
Delegates complete a written or online assessment to confirm understanding of the Responsible Person role and Legionella management requirements.

## Certification

Successful delegates receive a **Legionella Responsible Person Certificate of Training**. This certificate demonstrates competence in managing Legionella risks and fulfilling the duties of a Responsible Person.

**Note:** Refresher training is recommended every two years or sooner if there are significant changes to legislation, guidance, or site water systems.



## City & Guilds Control of Legionella Within Evaporative Cooling Systems – Course Agenda

### Course Overview

The **City & Guilds Control of Legionella Within Evaporative Cooling Systems** course is designed for individuals responsible for managing, maintaining, or overseeing evaporative cooling systems, including cooling towers.

It provides delegates with the knowledge and skills to identify and control the unique risks posed by these systems, ensuring compliance with statutory requirements and best practice guidance. The course covers legislation, system design, cleaning and disinfection procedures, monitoring regimes, and record-keeping, enabling participants to effectively manage systems in accordance with ACOP L8 and HSG274 Part 1.

The course is delivered in English, so a good command of spoken and written English is essential.

### Agenda

- **Introduction to Legionella and Evaporative Cooling Systems**  
Explaining the health risks associated with Legionella bacteria and why evaporative cooling systems present a higher risk. Reviewing the principles of Legionella control and its importance for compliance and public safety.
- **Medical Aspects of Legionnaires' Disease**  
Understanding the symptoms, transmission routes, and potential consequences of Legionnaires' disease, including its impact on health and business reputation.
- **Legislative Framework & Statutory Requirements**  
Providing a detailed overview of UK legislation, ACOP L8, and HSG274 Part 1 guidance. Discussing duty holder responsibilities and enforcement actions for non-compliance.
- **Design and Operation of Wet Cooling Systems**  
Exploring the design features of evaporative cooling systems, including areas of high risk. Reviewing operational requirements and how design influences Legionella control.
- **Cleaning and Disinfection Procedures**  
Explaining the correct methods for cleaning and disinfecting evaporative cooling systems, including frequency, chemicals used, and safety precautions.
- **Monitoring and Water Sampling**  
Discussing monitoring regimes, water sampling techniques, and procedures to follow if bacteria is detected. Emphasising proactive measures to maintain system safety.
- **Record-Keeping and Logbook Management**  
Learning how to compile and maintain a water management logbook, including documentation of inspections, maintenance, and corrective actions.



## Legionella & Water Hygiene

- **Assessment**

Applying theoretical knowledge through case studies and practical demonstrations of system components, cleaning processes, and monitoring techniques. Followed by a formal written examination to demonstrate understanding of Legionella control within evaporative cooling systems.

### Certification

On successful completion of the course, delegates receive a **City & Guilds Control of Legionella Within Evaporative Cooling Systems Certificate**, accredited by City & Guilds.

Certification is typically valid for **five years**, after which re-assessment is required to maintain compliance.



## City & Guilds Legionella and Water Hygiene Control Within Hot and Cold Water Systems – Course Agenda

### Course Overview

The **City & Guilds Legionella and Water Hygiene Control Within Hot and Cold Water Systems** course is designed for individuals responsible for managing, maintaining, or overseeing water hygiene and Legionella control in hot and cold water systems.

Providing delegates with the knowledge and skills to implement effective water hygiene regimes, monitor system performance, and comply with statutory requirements. The course covers legislation, risk assessment principles, control strategies, monitoring techniques, and record-keeping, ensuring participants can manage systems in accordance with ACOP L8 and HSG274 Part 2.

The course is delivered in English, so a good command of spoken and written English is essential.

### Agenda

- **Introduction to Legionella and Water Hygiene**  
Explaining the nature of Legionella bacteria, its health risks, and why water hygiene control is essential for preventing outbreaks. Reviewing the principles of Legionella control and its importance for compliance and public safety.
- **Medical Aspects of Legionnaires' Disease**  
Understanding how Legionnaires' disease develops, its symptoms, transmission routes, and the potential impact on health and business reputation.
- **Legislative Framework & Statutory Requirements**  
Providing a detailed overview of UK legislation, ACOP L8, and HSG274 Part 2 guidance. Discussing duty holder responsibilities and enforcement actions for non-compliance.
- **Design and Operation of Hot and Cold Water Systems**  
Exploring system design features that influence Legionella risk, including storage tanks, calorifiers, pipework, and thermostatic mixing valves (TMVs). Reviewing operational requirements and best practices for maintaining safe water systems.
- **Control Strategies and Water Hygiene Regimes**  
Explaining effective control measures such as temperature control, flushing regimes, and chemical treatment. Discussing how these strategies reduce risk and maintain compliance.
- **Monitoring and Sampling Techniques**  
Discussing monitoring regimes, water sampling procedures, and interpreting results. Emphasising proactive measures to prevent contamination and maintain system safety.
- **Record-Keeping and Logbook Management**  
Learning how to compile and maintain accurate records of inspections, maintenance, and corrective actions in a water hygiene logbook.



# Legionella & Water Hygiene

- **Assessment**

Applying hands-on experience with key system components and demonstrating monitoring techniques in a controlled training environment. Followed by a formal written examination to demonstrate understanding of Legionella and water hygiene control principles.

## Certification

On successful completion of the course, delegates receive a **City & Guilds Legionella and Water Hygiene Control Certificate**, accredited by City & Guilds.

Certification is typically valid for **five years**, after which re-assessment is required to maintain compliance.



## City & Guilds Legionella Management for Water Systems – Course Agenda

### Course Overview

The **City & Guilds Legionella Management for Water Systems** course is designed for individuals who have overall responsibility for managing water systems and ensuring compliance with Legionella control requirements.

Providing delegates with the knowledge and skills to implement and oversee effective water safety plans, manage risk assessments, and ensure that monitoring and maintenance regimes are carried out correctly. The course covers legal obligations, roles and responsibilities, system design considerations, and best practice guidance for managing contractors and documentation.

The course is delivered in English, so a good command of spoken and written English is essential.

### Agenda

- **Introduction to Legionella and Water System Management**  
Explaining the nature of Legionella bacteria, its health risks, and why effective management of water systems is critical for compliance and public safety.
- **Medical Aspects of Legionnaires' Disease**  
Understanding the symptoms, transmission routes, and potential consequences of Legionnaires' disease, including its impact on health and business reputation.
- **Legislative Framework & Statutory Requirements**  
Providing a detailed overview of UK legislation, ACOP L8, and HSG274 guidance. Discussing duty holder responsibilities, enforcement actions, and the importance of compliance.
- **Roles and Responsibilities in Water System Management**  
Clarifying the responsibilities of duty holders, responsible persons, and appointed deputies. Reviewing how accountability is structured within organisations.
- **Risk Assessment and Control Strategies**  
Exploring how to review and approve risk assessments, implement control measures, and ensure that water hygiene regimes are effective and documented.
- **Monitoring, Record-Keeping, and Auditing**  
Discussing how to monitor water systems, maintain accurate records, and conduct audits to verify compliance and identify areas for improvement.
- **Managing Contractors and Service Providers**  
Explaining best practices for selecting, managing, and auditing contractors who carry out water hygiene tasks, ensuring competence and compliance.



# Legionella & Water Hygiene

- **Emergency Procedures and Incident Management**  
Reviewing how to respond to positive Legionella results or system failures, including communication protocols and corrective actions.
- **Assessment**  
Completing a formal written examination to demonstrate understanding of Legionella management principles and compliance requirements.

## Certification

On successful completion of the course, delegates receive a **City & Guilds Legionella Management for Water Systems Certificate**, accredited by City & Guilds.

Certification is typically valid for **five years**, after which re-assessment is required to maintain compliance.



## City & Guilds Legionella Risk Assessment of Commercial Hot and Cold Water Systems – Course Agenda

### Course Overview

The **City & Guilds Legionella Risk Assessment of Commercial Hot and Cold Water Systems** course is designed for individuals responsible for carrying out or overseeing legionella risk assessments in commercial premises.

Providing delegates with the knowledge and skills to identify, assess, and manage the risks associated with legionella bacteria in hot and cold water systems. This course covers legal requirements, risk assessment principles, schematic drawings, and reporting procedures, along with practical exercises on system components.

The course is delivered in English, so a good command of spoken and written English is essential.

### Agenda

- **Introduction to Legionella and Risk Assessment**  
Explaining the origins and health implications of Legionella bacteria, including how outbreaks occur and why risk assessment is essential for compliance and public safety.
- **Legislative Framework & Legal Responsibilities**  
Providing a detailed overview of UK health and safety legislation, ACOP L8, and HSG274 guidance. Discussing the roles and responsibilities of duty holders and the consequences of non-compliance.
- **Principles of Risk Assessment**  
Exploring the theory behind risk assessment, including hazard identification, risk evaluation, and prioritisation of control measures for hot and cold water systems.
- **System Survey & Schematic Drawings**  
Demonstrating how to conduct a thorough site survey and produce accurate schematic diagrams that reflect the layout and components of water systems.
- **Risk Rating & Reporting**  
Explaining how to apply risk ratings to findings and compile comprehensive risk assessment reports that meet regulatory and client requirements.
- **Water Hygiene Regimes & Sampling Strategies**  
Discussing effective control measures, monitoring regimes, and sampling strategies to ensure ongoing compliance and system safety.
- **Practical Exercises**  
Providing hands-on experience with key plant items such as storage tanks, calorifiers, expansion vessels, pipework, and thermostatic mixing valves (TMVs) in a controlled training environment.
- **Assessment**  
Completing a formal written examination (typically 60 minutes) to demonstrate understanding of legionella risk assessment principles and practical application.

### Certification

On successful completion of the course, delegates receive a **City & Guilds Legionella Risk Assessment Certificate**, accredited by City & Guilds.

Certification is typically valid for **five years**, after which re-assessment is required to maintain compliance.



## CompEx Ex01-Ex04 Gas & Vapours – Course Agenda

### Course Overview

The **CompEx Ex01–Ex04 Gas & Vapours** course is designed for electrical and instrumentation personnel who work in hazardous areas where explosive atmospheres caused by gas and vapours may occur. It provides delegates with the knowledge and practical skills required to install, inspect, and maintain electrical equipment in compliance with IEC standards and ATEX directives.

The course enables delegates to understand hazardous area classification, equipment protection concepts, installation requirements, and inspection techniques to ensure safety and compliance.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Introduction to Hazardous Areas and Explosive Atmospheres**  
Explaining the nature of explosive atmospheres caused by gas and vapours, and the importance of controlling ignition sources.
- **Hazardous Area Classification**  
Understanding zones, gas groups, and temperature classes. Learning how hazardous areas are classified and documented.
- **Standards and Regulations**  
Reviewing IEC standards, ATEX directives, and other relevant regulations governing electrical equipment in hazardous areas.
- **Protection Concepts for Electrical Equipment**  
Explaining Ex protection methods such as Ex d (flameproof), Ex e (increased safety), Ex n, and Ex i (intrinsic safety).
- **Equipment Selection and Certification**  
Understanding how to select certified equipment for hazardous areas and interpret certification markings.
- **Installation Requirements**  
Learning correct installation practices for cables, glands, enclosures, and terminations in hazardous areas.
- **Inspection and Maintenance**  
Discussing inspection types (initial, periodic), inspection checklists, and maintenance requirements for Ex equipment.
- **Assessment**  
Completing practical assessments and written examinations covering installation, inspection, and theoretical knowledge of hazardous area equipment.

### Certification

On successful completion of the assessments, delegates receive a **CompEx Ex01–Ex04 Gas & Vapours certificate** issued by the CompEx Certification Body.

Certification is typically valid for **five years**, after which refresher training or re-registration is recommended.



## CompEx Ex05 - Ex06 Combustible Dust

### Course Overview

The **CompEx Ex05 - Ex06 – Combustible Dust** course is designed for electrical and instrumentation personnel who work in hazardous areas where combustible dusts may be present. It provides delegates with the knowledge and practical skills required to select, install, inspect, and maintain electrical equipment in dust hazardous environments in compliance with IEC standards and industry best practice.

The course enables delegates to understand the principles of explosion protection for dust atmospheres, apply safe working practices, and demonstrate competency in accordance with CompEx certification requirements.

The course is delivered in English. A good standard of spoken and written English is required.

### Agenda

- ▶ **Introduction to Combustible Dust Hazards**  
Explaining the nature of combustible dusts, ignition sources, and the risks associated with dust explosions.
- ▶ **Standards and Regulations**  
Reviewing IEC standards, ATEX directives, and other relevant regulations governing electrical installations in dust hazardous areas.
- ▶ **Area Classification for Dust Environments**  
Understanding how to classify hazardous areas for dust, including zones and temperature classes.
- ▶ **Equipment Selection and Marking**  
Learning how to select appropriate electrical equipment for dust hazardous areas and interpret certification markings.
- ▶ **Installation Requirements**  
Explaining correct installation practices for electrical equipment in dust zones, including cable entry systems and sealing methods.
- ▶ **Inspection and Maintenance**  
Discussing inspection types (initial, periodic) and maintenance requirements to ensure ongoing compliance and safety.
- ▶ **Assessment**  
Completing a practical assessment and written examination to demonstrate competency in accordance with CompEx standards.

### Certification

On successful completion of the assessments, delegates receive a **CompEx Ex05 – Ex06 Combustible Dust** certificate issued by the CompEx Certification Body.

Certification is typically valid for five years, after which refresher training or re-registration is recommended.



## CompEx Ex11 – Mechanical – Course Agenda

### Course Overview

The **CompEx Ex11 – Mechanical course** is designed for mechanical personnel who work in hazardous areas where explosive atmospheres may be present. It provides delegates with the knowledge and practical skills required to select, install, inspect, and maintain mechanical equipment in compliance with IEC standards and industry best practice.

The course enables delegates to understand explosion protection concepts for mechanical equipment, apply safe working practices, and demonstrate competency in accordance with CompEx certification requirements.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Introduction to Mechanical Equipment in Hazardous Areas**  
Explaining the role of mechanical equipment in hazardous environments and the risks associated with ignition sources.
- **Standards and Regulations**  
Reviewing IEC standards, ATEX directives, and other relevant regulations governing mechanical equipment in explosive atmospheres.
- **Area Classification and Equipment Protection Concepts**  
Understanding hazardous area classification and mechanical protection concepts such as Ex h, Ex d, and Ex t.
- **Equipment Selection and Marking**  
Learning how to select appropriate mechanical equipment and interpret certification markings for hazardous areas.
- **Installation Requirements**  
Explaining correct installation practices for mechanical equipment, including alignment, sealing, and torque requirements.
- **Inspection and Maintenance**  
Discussing inspection types (initial, periodic) and maintenance requirements to ensure ongoing compliance and safety.
- **Assessment**  
Completing a practical assessment and written examination to demonstrate competency in accordance with CompEx standards.

### Certification

On successful completion of the assessments, delegates receive a **CompEx Ex11 – Mechanical certificate** issued by the CompEx Certification Body.

Certification is typically valid for **five years**, after which refresher training or re-registration is recommended.



## CompEx Ex12 Application Design Engineers – Course Agenda

### Course Overview

The **CompEx Ex12 – Application Design Engineers** course is designed for engineers responsible for designing electrical installations in hazardous areas. It provides delegates with the knowledge and practical skills required to apply IEC standards and industry best practice when designing safe systems for explosive atmospheres.

The course enables delegates to understand hazardous area classification, equipment selection, protection concepts, and design principles to ensure compliance and safety in hazardous environments.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Introduction to Hazardous Area Design**  
Explaining the role of design engineers in ensuring safety and compliance for installations in explosive atmospheres.
- **Hazardous Area Classification**  
Understanding classification principles for gas, vapour, and dust environments, including zones and temperature classes.
- **Standards and Regulations**  
Reviewing IEC standards, ATEX directives, and other relevant regulations governing design for hazardous areas.
- **Protection Concepts and Equipment Selection**  
Learning how to apply protection concepts (Ex d, Ex e, Ex i, Ex t, etc.) and select appropriate equipment for hazardous areas.
- **Design Principles for Electrical Systems**  
Explaining best practice for designing electrical systems, including cable routing, sealing, and segregation requirements.
- **Documentation and Compliance**  
Discussing the importance of accurate documentation, certification, and verification to meet regulatory requirements.
- **Assessment**  
Completing a written examination and design-based assessment to demonstrate competency in accordance with CompEx standards.

### Certification

On successful completion of the assessments, delegates receive a **CompEx Ex12 – Application Design Engineers certificate** and are registered on the **CompEx Certification Scheme**.

Certification is typically valid for **five years**, after which refresher training or re-registration is recommended.



## CompEx Ex14 Responsible Person – Course Agenda

### Course Overview

The **CompEx Ex14 – Responsible Person** course is designed for individuals who have oversight and accountability for hazardous area installations, inspection regimes, and compliance. It provides delegates with the knowledge and skills required to manage and supervise work in explosive atmospheres in accordance with IEC standards and industry best practice.

The course enables delegates to understand their responsibilities under legislation, implement safe systems of work, and ensure that hazardous area equipment is installed, inspected, and maintained correctly.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Role of the Responsible Person**  
Explaining the duties and accountability of the Responsible Person in managing hazardous area compliance and safety.
- **Hazardous Area Fundamentals**  
Reviewing principles of hazardous area classification, explosion protection concepts, and equipment selection.
- **Standards and Regulations**  
Understanding IEC standards, ATEX directives, and other regulatory requirements relevant to hazardous area management.
- **Inspection and Maintenance Regimes**  
Discussing how to plan, implement, and monitor inspection schedules for electrical and mechanical equipment in hazardous areas.
- **Competency Management**  
Explaining how to ensure personnel competency, maintain training records, and verify compliance with competency frameworks.
- **Documentation and Record Keeping**  
Highlighting the importance of accurate documentation, certification, and audit trails for hazardous area installations.
- **Risk Assessment and Permit-to-Work Systems**  
Learning how to apply risk assessment principles and manage safe systems of work through permits and procedural controls.
- **Assessment**  
Completing a written examination and practical case study to demonstrate understanding of responsibilities and compliance requirements.

### Certification

On successful completion of the assessments, delegates receive a **CompEx Ex14 – Responsible Person certificate** and are registered on the **CompEx Certification Scheme**.

Certification is typically valid for **five years**, after which refresher training or re-registration is recommended.



## CompEx ExF Foundation Module – Course Agenda

### Course Overview

The **CompEx ExF – Foundation Module** course is designed for personnel who require an introduction to working in hazardous areas where explosive atmospheres may be present. It provides delegates with the fundamental knowledge of hazardous area principles, standards, and safe working practices.

The course enables delegates to understand the basic concepts of explosion protection, hazardous area classification, and equipment marking, preparing them for further CompEx qualifications or general awareness in hazardous environments.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Introduction to Hazardous Areas**  
Explaining what constitutes a hazardous area, the risks of explosive atmospheres, and why special precautions are necessary.
- **Combustion and Explosion Principles**  
Understanding how explosions occur, ignition sources, and the conditions required for combustion.
- **Hazardous Area Classification**  
Learning how areas are classified into zones for gases, vapours, and dusts, and what these classifications mean for safety.
- **Standards and Regulations**  
Reviewing IEC standards, ATEX directives, and other relevant regulations that govern hazardous area equipment and installations.
- **Equipment Protection Concepts and Marking**  
Explaining common protection concepts (Ex d, Ex e, Ex i, Ex t, etc.) and how to interpret equipment markings and certification labels.
- **Safe Working Practices**  
Discussing basic safety measures, including permits-to-work, risk assessments, and personal protective equipment (PPE).
- **Introduction to Inspection and Maintenance**  
Providing an overview of why inspection and maintenance are critical for hazardous area compliance and safety.
- **Assessment**  
Completing a short-written assessment to confirm understanding of key concepts and principles.

### Certification

On successful completion of the assessments, delegates receive a **CompEx ExF – Foundation Module certificate** and are registered on the **CompEx Certification Scheme**.

Certification is typically valid for **five years**, after which refresher training or re-registration is recommended.



## Level 1 Foundation Spill Training – Course Agenda

### Course Overview

The **Level 1 Foundation Spill Training** course is designed for individuals who may be required to respond to minor workplace spills as part of their day-to-day responsibilities. It provides a clear introduction to spill awareness, safe response procedures, and the correct use of absorbents and spill control products.

Delegates will gain an understanding of what constitutes a workplace spill, the hazards associated with spills, and the importance of having a simple yet effective spill response plan. The course also covers legislation, real-world examples, and best practice methods to minimise environmental harm, prevent workplace disruption, and reduce the risk of escalation.

Through demonstrations and practical guidance, delegates will learn to identify different types of absorbents, understand their appropriate uses, and deploy them safely and effectively during a spill incident.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Introduction to Spill Response**  
Explaining what constitutes a spill and the difference between incidental and emergency spills.  
Reviewing common workplace spill scenarios and why correct response procedures are essential.
- **Causes & Consequences of Spills**  
Understanding typical sources of spills across different environments (shop floors, warehouses, logistics areas). Exploring the environmental, financial and reputational impacts of unmanaged or poorly managed spills.
- **Legislation, Responsibilities & Compliance**  
Providing an overview of the legislation governing spill prevention and environmental protection.  
Outlining employee responsibilities when responding to spills in the workplace.
- **Real-World Examples & Statistics**  
Reviewing incident statistics and real-life examples to highlight common failures, good practice and lessons learned.
- **Emergency Spill Response Framework**  
Introducing the structure of an effective response and explaining the ‘10-step plan’ for safe, methodical and efficient spill management from initial assessment to final clean-up.
- **Understanding Absorbents & Spill Kits**  
Providing an overview of typical absorbent types (pads, socks, granules, booms) and their primary uses. Demonstrating how to identify, select and deploy products correctly.
- **Practical Demonstration**  
Live demonstration of spill kit deployment, including safe application of absorbents, containment techniques and correct disposal methods.



## Spill Response

- **Common Mistakes & Bad Practices**

Reviewing examples of incorrect spill response behaviour, highlighting unsafe methods, ineffective deployment and compliance risks.

- **Q&A and Interactive Discussion**

An open forum for delegates to ask questions, discuss workplace scenarios and share experiences to reinforce understanding.

- **Assessment**

Participating in an informal knowledge review and practical participation during the demonstration to confirm understanding of spill response principles and correct product use.

### Certification

Upon successful completion of the session, each delegate will receive a **Certificate of Attendance**. Certificates are valid for **2 years**, after which refresher training is recommended.



## Level 2 First Responder to Liquid BSiF Accredited Course (Intermediate) – Course Agenda

### Course Overview

The **Level 2 First Responder to Liquid** course is an **intermediate BSiF accredited** programme designed for individuals who may be required to act as the first responder to liquid spills in the workplace. Building on the knowledge gained in the Level 1 Foundation Training, this course provides a deeper understanding of spill hazards and more advanced practical skills to support safe, confident spill response.

Delegates will develop a stronger appreciation of spill risks, legal requirements and the importance of structured response procedures. The course also includes extended practical learning through internal and external demonstrations, enabling participants to apply spill control techniques in realistic scenarios.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Introduction to Spill Response**

Explaining what constitutes a spill and the difference between incidental and emergency spills. Reviewing why advanced spill response skills are required for first responders.

- **Causes & Consequences of Spills**

Outlining common sources of workplace spills and the potential environmental, financial and reputational impacts if spills are not managed correctly.

- **Legislation, Responsibilities & Compliance**

Providing an overview of the legislation governing spill prevention and environmental protection. Clarifying the responsibilities of first responders during spill incidents.

- **Real-World Examples & Statistics**

Highlighting incident trends and reviewing real cases to demonstrate common challenges and lessons learned.

- **Emergency Spill Response Framework**

Introducing the structured approach to an effective response and explaining the '10-step plan' for safe and efficient spill management from initial assessment to final stage disposal.

- **Understanding Absorbents & Spill Kits**

Reviewing the types of absorbents and their uses. Reinforcing correct product selection and deployment in an intermediate response context.

- **Internal Practical Demonstration**

A hands-on demonstration in a controlled environment covering containment techniques, safe deployment of absorbents and correct use of spill kits.

- **External Practical Demonstration**

A practical outdoor exercise simulating a more complex spill scenario to test response techniques and reinforce safe working practices.



## Spill Response

- **Bad Practices and Common Errors**

Reviewing unsafe or ineffective spill response methods and discussing how to avoid common mistakes.

- **Q&A and Interactive Discussion**

An opportunity for delegates to discuss scenarios, ask questions and consolidate learning through shared experiences.

- **Assessment**

Delegates will be assessed through observation during both the internal and external practical demonstrations to confirm their ability to respond safely and effectively to liquid spills.

### Certification

Upon successful completion of the session, each delegate will receive a **Certificate of Attendance**. Certificates are valid for **2 years**, after which refresher training is recommended.



## Level 3 Spill Training Train the Trainer – Course Agenda

### Course Overview

The **Level 3 Spill Training – Train the Trainer** course is an advanced programme designed for up to four competent key personnel or designated in-company trainers who will be responsible for delivering Level 1 Basic Spill Kit Training to colleagues. It includes the full Level 1 Foundation content along with an additional introductory section focused on preparing trainers to deliver effective spill training within their own workplace.

This course does not teach general presentation skills or how to become a professional trainer. Instead, it is aimed at experienced trainers or suitably skilled personnel who are already confident leading workplace training sessions. By the end of the course, delegates will be able to present Level 1 content clearly and accurately while demonstrating correct spill response procedures.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Train the Trainer Preparation**  
Introducing the trainer role and outlining simple steps to help delegates confidently train colleagues. Covering session structure, delivery flow and effective demonstration techniques.
- **Introduction to Spill Response**  
Explaining what constitutes a spill and the difference between incidental and emergency spills. Reinforcing the importance of consistent training across the workplace.
- **Causes & Consequences of Spills**  
Reviewing typical sources of spills and the potential environmental, financial and reputational impacts of poorly managed incidents.
- **Legislation, Responsibilities & Compliance**  
Providing an overview of key legislation governing spill prevention and environmental protection. Clarifying responsibilities of trainers delivering compliant spill training.
- **Real-World Examples & Statistics**  
Examining relevant statistics and case studies to highlight common issues and lessons learned that trainers could use in their own sessions.
- **Emergency Spill Response Framework**  
Explaining the structure of an effective response and reviewing the ‘10-step plan’ for safe and efficient spill management, ensuring trainers can teach the process clearly.
- **Absorbents and Spill Control Products**  
Providing an overview of typical absorbent types and their uses, ensuring future trainers understand correct selection and deployment.
- **Internal Practical Demonstration**  
A hands-on demonstration in a controlled setting, covering containment, safe product deployment and correct disposal techniques.



## Spill Response

- **Bad Practices and Common Errors**

Discussing examples of poor spill response behaviours and how trainers can highlight these effectively during their own courses.

- **Q&A and Group Discussion**

An opportunity for delegates to ask questions, share workplace experiences and clarify elements they will later teach.

- **Study Period for Level 1 Content**

Delegates are given time to review a section of the Level 1 presentation and prepare their delivery.

- **Delegate Presentations**

Each delegate presents their chosen section of the Level 1 course back to the group, demonstrating their understanding and approach to delivering effective spill training.

- **Assessment**

Assessment is based on active participation throughout the course and the delivery of a short presentation demonstrating the ability to present Level 1 content accurately and confidently.

### Certification

Upon successful completion of the session, each delegate will receive a **Certificate of Attendance**. Certificates are valid for **2 years**, after which refresher training is recommended.



## Level 4 Spill Training Train the Trainer (Intermediate) – Course Agenda

### Course Overview

The Level 4 Spill Training – Train the Trainer (Intermediate) course is an advanced programme designed for up to four competent key personnel or designated in-company trainers who will be responsible for delivering Level 1 Basic Spill Kit Training to colleagues. It includes the full Level 1 Foundation content together with an additional introductory section focused on preparing trainers to deliver sessions confidently within their own workplace.

This course differs from Level 3 as it includes an external wet demonstration, giving delegates the opportunity to practise spill response techniques in a more realistic environment.

The course is not intended to teach general presentation skills or how to become a professional trainer. It is aimed at experienced trainers or suitably skilled personnel who are already confident delivering workplace training sessions.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Train the Trainer Preparation**  
Introducing the trainer role and outlining simple steps to help delegates prepare, structure and deliver Level 1 training effectively. Covering session flow, demonstration planning and how to support colleagues during practical elements.
- **Introduction to Spill Response**  
Explaining what constitutes a spill and outlining the difference between incidental and emergency spills to ensure accuracy when trainers deliver this content to colleagues.
- **Causes & Consequences of Spills**  
Reviewing common sources of spills across different workplace environments and discussing the environmental, financial and reputational impacts of poorly managed incidents.
- **Legislation, Responsibilities & Compliance**  
Providing an overview of the legislation that governs spill prevention and pollution control. Clarifying trainer responsibilities when delivering compliant spill training.
- **Real-World Examples & Statistics**  
Examining statistics and case studies to highlight recurring issues and lessons learned that future trainers could reference when teaching Level 1 sessions.
- **Emergency Spill Response Framework**  
Explaining the structure of an effective spill response and reviewing the ‘10-step plan’ for safe and efficient spill management. Ensuring trainers can teach the process clearly and consistently.



# Spill Response

- **Absorbents and Their Uses**  
A review of typical absorbent types and their primary use to reinforce correct selection and deployment during Level 1 delivery.
- **Internal Practical Demonstration**  
A hands-on demonstration in a controlled indoor setting showing containment methods, safe absorbent deployment and correct disposal procedures.
- **External Wet Demonstration**  
A practical outdoor wet demonstration simulating a more challenging spill scenario. Delegates practise containment, product use and clean-up techniques in a realistic environment.
- **Bad Practices and Common Errors**  
Discussing examples of unsafe or ineffective spill response behaviours and how to highlight these in future training sessions.
- **Q&A and Group Discussion**  
An opportunity for delegates to ask questions, discuss workplace scenarios and clarify aspects they will later need to teach.
- **Study Period for Level 1 Content**  
Delegates review a section of the Level 1 course and prepare their delivery for the group.
- **Delegate Presentations**  
Each delegate presents a selected section of the Level 1 course to the group, demonstrating understanding of both content and delivery expectations.
- **Assessment**  
Assessment is based on active participation throughout the course, engagement during practical demonstrations and the successful delivery of a short presentation based on Level 1 material.

## Certification

Upon successful completion of the session, each delegate will receive a **Certificate of Attendance**. Certificates are valid for **2 years**, after which refresher training is recommended.



## CIWM (WAMITAB) High Award – Course Agenda

### Course Overview

The **CIWM (WAMITAB) High Award** is designed for individuals acting as **Technically Competent Managers (TCMs)** on high-risk waste management sites. This qualification demonstrates compliance with the **Environmental Permitting Regulations** and provides the knowledge and skills required to manage complex waste operations safely and legally.

High-risk activities include operations such as **landfill sites, hazardous waste treatment, clinical waste management, and large-scale waste processing facilities**. The course ensures that candidates understand regulatory requirements, risk management, and best practices for environmental protection.

This course is suitable for managers and supervisors who need to be named on an environmental permit as a technically competent person. Delivered through classroom-based learning, practical exercises, and portfolio development, the course focuses on advanced compliance, operational safety, and environmental responsibility.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Introduction to CIWM (WAMITAB) and Operator Competence Scheme**  
Overview of the competence scheme, course objectives, and the role of TCMs in ensuring compliance with environmental permits.
- **Environmental Permitting Regulations and Legal Framework**  
Understanding key legislation, including Environmental Permitting (England and Wales) Regulations, Duty of Care, and Waste Management Licensing.
- **Roles and Responsibilities of a Technically Competent Manager**  
Clarifying responsibilities for site compliance, health and safety, and environmental protection.
- **Risk Assessment and Management Systems**  
Developing and implementing risk assessments, safe systems of work, and emergency planning for high-risk operations.
- **Waste Classification and Hazardous Waste Controls**  
Detailed study of waste types, hazardous waste handling, and compliance with classification and storage requirements.
- **Pollution Prevention and Environmental Protection**  
Best practices for preventing contamination of land, air, and water; spill response; and monitoring environmental performance.
- **Operational Safety and Site Management**  
Managing heavy plant, traffic flow, confined spaces, and other high-risk site activities.



## Waste Management

- **Documentation and Record-Keeping**  
Maintaining compliance records, inspection logs, and reporting to regulators.
- **Emergency Procedures and Incident Management**  
Actions to take during fires, chemical spills, and other major incidents.
- **Assessment**  
Completion of a portfolio of evidence and written assignments demonstrating competence in managing high-risk waste operations.

### Certification

On successful completion, delegates receive the **CIWM (WAMITAB) Level 4 High-Risk Operator Competence Award**, recognized by regulators as proof of technical competence.

Certification is valid for **five years**, after which candidates must pass a **Continuing Competence Test** every two years to maintain compliance.



# CIWM (WAMITAB) Medium Award – Course Agenda

## Course Overview

The **CIWM (WAMITAB) Medium Award** is designed for individuals acting as **Technically Competent Managers (TCMs)** on **medium-risk waste management sites**. This qualification demonstrates compliance with the **Environmental Permitting Regulations** and equips candidates with the knowledge and skills required to manage waste operations that involve moderate complexity and risk.

Medium-risk activities include operations such as **non-hazardous waste treatment facilities, composting sites, and material recovery facilities (MRFs)**. The course ensures that candidates understand regulatory requirements, risk management, and best practices for environmental protection and operational safety.

This course is suitable for managers and supervisors who need to be named on an environmental permit as a technically competent person for medium-risk sites. Delivered through classroom-based learning, practical exercises, and portfolio development, the course focuses on compliance, operational safety, and environmental responsibility.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Introduction to CIWM (WAMITAB) and Operator Competence Scheme**  
Overview of the competence scheme, course objectives, and the role of TCMs in ensuring compliance with environmental permits.
- **Environmental Permitting Regulations and Legal Framework**  
Understanding key legislation, including Environmental Permitting (England and Wales) Regulations, Duty of Care, and Waste Management Licensing.
- **Roles and Responsibilities of a Technically Competent Manager**  
Clarifying responsibilities for site compliance, health and safety, and environmental protection.
- **Risk Assessment and Management Systems**  
Developing and implementing risk assessments, safe systems of work, and emergency planning for medium-risk operations.
- **Waste Classification and Controls**  
Understanding waste types, segregation, and compliance with storage and handling requirements.
- **Pollution Prevention and Environmental Protection**  
Best practices for preventing contamination of land, air, and water; spill response; and monitoring environmental performance.
- **Operational Safety and Site Management**  
Managing plant and equipment, traffic flow, and other medium-risk site activities.



## Waste Management

- **Documentation and Record-Keeping**  
Maintaining compliance records, inspection logs, and reporting to regulators.
- **Emergency Procedures and Incident Management**  
Actions to take during fires, chemical spills, and other incidents.
- **Assessment**  
Completion of a portfolio of evidence and written assignments demonstrating competence in managing medium-risk waste operations.

### Certification

On successful completion, delegates receive the **CIWM (WAMITAB) Level 4 Medium-Risk Operator Competence Award**, recognized by regulators as proof of technical competence.

Certification is valid for **five years**, after which candidates must pass a **Continuing Competence Test** every two years to maintain compliance.



## CIWM (WAMITAB) Low Award – Course Agenda

### Course Overview

The **CIWM (WAMITAB) Low Award** is designed for individuals acting as **Technically Competent Managers (TCMs)** on **low-risk waste management sites**. This qualification demonstrates compliance with the **Environmental Permitting Regulations** and provides the knowledge and skills required to manage low-risk waste operations safely and legally.

Low-risk activities include operations such as **non-hazardous waste transfer stations, inert waste facilities, and small-scale recycling sites**. The course ensures that candidates understand regulatory requirements, risk management, and best practices for environmental protection.

This course is suitable for managers and supervisors who need to be named on an environmental permit as a technically competent person for low-risk sites. Delivered through classroom-based learning, practical exercises, and portfolio development, the course focuses on compliance, operational safety, and environmental responsibility.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Introduction to CIWM (WAMITAB) and Operator Competence Scheme**  
Overview of the competence scheme, course objectives, and the role of TCMs in ensuring compliance with environmental permits.
- **Environmental Permitting Regulations and Legal Framework**  
Understanding key legislation, including Environmental Permitting (England and Wales) Regulations, Duty of Care, and Waste Management Licensing.
- **Roles and Responsibilities of a Technically Competent Manager**  
Clarifying responsibilities for site compliance, health and safety, and environmental protection.
- **Risk Assessment and Management Systems**  
Developing and implementing risk assessments, safe systems of work, and emergency planning for low-risk operations.
- **Waste Classification and Controls**  
Understanding waste types, segregation, and compliance with storage and handling requirements.
- **Pollution Prevention and Environmental Protection**  
Best practices for preventing contamination of land, air, and water; spill response; and monitoring environmental performance.
- **Operational Safety and Site Management**  
Managing vehicle movements, manual handling, and other low-risk site activities.
- **Documentation and Record-Keeping**  
Maintaining compliance records, inspection logs, and reporting to regulators.



## Waste Management

- **Emergency Procedures and Incident Management**  
Actions to take during fires, spills, and other incidents.
- **Assessment**  
Completion of a portfolio of evidence and written assignments demonstrating competence in managing low-risk waste operations.

### Certification

On successful completion, delegates receive the **CIWM (WAMITAB) Level 4 Low-Risk Operator Competence Award**, recognized by regulators as proof of technical competence.

Certification is valid for **five years**, after which candidates must pass a **Continuing Competence Test** every two years to maintain compliance.



# Handle Violence and Aggression at Workplace – Course Agenda

## Course Overview

The **Handle Violence and Aggression at Workplace** course equips participants to identify and manage workplace violence. It covers risk assessment, conflict resolution, personal safety, handling aggressive behaviour, and supporting psychological well-being, enabling delegates to reduce risks, communicate effectively, and foster a safe, respectful work environment.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Understanding Workplace Violence and Aggression**  
Understanding workplace violence and aggression, covering definitions, types, prevalence, and their impact on individuals and organisations. It also addresses early warning signs and the legal responsibilities for preventing and managing such incidents.
- **Risk Assessment and Prevention**  
Preventing workplace violence through risk assessments, identifying contributing factors, applying preventive strategies, and setting up effective employee reporting systems.
- **Conflict Resolution Techniques**  
Resolving workplace conflicts using effective communication, active listening, de-escalation strategies, and conflict resolution models to manage and reduce tensions constructively.
- **Personal Safety and Self-Defence**  
Maintaining personal safety in the workplace through situational awareness, physical safety measures, basic self-defence skills, and effective responses to physical threats to protect oneself.
- **Handling Aggressive Behaviour**  
Handling aggressive behaviour by identifying early signs, calmly handling angry individuals, avoiding provocation, and establishing clear boundaries to ensure safety and control.
- **Emergency Response and Reporting**  
Following procedures, reporting incidents, understanding security personnel roles, and coordinating with law enforcement to maintain safety and compliance.
- **Psychological Well-Being**  
Focusing on coping with stress by utilizing support services, fostering a positive work environment, and developing peer support networks to boost resilience and morale.
- **Creating a Culture of Safety**  
Highlighting leadership's role in preventing workplace violence, implementing employee training and awareness programs, and fostering a respectful and supportive work environment.
- **Assessment**  
Consisting of a short written or multiple-choice test to evaluate understanding of key concepts and practical applications in contractor management.

## Certification

Upon successful completion of the course and assessment, delegates will receive a **Handling Violence and Aggression at the Workplace Certificate** (or Attendance, depending on course provider).

This certification demonstrates a comprehensive understanding of contractor management principles and supports ongoing **Continuing Professional Development (CPD)** for professionals in project management, facilities management, and health and safety.



# Manual Handling – Course Agenda

## Course Overview

This **Manual Handling** course is designed for employees at all levels who undertake lifting, carrying, pushing, or pulling tasks in the workplace. It provides essential knowledge to help individuals move loads safely, reduce the risk of injury, and contribute to a safer working environment.

The course introduces the principles of safe manual handling, helps delegates recognise hazardous handling activities, and demonstrates practical techniques to minimise strain and prevent musculoskeletal injuries.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Introduction to Manual Handling**  
Explaining why safe manual handling is essential and highlighting the impact that poor techniques can have on health, wellbeing, and workplace efficiency. Outlining the legal responsibilities placed on employers and employees in managing manual handling risks.
- **Manual Handling Risks**  
Understanding how injuries occur during lifting, carrying, pushing, and pulling tasks. Identifying how the task, load, environment, and individual capability influence the likelihood of injury.
- **Identifying Hazards and Assessing Risk**  
Recognising hazardous manual handling activities across different work settings. Applying simple risk assessment principles to reduce or avoid risks through planning, task adjustments, or the use of suitable equipment.
- **Safe Handling Techniques**  
Explaining the principles of good posture, balanced positioning, and effective movement when handling loads. Demonstrating safe lifting, carrying, pushing, and pulling techniques, and showing how to use mechanical aids correctly to minimise strain.
- **Workplace Controls and Good Practice**  
Exploring how workplace layout, task design, and safe systems of work reduce the risk of musculoskeletal injuries. Emphasising the need to follow established procedures and maintain awareness during manual handling tasks.
- **Practical Activities**  
Practising safe manual handling techniques in controlled, realistic scenarios. Sharing workplace experiences through group discussion to identify poor practices and explore safer alternatives.
- **Assessment**  
Completing a short practical assessment and/or knowledge check to confirm understanding of safe manual handling principles.

## Certification

On successful completion of the course, delegates receive a **Manual Handling** training certificate, issued by the training provider.

Certification expiry varies depending on organisational policy, but refresher training is recommended to maintain awareness and best practice.



## Abrasive Wheels Awareness

### Course Overview

This awareness course is intended to provide delegates with the essential knowledge required to work safely with abrasive wheels. It covers legal responsibilities, hazard identification, correct wheel selection, and safe handling and mounting procedures in accordance with manufacturer's guidance and current legislation.

This course is for any delegate who operates, supervises, or manages the use of abrasive and grinding wheels, cut-off saws, bench top cut-off saws and angle grinders.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Legal Framework**  
Overview of the course structure, the purpose of the Safety Passport scheme, and expectations for participants.
- **Common Hazards and Risk Controls**  
Learning how individual actions and attitudes can impact safety and how to promote a positive safety culture on site.
- **Types of Abrasive Wheels**  
Understanding the legal and moral duties of employers and workers under the Health and Safety at Work etc. Act 1974.
- **Abrasive Wheel Marking Systems**  
Introduction to the principles of risk assessment and how method statements help ensure safe work procedures.
- **Wheel Handling, Storage and Inspection**  
Identifying frequent site hazards including slips, trips, working at height, manual handling, and confined spaces.
- **Mounting and Use of Abrasive Wheels**  
Understanding when and how to use permits to work and the importance of following approved safety procedures.

### Certification

On successful completion of the course and assessment, delegates will receive a certificate of attendance, valid for internal compliance or refresher tracking



## Abrasive Wheels Training – Course Agenda

### Course Overview

This course is intended to provide delegates with the knowledge and practical skills required to safely select, mount, test and remove abrasive wheels in accordance with current legislation and manufacturer's guidance. The course focuses on safe mounting procedures and compliance with regulations and does not cover operational cutting or grinding techniques.

This course is suitable for delegates who are required to select, mount or change abrasive wheels, including those using bench grinders, angle grinders and petrol cut-off saws.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Legal Framework**  
Overview of relevant health and safety legislation and responsibilities relating to abrasive wheels, including employer and employee duties.
- **Common Hazards and Risk Controls**  
Identification of hazards associated with abrasive wheels, including wheel failure, vibration white finger, noise and flying debris. Introduction to risk control measures, safe systems of work and the correct use of personal protective equipment (PPE).
- **Types of Abrasive Wheels**  
Understanding different types of abrasive wheels, their characteristics and intended applications, including compatibility with specific machines.
- **Abrasive Wheel Marking Systems**  
Understanding abrasive wheel markings, including wheel type, size, speed ratings and suitability for use.
- **Wheel Handling, Storage and Inspection**  
Safe methods for handling, transporting and storing abrasive wheels. Pre-use inspection and testing to ensure wheels are safe, undamaged and suitable for the task.
- **Mounting and Use of Abrasive Wheels**  
Correct mounting procedures, including the function of components, balancing, dressing and adjustment of guards and work rests.
- **Equipment Testing**  
Instructor-led demonstration of correct run testing procedures to confirm equipment safety prior to use.
- **Practical Assessment**  
Delegates complete supervised practical tasks, including inspection, safe mounting, adjustment, testing, removal and storage of abrasive wheels.

### Certification

Delegates who successfully complete the course and demonstrate competence will receive a certificate of achievement.



## Lone Working

### Course Overview

The **Lone Working** course is designed for individuals who work alone or manage employees working in isolation. It provides essential knowledge and practical guidance to identify risks associated with lone working, implement control measures, and comply with health and safety legislation.

The course enables delegates to understand the hazards of working alone, assess risks effectively, develop safe systems of work, and respond appropriately to emergencies. It also covers communication strategies and monitoring systems to ensure lone workers' safety.

The course is delivered in English. A good standard of spoken and written English is required.

### Agenda

- **Introduction to Lone Working**  
Explaining what constitutes lone working and why it presents unique risks. Reviewing common lone working scenarios across different industries and the importance of managing these risks.
- **Legal Responsibilities & Compliance**  
Understanding employer and employee duties under health and safety legislation. Reviewing relevant regulations, guidance, and enforcement actions related to lone working.
- **Identifying Hazards & Risk Factors**  
Recognising physical, environmental, and psychosocial hazards associated with lone working. Exploring examples such as remote locations, hazardous tasks, and lack of immediate assistance.
- **Conducting Lone Working Risk Assessments**  
Learning how to assess risks for lone workers systematically. Identifying control measures to reduce risk, including supervision, training, and emergency planning.
- **Safe Systems of Work & Control Measures**  
Implementing practical strategies to protect lone workers, such as buddy systems, scheduled check-ins, and use of technology for monitoring. Reviewing escalation procedures for emergencies.
- **Communication & Monitoring Solutions**  
Exploring tools and techniques for maintaining contact with lone workers, including mobile apps, GPS tracking, and alarm systems. Understanding how to respond to alerts and incidents promptly.
- **Emergency Response & Incident Management**  
Developing procedures for responding to accidents, health emergencies, or security threats involving lone workers. Coordinating with emergency services and internal teams.
- **Psychological Wellbeing & Support**  
Addressing stress, isolation, and mental health considerations for lone workers. Promoting wellbeing through engagement, support networks, and regular communication.



› **Assessment**

Completing a written knowledge test and participating in a scenario-based exercise to demonstrate understanding of lone working risk management and emergency response.

## Certification

On successful completion of the assessments, delegates receive a **Lone Working** certificate. The certificate confirms that the delegate has demonstrated an understanding of lone working risks, control measures and emergency response arrangements in line with health and safety best practice.



# Lithium-Ion Battery Safety – Course Agenda

## Course Overview

This CPD-accredited training course is designed to educate participants on the causes and consequences of Lithium-ion (Li-ion) battery fires and equip them with a practical, 10-step action plan to assess and manage these risks effectively within their own organisations. The training also includes tailored guidance for implementing a site-specific Battery Safety Action Plan.

Li-ion batteries are a cornerstone of modern technology, powering devices across virtually every sector—from portable electronics and electric vehicles to battery energy storage systems. While their efficiency and performance are well-recognised, the risks associated with their use, storage, and disposal are significant and growing.

Li-ion battery fires are fundamentally different from other types of fires. They can ignite violently, burn at extremely high temperatures, release toxic gases, and are difficult to extinguish. As such, understanding the risks and implementing preventative safety measures is vital to safeguarding people, property, and operations.

This course is ideal for anyone responsible for handling or storing new, used, or damaged lithium-ion batteries or devices; selling, repairing, or recycling battery-powered equipment; or managing environments where e-bikes, e-scooters, electric vehicles, or portable battery devices are used or charged.

It is also highly relevant for those operating battery energy storage systems or overseeing health and safety, fire prevention, or facility risk assessments. Professionals working in health and safety, operations, facilities management, logistics, manufacturing, retail, transport, construction, and the public sector will particularly benefit from this training.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Overview: Lithium-ion batteries and why they present unique fire risks**  
Understanding why Lithium-ion battery fires occur and how they behave.
- **The science behind Lithium-ion battery fires**  
Learning about the scale, severity, and potential consequences of Li-ion battery fire incidents, including an explanation of thermal runaway, internal short circuits, and other failure mechanisms that can lead to ignition.
- **Common causes of Li-ion battery failures and ignition**  
Focusing on a breakdown of the most frequent causes of Lithium-ion battery incidents, including damage, overcharging, poor storage, and counterfeit products.
- **Assessing the scale and impact of Li-ion battery fire risks**  
Looking at the evidence of the growing number of Lithium-ion incidents, exploring the potential consequences for workplaces, staff, and assets.



- **Case studies: Real-life incidents and what we can learn from them**  
Examining real-world Lithium-ion battery fires across various industries to highlight critical lessons and warning signs.
- **Introduction to the 10-Step Lithium-ion Battery Safety Plan**  
Detailing a practical, structured approach to identifying and reducing fire risk across your organisation.
- **Managing devices, charging practices, and workplace battery storage**  
Giving practical guidance on safe usage, charging, storage, and monitoring of devices powered by Lithium-ion batteries.
- **Interactive quiz and group knowledge check**  
An engaging, short quiz reinforcing key takeaways and encouraging active participation from attendees.
- **Breakout workshop: Identifying and mitigating specific organisational risks**  
Small group sessions exploring specific risks within your organisation or sector and discussing how to apply the safety plan effectively.
- **Tailoring the Battery Safety Plan to your site or operation**  
Collaborative feedback and discussion adapting the 10-step plan to your unique operational context and fire safety responsibilities.
- **Group feedback and action planning**  
Sharing insights and ideas from the breakout groups, helping to shape practical next steps and organisational improvements.
- **Summary, next steps, and course wrap-up**  
Recapping the key messages, including details on further resources or support, and a final Q&A before closing the session.

## Certification

Delegates who complete the course will receive a **CPD-accredited certificate** of attendance, valid for internal compliance or refresher tracking

In the **extended workshop format**, delegates will also receive a **customised version** of the 10-Step Lithium-ion Battery Safety Plan, adapted to their organisation's specific fire risk profile.





## Course Menu

### ➤ Driver

- [Driver CPC All Modules](#)
- [H Licence for Tracked Vehicles \(inc. test\)](#)
- [Barriers for Truck Training](#)

### ➤ Dangerous Goods Transport

- [ADR Carriage of Dangerous Goods](#)
- [DGSA Dangerous Goods Safety Advisors](#)



# Driver CPC All Modules – Course Agenda

## Course Overview

This course provides professional drivers with the mandatory Driver Certificate of Professional Competence (CPC) training required under EU and UK legislation. It covers all core modules designed to improve road safety, enhance driver skills, and ensure compliance with legal requirements.

The course is suitable for LGV and PCV drivers who need to complete their 35 hours of periodic training or initial qualification. No prior academic qualifications are required, but delegates must hold a valid vocational driving licence.

The course is delivered in English, so a good command of spoken and written English is essential.

## Agenda

- **Introduction to Driver CPC Requirements**  
Explaining the legal framework for Driver CPC, covering who needs it, why it is mandatory, and how it supports professional driving standards.
- **Safe and Fuel-Efficient Driving Techniques**  
Covering how to apply eco-driving principles, reduce fuel consumption, and maintain vehicle efficiency while ensuring safety.
- **Vehicle Systems and Daily Checks**  
Explaining how to carry out thorough pre-use inspections, identify defects, and maintain compliance with operator licensing requirements.
- **Health and Safety Responsibilities**  
Detailing the driver's role in maintaining workplace safety, including manual handling techniques and accident prevention strategies.
- **Tachographs and Drivers' Hours Regulations**  
Covering how to correctly use digital and analogue tachographs, interpret data, and comply with EU and UK drivers' hours rules.
- **Load Security and Vehicle Stability**  
Explaining how to secure loads safely, understand weight distribution, and prevent vehicle instability during transit.
- **Emergency Procedures and First Aid Awareness**  
Detailing the steps to take in the event of an accident or breakdown, including basic first aid principles and emergency reporting.
- **Customer Service and Professional Conduct**  
Covering how to maintain high standards of professionalism, communicate effectively, and represent the company positively.



- **Practical Exercises and Case Studies**

Providing interactive sessions where delegates apply knowledge to real-world scenarios, including compliance checks and safety planning.

- **Assessment**

Delegates will complete interactive exercises and knowledge checks throughout the course to confirm understanding of key topics.

## Certification

Successful delegates receive a Driver CPC certificate and have their training hours uploaded to the DVSA database.

**Note:** Driver CPC certification is valid for **five years**, after which delegates must complete 35 hours of periodic training to maintain compliance.



## H Licence for Tracked Vehicles (inc. test)

### Course Overview

This course provides delegates with the knowledge and practical skills required to operate tracked vehicles safely and to prepare for the DVLA Category H driving test. It covers essential operating principles, safe manoeuvring, road procedures and the legal responsibilities associated with tracked vehicle use on public roads.

Delegates will learn how to conduct vehicle checks, manage different terrains, handle challenging driving situations and demonstrate safe control at all times. The course includes practical training both off road and in controlled on road environments to ensure delegates are fully prepared for the DVLA test requirements.

This programme is suitable for those who need to operate tracked vehicles for work or official duties, including agricultural, construction, emergency response or specialist operational roles.

**Delegates must hold a full UK driving licence before undertaking the DVLA Category H test** and should be comfortable handling larger vehicles or machinery in varied environments.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Introduction to Tracked Vehicle Operation**  
Overview of tracked vehicle types, uses and legal responsibilities relating to Category H.
- **Vehicle Checks and Preparation**  
Pre-use inspections, safety systems, track condition and ensuring the vehicle is suitable for road use.
- **Controls and Basic Manoeuvres**  
Understanding core controls, steering methods and safe operation at low speed in controlled environments.
- **Off Road Handling and Terrain Awareness**  
Managing slopes, uneven ground and difficult conditions while maintaining vehicle stability and safe working practice.
- **Roadcraft for Tracked Vehicles**  
Applying the Highway Code, positioning, signalling and maintaining safe relationships with other road users.
- **Driving Manoeuvres for DVLA Test Readiness**  
Practising required test elements including controlled stops, manoeuvres and hazard awareness.
- **Practical Driving Sessions**  
Hands-on driving in varied conditions designed to consolidate control, safety and road procedure.



› **Assessment**

Delegates will undertake a practical assessment to confirm readiness for the DVLA Category H test, followed by the formal DVLA test conducted by an approved examiner.

› **Introduction** to Tracked Vehicle Operation

Overview of tracked vehicle types, uses and legal responsibilities relating to Category H.

## Certification

Delegates who successfully complete the training and pass the DVLA Category H test will receive the **Category H entitlement** added to their UK driving licence. Successful completion requires demonstrating the necessary skills and knowledge during the training assessment and passing all elements of the official DVLA driving test.

The licence entitlement remains valid in line with standard UK driving licence renewal rules, and periodic refresher training is recommended to maintain safe operating practice.



## Barriers for Truck Training – Course Agenda

### Course Overview

This course provides delegates with the knowledge and understanding required to control workplace transport risks through the effective use of **barriers for truck operations**, in line with **HSE guidance INDG199 – Workplace transport safety**. It is designed for employees, supervisors and managers who work in or manage areas where workplace transport and pedestrian activities interface.

The course focuses on risk assessment, traffic management arrangements and the correct selection, use and monitoring of barrier systems to reduce the risk of injury and damage.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Legislation and HSE Guidance**  
Overview of relevant legislation including the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999. Detailed reference to HSE guidance INDG199 Workplace transport safety and its application to barrier use.
- **Workplace Transport Risk Assessment**  
Understanding the requirement for suitable and sufficient risk assessments. Identifying vehicle routes, pedestrian routes, crossing points, visibility issues and high-risk activities such as loading and unloading.
- **Traffic Management and Segregation**  
Principles of traffic management planning in line with INDG199. Use of barriers to separate pedestrians and vehicles, control access, protect structures and define safe routes.
- **Types of Barriers and Their Application**  
Overview of fixed and flexible barriers, guardrails, bollards and pedestrian barriers. Understanding impact ratings, positioning, spacing and limitations in controlling truck movements.
- **Safe Use and Site Controls**  
Correct use of barriers within traffic management systems including signage, line marking, speed control and safe access points. Importance of following site rules and procedures.
- **Inspection, Maintenance and Monitoring**  
Routine inspection of barriers, identifying damage or deterioration and understanding the need for prompt repair or replacement. Recording findings and taking corrective action.
- **Roles and Responsibilities**  
Responsibilities of employers, managers, supervisors and employees in implementing and maintaining effective workplace transport controls in line with HSE guidance.
- **Assessment**  
Delegates must complete written assessments and scenario-based exercises to demonstrate understanding of workplace transport risks and the effective use of barrier systems.

### Certification

Delegates who successfully complete the course will receive a **Barriers for Truck Operations Certificate**.

The certificate is typically valid for **three years**, subject to site requirements and changes to workplace transport arrangements. Refresher training may be required where significant changes occur.



# ADR Carriage of Dangerous Goods – Course Agenda

## Course Overview

The **ADR Carriage of Dangerous Goods** course provides comprehensive training on the *European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR)*. It is designed for drivers and professionals involved in the transport of hazardous materials, ensuring full compliance with ADR regulations and the safe carriage of dangerous goods.

Delegates will gain in-depth knowledge of **classification, packaging, documentation, marking, labelling, and emergency procedures**. The course is suitable for **LGV drivers, transport managers, and personnel responsible for handling or transporting ADR-classified goods**.

Delegates are expected to hold a valid vocational driving licence and possess a good understanding of English, as the course is delivered in English.

## Agenda

- **Introduction to ADR Regulations**  
Covering the purpose, scope, and legal framework of the ADR agreement, explaining its significance in promoting international consistency and safety in the road transport of dangerous goods. Delegates will learn about the responsibilities of drivers and operators under ADR and how these regulations integrate with UK and European law.
- **Classification of Dangerous Goods**  
Exploring the system used to classify hazardous substances, including hazard classes, UN numbers, and the structure of the Dangerous Goods List. Delegates will learn how to identify materials correctly, understand their associated risks, and apply the correct classification criteria for transport.
- **Packaging Requirements**  
Providing detailed guidance on the types of approved packaging used for dangerous goods, including non-bulk packaging, Intermediate Bulk Containers (IBCs), large packaging, portable tanks, and tank containers. Emphasising the importance of selecting, testing, and maintaining packaging in accordance with ADR performance standards.
- **Marking, Labelling, and Placarding**  
Explaining the correct methods for applying hazard labels, placards, and vehicle markings to ensure compliance and visibility during transport. Delegates will understand how to interpret hazard symbols, identify risk categories, and maintain accurate hazard communication across all transport stages.
- **Documentation**  
Covering the essential transport documents required under ADR, including the transport document, instructions in writing, and any special authorisations. Delegates will learn how to complete documentation accurately, understand the legal responsibilities of consignors and carriers, and verify that all required information is present before departure.



# Dangerous Goods Transport

- **Transport Provisions and Vehicle Requirements**

Reviewing the specific vehicle, equipment, and operational requirements mandated by ADR, such as vehicle design, fire extinguishers, safety equipment, and signage. Delegates will also study loading, segregation, and stowage rules to ensure safe and compliant operations during the journey.

- **Emergency Procedures**

Focusing on how to respond effectively to incidents, spills, or accidents involving dangerous goods. Including guidance on immediate safety actions, containment measures, and communication with emergency services. Delegates will learn how to protect themselves, the public, and the environment in emergency situations.

- **Practical Modules**

Covering the core and packages modules, with an optional tanks module for drivers who transport goods in tankers. Delegates will take part in hands-on exercises covering the handling and recognition of Classes 2–6, 8, and 9 substances, reinforcing the theoretical knowledge gained in earlier sessions.

- **Assessment**

Delegates will complete written multiple-choice examinations for each relevant module (core, packages, and tanks). Each exam consists of 30 questions, and delegates must achieve no more than five incorrect answers to pass. Successful completion demonstrates both theoretical understanding and practical competence.

## Certification

Upon successful completion of the course and assessments, delegates will receive an **ADR Driver Training Certificate** issued by the competent authority (e.g., the DVSA in the UK).

The certificate is valid for **five years**, after which delegates must undertake refresher training and pass a renewal examination within 12 months prior to expiry to maintain certification.



## DGSA Dangerous Goods Safety Advisors – Course Agenda

### Course Overview

The DGSA (Dangerous Goods Safety Adviser) course provides in-depth training on the legal requirements and practical responsibilities of safety advisers involved in the transport of dangerous goods by road, rail, or inland waterways.

Delegates will learn how to interpret ADR requirements, manage compliance, and prepare for the official DGSA examination. The course is suitable for transport managers, compliance officers, and anyone responsible for dangerous goods logistics. A good understanding of ADR principles is recommended prior to attending.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Introduction to the DGSA Role**  
Covering how to understand the purpose, responsibilities, and importance of the Dangerous Goods Safety Adviser within an organisation. Looking at how DGSAs contribute to compliance monitoring, training, reporting, and accident prevention.
- **Overview of Dangerous Goods Regulations**  
Exploring how ADR and RID regulations are structured and applied across international and domestic transport. Detailing the key legal requirements governing classification, packaging, documentation, and vehicle operations.
- **Classification of Dangerous Goods**  
Covering how to identify substances and articles using hazard classes, UN numbers, and proper shipping names. Learning how to interpret the Dangerous Goods List and apply classification principles in real-world transport scenarios.
- **Packaging, Marking, and Labelling**  
Explaining how to select compliant packaging, understand testing standards, and apply hazard labels, marks, and placards correctly. Emphasising the DGSA's role in ensuring safe and compliant presentation of dangerous goods for transport.
- **Documentation and Consignment Procedures**  
Detailing how to prepare, verify, and maintain key transport documentation such as the transport document, instructions in writing, and vehicle approval certificates. Covering how to identify and correct common documentation errors.



# Dangerous Goods Transport

- **Vehicle, Equipment, and Operational Requirements**

Covering how to ensure vehicles, equipment, and operational practices comply with ADR requirements. Reviewing safety equipment, vehicle types, loading restrictions, and driver responsibilities during dangerous goods transport.

- **Safety and Emergency Procedures**

Exploring how to plan for and respond to incidents involving dangerous goods. Including how to report accidents, conduct investigations, and compile the annual safety report required under ADR.

- **DGSA Exam Preparation**

Focusing on how to prepare effectively for the SQA DGSA examinations. Covering exam structure, study techniques, and how to use ADR reference materials efficiently. Includes practical exercises and case studies to reinforce understanding.

- **Practical Exercises and Case Studies**

Working through applied examples and real-life case studies to identify non-compliances and propose corrective actions. Helping delegates develop confidence in interpreting ADR regulations and advising on best practice.

- **Assessment**

Assessment is through the **SQA Dangerous Goods Safety Adviser (DGSA) examinations**, consisting of three open book written papers: **Core**, **All Classes**, and **Mode** (Road, Rail, or Inland Waterways). Each paper includes short and structured response questions, with the Mode paper featuring a detailed case study section. Delegates are permitted to use printed ADR reference materials during the exams. All three papers must be passed within a 12-month period to achieve certification.

## Certification

Upon successfully passing the **SQA DGSA examinations**, delegates receive a **DGSA Certificate** valid for **five years**.

To maintain certification, renewal exams must be completed before expiry.





## Course Menu

### ➤ Telehandlers

- [CPCS - A17 Telescopic Handler Novice](#)

### ➤ Cranes & Lorry Loaders

- [CPCS - A61 Appointed Person](#)
- [CPCS - A62 Crane Supervisor Novice](#)
- [ALLMI Lorry Loader](#)
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### ➤ Overhead & Gantry Cranes

- [AITT Pendant and Remote Crane Refresher](#)
- [AITT Remote Control Crane & Slings](#)
- [AiTT Slings & Lifting Novice](#)
- [AiTT Slings & Lifting Refresher](#)

### ➤ Forklift

- [Forklift - Novice](#)

### ➤ Slings & Lifting

- [CPCS - A40A Slinger Signaller All Duties Novice](#)



## CPCS A17C Telescopic Handler (Telehandler) Novice

### Course Overview

The **CPCS A17C Telescopic Handler – Novice** course is designed for individuals with little or no prior experience in operating telescopic handlers (telehandlers). This training provides the essential theoretical knowledge and practical skills required to operate telehandlers safely and efficiently in compliance with CPCS standards and UK legislation.

Delivered through a combination of classroom-based theory and practical training, the course covers machine components, safe operating techniques, lifting principles, and risk management. Successful delegates will gain the confidence and competence to operate telehandlers in a variety of workplace environments.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Introduction to CPCS and Course Objectives**  
Overview of CPCS certification, course structure, and the importance of safe telehandler operation.
- **Legislation and Operator Responsibilities**  
Understanding relevant health and safety legislation, including LOLER and PUWER regulations. Reviewing operator duties and legal obligations.
- **Machine Components and Functions**  
Familiarisation with telehandler parts, controls, and safety features. Understanding stability, load charts, and rated capacity indicators.
- **Pre-Use Checks and Maintenance**  
Learning how to conduct thorough pre-use inspections and identify potential faults. Reviewing basic maintenance requirements.
- **Safe Operating Practices**  
Exploring correct lifting techniques, load stability, and safe positioning. Understanding hazards such as overturning and collision risks.
- **Attachments and Accessories**  
Reviewing different types of attachments, their uses, and safety considerations when changing or using them.
- **Travel and Manoeuvring**  
Practicing safe travel on different terrains, including slopes and confined spaces. Emphasis on visibility and communication.
- **Practical Training**  
Hands-on operation of the telehandler under supervision, including lifting, placing loads, and stowing procedures.



## › Assessment

Completing a CPCS theory test and practical test to demonstrate competence in operating a telescopic handler safely.

## Certification

On successful completion, delegates receive a **CPCS Red Trained Operator Card** for category A17C (Telescopic Handler).

Certification is valid for **two years**, after which operators must complete the NVQ to upgrade to a CPCS Blue Competent Operator Card.



## CPCS A61 Appointed Person

### Course Overview

The **CPCS A61 Appointed Person – Novice** course is designed for individuals who have little or no prior experience in planning lifting operations but need to take on the role of an appointed person under UK legislation. This qualification is essential for those responsible for developing lift plans, selecting lifting equipment, and ensuring compliance with health and safety regulations.

The course provides comprehensive theoretical knowledge and practical skills to plan and manage lifting operations safely. It covers legislation, risk assessment, crane selection, load calculations, and communication protocols. Delivered through classroom-based learning and practical exercises, this course prepares delegates for the CPCS A61 assessment.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

➤ **Introduction to CPCS and Appointed Person Role**

Overview of CPCS certification, course objectives, and the responsibilities of an appointed person in lifting operations.

➤ **Legislation and Standards**

Understanding relevant health and safety legislation, including LOLER, PUWER, and BS7121. Reviewing legal duties and compliance requirements.

➤ **Risk Assessment and Method Statements**

Learning how to identify hazards, assess risks, and develop safe systems of work for lifting operations.

➤ **Crane Types and Selection Criteria**

Reviewing different crane types, their capabilities, and factors influencing crane selection for specific lifting tasks.

➤ **Load Weight Calculation and Slings Principles**

Understanding how to calculate load weights, centre of gravity, and select appropriate lifting accessories.

➤ **Lift Planning and Sequencing**

Developing detailed lift plans, including site layout, exclusion zones, and sequencing of operations.

➤ **Communication and Coordination**

Reviewing signalling methods, team roles, and protocols for effective communication during lifting operations.



### › Practical Exercises

Applying theoretical knowledge to real-world scenarios through planning exercises and case studies.

### › Assessment

Completing a CPCS theory test and practical planning exercise to demonstrate competence as an appointed person.

## Certification

On successful completion, delegates receive a **CPCS Red Trained Operator Card** for category A61 Appointed Person.

Certification is valid for **two years**, after which operators must complete the NVQ to upgrade to a CPCS Blue Competent Operator Card.



## CPCS A62 Crane Supervisor Novice

### Course Overview

The **CPCS A62 Crane Supervisor – Novice** course is designed for individuals who will take responsibility for supervising lifting operations on site. This qualification is essential for those who need to ensure lifting activities are carried out safely, in compliance with UK legislation and industry best practice.

The course provides the knowledge and skills required to supervise lifting operations effectively, including understanding lift plans, coordinating teams, and maintaining safety standards. Delivered through classroom-based theory and practical exercises, this course prepares delegates for the CPCS A62 assessment.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Introduction to CPCS and Crane Supervisor Role**  
Overview of CPCS certification, course objectives, and the responsibilities of a crane supervisor.
- **Legislation and Standards**  
Understanding relevant health and safety legislation, including LOLER, PUWER, and BS7121.  
Reviewing legal duties and compliance requirements.
- **Roles and Responsibilities in Lifting Operations**  
Clarifying the responsibilities of the appointed person, crane operator, slinger/signaller, and crane supervisor.
- **Risk Assessment and Method Statements**  
Learning how to interpret lift plans and ensure safe systems of work are implemented on site.
- **Crane Types and Capabilities**  
Reviewing different crane types, their limitations, and factors affecting safe lifting operations.
- **Communication and Coordination**  
Understanding signalling methods, radio protocols, and best practices for effective communication during lifting operations.
- **Monitoring and Controlling Operations**  
Supervising lifting activities, maintaining exclusion zones, and ensuring compliance with the lift plan.
- **Practical Exercises**  
Applying theoretical knowledge to real-world scenarios through supervision exercises and case studies.
- **Assessment**  
Completing a CPCS theory test and practical assessment to demonstrate competence as a crane supervisor.



## Certification

On successful completion, delegates receive a **CPCS Red Trained Operator Card** for category A62 (Crane Supervisor).

Certification is valid for **two years**, after which operators must complete the NVQ to upgrade to a CPCS Blue Competent Operator Card.



# ALLMI Lorry Loader Novice – Course Agenda

## Course Overview

The **ALLMI Lorry Loader – Novice** course is designed for individuals with little or no prior experience in operating lorry loaders. This training provides the essential knowledge and practical skills required to operate lorry loaders safely and efficiently in compliance with industry standards and legal requirements.

Delivered through a combination of classroom-based theory and practical hands-on training, the course covers health and safety legislation, machine components, safe operating techniques, and risk management. Successful delegates will gain the confidence and competence to operate lorry loaders in a variety of workplace environments.

The course is delivered in English, so a good command of spoken and written English is essential.

## Agenda

- **Introduction to Lorry Loader Operations**  
Overview of the course structure, objectives, and safety responsibilities. Introduction to ALLMI standards and the role of lorry loaders in lifting operations.
- **Legislation and Operator Responsibilities**  
Understanding relevant health and safety legislation, including LOLER and PUWER regulations. Reviewing operator duties and legal obligations.
- **Pre-Use Checks and Machine Familiarisation**  
Learning how to conduct thorough pre-use inspections and identify potential faults. Familiarisation with lorry loader components and controls.
- **Safe Operating Practices**  
Exploring correct lifting techniques, load stability, and safe positioning. Understanding the importance of communication and teamwork during lifting operations.
- **Use of Attachments and Accessories**  
Reviewing different types of attachments, their uses, and safety considerations when changing or using them.
- **Risk Assessment and Hazard Awareness**  
Identifying common hazards associated with lorry loader operations and implementing control measures to minimise risk.
- **Practical Training**  
Hands-on operation of the lorry loader under supervision, including lifting, slewing, and stowing procedures. Emphasis on safe working practices and efficiency.
- **Assessment**  
Completing a written theory test and a practical skills assessment to demonstrate competence in operating a lorry loader safely.

## Certification

On successful completion, delegates receive an **ALLMI Lorry Loader Operator Certificate and ID Card**, accredited by ALLMI.

Certification is valid for **five years**, after which refresher training and reassessment are required to maintain certification.



# ALLMI Lorry Loader Refresher – Course Agenda

## Course Overview

The **ALLMI Lorry Loader – Refresher** course is designed for experienced operators who already hold an ALLMI Lorry Loader certificate and need to renew their qualification. This training ensures that operators maintain up-to-date knowledge of legislation, safety standards, and best practices, while reinforcing practical skills for safe and efficient lorry loader operation.

Delivered through a combination of classroom theory and practical assessment, the course reviews key operational principles, updates on regulations, and addresses any gaps in knowledge or technique. It is ideal for operators whose certification is due to expire or who require a competency check.

The course is delivered in English, so a good command of spoken and written English is essential.

## Agenda

- **Introduction and Course Objectives**  
Overview of the refresher process, certification requirements, and the importance of maintaining competence.
- **Legislation and Standards Update**  
Reviewing current health and safety legislation, including LOLER and PUWER, and any recent changes affecting lorry loader operations.
- **Operator Responsibilities and Risk Management**  
Reinforcing legal duties, safe working practices, and hazard identification during lifting operations.
- **Pre-Use Checks and Equipment Familiarisation**  
Refreshing knowledge on thorough pre-use inspections and identifying potential faults.
- **Safe Operating Techniques**  
Revisiting correct lifting procedures, load stability, and safe positioning. Emphasis on communication and teamwork during operations.
- **Attachments and Accessories**  
Reviewing safe use of different attachments and considerations when changing or using them.
- **Practical Training and Competency Check**  
Hands-on operation of the lorry loader under supervision, focusing on safe and efficient techniques.
- **Assessment**  
Completing a written theory test and a practical skills assessment to confirm continued competence.

## Certification

On successful completion, delegates receive an **ALLMI Lorry Loader Operator Certificate and ID Card**, accredited by ALLMI.

Certification is valid for **five years**, after which refresher training and reassessment are required to maintain certification.



## AITT Pendant & Remote Crane Refresher – Course Agenda

### Course Overview

This **AITT Pendant & Remote Crane Refresher** course updates existing crane operators on the safe use of pendant- and remote-controlled overhead cranes. It reinforces key operational principles, slinging techniques, regulatory compliance and safe handling of suspended loads.

The aim is to refresh knowledge, correct unsafe habits and ensure operators remain competent under current industry standards.

The course is delivered in English, so a good command of spoken and written English is essential.

### Agenda

- **Introduction and Operator Responsibilities**  
Reviewing the roles and responsibilities of crane operators and personnel involved in lifting operations. Understanding current health and safety expectations for overhead crane use, including updates linked to PUWER and LOLER requirements for lifting equipment.
- **Statutory Requirements and Safe Systems of Work**  
Refreshing knowledge of relevant legislation including the Health and Safety at Work Act, PUWER and LOLER. Reinforcing the importance of compliance and safe working practices during crane and slinging operations.
- **Slinging and Load Assessment Refresher**  
Reviewing slinging methods, selection of lifting accessories and safe configuration of slings. Understanding load weight estimation, sling angles, centre of gravity, load stability and correct load attachment methods in line with refresher expectations.
- **Pre-Use Checks and Equipment Condition**  
Refreshing safe pre-use inspection routines for cranes, slings and lifting accessories. Identifying common defects and reinforcing correct defect-reporting procedures.
- **Pendant and Remote Controller Operation**  
Reviewing identification and safe operation of crane control functions. Updating safe operating techniques including smooth lifting, horizontal travel, lowering and stopping movements. Reinforcing safe working distances, control of load swing and awareness of personnel in the work area.
- **Practical Slinging and Crane Operation**  
Practising safe slinging, lifting, travelling and landing of various loads. Reinforcing safe manoeuvring, communication signals and use of tag lines where appropriate. Refreshing best practice for handling awkward, oversized or varied loads commonly encountered in operations.
- **Parking, Shutdown and Isolation Procedures**  
Confirming correct parking, isolation and shutdown processes to ensure crane security and safe end-of-shift handover.



- **Assessment**

- **Theory Check:** Short knowledge refresher test covering key operational, safety and legislative principles.
- **Practical Assessment:** Demonstrating safe operation of pendant and/or remote-controlled cranes, including slinging, lifting, travelling and landing tasks as required by refresher training standards.

### Certification

Successful participants receive an updated AITT Refresher Certificate (validity period based on employer or AITT renewal policy).

Certification confirms ongoing competence to operate pendant and remote overhead cranes safely.



## AITT Remote Control Crane & Slinging – Course Agenda

### Course Overview

The **AITT Remote Control Crane & Slinging** course provides the knowledge and practical skills required to operate a remote-controlled overhead crane safely and to carry out correct slinging and signalling procedures. Training aligns with **AITT category R2 – Remote Controlled Crane and Sling** and includes statutory responsibilities, safe lifting principles and practical operation.

Delivered through a combination of classroom-based theory and practical training, the course ensures learners can operate a remote crane competently, select appropriate lifting accessories, sling loads safely and carry out lifting operations in accordance with current regulations and best practice.

The course is delivered in English, so a good command of spoken and written English is essential.

### Agenda

- **Legal Responsibilities and Regulations**  
Understanding employer and operator duties under key legislation, including an overview of the Health and Safety at Work Act, PUWER and LOLER requirements for crane operation and safe lifting activities.
- **Introduction to Crane Types and Controls**  
Recognising overhead crane components, understanding the function of remote-control units, and identifying safe modes of operation for remote-controlled lifting systems.
- **Slinging Methods and Lifting Accessories**  
Identifying different sling types, assessing suitability for loads, understanding safe working loads, and selecting the correct equipment for each lift. Reviewing centres of gravity, angles of lift and how these affect slinging technique and load stability.
- **Load Weight Assessment and Stability**  
Understanding how to estimate load weight, assess balance and identify the centre of gravity to ensure safe and effective load control during lifting operations.
- **Pre-Use Checks and Safe Systems of Work**  
Completing documented pre-use checks for cranes, lifting accessories and remote-control equipment. Recognising common defects and implementing safe systems of work as outlined in AITT training standards.
- **Practical Crane Operation**  
Operating the remote-controlled crane safely, carrying out controlled lifting, travelling and positioning of loads, and applying slinging and signalling techniques in practical exercises. Following best practice for safe crane movements and avoiding load swing.
- **Practical Slinging and Signalling**  
Applying correct slinging methods, selecting appropriate accessories and practising effective signalling communication during lifting operations. Using safe techniques to attach, lift, land and detach loads.



# Overhead & Gantry Cranes

- **Assessment**

Completing the AITT-aligned practical operator test, including pre-use checks, correct slinging of loads, safe crane operation, load control and signalling. Practical assessment criteria follow AITT operator testing procedures and practical test formats. Completing the written theory assessment covering safety rules, lifting principles, equipment identification and legal duties. Theory papers reflect AITT standard test question formats for crane and slinging categories.

## Certification

Participants who successfully complete both the theory and practical assessments will receive an **AITT-recognised Certificate of Basic Operating Skills for Remote Control Crane & Slinging (R2)**. The certificate confirms competence to operate a remote-controlled crane and carry out slinging duties in line with AITT testing standards.

While AITT does not enforce a mandatory expiry period, industry best practice (and most employer policies) typically requires **periodic refresher training** to maintain competence.

Based on widely accepted lifting-operations guidance:

- Operators should receive **refresher or reassessment training every 3 to 5 years**, depending on company policy and frequency of use.
- Earlier refresher training may be required after an incident, near miss, long absence, reported unsafe behaviour or equipment changes.

This aligns with common expectations across crane and lifting training programmes where competency must be maintained through periodic reassessment.



## **AITT Slings & Lifting - Novice**

### Course Overview

This course provides new or inexperienced delegates with the essential knowledge and practical skills needed to carry out safe slinging and lifting operations in the workplace. It introduces the principles of lifting equipment, the role of the slinger or signaller and the importance of correct load assessment and communication.

Delegates will learn how to identify lifting accessories, conduct pre-use checks, attach loads safely and use agreed signalling methods to guide lifting operations. The training combines classroom learning with practical exercises to build confidence and competence when working with lifting equipment.

The programme is suitable for individuals who are new to slinging and lifting activities or those who require formal instruction before working under supervision. It is appropriate for construction, manufacturing, warehousing, utilities and other sectors where mechanical lifting is undertaken.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Introduction to Slings and Lifting**  
Overview of responsibilities, legal requirements and the role of the slinger or signaller during lifting operations.
- ▶ **Lifting Equipment and Accessories**  
Identifying common lifting accessories including chains, web slings, shackles and hooks, and understanding their safe use.
- ▶ **Pre-use Inspection and Safe Working Loads**  
Carrying out visual checks, recognising defects and understanding load ratings and markings.
- ▶ **Load Assessment and Sling Selection**  
Determining load characteristics, selecting appropriate lifting accessories and planning safe lifts.
- ▶ **Attaching Loads Safely**  
Correct methods for attaching slings, ensuring load stability and preventing movement or detachment.
- ▶ **Signalling and Communication**  
Using standard hand signals and verbal communication to support safe and coordinated lifting operations.
- ▶ **Lifting, Moving and Landing Loads**  
Working with the lifting equipment operator to guide controlled movements and ensure safe positioning.
- ▶ **Practical Slings and Lifting Exercises**  
Hands-on practice attaching, guiding and landing loads in controlled conditions.



### ➤ **Assessment**

Delegates will complete a practical assessment and a short knowledge check to demonstrate competence in basic slinging and lifting operations.

### **Certification**

Delegates who successfully complete the course and pass all elements of the assessment will receive an **AITT Slinging and Lifting Certificate** (Novice Level). Certification confirms that the delegate has demonstrated the required knowledge and practical skills.

Although the certificate does not carry a fixed expiry date, refresher training is recommended periodically in line with organisational policy and industry best practice.



## **AITT Slings & Lifting - Refresher**

### Course Overview

This refresher course is designed for experienced slingers and signallers who need to update and confirm their competence in safe slinging and lifting operations. It revisits key principles of lifting accessories, communication methods and the safe movement of loads, ensuring delegates remain confident and capable when supporting lifting activities.

Delegates will review equipment types, correct use of lifting accessories, pre-use checks, load assessment and signalling methods. The course reinforces safe behaviours, highlights common mistakes and provides an opportunity to practise essential skills under supervision.

This programme is suitable for individuals who have previously completed formal slinging and lifting training and who require refresher training in line with organisational policy or industry expectations. Delegates should already be familiar with basic slinging techniques and the responsibilities of the slinger or signaller.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Review of Slings and Lifting Responsibilities**  
Recapping the role of the slinger or signaller and the importance of safe working practices.
- ▶ **Legislation and Best Practice Updates**  
Reviewing any relevant changes in guidance or recognised standards affecting lifting operations.
- ▶ **Lifting Equipment and Accessories Refresher**  
Revisiting key lifting accessories, their correct use and identification of wear or defects.
- ▶ **Pre-use Checks and Load Assessment**  
Reinforcing inspection techniques and reassessing how to determine load characteristics and select suitable lifting accessories.
- ▶ **Safe Attaching and Stability Principles**  
Reviewing correct sling attachment methods and ensuring load balance and stability.
- ▶ **Communication and Signalling Techniques**  
Reconfirming standard hand signals and communication practices to support safe movement and coordination.
- ▶ **Lifting and Landing Loads**  
Revisiting controlled lifting, movement and landing techniques with an emphasis on situational awareness.
- ▶ **Practical Refresher Exercises**  
Delegates will complete supervised practice to reinforce safe lifting behaviours and correct technique.



### › **Assessment**

Delegates will complete a practical assessment and a short knowledge check to demonstrate continued competence.

### **Certification**

Delegates who successfully complete the course and pass all elements of the assessment will receive an **AITT Slinging and Lifting Certificate** (Novice Level). Certification confirms that the delegate has maintained the required level of competence.

Although the certificate does not carry a fixed expiry date, refresher training is recommended periodically in line with organisational policy and industry best practice.



## Forklift Novice

### Course Overview

This course provides new or inexperienced operators with the essential knowledge and practical skills required to operate a forklift truck safely and efficiently. It introduces delegates to the principles of forklift operation, workplace hazards and the importance of maintaining safe working practices to prevent accidents and equipment damage.

Delegates will learn how to carry out pre-use checks, manoeuvre the truck safely, lift and transport loads, and operate in confined or busy areas. Practical training is combined with classroom instruction to build confidence and competence in line with recognised industry standards.

The course is suitable for individuals with little or no previous forklift experience who require formal training before operating a forklift truck in the workplace.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Introduction to Forklift Operations**  
Understanding different types of forklift trucks, their uses and the principles of safe operation
- ▶ **Legislation and Operator Responsibilities**  
Overview of legal requirements, employer and employee duties and the importance of safe behaviour on site
- ▶ **Truck Controls and Instrumentation**  
Familiarisation with controls, warning devices, safety features and basic truck functions
- ▶ **Pre-Use Inspection and Safety Checks**  
Learning how to carry out daily checks, identify defects and report issues before operating the truck
- ▶ **Starting, Moving and Stopping the Truck**  
Safe procedures for moving off, stopping, steering, reversing and operating on different surfaces
- ▶ **Load Handling and Stability Principles**  
Understanding load centres, rated capacity, stability and correct use of forks to pick up, lift, lower and stack loads
- ▶ **Manoeuvring in Confined Spaces**  
Techniques for operating in tight or restricted areas while maintaining control and awareness of surroundings
- ▶ **Working on Ramps and Inclines**  
Safe travel and load handling practices when operating on slopes or uneven ground
- ▶ **Practical Operating Exercises**  
Hands-on training to practise manoeuvres, load handling, stacking and unstacking under supervision



› **Assessment**

Delegates will complete a practical driving assessment and a theory knowledge check to demonstrate competence

## Certification

Delegates who successfully complete the course and pass all assessment elements will receive a **Forklift Operator (Novice)** certificate. This confirms that the delegate has demonstrated the required level of knowledge and practical ability to operate a forklift truck safely.

Certification is typically valid for **three to five years**, depending on organisational policy, after which refresher training is recommended to maintain competence.



## CPCS A40A Slinger Signaller (All Duties) Novice

### Course Overview

The **CPCS A40A Slinger Signaller – All Duties – Novice** course is designed for individuals with little or no prior experience in slinging and signalling operations. This training provides the essential theoretical knowledge and practical skills required to safely guide lifting operations and communicate effectively with crane operators in compliance with CPCS standards and UK legislation.

Delivered through a combination of classroom-based theory and practical training, the course covers lifting principles, signalling methods, risk assessment, and safe working practices. Successful delegates will gain the competence to perform all slinger signaller duties, including selecting lifting accessories, attaching loads, and directing lifting operations.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Introduction to CPCS and Course Objectives**  
Overview of CPCS certification, course structure, and the role of a slinger signaller in lifting operations.
- ▶ **Legislation and Operator Responsibilities**  
Understanding relevant health and safety legislation, including LOLER and PUWER regulations.  
Reviewing legal duties and responsibilities during lifting operations.
- ▶ **Lifting Accessories and Equipment**  
Identifying different types of lifting accessories, their uses, and inspection requirements.  
Understanding safe selection and compatibility with loads.
- ▶ **Risk Assessment and Hazard Awareness**  
Learning how to identify hazards associated with lifting operations and implement control measures to minimise risk.
- ▶ **Signalling Methods and Communication**  
Reviewing standard hand signals, radio communication protocols, and best practices for clear and safe communication with crane operators.
- ▶ **Attaching and Detaching Loads**  
Practical instruction on securing loads safely, ensuring stability, and avoiding common errors during lifting operations.
- ▶ **Practical Training**  
Hands-on experience in slinging and signalling tasks, including directing lifting operations and working as part of a lifting team.
- ▶ **Assessment**  
Completing a CPCS theory test and practical test to demonstrate competence in performing all slinger signaller duties safely.



## Certification

On successful completion, delegates receive a **CPCS Red Trained Operator Card** for category A40A (Slinger Signaller – All Duties).

Certification is valid for **two years**, after which operators must complete the NVQ to upgrade to a CPCS Blue Competent Operator Card.





## Course Menu

### ➤ Welding

- [MIGMAG Basic Welder](#)
- [MMA Basic Welder](#)
- [TIG Basic Welder](#)
- [Industrial Gas & Gas Equipment](#)



## MIG/MAG Welder Basic – Course Agenda

### Course Overview

This course is intended to provide delegates with the knowledge and practical skills required to safely operate Metal Inert Gas/Metal Active Gas (MIG/MAG) welding equipment.

The course will cover: the principles of welding, identification of welding consumables, safe use of personal protective equipment (PPE), avoidance of common hazards and safe systems of work.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

#### Theory Session

- Introduction to MIG/MAG Welding: Machines, Applications, and Operation
- Joints & Weld Positions
- Welding Torches, Clamps, and Leads
- Welding Wires & Consumables
- PPE and Site Safety Procedures
- Common Weld Defects and Prevention Techniques
- Written Multi-Choice Assessment

#### Practical Session

- Hands-on Setup and Operation of Welding Equipment
- Practice Producing Butt & Fillet Welds in Applicable Positions
- Skills Development Based on Delegate Experience Level

### Certification

Delegates who complete the course will receive a certificate of attendance, valid for internal compliance or refresher tracking

An **Optional Instructor Report** on individual performance is also available upon request



## MMA Welder Basic – Course Agenda

### Course Overview

This course is intended to provide delegates with the knowledge and practical skills required to safely operate Manual Metal Arc welding equipment (Arc/Stick).

The course will cover: the principles of MMA welding, identification of MMA welding consumables, safe use of personal protective equipment (PPE), avoidance of common hazards and safe systems of work

This course is for new or entry-level welders looking to gain foundational knowledge and practical experience with MMA welding.

A full list of equipment and safety requirements can be provided upon request.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

#### Theory Session

- Introduction to MMA Welding: Machines, Applications & Operation
- Joints & Weld Positions
- Torch, Clamps & Leads
- Welding Rods and Consumables
- PPE and Site Safety Protocols
- Common Weld Defects and Preventative Measures
- Written Multi-Choice Knowledge Assessment

#### Practical Session

- Setup and Safe Operation of MMA Welding Equipment
- Production of Butt & Fillet Welds in positions suited to delegate skill level
- Skills Development and Hands-on Practice

### Certification

Delegates who complete the course will receive a certificate of attendance, valid for internal compliance or refresher tracking

An **Optional Instructor Report** on individual performance is also available upon request



## TIG Welder Basic – Course Agenda

### Course Overview

This course is intended to provide delegates with the knowledge and practical skills required to safely operate Tungsten Inert Gas welding equipment.

The course will cover: the principles of TIG welding, identification of TIG welding consumables, safe use of personal protective equipment (PPE), avoidance of common hazards and safe systems of work

This course is for new or entry-level welders looking to gain foundational knowledge and practical experience with TIG welding.

A full list of equipment and safety requirements can be provided upon request.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

#### Theory Session

- Introduction to TIG Welding: Machines, Applications & Operation
- Joints & Weld Positions
- TIG Torches, Clamps & Leads
- Welding Rods and Consumables
- Site Safety and PPE for TIG Welding
- Common Weld Defects and How to Avoid Them
- Written Multi-Choice Knowledge Assessment

#### Practical Session

- Safe Setup and Operation of TIG Welding Equipment
- Production of Butt & Fillet Welds in Positions Appropriate to Skill Level
- Welding on Various Materials: Stainless Steel, Aluminium & Mild Steel
- Skills Development through Guided Practice

### Certification

Delegates who complete the course will receive a certificate of attendance, valid for internal compliance or refresher tracking

An **Optional Instructor Report** on individual performance is also available upon request



## Industrial Gas & Gas Equipment Safe Use – Course Agenda

### Course Overview

This course is intended to provide delegates with a comprehensive understanding of the safe use, handling, and operation of industrial gases and associated equipment.

This course is for individuals who, as part of their duties, use, handle, or operate industrial gases such as Argon, Oxygen, Propane, or Acetylene, and the related equipment.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

#### Theory Session

- Types of Industrial Gases
  - Gas Properties, Hazards & Applications
  - Gas Cylinders & Identification
- Cylinder Storage & Handling Best Practices
- Overview of Gas Equipment
  - Regulators, Hoses, Safety Devices, Torches
- PPE Requirements
- Equipment Care and Pre-Use Inspections
- Safe Light-Up and Shut-Down Procedures
- Written Multi-Choice Assessment

#### Practical Session

- Safe Handling of Gas Cylinders
- Equipment Setup and Operation
- Correct Start-Up and Shut-Down Techniques
- Safety Inspections in Practice
- Plate Steel Cutting (Straight Lines & Curves)
- Material Heating Techniques

Delegates will be continuously assessed on competence throughout the course.

### Certification

Delegates who complete the course will receive a certificate of attendance, valid for internal compliance or refresher tracking





## Course Menu

### ➤ NRSWA

- [NRSWA Operative Full Course](#)
- [NRSWA Operative Reassessment](#)
- [NRSWA Operative SLG](#)
- [NRSWA Supervisor Full Course](#)
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### ➤ EUSR & SHEA

- [EUSR \(SHEA\) Gas](#)
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- [EUSR Categories 3, 4 & 5 Refresher](#)
- [EUSR Categories 4 & 5](#)
- [EUSR Category 1 - Locate Utility Services](#)
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- [EUSR Category 3 - Install, Inspect and Remove Timber Shoring Systems](#)
- [EUSR Category 4 - Install, Inspect and Remove Steel Support Systems](#)
- [EUSR Category 5 - Install, Inspect and Remove Proprietary Shoring Systems](#)
- [EUSR National Water Hygiene Blue Card](#)



# NRSWA Operative – Course Agenda

## Course Overview

This course is intended for operatives working on highways who are required to be qualified under the **New Roads and Street Works Act 1991 (NRSWA)**. It will cover units LA, O1-O5 and O8.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **LA – Location and Avoidance of Underground Apparatus**  
Understanding hazards and the risks associated with damaging underground services. Interpreting site plans and using cable avoidance tools. Complying with NRSWA and HSG47 standards.
- **O1 – Signing, Lighting and Guarding**  
Correct implementation and maintenance of temporary traffic management measures required at roadworks, including signs, lights and barriers
- **O2 – Excavation of the Highway**  
Focusing on the practical skills and knowledge needed to safely excavate and manage underground utilities.
- **O3 – Reinstatement and Compaction of Backfill Materials**  
Teaching operatives to safely backfill excavations to detailed specifications, including material selection, site preparation, layering and compaction, and plant selection.
- **O4 – Reinstatement of Sub-base and Road Base in Non-Bituminous Materials**  
Providing skills to prepare subgrade, reinstate non-bituminous layers with correct equipment, and safely dispose of waste.
- **O5 – Reinstatement in Cold-lay Bituminous Materials**  
Understanding how to prepare surfaces for cold-lay materials, selecting the right bitumen, and applying and compacting it with proper equipment.
- **O8 – Reinstatement of Modular Surfaces and Concrete Footways**  
Demonstrating the skills to remove and reinstate modular or concrete surfaces, including sub-base preparation, laying materials, using appropriate tools, and disposing of waste.
- **Assessment**  
Practical assessment of units, including one-to-one observation during practical activities. Theory tests (multiple choice or written, depending on awarding body). Review of performance with feedback.

## Certification

Delegates will receive an accredited certificate for each unit and **SWQR ID Card** (valid for 5 years)



# NRSWA Operative Reassessment – Course Agenda

## Course Overview

The **NRSWA Operative Reassessment** course is designed for experienced street works operatives where their current **NRSWA qualification is nearing expiry** (typically valid for 5 years). The reassessment ensures operatives remain compliant with the **Street Works Act 1991**, by updating their knowledge and demonstrating continued competence in key areas.

This course focuses on preparing operatives for the written reassessment tests required to renew their **SWQR (Street Works Qualification Register)** card.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Refresher of key certificates**

Recapping knowledge from the following NRSWA certificates:

**LA – Location and Avoidance of Underground Apparatus**

Understanding hazards and the risks associated with damaging underground services. Interpreting site plans and using cable avoidance tools. Complying with NRSWA and HSG47 standards.

**O1 – Signing, Lighting and Guarding**

Correct implementation and maintenance of temporary traffic management measures required at roadworks, including signs, lights and barriers

**O2 – Excavation of the Highway**

Focusing on the practical skills and knowledge needed to safely excavate and manage underground utilities.

**O3 – Reinstatement and Compaction of Backfill Materials**

Teaching operatives to safely backfill excavations to detailed specifications, including material selection, site preparation, layering and compaction, and plant selection.

**O4 – Reinstatement of Sub-base and Road Base in Non-Bituminous Materials**

Providing skills to prepare subgrade, reinstate non-bituminous layers with correct equipment, and safely dispose of waste.

**O5 – Reinstatement in Cold-lay Bituminous Materials**

Understanding how to prepare surfaces for cold-lay materials, selecting the right bitumen, and applying and compacting it with proper equipment.

**O8 – Reinstatement of Modular Surfaces and Concrete Footways**

Demonstrating the skills to remove and reinstate modular or concrete surfaces, including sub-base preparation, laying materials, using appropriate tools, and disposing of waste.



- **Review of Legislation and Best Practice**  
Updates on current legislation, codes of practice, safety standards, and environmental considerations.
- **Assessment**  
Pre-Test practice questions and guidance on how to approach the multiple-choice reassessment exams. Candidates complete a multiple-choice test for each unit they are renewing.

## Certification

On successful completion of all relevant reassessment tests, candidates will have qualifications renewed for a **further 5 years**.

A renewed **SWQR card** is issued to demonstrate compliance.

Results are uploaded to the **Street Works Qualification Register**

Operatives failing any unit may need to retake that unit in full (training and assessment)



# NRSWA Operative SLG – Course Agenda

## Course Overview

The **NRSWA Signing, Lighting and Guarding (SLG)** course (Unit O1) is designed for **street works operatives** responsible for **setting up, maintaining, and removing temporary traffic management systems** on roads and highways.

This course ensures operatives understand how to safely manage pedestrians and vehicle traffic around street works, in line with the **New Roads and Street Works Act 1991** and current Codes of Practice.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Introduction to Street Works and Legal Requirements**  
Overview of the New Roads and Street Works Act (NRSWA) and key legal duties for operatives.
- **Purpose of Signing, Lighting and Guarding**  
Understanding the need for effective traffic management and public safety during works.
- **Traffic Management Principles**  
Focusing on types of roads and environments, traffic flow, site layout, and visibility considerations. Providing an understanding of the responsibilities of the operative during site setup and works.
- **Use of Temporary Traffic Control Equipment**  
Learning about correct placement and use of cones, signs, barriers, and warning lights. Providing skills to prepare pedestrian walkways, road closures, and diversions, including portable traffic signals and stop/go boards.
- **Practical Site Setup Techniques**  
Hands-on demonstration and participation in setting out a safe street works site, following Code of Practice guidelines.
- **Inspection and Maintenance of the Site**  
Ongoing monitoring, risk assessments, and adapting site layout to changing conditions.
- **Assessment**  
Practical assessment of setting up a live or simulated site. Written or online multiple choice test (depending on awarding body). Review of performance with feedback.

## Certification

Upon successful completion of the course and assessment, delegates will receive an accredited **NRSWA Unit O1** certificate and **SWQR ID Card** (valid for 5 years)



# NRSWA Supervisor – Course Agenda

## Course Overview

This course is intended for supervisors responsible for monitoring works on highways, in accordance with the **New Roads and Street Works Act 1991 (NRSWA)**. It will cover units LA, S1-S5 and S7

The NRSWA Supervisor qualification does not qualify the holder to work as an operative. Both operative and supervisor qualifications are necessary to work as either or both.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **LA – Location and Avoidance of Underground Apparatus**  
Understanding hazards and the risks associated with damaging underground services. Interpreting site plans and using cable avoidance tools. Complying with NRSWA and HSG47 standards.
- **S1 – Monitoring Signing, Lighting and Guarding**  
Monitoring the correct implementation and maintenance of temporary traffic management measures required at roadworks, including signs, lights and barriers
- **S2 – Monitoring Excavation in the Highway**  
Focusing on monitoring the safe excavation and management of underground utilities.
- **S3 – Monitoring Reinstatement and Compaction of Backfill Materials**  
Observing operatives safely backfilling excavations to detailed specifications, including material selection, site preparation, layering and compaction, and plant selection.
- **S4 – Monitoring Reinstatement of Sub-base and Road Base in Non-Bituminous Materials**  
Supervising operatives who prepare subgrade, reinstate non-bituminous layers with correct equipment, and safely dispose of waste.
- **S5 – Monitoring Reinstatement in Cold-lay Bituminous Materials**  
Monitoring operatives who prepare surfaces for cold-lay materials, selecting the right bitumen, and applying and compacting it with proper equipment.
- **S7 – Monitoring Reinstatement of Modular Surfaces and Concrete Footways**  
Checking the removal and reinstatement of modular or concrete surfaces, including sub-base preparation, laying materials, using appropriate tools, and disposing of waste.
- **Assessment**  
Practical assessment of units, including observation of operatives during practical activities. Theory tests (multiple choice or written, depending on awarding body). Review of performance with feedback.

## Certification

Delegates will receive an accredited certificate for each unit and **SWQR ID Card** (valid for 5 years)



# NRSWA Supervisor Reassessment – Course Agenda

## Course Overview

The **NRSWA Supervisor Reassessment** course is designed for **qualified supervisors** whose **NRSWA Street Works Supervisor card** is approaching its 5-year expiry. The course reviews essential knowledge and updates on legislation, enabling candidates to demonstrate continued competence and **renew their registration on the SWQR (Street Works Qualification Register)**.

This course is theory-based and culminates in a series of multiple-choice reassessment tests covering the relevant units required to renew their **SWQR (Street Works Qualification Register)** card.

The NRSWA Supervisor qualification does not qualify the holder to work as an operative. Both operative and supervisor qualifications are necessary to work as either or both.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Refresher of key certificates**

Recapping knowledge from the following NRSWA certificates:

**LA – Location and Avoidance of Underground Apparatus**

Understanding hazards and the risks associated with damaging underground services. Interpreting site plans and using cable avoidance tools. Complying with NRSWA and HSG47 standards.

**S1 – Monitoring Signing, Lighting and Guarding**

Monitoring the correct implementation and maintenance of temporary traffic management measures required at roadworks, including signs, lights and barriers

**S2 – Monitoring Excavation in the Highway**

Focusing on monitoring the safe excavation and management of underground utilities.

**S3 – Monitoring Reinstatement and Compaction of Backfill Materials**

Observing operatives safely backfilling excavations to detailed specifications, including material selection, site preparation, layering and compaction, and plant selection.

**S4 – Monitoring Reinstatement of Sub-base and Road Base in Non-Bituminous Materials**

Supervising operatives who prepare subgrade, reinstate non-bituminous layers with correct equipment, and safely dispose of waste.

**S5 – Monitoring Reinstatement in Cold-lay Bituminous Materials**

Monitoring operatives who prepare surfaces for cold-lay materials, selecting the right bitumen, and applying and compacting it with proper equipment.

**S7 – Monitoring Reinstatement of Modular Surfaces and Concrete Footways**

Checking the removal and reinstatement of modular or concrete surfaces, including sub-base preparation, laying materials, using appropriate tools, and disposing of waste.



- **Review of Legislation and Best Practice**  
Updates on current legislation, codes of practice, safety standards, and environmental considerations.
- **Health, Safety, and Environmental Considerations**  
Focus on safety compliance, site supervision, and environmental responsibilities.
- **Assessment**  
Practice exercises of units. Theory tests (multiple choice or written, depending on awarding body).  
Review of performance with feedback.

## Certification

On successful completion of all relevant reassessment tests, candidates will have qualifications renewed for a **further 5 years**.

A renewed **SWQR card** is issued to demonstrate compliance.

Results are uploaded to the **Street Works Qualification Register**

Supervisors failing any unit may need to retake that unit in full (training and assessment)



# NRSWA Supervisor MSLG – Course Agenda

## Course Overview

The **NRSWA Supervisor Monitoring Signing, Lighting and Guarding (MSLG)** course (Unit S1) is designed for **supervisors** responsible for overseeing operatives who implement temporary traffic management systems on highways and footways.

This course ensures supervisors understand their legal duties, can identify compliance with the **New Roads and Street Works Act 1991**, and are competent to **monitor the correct setup, maintenance, and removal** of traffic control measures.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Introduction to the NRSWA and Supervisor Responsibilities**  
Overview of legal responsibilities under the New Roads and Street Works Act 1991 and relevant Codes of Practice.
- **The Role of the Supervisor in Street Works**  
Understanding how to monitor operatives and ensure compliance with site safety and traffic control regulations.
- **Principles of Signing, Lighting and Guarding**  
Focusing on layout and control of temporary works sites, monitoring for correct placement of cones, barriers, warning signs, and portable signals. Ensuring safe access for vehicles and pedestrians.
- **Risk Assessment and Safety Monitoring**  
Identifying potential hazards at the worksite and assessing the effectiveness of implemented controls.
- **Compliance with the Safety at Street Works and Road Works Code of Practice**  
Understanding key elements to monitor for compliance and minimum legal requirements vs best practice.
- **Monitoring Site Setup and Maintenance**  
Learning how to assess a site during initial setup and throughout the duration of the works. Information on how to recognise non-compliance and implementation of corrective actions.
- **Assessment**  
Written or online multiple choice test (depending on awarding body). Review of performance with feedback.

## Certification

Upon successful completion of the course and assessment, delegates will receive an accredited **NRSWA Unit S1** certificate and **SWQR ID Card** (valid for 5 years)



## **EUSR (SHEA) Gas**

### Course Overview

The **EUSR Safety, Health and Environmental Awareness (SHEA) Gas** course is designed for individuals working on or around gas networks and related infrastructure. It provides essential knowledge of health, safety, and environmental responsibilities, ensuring compliance with industry standards and legal requirements.

This course is suitable for operatives, supervisors, and managers who require an EUSR SHEA Gas card to access gas network sites. Delivered through classroom-based learning and interactive discussions, the course focuses on core safety principles, environmental awareness, and gas-specific hazards.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

➤ **Introduction to SHEA Gas and EUSR Scheme**

Overview of the EUSR registration process, course objectives, and the importance of safety and environmental awareness in the gas industry.

➤ **Health and Safety Legislation**

Understanding key legislation, including the Health and Safety at Work Act, and its application to gas network operations.

➤ **Individual and Employer Responsibilities**

Reviewing roles and responsibilities for maintaining a safe working environment.

➤ **Risk Assessment and Safe Systems of Work**

Learning how to identify hazards, assess risks, and implement control measures.

➤ **Gas Industry Hazards and Controls**

Exploring common hazards associated with gas networks, including pressure systems, confined spaces, and excavation risks.

➤ **Environmental Awareness**

Understanding environmental responsibilities, waste management, and pollution prevention.

➤ **Emergency Procedures**

Reviewing actions to take in the event of an incident, including gas leaks and fire emergencies.

➤ **Assessment**

Completing a multiple-choice test to demonstrate understanding of SHEA Gas principles.

### Certification

On successful completion, delegates receive an **EUSR SHEA Gas Card**, registered on the Energy & Utility Skills Register.

Certification is valid for **five years**, after which refresher training is required to maintain registration.



## **EUSR (SHEA) Waste**

### Course Overview

The **EUSR Safety, Health and Environmental Awareness (SHEA) Waste** course is designed for individuals working within the waste management industry, including those involved in collection, processing, recycling, and disposal activities. It provides essential knowledge of health, safety, and environmental responsibilities, ensuring compliance with industry standards and legal requirements.

This course is suitable for operatives, drivers, supervisors, and managers who require an EUSR SHEA Waste card to access waste management sites. Delivered through classroom-based learning and interactive discussions, the course focuses on core safety principles, environmental awareness, and waste-specific hazards.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Introduction to SHEA Waste and EUSR Scheme**  
Overview of the EUSR registration process, course objectives, and the importance of safety and environmental awareness in the waste industry.
- ▶ **Health and Safety Legislation**  
Understanding key legislation, including the Health and Safety at Work Act, and its application to waste management operations.
- ▶ **Individual and Employer Responsibilities**  
Reviewing roles and responsibilities for maintaining a safe working environment.
- ▶ **Risk Assessment and Safe Systems of Work**  
Learning how to identify hazards, assess risks, and implement control measures.
- ▶ **Waste Industry Hazards and Controls**  
Exploring common hazards associated with waste operations, including manual handling, vehicle movements, hazardous substances, and biological risks.
- ▶ **Environmental Awareness**  
Understanding environmental responsibilities, waste segregation, recycling, and pollution prevention.
- ▶ **Emergency Procedures**  
Reviewing actions to take in the event of an incident, including chemical spills, fires, and accidents involving waste vehicles.
- ▶ **Assessment**  
Completing a multiple-choice test to demonstrate understanding of SHEA Waste principles.

### Certification

Delegates who successfully complete the programme and all required assessments will receive **EUSR (SHEA) Waste** registration.

Registration is valid for three years, after which delegates must complete a renewal course to maintain their EUSR status.



## **EUSR (SHEA) Power**

### Course Overview

The **EUSR (SHEA) Power** course provides essential health, safety and environmental awareness training for individuals working on or around power network sites. It introduces safe working practices, industry expectations and the behaviours required to operate safely within the power utilities environment.

Delegates will gain an understanding of hazard awareness, risk control, electrical safety principles and environmental responsibilities. The course also explains key legislation and the duties placed on workers when accessing or working near power network infrastructure. It is suitable for new entrants to the industry, existing workers who require renewal of their EUSR registration and anyone needing a SHEA passport to access power network sites.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Introduction to the Power Industry and SHEA Scheme**  
Overview of the power sector, the purpose of the SHEA scheme and the safe working expectations set by network operators.
- **Individual Responsibility and Safe Behaviour**  
Understanding personal responsibility for health and safety, safe decision making and the importance of hazard reporting.
- **Risk Assessment and Risk Control Measures**  
Principles of risk assessment, recognising hazards in power environments and applying effective control measures.
- **Electrical Safety Fundamentals**  
Awareness of electrical risks, safe working distances, isolation procedures and precautions around live equipment.
- **Site Access, Workplace Hazards and Safe Systems of Work**  
Managing access to power sites, following site rules and applying safe systems of work to routine and non-routine tasks.
- **Tools, Plant and Equipment Safety**  
Safe handling and use of equipment commonly used on power network sites, including inspection and maintenance responsibilities.
- **Environmental Protection and Sustainability**  
Identifying environmental risks, preventing pollution and understanding waste management duties.
- **Emergency Procedures and Incident Response**  
How to recognise emergency situations, respond appropriately and communicate effectively during incidents.



➤ **High Risk Activities in the Power Industry**

Awareness of activities such as working at height, excavation and working near high voltage equipment, and the controls required to manage these risks.

➤ **Assessment**

Delegates complete knowledge checks throughout the programme to confirm understanding of the SHEA Power modules.

## Certification

Delegates who successfully complete the programme and all required assessments will receive **EUSR (SHEA) Power** registration.

Registration is valid for three years, after which delegates must complete a renewal course to maintain their EUSR status.



## EUSR Appreciation of Excavation Safety

### Course Overview

The **EUSR Appreciation of Excavation Safety** course is designed for delegates involved in planning, supervising, or working around excavation activities. It provides essential awareness of the hazards associated with excavations and the control measures required to ensure safe working practices. Delegates will gain an understanding of legislative requirements, risk control techniques, safe systems of work, and the importance of effective communication and monitoring on excavation sites.

The course will enable delegates to recognise excavation hazards, understand ground support systems, control service-related risks, and contribute to safe excavation operations.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

#### ➤ **Introduction to Excavation Safety**

Understanding why excavation safety is critical, accident statistics, and the responsibilities of employers, supervisors, and operatives in preventing incidents.

#### ➤ **Excavation Hazards & Risk Awareness**

Identifying common hazards such as ground collapse, water ingress, falls, hazardous atmospheres, and contact with underground utilities. Introduction to risk assessment principles specific to excavation work.

#### ➤ **Planning & Permits to Dig**

Learning the importance of pre-planning, site surveys, utility searches, and the use of plans, drawings, and detection equipment. Understanding how to develop and follow a Permit-to-Dig system.

#### ➤ **Underground Services & Control Measures**

Recognising risks associated with electricity, gas, water, telecommunications, and other buried infrastructure. Safe digging techniques, locating methods, and protective measures to prevent service strikes.

#### ➤ **Shoring, Shielding & Ground Support Systems**

Overview of soil types, ground stability, and factors affecting collapse. Understanding different support systems such as trench boxes, hydraulic shoring, battering, and benching, including when and how they should be used.

#### ➤ **Safe Working Practices Around Excavations**

Establishing safe access/egress, edge protection, spoil placement, inspection requirements, atmospheric testing, and emergency arrangements. Emphasis on communication, supervision, and behavioural safety.

#### ➤ **Monitoring, Inspections & Incident Response**

Learning how to carry out excavation inspections, recognise warning signs of failure, and respond to incidents. Introduction to incident reporting procedures and root-cause awareness.



➤ **Assessment**

A short knowledge check and group-based practical activity reviewing excavation hazards, control measures, and safe systems of work. Final group discussion and reflection on course content.

## Certification

Delegates who successfully complete the programme and all required assessments will be registered on the **Energy & Utility Skills Register** and will receive a certificate of achievement.

Registration is valid for three years, after which delegates must complete a renewal course to maintain their EUSR status.



## EUSR Categories 1 & 2 Combined - Locate Utility Services & Implement Safe (Digging) Excavating Practices

### Course Overview

This course provides delegates with the knowledge and practical skills required to safely locate underground utility services and carry out excavation activities in line with industry best practice. It brings together the requirements of **EUSR Category 1 (Locating Utility Services) and Category 2 (Implementing Safe Excavating Practices)** to support safe planning and delivery of excavation work.

Delegates will learn how to interpret utility drawings, use location equipment correctly and follow safe systems of work to prevent damage to buried services. The course also covers excavation safety, hazard identification and the controls needed to protect workers, the public and nearby infrastructure. It is suitable for anyone involved in excavation, including site operatives, supervisors, groundworkers and utility personnel.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Introduction to Utility Service Identification**  
Overview of common underground utilities, associated risks and the importance of safe service location.
- **Understanding Utility Drawings and Records**  
How to read utility plans, interpret symbols and understand limitations of record information.
- **Use of Cable Avoidance Tools (CAT) and Signal Generators (Genny)**  
Practical instruction on correct equipment use, scanning techniques and verifying service routes.
- **Marking and Communicating Utility Locations**  
How to mark detected services on site and communicate findings to team members.
- **Planning Excavation Activities Safely**  
Preparation, permits to dig, site checks and ensuring safe systems of work are in place before excavation begins.
- **Excavation Safety and Hazard Awareness**  
Identification of excavation hazards, protective measures and controls to prevent service strikes.
- **Excavating Near Buried Services**  
Safe digging techniques, hand digging requirements and precautions when working close to identified services.
- **Temporary Works, Support Systems and Ground Conditions**  
Understanding soil stability, trench support and the factors that affect excavation safety.



➤ **Emergency Procedures and Incident Response**

Actions to take if a service is damaged, emergency communication and immediate site safety measures.

➤ **Assessment**

Delegates complete both practical assessments and a knowledge check to demonstrate competence in locating services and applying safe excavation practices.

## Certification

Delegates who successfully complete all modules and assessments **receive EUSR Category 1 (Locate Utility Services) and Category 2 (Implement Safe Excavating Practices)** registration.

Certification is valid for three years and must be renewed before expiry to maintain EUSR status.



## EUSR Categories 3, 4 & 5 – Install, Inspect & Remove Timber, Steel and Proprietary Excavation Support Systems

### Course Overview

The **EUSR Categories 3, 4 & 5** course is designed for delegates responsible for installing, inspecting, and removing excavation support systems, including timber, steel, and proprietary shoring equipment. The course provides essential knowledge of ground stability, support system selection, safe installation techniques, inspection requirements, and correct removal procedures.

Delegates will develop the practical understanding needed to work safely within excavations, recognise hazards, implement appropriate control measures, and comply with legislative requirements and industry best practice.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

#### › Introduction to Excavation Support Systems

Explaining the importance of excavation support systems and outlining the legal requirements that govern safe excavation practices. Clarifying the roles and responsibilities of the personnel involved and introducing the skills and competencies required for Categories 3, 4 and 5.

#### › Ground Conditions & Stability Assessment

Assessing ground conditions by examining soil types, water influence, and other factors affecting stability. Identifying when support systems are required and highlighting the risks associated with incorrect assessment or installation.

#### › Timber Support Systems (Category 3)

Describing the components of timber shoring systems and demonstrating their correct application. Applying safe installation techniques, ensuring correct spacing and bracing, and maintaining structural integrity. Identifying inspection points and recognising common defects.

#### › Steel Support Systems (Category 4)

Introducing steel support systems such as walers, struts, hydraulic equipment, and trench sheets. Demonstrating safe handling and installation procedures, considering load requirements, and following manufacturer specifications. Carrying out inspections and identifying hazards or non-compliance.

#### › Proprietary Support Systems (Category 5)

Explaining proprietary systems including trench boxes, modular shoring, hydraulic frames, and mechanical bracing. Demonstrating safe installation practices, recognising operational limitations, and applying manufacturer guidance. Inspecting systems effectively and identifying any faults or unsafe conditions.



› **Safe Working Practices During Installation & Removal**

Implementing safe systems of work during installation and removal activities. Establishing exclusion zones, maintaining safe access and egress, sequencing tasks safely, and communicating clearly. Applying risk control measures to prevent collapse, entrapment, or service-related incidents.

› **Inspection, Monitoring & Record Keeping**

Conducting required inspections before, during, and after installation. Recording findings accurately, reporting defects promptly, and taking corrective action to maintain excavation safety. Meeting legal and organisational inspection requirements.

› **Removal of Support Systems**

Following safe procedures for removing timber, steel, and proprietary support systems. Maintaining excavation stability throughout the removal process and preventing ground collapse. Considering final backfilling requirements to complete the work safely.

› **Assessment**

Completing a practical assessment involving the installation, inspection, and removal of excavation support systems. Undertaking a multiple-choice knowledge test and participating in a group reflection to consolidate key learning points.

## Certification

On successful completion of the assessments, delegates receive an **EUSR Categories 3, 4 & 5** certificate and are registered on the Energy & Utility Skills Register (EUSR).

Certification is typically valid for **three years**, after which refresher training or re-registration is recommended.



## **EUSR Categories 3, 4 & 5 – Install, Inspect & Remove Timber, Steel and Proprietary Excavation Support Systems Refresher**

### Course Overview

The **EUSR Categories 3, 4 & 5 Refresher** course is designed for operatives who already hold EUSR accreditation for Categories 3, 4 and 5 and need to update their knowledge in line with current industry standards and safe working practices. It reinforces key skills for excavation, cable avoidance and safe digging activities.

Delegates will reinforce their understanding of excavation hazards, soil conditions, ground retention methods and the safe installation, inspection and removal of timber, steel and proprietary shoring systems. The course also refreshes essential skills for planning excavation work, interpreting temporary works designs and applying effective control measures on site.

The programme is suitable for individuals who have previously achieved EUSR accreditation in Categories 3, 4 and 5 and require renewal before their registration expires.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Introduction and Industry Updates**  
A brief review of current excavation guidance, good practice developments and key changes that affect utility location and safe digging work
- **Excavation Hazards and Safe Behaviour**  
Identifying key hazards linked to excavation work, including collapse risk, service strikes and changing ground conditions, and applying appropriate control measures
- **Soil Types and Ground Conditions**  
Refreshing the ability to recognise different soil types, understand their behaviour and assess how ground conditions affect excavation safety
- **Ground Retention Systems Overview**  
Reviewing the purpose and selection of suitable ground retention systems, including timber, steel and proprietary solutions used in shallow and deeper excavations
- **Temporary Works Designs**  
Interpreting temporary works drawings, understanding design requirements and recognising the importance of complying with specified installation procedures
- **Utility Plans, Records and Service Identification**  
Revisiting the use of utility drawings, common symbols, service identification techniques and the role of plans in preventing utility strikes



- ▶ **Cable Avoidance Tools (CAT) and Signal Generators (Genny)**  
Practical refresher covering equipment checks, scanning modes, locating techniques and limitations, supported by demonstration and supervised practice
- ▶ **Locating, Marking and Confirming Services**  
Reinforcing best practice for tracing underground services, marking routes accurately and verifying findings against available documentation
- ▶ **Installation, Inspection and Removal of Shoring Systems**  
Reviewing correct methods for installing, inspecting and removing timber, steel and proprietary excavation support systems, with discussion of common errors and risk controls
- ▶ **Safe Digging Techniques**  
Refreshing the principles of safe hand excavation near known or suspected utilities, including appropriate tool use and service exposure procedures
- ▶ **Incident Response, Reporting and Site Communication**  
Understanding actions to take following a near miss, damage or service strike and the importance of clear reporting and escalation
- ▶ **Assessment**  
Delegates will complete a practical assessment covering equipment use and shoring knowledge alongside a written or verbal knowledge check confirming continued competence

## Certification

Delegates who successfully complete the refresher course and meet the required assessment standards will have their EUSR registration for Categories 3, 4 and 5 renewed.

Certification is typically valid for **three years**, after which refresher training or re-registration is recommended.



## EUSR Categories 4 & 5 - Install, Inspect & Remove Steel and Proprietary Excavation Support Systems

### Course Overview

The **EUSR Categories 4 & 5** course provides delegates with the knowledge and practical skills needed to safely install, inspect and remove steel and proprietary excavation support systems. It focuses on the hazards linked to unsupported ground, safe system installation and the correct application of temporary works design principles.

Delegates will develop an understanding of soil behaviour, ground retention systems and temporary works design, supported by (but not limited to) guidance from HSE documents HSG150 and HSG47 and relevant CIRIA reports. The course includes extensive practical training in a live dig environment, enabling delegates to apply safe installation and removal techniques under realistic conditions.

The programme is suitable for operatives, supervisors and site personnel involved in excavation works where steel and proprietary shoring systems are used. It is also appropriate for those who require competence in higher level excavation support systems within the energy and utilities sectors.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Introduction, Roles and Responsibilities**  
Understanding legal duties, roles on site and responsibilities during installation, inspection and removal of steel and proprietary systems
- ▶ **Excavation Hazards and Industry Guidance**  
Reviewing key excavation hazards and associated risks, supported by HSG150, HSG47 and CIRIA trenching and excavation guidance
- ▶ **Soil Types, Ground Conditions and Stability**  
Understanding soil classifications, ground behaviour and conditions that influence collapse risk
- ▶ **Ground Retention Systems Overview**  
Examining steel and proprietary support systems, their components, correct selection and manufacturer requirements
- ▶ **Temporary Works Designs and Compliance**  
Interpreting temporary works drawings, understanding design limitations and ensuring correct implementation during installation and removal
- ▶ **Risk Assessment and Control Measures**  
Completing excavation-specific risk assessments and applying suitable control measures to reduce risks arising from ground movement and service strikes



› **Pre-Installation Checks and Site Preparation**

Completing equipment checks, confirming suitability of shoring components and preparing the excavation area before work begins

› **Practical Installation of Steel and Proprietary Systems**

hands-on practical instruction in a live dig environment, covering safe installation methods, sequencing and monitoring system stability

› **Inspection, Testing and Monitoring**

Conducting routine inspections, identifying faults or instability and adjusting systems to maintain safe conditions

› **Safe Removal Techniques**

Applying controlled and safe removal procedures for steel and proprietary shoring systems while preserving excavation stability

› **Emergency Procedures and Incident Reporting**

Understanding appropriate responses to ground movement, equipment failure or collapse and completing reporting in line with site procedures

› **Assessment**

Delegates will complete practical assessments alongside a knowledge check to demonstrate competence for EUSR Categories 4 and 5

## Certification

Delegates who successfully complete the course and pass all assessment elements will receive **EUSR Categories 4 and 5 – Install, Inspect and Remove Steel and Proprietary Excavation Support Systems** registration. This certification confirms that the delegate has demonstrated the required level of competence.

The registration is valid for **three years**, after which delegates must complete refresher training and reassessment to maintain their qualification.



## EUSR Category 1 - Locate Utility Services

### Course Overview

The **EUSR Category 1 – Locate Utility Services** course is designed for delegates involved in locating, identifying, and avoiding underground utility services prior to excavation work. It equips delegates with the knowledge and practical skills required to use utility plans, detection equipment, and safe digging techniques to prevent service strikes and maintain a safe working environment.

The course enables delegates to recognise common underground utilities, understand their associated hazards, apply safe systems of work, and comply with relevant legislation and industry best practice.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

#### › Introduction to Safe Service Location

Explaining the importance of locating underground utilities before excavation and outlining the risks and consequences of service strikes. Highlighting legal requirements and industry standards that govern safe digging and service detection activities.

#### › Understanding Underground Utilities & Service Hazards

Identifying common underground utilities such as electricity, gas, water, telecommunications, and drainage systems. Recognising the hazards associated with each type of service and understanding how these hazards influence safe working methods and detection approaches.

#### › Interpreting Utility Maps, Plans & Records

Learning how to read and interpret utility drawings, maps, and service records. Understanding symbols, depth indications, and limitations of utility plans. Comparing information with site conditions and highlighting discrepancies that may indicate hidden risks.

#### › Using Cable Avoidance Tools (CAT) & Signal Generators (Genny)

Demonstrating the correct use of CAT and Genny equipment for locating underground services. Selecting appropriate modes, setting up equipment, and following safe scanning techniques. Identifying common errors and practising methods to improve accuracy and reliability.

#### › Tracing & Marking Detected Services

Applying systematic scanning techniques to detect, trace, and mark the route of underground utilities. Confirming service positions, verifying depth indications where appropriate, and marking detected services clearly to support safe excavation planning.

#### › Safe Digging Practices & Service Avoidance

Implementing safe digging techniques to prevent contact with underground utilities. Using hand-digging methods in the vicinity of detected services, maintaining safe distances, and establishing exclusion zones. Coordinating service location activities with site teams and supervising excavation work effectively.



› **Limitations, Faults & Troubleshooting**

Recognising the limitations of CAT and Genny equipment, mapping accuracy, and environmental factors that affect detection. Troubleshooting incorrect readings, signal interference, and unusual conditions. Understanding when to seek additional information or use alternative detection methods.

› **Assessment**

Completing a practical assessment involving the use of CAT and Genny equipment to locate and mark underground services. Undertaking a multiple-choice knowledge test and engaging in a group discussion to reinforce key learning outcomes.

## Certification

On successful completion of the assessments, delegates receive an **EUSR Category 1 – Locate Utility Services** certificate and are registered on the Energy & Utility Skills Register (EUSR)

Certification is typically valid for **three years**, after which refresher training or re-registration is recommended.



## EUSR Category 2 – Implement Safe (Digging) Excavating Practices

### Course Overview

The **EUSR Category 2 – Implement Safe (Digging) Excavating Practices** course is designed for delegates who are involved in excavation activities where safe digging techniques are essential to prevent accidents and service strikes. It provides delegates with the knowledge and practical skills required to plan and carry out excavations safely, maintain ground stability, and protect underground utilities.

The course enables delegates to understand excavation hazards, apply safe systems of work, use appropriate protective measures, and comply with relevant legislation and industry best practice.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

➤ **Introduction to Safe Excavation Practices**

Explaining the importance of implementing safe digging techniques and outlining the risks associated with excavation work. Highlighting legal requirements and industry standards that govern excavation safety.

➤ **Excavation Hazards and Risk Management**

Identifying common hazards such as ground collapse, buried services, and environmental risks. Understanding how these hazards influence safe working methods and risk control measures.

➤ **Planning and Safe Systems of Work**

Learning how to develop risk assessments, method statements, and permit-to-dig procedures. Understanding the role of planning in preventing accidents and ensuring compliance.

➤ **Locating and Protecting Underground Services**

Reviewing techniques for detecting and marking underground utilities, including the use of detection equipment and interpreting utility drawings. Emphasising coordination with service location activities before excavation begins.

➤ **Excavation Support and Stability Measures**

Explaining methods for maintaining excavation stability, such as shoring, trench boxes, and benching systems. Understanding when and how to apply these measures to prevent ground collapse.

➤ **Personal Protective Equipment (PPE) and Site Safety**

Outlining the correct use of PPE and other safety measures to protect workers during excavation activities. Discussing site layout, exclusion zones, and communication protocols.

➤ **Emergency Procedures and Incident Response**

Covering how to respond effectively to emergencies, including service strikes, ground collapse, and injuries. Understanding reporting requirements and escalation processes.



➤ **Assessment**

Completing a practical assessment involving safe excavation techniques and hazard identification.  
Undertaking a multiple-choice knowledge test and participating in a group discussion to reinforce key learning outcomes.

## Certification

On successful completion of the assessments, delegates receive **an EUSR Category 2 – Implement Safe (Digging) Excavating Practices** certificate and are registered on the Energy & Utility Skills Register (EUSR)

Certification is typically valid for **three years**, after which refresher training or re-registration is recommended.



## **EUSR Category 3 - Install, Inspect and Remove Timber Shoring Systems**

### Course Overview

The **EUSR Category 3 – Install, Inspect and Remove Timber Shoring Systems** course is designed for delegates who are required to work in excavations where timber shoring systems are used to maintain trench stability and protect workers. It provides delegates with the knowledge and practical skills needed to install, inspect, and safely remove timber shoring systems in compliance with industry standards.

The course enables delegates to understand the principles of timber shoring, apply safe systems of work, carry out inspections, and follow correct removal procedures while maintaining excavation safety.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Introduction to Timber Shoring Systems**  
Explaining the purpose of timber shoring systems and their role in preventing trench collapse.  
Highlighting the importance of compliance with legal requirements and industry best practice.
- ▶ **Excavation Hazards and Risk Management**  
Identifying hazards associated with unsupported trenches and timber shoring activities.  
Understanding how these hazards influence safe working methods and risk control measures.
- ▶ **Legal and Regulatory Requirements**  
Reviewing relevant legislation, standards, and guidance that govern the installation, inspection, and removal of timber shoring systems.
- ▶ **Principles of Timber Shoring Design**  
Understanding the components of timber shoring systems, their structural purpose, and how to select appropriate materials based on soil conditions and trench dimensions.
- ▶ **Preparing for Installation**  
Learning how to prepare the site, conduct risk assessments, and handle timber components safely before installation begins.
- ▶ **Installing Timber Shoring Systems Safely**  
Explaining step-by-step procedures for installing timber shoring systems, including positioning, securing, and ensuring stability throughout excavation work.
- ▶ **Inspection and Maintenance During Use**  
Discussing how to inspect timber shoring systems for signs of wear, damage, or instability. Outlining maintenance practices to ensure ongoing safety.
- ▶ **Safe Removal of Timber Shoring Systems**  
Covering the correct procedures for dismantling timber shoring systems without compromising trench stability or worker safety.



➤ **Emergency Procedures and Incident Response**

Explaining how to respond effectively to emergencies such as partial collapses or structural failures during installation or removal.

➤ **Assessment**

Completing a practical assessment involving safe excavation techniques and hazard identification. Undertaking a multiple-choice knowledge test and participating in a group discussion to reinforce key learning outcomes.

## Certification

On successful completion of the assessments, delegates receive an **EUSR Category 3 – Install, Inspect and Remove Timber Shoring Systems** certificate and are registered on the Energy & Utility Skills Register (EUSR).

Certification is typically valid for **three years**, after which refresher training or re-registration is recommended.



## EUSR Category 4 - Install, Inspect and Remove Steel Support Systems

### Course Overview

The **EUSR Category 4 – Install, Inspect and Remove Steel Support Systems** course is designed for delegates who are required to work in excavations where steel support systems are used to maintain trench stability and protect workers. It provides delegates with the knowledge and practical skills needed to install, inspect, and safely remove steel support systems in compliance with industry standards.

The course enables delegates to understand the principles of steel support systems, apply safe systems of work, carry out inspections, and follow correct removal procedures while maintaining excavation safety.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Introduction to Steel Support Systems**  
Explaining the purpose of steel support systems and their role in preventing trench collapse.  
Highlighting the importance of compliance with legal requirements and industry best practice.
- ▶ **Excavation Hazards and Risk Management**  
Identifying hazards associated with unsupported trenches and steel support activities. Understanding how these hazards influence safe working methods and risk control measures.
- ▶ **Legal and Regulatory Requirements**  
Reviewing relevant legislation, standards, and guidance that govern the installation, inspection, and removal of steel support systems.
- ▶ **Principles of Steel Support System Design**  
Understanding the components of steel support systems, their structural purpose, and how to select appropriate systems based on soil conditions and trench dimensions.
- ▶ **Preparing for Installation**  
Learning how to prepare the site, conduct risk assessments, and handle steel components safely before installation begins.
- ▶ **Installing Steel Support Systems Safely**  
Explaining step-by-step procedures for installing steel support systems, including positioning, securing, and ensuring stability throughout excavation work.
- ▶ **Inspection and Maintenance During Use**  
Discussing how to inspect steel support systems for signs of wear, damage, or instability. Outlining maintenance practices to ensure ongoing safety.



› **Safe Removal of Steel Support Systems**

Covering the correct procedures for dismantling steel support systems without compromising trench stability or worker safety.

› **Emergency Procedures and Incident Response**

Explaining how to respond effectively to emergencies such as partial collapses or structural failures during installation or removal.

› **Assessment**

Completing a practical assessment involving installation, inspection, and removal of steel support systems. Undertaking a multiple-choice knowledge test and participating in a group discussion to reinforce key learning outcomes.

## Certification

On successful completion of the assessments, delegates receive an **EUSR Category 4 – Install, Inspect and Remove Steel Support Systems certificate** and are registered on the Energy & Utility Skills Register (EUSR).

Certification is typically valid for **three years**, after which refresher training or re-registration is recommended.



## **EUSR Category 5 – Install, Inspect and Remove Proprietary Shoring Systems**

### Course Overview

The **EUSR Category 5 – Install, Inspect and Remove Proprietary Shoring Systems** course provides delegates with the knowledge and practical skills required to safely install, inspect and remove proprietary excavation support systems in line with current industry standards. It covers the dangers associated with excavation work, the importance of ground stability and the correct selection and use of proprietary shoring equipment.

Delegates will develop an understanding of ground conditions, ground retention systems and temporary works design, supported by (but not limited to) guidance from HSE documents HSG150 and HSG47 and relevant CIRIA reports.

The course is suitable for operatives, supervisors and anyone involved in excavation works where proprietary support systems are used. It is also appropriate for those progressing from other EUSR excavation categories who require competence in proprietary shoring systems.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Introduction, Roles and Responsibilities**  
Understanding legal duties, regulatory expectations and the responsibilities of those handling proprietary shoring systems, including compliance with current legislation, policies and site procedures
- ▶ **Excavation Hazards and Industry Guidance**  
Reviewing excavation hazards, supported by key industry documents including HSG150 (Health and Safety in Excavations) and HSG47 (Avoiding Danger from Underground Services), and relevant CIRIA trenching and excavation guidance
- ▶ **Soil Types, Ground Conditions and Collapse Risk**  
Differentiating soil types, assessing changing ground conditions and identifying when proprietary shoring is required to maintain excavation stability
- ▶ **Ground Retention Systems and Proprietary Shoring Solutions**  
Understanding the purpose, selection and limitations of proprietary ground support systems, including manufacturer requirements and compatibility with temporary works designs
- ▶ **Temporary Works Designs and Compliance**  
Interpreting temporary works drawings, understanding system loadings and design parameters, and applying them accurately during installation and removal activities
- ▶ **Risk Assessment and Control Measures**  
Carrying out excavation-specific risk assessments, identifying hazards and implementing suitable control measures to ensure safe working practices



› **Pre-Installation Checks and Site Preparation**

Conducting equipment inspections, verifying suitability of components and preparing the excavation safely before work begins

› **Practical Installation in a Live Dig Environment**

Hands-on training installing proprietary shoring systems in a live dig environment, applying correct installation sequences, safe working methods and communication practices

› **Inspection, Monitoring and Adjustments**

Performing ongoing inspections, monitoring system stability, identifying faults or unsafe conditions and taking corrective action as required

› **Safe Removal of Proprietary Shoring Systems**

Applying controlled extraction techniques, preventing collapse or equipment failure and maintaining safe access and egress during removal

› **Emergency Procedures and Incident Reporting**

Understanding actions to take in the event of equipment failure, ground movement or collapse, and completing incident and escalation reporting

› **Assessment**

Delegates will complete practical assessments undertaken in a live dig environment and a knowledge check to demonstrate competence for EUSR Category 5

## Certification

On successful completion of the assessments, delegates receive an **EUSR Category 5 – Install, Inspect and Remove Proprietary Shoring Systems certificate** and are registered on the Energy & Utility Skills Register (EUSR).

Certification is typically valid for **three years**, after which refresher training or re-registration is recommended.



## EUSR National Water Hygiene

### Course Overview

The **EUSR National Water Hygiene (Blue Card)** course is designed for anyone who works on or near potable water systems. It provides essential knowledge and understanding of hygiene practices required to protect drinking water from contamination.

The course equips delegates with an awareness of water hygiene risks, personal responsibilities and industry best practice when working within the clean water environment. It supports compliance with UK water industry requirements and promotes safe working behaviours to protect public health.

The course will enable delegates to understand how contamination can occur, how to prevent it and how to work safely and hygienically when carrying out activities on clean water assets.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

➤ **Introduction to Water Hygiene**

Understanding the importance of water hygiene and the need to protect public health. Overview of the clean water environment and the purpose of the EUSR Water Hygiene Scheme.

➤ **Water as a Resource & Sources of Contamination**

Understanding how drinking water is supplied and the potential risks to water quality. Identifying sources and types of contamination, including microbiological, chemical and physical hazards.

➤ **Personal Hygiene & Protective Measures**

Learning the importance of personal hygiene, correct use of PPE and behaviours that prevent contamination. Understanding exclusions from work and reporting requirements.

➤ **Working Safely on the Clean Water Network**

Good practice when working on pipes, fittings, chambers and assets. Understanding site hygiene rules, access controls and vehicle and equipment cleanliness.

➤ **Emergency Procedures & Reporting**

Understanding what to do in the event of contamination or suspected contamination. Reporting procedures and responsibilities.

➤ **Assessment**

A multiple-choice knowledge test to confirm understanding of water hygiene principles. Group discussion and reflection on course content where applicable.

### Certification

On successful completion of the assessment, delegates receive the **EUSR National Water Hygiene (Blue Card)**, issued by the Energy & Utility Skills Register (EUSR).

The Blue Card is valid for **three years**, after which refresher training and reassessment are required to maintain certification.





## Course Menu

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### ➤ IPAF

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### ➤ PASMA

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### ➤ Authorised Person

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### ➤ Scaffolding

- [CISRS Construction Operative Training Scheme \(COTS\)](#)
- [CISRS Scaffold Awareness](#)
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- [CISRS Advanced Scaffolder \(Tube and Fitting\)](#)
- [NIKO Scaffolding Runway System](#)



# LOLER Awareness – Course Agenda

## Course Overview

The **LOLER Awareness** course is designed to provide participants with a clear understanding of the requirements of the *Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)*. It is aimed at individuals who are involved in planning, supervising, or working with lifting operations and lifting equipment, helping to ensure compliance with legal requirements and safe working practices.

The course is suitable for managers, supervisors, and operatives who are responsible for or work with lifting equipment, including cranes, hoists, and lifting accessories.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Introduction to LOLER and PUWER**  
Exploring the purpose of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and how they relate to the Provision and Use of Work Equipment Regulations 1998 (PUWER).
- **Understanding Equipment Covered by LOLER**  
Identifying which types of lifting equipment fall under LOLER and the importance of ensuring compliance.
- **Legal Duties of Employers and Employees**  
Outlining responsibilities under the regulations to ensure safe lifting operations and prevent accidents.
- **Thorough Examination and Certification**  
Defining what is meant by a 'Thorough Examination', who carries it out, and the legal requirement for certification.
- **The Cost and Safety Benefits of Compliance**  
Examining how proper maintenance and certification reduce equipment failures, improve productivity, and increase reliability.
- **Injuries and Risks from Faulty or Non-Compliant Equipment**  
Highlighting real-world examples of injuries caused by uncertified or defective lifting equipment.
- **Pre-Use Checks and Operator Responsibilities**  
Understanding the importance of daily equipment checks by operators to maintain safety.
- **Carrying Out a Lift Safely**  
An overview of best practice in planning and performing lifting operations, including choosing the right equipment.
- **Markings and Safe Working Loads**  
Learning how to identify equipment markings and interpret safe working loads (SWL) correctly.



## Working at Height Safety

- **RAMS – Risk Assessments and Method Statements**  
Understanding the role of RAMS in managing risks and ensuring safe lifting procedures.
- **Defective Mechanical Handling Equipment (MHE)**  
Recognising signs of defective MHE and understanding when and how to take unsafe equipment out of operation.
- **Assessment**  
Knowledge check to reinforce key concepts, followed by a review and opportunity for questions.

### Certification

Delegates who complete the course will receive a **LOLER Awareness Certificate of Attendance**, demonstrating that they have been introduced to the legal and practical aspects of lifting operations under LOLER.

Please note: This is an **awareness-level course** and does not qualify participants to carry out thorough examinations or act as a competent person under LOLER. Further training may be required depending on job role and responsibilities.



# IPAF (Combined) Harness Awareness and User – Course Agenda

## Course Overview

This combined **IPAF Harness Awareness (HA) and Harness User (HU)** course provides both the theoretical knowledge and the practical skills required for safe harness use when working with Mobile Elevating Work Platforms (MEWPs).

The Harness Awareness (HA) component builds understanding of correct harness selection, basic fall protection principles and legal responsibilities. The Harness User (HU) component develops practical competence in fitting, adjusting and connecting harness equipment correctly in a MEWP.

This programme is suitable for individuals who will personally use a harness during MEWP operations and require both IPAF qualifications.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Introduction to Harness Awareness**  
Explaining the purpose of personal fall protection equipment (PFPE) in MEWPs and highlighting that falls from the platform are a major cause of MEWP-related injuries, emphasising why harness knowledge is critical for safe operation.
- **Legal Responsibilities & Standards**  
Understanding the legal duties of employers and users in relation to harness use and safe MEWP operation. Reviewing relevant UK health and safety legislation and IPAF guidance on safe PFPE selection and use.
- **Types of Harnesses, Lanyards and Connectors**  
Identifying common harness types, lanyards and connectors used for MEWP restraint. Understanding their purpose, limitations and appropriate selection for different MEWP categories.
- **Anchor Points and Safe Connection Principles**  
Exploring correct MEWP anchor points and understanding safe attachment methods. Reviewing typical connection errors and how to avoid unsafe lanyard positioning or slack that increases risk.
- **Awareness-Level Pre-Use Considerations**  
Reviewing what safe equipment should look like at a theoretical level, including basic checks, manufacturer instructions and awareness of inspection requirements (detailed inspection is part of the HI course).

### Harness User – Practical Competency Module (HU)

- **Selecting the Correct Harness and Lanyard for MEWP Use**  
Choosing suitable PFPE based on task, MEWP type and fall protection requirements. Differentiating restraint and fall-arrest configurations and ensuring correct lanyard compatibility with MEWP design.



- **Fitting and Adjusting a Harness**  
Practising correct harness fitting including leg, chest and shoulder adjustments. Ensuring the harness is secure, comfortable and safe for use. IPAF requires users to demonstrate correct fitting and adjustment as part of the HU assessment.
- **Conducting Practical Pre-Use Checks**  
Checking harness webbing, stitching, connectors and labels for signs of damage. Confirming lanyard condition and safety before use. This practical component reinforces pre-use awareness from HA theory.
- **Connecting to Anchor Points in a MEWP**  
Demonstrating safe connection to the correct MEWP anchor point and adjusting lanyard length to maintain effective restraint within the platform. Understanding how incorrect connection can compromise user safety.
- **Using Harness Equipment During MEWP Operation**  
Applying safe practices during platform travel and elevation. Adjusting the harness and lanyard as needed and avoiding common user errors such as excessive lanyard slack or misuse during movement.
- **Care and Storage of Equipment**  
Understanding basic cleaning and storage principles to protect PFPE from deterioration. Awareness of when equipment should be quarantined or replaced (inspection training delivered in HI, not HU).
- **Assessment**  
A practical assessment and a theory-based test:
  - The theory test (HA & HU) to demonstrate understanding of PFPE functions, legal responsibilities and safe MEWP use requirements.
  - The practical assessment (HU) to demonstrate practical competency in harness fitting and adjustment, pre-use checks, safe connection in a MEWP and correct lanyard use.

## Certification

Successful completion of both theory and practical elements results in **two IPAF qualifications**:

- Harness Awareness (HA)
- Harness User (HU)

Certification is typically valid for **five years**, after which re-assessment is required to maintain competence and certification status.



# IPAF (Combined) Harness Awareness, User and Inspection – Course Agenda

## Course Overview

This combined **IPAF Harness Awareness (HA), Harness User (HU) and Harness Inspection (HI)** course covers the complete IPAF Harness training pathway. Designed to provide the theoretical knowledge, practical skills and inspection competence needed to select, use and inspect personal fall protection equipment (PFPE) used in MEWP operations.

This course suits individuals who plan, supervise, use and inspect harness systems.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

### Harness Awareness (HA)

- Understanding the role of PFPE in preventing falls inside MEWPs
- Recognising legal responsibilities for harness selection and safe use supervision
- Identifying harness types, lanyards and connectors used with MEWPs
- Understanding correct anchor points and safe connection principles in boom-type platforms
- Awareness of pre-use considerations and manufacturer guidance (detailed inspections covered later in HI)
- Identifying risks and common hazards associated with incorrect harness use

### Harness User (HU)

- Selecting the correct harness and lanyard based on MEWP type and task requirements
- Fitting and adjusting a full-body harness correctly to ensure safe operation
- Conducting practical pre-use checks of harness webbing, stitching, connectors and labels to identify defects
- Connecting safely to MEWP anchor points and adjusting lanyards for effective restraint during operation
- Using harness equipment safely while travelling and operating in MEWPs, including avoiding common user errors
- Understanding essential care and storage to maintain harness condition



### Harness Inspection (HI)

- Understanding inspection responsibilities and statutory requirements for PFPE inspections used in MEWP operations
- Identifying harness and lanyard components and recognising the differences between pre-use, interim and detailed inspections (HI focuses on detailed statutory inspections)
- Applying structured inspection procedures and identifying damage such as cuts, abrasion, UV degradation, stitching failure and connector defects
- Using rejection criteria and quarantine procedures for unsafe PFPE
- Completing inspection records and maintaining compliant statutory PFPE logs in line with industry and legal requirements
- Caring for, cleaning and storing PFPE to minimise deterioration and prolong usability
- Conducting a full practical harness and lanyard inspection with documentation under instructor supervision

### Assessment

Theory Assessments (HA, HU & HI) covering:

- Harness awareness principles and legal responsibilities (HA)
- Practical user knowledge including safe connection and pre-use checks (HU)
- Detailed inspection criteria, defect identification and documentation (HI)
- These are delivered in line with IPAF's structured theory testing requirements for all three modules.

Practical Assessments (HU & HI) demonstrating competence by completing:

- HU: Practical harness fitting, adjustment, pre-use checks and safe anchor connection in a MEWP environment
- HI: A full detailed PFPE inspection and completion of statutory inspection documentation under supervision

Practical competence is required to pass both HU and HI

### Certification

Successful completion of both theory and practical elements results in **three IPAF qualifications**:

- IPAF Harness Awareness (HA)
- IPAF Harness User (HU)
- IPAF Harness Inspection (HI)

All IPAF harness qualifications HA, HU and HI are **valid for 5 years**, after which refresher training is required to maintain certification and competence.



## IPAF (Dual) Operator – Static Boom (1b) + (3b) Mobile Boom – Course Agenda

### Course Overview

The **IPAF (International Powered Access Federation) Operator (Dual) Training Course** is designed for individuals who need to operate **Static Boom (1b)** and **Mobile Boom (3b)** types of **Mobile Elevating Work Platforms (MEWPs)**. The training equips operators with the knowledge and practical skills to work at height safely and in compliance with relevant health and safety regulations.

This course covers **1b** – Static Boom (e.g. van-mounted, trailer-mounted booms) and **3b** – Mobile Boom (e.g. self-propelled boom lifts, cherry pickers).

This training is compliant with industry standards and meets legal requirements for working at height.

Delegates must be **medically fit** and free from conditions that could prevent safe operation

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Introduction to IPAF and MEWPs**  
Overview of the IPAF organisation, the importance of safe MEWP operation, and legal requirements related to working at height.
- **MEWP Categories: Static Boom (1b) & Mobile Boom (3b)**  
Understanding the features, capabilities, and limitations of each machine type and how to select the correct equipment for the task.
- **Safe Use and Operation of MEWPs**  
Learning about pre-use inspections, operation procedures and avoiding common hazards. Understanding factors affecting stability, including outrigger use, terrain, slopes, and weather conditions.
- **Hazard Identification and Avoidance**  
Recognising risks such as entrapment, tipping, overhead obstructions, and electrical hazards.
- **Emergency Procedures**  
Responding to malfunctions or emergencies, including emergency lowering and rescue plans.
- **Assessment**  
Hands-on assessment on both machine types (1b & 3b). Includes pre-use checks, manoeuvring, positioning, and safe shutdown. A multiple-choice exam covering topics from the theory session.

### Certification

On successful completion of both theory and practical assessments, delegates will receive an **IPAF PAL (Powered Access Licence) card**, valid for 5 years. As well as a certificate of training and an IPAF safety guide.

The **PAL Card** will display categories **1b** and **3b** upon successful completion of both.



## IPAF Harness Awareness – Course Agenda

### Course Overview

The **IPAF Harness Awareness** course is designed for managers, supervisors, and safety professionals who need to understand the correct selection, use, and management of safety harnesses and lanyards when working with Mobile Elevating Work Platforms (MEWPs).

It provides theoretical knowledge on why harnesses are essential, legal responsibilities, and how to implement safe systems of work. This course does **not** include practical fitting or inspection (covered in separate IPAF courses).

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Introduction to Harness Safety**  
Explaining the importance of harness use in preventing falls from MEWPs. Reviewing IPAF guidance and accident statistics.
- **Legal Responsibilities & Standards**  
Understanding health and safety legislation, Work at Height Regulations, and manufacturer requirements for harness use.
- **Types of Harnesses and Lanyards**  
Identifying different harness designs and lanyard types. Understanding their applications for restraint and fall arrest.
- **Correct Selection of Equipment**  
Exploring how to choose the right harness and lanyard for MEWP operations. Considering compatibility, certification, and condition.
- **Safe Systems of Work**  
Discussing planning, supervision, and emergency procedures for harness use.
- **Pre-Use Checks (Theory)**  
Learning what to inspect before use: webbing, stitching, connectors, and expiry dates.
- **Storage and Maintenance (Theory)**  
Best practices for storing and maintaining harnesses and lanyards to ensure compliance and longevity.
- **Assessment**  
Completing a theory-based test to demonstrate understanding of harness awareness principles.

### Certification

On successful completion of the course, delegates receive an **IPAF Harness Awareness (HA) Certificate**, accredited by IPAF.

Certification is typically valid for **five years**, after which re-assessment is required to maintain compliance.



## IPAF Harness User – Course Agenda

### Course Overview

The **IPAF User Awareness** course gives participants the practical knowledge and skills required to correctly fit, adjust and use a harness and lanyard when operating MEWPs. Designed to develop practical competence in wearing, connecting, adjusting and checking personal fall protection equipment (PFPE), as well as ensuring effective and safe use during MEWP operations.

This course builds on the IPAF Harness Awareness (HA) theory and includes hands-on practical assessment, as required by IPAF training standards for users who personally wear harness equipment, therefore learners must first complete the IPAF Harness Awareness (HA) theory before undertaking practical User training, which may be delivered consecutively in the same session.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Review of Harness Awareness Principles**  
Reinforcing the role of PFPE in preventing falls within boom-type MEWPs and the importance of correct harness use in line with IPAF safety guidance.
- **Selecting the Correct Harness and Lanyard**  
Understanding how to identify the correct type of harness and lanyard for MEWP operations, including suitability for restraint and fall arrest systems.
- **Fitting and Adjusting a Harness**  
Applying correct fitting procedures, including adjusting straps, ensuring secure buckles and achieving a proper fit to maximise safety while working at height in a MEWP. Users are required to show competency in correctly fitting and adjusting harness equipment.
- **Pre-Use Checks of Harnesses and Lanyards**  
Conducting correct pre-use inspections to identify wear, damage or defects before use by checking stitching, webbing integrity, connectors and manufacturer labelling.
- **Safe Connection and Anchor Points in MEWPs**  
Understanding where to connect a lanyard inside a MEWP and demonstrating correct anchorage practices. Identifying and connecting to a correct MEWP anchor point and set lanyard length appropriately.
- **Using the Harness and Lanyard during MEWP Operation**  
Applying safe working techniques while operating or travelling in a MEWP, including positioning, restraint setup and avoiding common user errors found in MEWP incidents.
- **Sage Storage and Care of Harness Equipment**  
Understanding how to clean, store and maintain PFPE to ensure longevity and compliance with manufacture guidance.



- **Assessment**

Completing a practical assessment and theory-based test to demonstrate understanding of harness user principles, in line with IPAF's assessment standards.

## Certification

On successful completion of the course, delegates receive an **IPAF Harness User (HU) Certificate**, accredited by IPAF.

Certification is typically valid for **five years**, after which re-assessment is required to maintain compliance.



## IPAF Harness Inspection – Course Agenda

### Course Overview

The **IPAF Harness Inspection** Course is designed for individuals responsible for carrying out statutory inspections of harnesses, lanyards and associated personal fall protection equipment (PFPE) used in Mobile Elevating Work Platforms (MEWPs).

The course provides detailed knowledge of inspection requirements, defect identification and record-keeping so inspectors can formally sign off PFPE as safe or unsafe for continued use.

Learners must have successfully completed the IPAF Harness Awareness (HA) and Harness User (HU) courses before progressing to inspection level training.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Legal Responsibilities for Harness Inspection**  
Explaining the legal duties of employers and inspectors in relation to PFPE management and inspection cycles. Understanding statutory requirements for harness inspection, including how UK safety legislation applies to harnesses used with MEWPs, and how inspection duties differ from general user responsibilities.
- **Harnesses, Lanyards and PFPE Components**  
Identifying the full range of PFPE components that require inspection, including harness webbing, stitching, connectors, lanyards, energy absorbers and attachment hardware. Understanding correct terminology and manufacturer-specified inspection criteria.
- **Types of Harness Inspections**  
Exploring the three key categories of PFPE inspection:
  - **Pre-use checks** (completed by users)
  - **Interim inspections** (based on frequency of use or environmental conditions)
  - **Statutory detailed inspections** (formal inspections required at set intervals)  
The course focuses on the detailed inspection, which is the primary responsibility of trained HI inspectors.
- **Inspection Procedures and Defect Identification**  
Applying systematic inspection procedures to identify wear, damage and degradation, including:
  - Cuts, abrasion and contamination
  - UV damage and chemical exposure
  - Webbing distortion and fraying
  - Stitching deterioration
  - Connector damage, distortion or corrosion
  - Criteria for rejectionThis module follows recognised inspection standards used in IPAF-approved HI programmes.



- **Statutory Inspection Records and Documentation**

Understanding how to record inspection outcomes, maintain compliant inspection logs and store documentation in accordance with legal and manufacturer requirements. Reviewing sample inspection reports, quarantine procedures and record-keeping expectations for MEWP harness equipment.

- **Cleaning, Storage and Equipment Care**

Identifying appropriate cleaning and storage methods to reduce PFPE deterioration. Understanding how poor storage practices accelerate damage and contribute to harness failure.

- **Assessment**

Completing a practical assessment and theory-based test to demonstrate understanding of harness inspection principles, in line with IPAF's assessment standards.

## Certification

On successful completion of the course, delegates receive an **IPAF Harness Inspection (HI) Certificate**, accredited by IPAF.

Certification is typically valid for **five years**, after which re-assessment is required to maintain compliance.



# IPAF Hoist Operator – Course Agenda

## Course Overview

The **IPAF Hoist Operator** course is designed for individuals who need to safely operate construction hoists, including passenger hoists, goods hoists, and transport platforms. It provides both theoretical knowledge and practical skills to ensure safe and efficient hoist operation on construction sites.

Delegates will learn about legal responsibilities, risk assessment, pre-use checks, emergency procedures, and best practices for site safety. The course also covers the correct use of controls and safety devices, as well as troubleshooting common issues.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Introduction to Hoists**  
Understanding different types of hoists (passenger, goods, transport platforms) and their applications in construction and industrial environments.
- **Legal Responsibilities & Safety Standards**  
Overview of health and safety legislation, IPAF guidance, and site-specific requirements for hoist operation.
- **Risk Assessment & Site Safety**  
Identifying hazards, assessing risks, and implementing safe systems of work before operating hoists.
- **Control and Safety Devices**  
Learning the functions of hoist controls, safety interlocks, and emergency stop systems.
- **Pre-Use Checks & Daily Inspections**  
How to carry out inspections and basic maintenance to ensure equipment is safe before use.
- **Safe Hoist Operation**  
Techniques for loading, operating, and unloading hoists safely, including speed control and communication with site personnel.
- **Emergency Procedures & Basic Troubleshooting**  
Responding to mechanical failures, power loss, or load issues. Performing emergency descent when applicable.
- **Assessment**  
Completing a practical assessment and a written test to demonstrate understanding of hoist safety principles.

## Certification

On successful completion of the course, delegates receive an **IPAF Hoist Operator Certificate and PAL Card**, accredited by IPAF.

Certification is typically valid for **five years**, after which re-assessment is required to maintain compliance.



# IPAF MEWP for Managers – Course Agenda

## Course Overview

The **IPAF MEWP for Managers** course is designed for managers, supervisors, and those responsible for planning, supervising, and managing the use of Mobile Elevating Work Platforms (MEWPs) in the workplace. It provides essential knowledge to ensure MEWP operations are properly planned, risk assessed and carried out safely and efficiently.

Delegates will learn about legal responsibilities, best practice guidance, and how to create safe systems of work for MEWP use.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Introduction to MEWP Management**  
Understanding the role of managers in MEWP operations and why effective planning is critical for safety and productivity.
- **Legal Responsibilities & Standards**  
Reviewing health and safety legislation, Work at Height Regulations, and IPAF guidance relevant to MEWP management.
- **Selecting the Right MEWP**  
Exploring different MEWP types and their suitability for various tasks and environments.
- **Risk Assessment & Safe Systems of Work**  
Learning how to identify hazards, assess risks, and implement control measures for MEWP operations.
- **Planning MEWP Operations**  
Discussing site surveys, ground conditions, access routes, and environmental factors that affect MEWP safety.
- **Operator Competence & Supervision**  
Understanding training requirements, supervision responsibilities, and communication protocols.
- **Emergency Procedures**  
Preparing for incidents such as equipment failure, power loss, or operator rescue.
- **Monitoring & Continuous Improvement**  
Exploring how to review MEWP operations, audit compliance, and improve safety performance.
- **Assessment**  
Completing a theory-based test to demonstrate understanding of MEWP management principles.

## Certification

On successful completion of the course, delegates receive an **IPAF MEWP for Managers Certificate and PAL Card**, accredited by IPAF.

Certification is typically valid for **five years**, after which re-assessment is required to maintain compliance.



# IPAF Operator – Course Agenda

## Course Overview

The **IPAF (International Powered Access Federation) Operator Training Course** is designed for individuals who operate Mobile Elevating Work Platforms (MEWPs), including **scissor lifts (3A), boom lifts (3B), and static booms (1B)**. The course provides the essential knowledge and practical skills required to operate MEWPs safely and efficiently.

This training is compliant with industry standards and meets legal requirements for working at height.

Delegates must be **medically fit** and free from conditions that could prevent safe operation

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Introduction to IPAF and MEWPs**  
Overview of the IPAF organisation, the importance of safe MEWP operation, and legal requirements related to working at height.
- **MEWP Categories and Machine Types**  
Understanding different MEWP categories (1B, 3A, 3B) and selecting appropriate equipment for the task.
- **Safe Use and Operation of MEWPs**  
Learning about pre-use inspections, operation procedures, stability factors, ground conditions, and avoiding common hazards.
- **Hazard Awareness**  
Identifying and avoiding risks such as falls from height, entrapment, overturning, and contact with overhead obstructions or power lines.
- **Emergency Procedures**  
What to do in case of malfunction or emergency; including machine descent and rescue protocols.
- **Assessment**  
Hands-on operation of the relevant MEWP category/categories. Includes pre-use checks, manoeuvring, positioning, and safe shutdown. A multiple-choice exam covering topics from the theory session.

## Certification

On successful completion of both theory and practical assessments, delegates will receive an **IPAF PAL (Powered Access Licence) card**, valid for 5 years. As well as a certificate of training and an IPAF safety guide.

PAL Card categories will reflect the specific machines used and passed during training (e.g. 3A, 3B, 1B).



## PASMA – Course Agenda

### Course Overview

The **PASMA Towers for Users** course is the industry-standard training for anyone who assembles, uses, inspects, or dismantles **mobile access towers (scaffold towers)** in the workplace. The course provides delegates with the **knowledge, skills and legal awareness** to safely work at height using mobile access equipment.

Training is delivered through a mix of **theory and practical assessment** and is fully compliant with the **Work at Height Regulations 2005** and PASMA's industry standards.

Delegates must be **medically fit** and free from conditions that could prevent safe operation

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Introduction to PASMA and Legal Responsibilities**  
Understanding the role of PASMA and an overview of UK legislation including Work at Height Regulations 2005, Health and Safety at Work etc. Act 1974 and PUWER and other applicable standards.
- **Towers and Their Applications**  
Overview of mobile access tower types, components and where/how they should be used.
- **Hazards Associated with Tower Use**  
Identifying and avoiding hazards, in particular falls from height, overturning, electrocution, environmental conditions and poor ground stability.
- **Pre-Use Inspections and Maintenance**  
Learning how to inspect mobile access towers before and during use to identify faults and any corrective action required to fix them. The importance of record keeping by documenting any faults and remedies.
- **Safe Assembly, Use and Dismantling Techniques**  
Demonstrating correct methods for erecting and dismantling towers using **3T (Through the Trapdoor)** method and **Advanced Guardrail (AGR)** method, with particular emphasis on stability, platform height and safe working procedures.
- **Assessment**  
A pre-assessment group practical session where delegates will assemble, inspect, move and dismantle a mobile access tower under supervision. Followed by a theory test involving a multiple-choice written test and a practical assessment involving tower assembly, use, inspection and dismantling.

### Certification

On successful completion of both theory and practical assessments, delegates will receive a **PASMA Certificate of Competence** and a **PASMA Photo ID Card** (valid for **5 years**) showing the **Towers for Users** category.

Certification is recognised across the UK construction and facilities management industries



## Authorised Person Working At Height (Commercial) – Course Agenda

### Course Overview

The City & Guilds assured Authorised Person Working at Height (Commercial) (APWHC) course is designed for individuals who are responsible for managing, authorising and overseeing work at height within commercial environments. The course provides comprehensive knowledge of health and safety legislation, statutory regulations and management arrangements to ensure work at height is planned and carried out safely and in compliance with UK legal requirements.

This course is suitable for managers, supervisors, facilities personnel and contractors who are appointed as Authorised Persons and are responsible for assessing, appointing, auditing and monitoring working at height activities. Delivered through classroom-based learning, discussion and scenario-based exercises, the course focuses on risk management, safety documentation and effective control of work at height.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Overview of Health and Safety and Statutory Regulations**  
Overview of UK health and safety law, including the Health and Safety at Work Act and the Work at Height Regulations, and their application to commercial working at height activities.
- **Management Arrangements and Hierarchy of Control Measures**  
Understanding management systems for working at height, including the hierarchy of control, elimination, substitution, engineering controls, administrative controls and personal protective equipment.
- **Roles and Responsibilities**  
Clarifying the duties of Authorised Persons, contractors, supervisors and operatives in managing and carrying out work at height safely.
- **Assessment, Appointment, Auditing and Monitoring**  
Assessing competence, appointing Authorised Persons and authorised climbers, and carrying out ongoing auditing, monitoring and review of working at height activities.
- **Climbing Teams and Authorised Climbers**  
Understanding the management and control of climbing teams, competence requirements, supervision and authorisation of climbers where rope access or climbing systems are used.
- **Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE)**  
Understanding use and management of PPE and RPE relevant to working at height, including inspection, maintenance and user responsibilities.
- **Operating Procedures and Safety Documentation**  
Implementing operating procedures, including risk assessments, method statements, permits to work and other safety documentation.



# Authorised Person

- **Rooftop Working (HSG33)**  
Safe management of rooftop working in accordance with HSG33, including access, fragile surfaces, edge protection, fall prevention and public safety considerations.
- **Emergency and Rescue Planning**  
Planning for emergencies, including rescue arrangements, incident response, First Aid considerations and escalation procedures.
- **Safety Documentation – Worked Examples and Scenarios**  
Reviewing examples and working scenario-based exercises covering risk assessments, method statements and authorisation decisions.
- **Assessment**  
Completing a multiple-choice test to demonstrate understanding of Authorised Person working at height principles.

## Certification

On successful completion, delegates receive an Authorised Person Working at Height (Commercial) certificate, confirming their competence to manage, authorise and monitor working at height activities.

Refresher training is recommended at appropriate intervals to maintain competence and ensure ongoing compliance with current legislation and guidance.



## **CISRS Construction Operative Training Scheme (COTS)**

### Course Overview

The CISRS Construction Operative Training Scheme (COTS) course is designed for individuals who are new to scaffolding and require an introduction to safe working practices within the scaffolding industry. It provides essential knowledge of health and safety responsibilities, scaffolding terminology, and basic site conduct, ensuring compliance with industry standards and legal requirements.

This course is suitable for operatives who are starting their career in scaffolding and need to obtain a CISRS Labourer Card. Delivered through classroom-based learning and practical demonstrations, the course focuses on safety awareness, hazard identification, and the role of a scaffolding labourer.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Introduction to CISRS and COTS Scheme**  
Overview of the CISRS training pathway, course objectives, and the importance of safety awareness for scaffolding operatives.
- **Health and Safety Legislation**  
Understanding key legislation, including the Health and Safety at Work Act and Work at Height Regulations, and their relevance to scaffolding activities.
- **Roles and Responsibilities**  
Clarifying the duties of scaffolding labourers, scaffolders, and site supervisors in maintaining a safe working environment.
- **Basic Scaffolding Terminology and Components**  
Introduction to common scaffold components such as tubes, fittings, boards, ladders, and basic structures.
- **Site Safety and Hazard Awareness**  
Identifying common hazards on scaffolding sites, including manual handling, slips, trips, falls, and working near vehicles.
- **Safe Manual Handling Techniques**  
Learning correct lifting and carrying methods to prevent injury when handling scaffold materials.
- **Personal Protective Equipment (PPE)**  
Understanding the correct use of PPE, including helmets, gloves, boots, and high-visibility clothing.
- **Housekeeping and Site Conduct**  
Best practices for maintaining a tidy work area and professional behaviour on site.
- **Emergency Procedures**  
Actions to take in the event of an incident, including falls, injuries, and site evacuations.



## › Assessment

Completing a multiple-choice test to demonstrate understanding of COTS principles.

## Certification

On successful completion, delegates receive a **CISRS COTS** certificate, enabling them to apply for a CISRS Labourer Card.

Certification is valid for **five years**, after which refresher training is required to maintain compliance.



## CISRS Scaffold Awareness

### Course Overview

The CISRS Scaffold Awareness course is designed for individuals who need a basic understanding of scaffolding safety but are not directly involved in its erection, alteration, or dismantling. It provides essential knowledge of scaffold types, hazards, and safe working practices, ensuring compliance with industry standards and legal requirements.

This course is suitable for site managers, supervisors, health and safety professionals, and anyone who needs to inspect or work near scaffolding. Delivered through classroom-based learning and interactive discussions, the course focuses on scaffold safety principles, risk management, and regulatory compliance.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Introduction to CISRS and Scaffold Awareness**  
Overview of the CISRS scheme, course objectives, and the importance of scaffold safety in construction.
- **Health and Safety Legislation**  
Understanding key legislation, including the Work at Height Regulations and their application to scaffolding activities.
- **Roles and Responsibilities**  
Reviewing responsibilities of scaffolders, site managers, and other personnel for maintaining scaffold safety.
- **Types of Scaffolding and Components**  
Identifying common scaffold structures, components, and their uses.
- **Scaffold Hazards and Risk Control**  
Exploring hazards such as falls from height, falling objects, structural collapse, and unsafe access.
- **Inspection and Tagging Systems**  
Understanding scaffold inspection requirements, tagging systems, and reporting procedures.
- **Safe Systems of Work**  
Learning best practices for working near scaffolds, including exclusion zones and PPE requirements.
- **Emergency Procedures**  
Reviewing actions to take in the event of scaffold-related incidents or emergencies.
- **Assessment**  
Completing a multiple-choice test to demonstrate understanding of scaffold safety principles.

### Certification

Completing a multiple-choice test to demonstrate understanding of scaffold safety principles.

Certification is valid for **five years**, after which refresher training is recommended.



## **CISRS Scaffold Inspection Training Scheme SITS Advanced**

### Course Overview

The CISRS Scaffold Inspection Training Scheme (SITS) Advanced Level course is designed for experienced personnel who are responsible for carrying out statutory scaffold inspections on complex scaffolding structures. It provides in-depth knowledge of scaffold design, construction standards, and inspection techniques to ensure compliance with legal and industry requirements.

This course is suitable for site managers, supervisors, health and safety professionals, and advanced scaffold inspectors who need to inspect scaffolds beyond basic structures. Delivered through classroom-based learning, practical exercises, and interactive discussions, the course focuses on advanced scaffold configurations, risk management, and regulatory compliance.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- **Introduction to CISRS and Advanced Scaffold Inspection**  
Overview of the CISRS scheme, course objectives, and the importance of advanced scaffold inspection in construction safety.
- **Health and Safety Legislation**  
Understanding key legislation, including the Work at Height Regulations, TG20:21 guidance, and NASC standards.
- **Roles and Responsibilities**  
Reviewing responsibilities of scaffold inspectors, site managers, and contractors for maintaining scaffold safety.
- **Scaffold Design and Complex Structures**  
Detailed study of advanced scaffold types such as cantilever scaffolds, loading bays, birdcage scaffolds, and temporary roofs.
- **Inspection Techniques and Requirements**  
Learning how to carry out thorough inspections, identify defects, and record findings in compliance with statutory requirements.
- **Common Defects and Risk Control**  
Exploring typical scaffold faults, structural weaknesses, and corrective actions.
- **Practical Scaffold Inspection Exercises**  
Hands-on inspection of complex scaffold structures under supervision.
- **Reporting and Documentation**  
Understanding how to complete inspection reports and maintain accurate records.
- **Emergency Procedures**  
Reviewing actions to take in the event of scaffold-related incidents or emergencies.



➤ **Assessment**

Completing a written test and practical assessment to demonstrate competence in advanced scaffold inspection.

## Certification

On successful completion, delegates receive a CISRS SITS (Advanced) Scaffold Inspection certificate, recognized by the Construction Industry Scaffolders Record Scheme.

Certification is valid for **five years**, after which refresher training is recommended.



# CISRS Scaffold Inspection Training Scheme (SITS) Basic Level – Course Agenda

## Course Overview

The CISRS Scaffold Inspection Training Scheme (SITS) Basic Level course is designed for personnel responsible for carrying out statutory inspections on **basic scaffolding structures**. It provides essential knowledge of scaffold types, standards, inspection techniques, and legal duties to ensure that scaffolds are safe for use and compliant with regulations.

This course is suitable for site managers, supervisors, safety professionals, and others required to inspect **standard configurations** (e.g., independent scaffolds, birdcage scaffolds, and basic towers) that fall within recognized industry guidance. Delivered through classroom-based learning, case studies, and practical inspections, the course focuses on inspection routines, defect identification, and record-keeping.

The course is conducted in English – a good knowledge of spoken and written English is essential

## Agenda

- **Introduction to CISRS and SITS (Basic Level)**  
Overview of the CISRS scheme, SITS pathway, course objectives, scope and limitations of the Basic Level qualification, and how it interfaces with site management and contractor responsibilities.
- **Health and Safety Legislation**  
Understanding the Work at Height Regulations, the Health and Safety at Work Act, and duties relating to scaffold inspection frequency, competence, and statutory records.
- **Roles and Responsibilities**  
Clarifying the responsibilities of scaffold suppliers, users, principal contractors, and inspectors; competence requirements; communication and escalation routes for defects.
- **Scaffold Types and Components (Basic Configurations)**  
Identifying and understanding standard scaffold types and their components, including:
  - Independent (double) scaffolds
  - Birdcage scaffolds
  - Basic towers (non-mobile)
  - Access platforms and edge protection
  - Plus, basics of ties, ledgers, transoms, bracing, boards, toe boards, ladders, and access gates.
- **Standards and Best Practice Guidance**  
Introduction to key guidance such as NASC TG20 for compliant basic tube-and-fitting scaffolds, safe working loads, stability, and permissible variations within “basic” scope.
- **Inspection Techniques and Frequency**  
How to plan and conduct inspections: pre-use checks, weekly statutory inspections, inspections after adverse weather or modification, and re-commissioning following significant events.



- **Common Defects and Risk Controls**

Recognizing typical issues: inadequate foundations/sole boards, insufficient bracing or tying, poor access/egress, damaged components, missing guardrails/toe boards, incomplete decks, and inadequate segregation.

- **Tagging Systems and Documentation**

Using scaffold tags (e.g., “Scafftag” or equivalent), completing inspection reports, recording defects, issuing prohibition notices, and documenting corrective actions.

- **Practical Inspection Exercise**

Hands-on walk-through of a basic scaffold inspection, identifying defects, prioritizing remedial actions, and completing compliant records.

- **Emergency Procedures**

Actions to take when serious defects are found, partial or full scaffold closure, securing the area, notifying responsible parties, and re-inspection protocols after rectification.

- **Assessment**

Completing a multiple-choice/written test and a practical inspection assessment to demonstrate competence in inspecting basic scaffolds.

## Certification

On successful completion, delegates receive a **CISRS SITS (Basic) Scaffold Inspection** certificate, recognized by the Construction Industry Scaffolders Record Scheme.

Certification is typically valid for **five years**, after which refresher or revalidation training is recommended to maintain competence.



## CISRS Advanced Scaffolder (Tube & Fitting)

### Course Overview

The **CISRS Advanced Scaffolder** course is designed to build on existing scaffolding knowledge and develop advanced skills in the design, erection, alteration and dismantling of complex tube and fitting scaffolds. The course focuses on high risk and technically demanding scaffolding structures commonly encountered on large or specialist projects.

Delegates will gain a deeper understanding of scaffold design principles, load calculations and the safe management of advanced scaffolding works. The programme strengthens practical ability alongside essential knowledge of current legislation, standards and industry best practice.

This course is suitable for experienced scaffolders who already hold the CISRS Scaffolder card and are progressing towards advanced status, as well as those expected to work on complex, nonstandard or designed scaffolding structures.

The course is conducted in English – a good knowledge of spoken and written English is essential.

### Agenda

- ▶ **Advanced Scaffold Design Principles**  
Understanding design responsibilities, standards and the use of drawings and specifications for complex scaffolding structures.
- ▶ **Legislation, Standards and Industry Guidance**  
Reviewing relevant health and safety legislation, SG4 guidance and TG20 compliance as it applies to advanced scaffolding activities.
- ▶ **Load Calculations and Structural Considerations**  
Learning how to assess loads, calculate capacities and understand the effects of wind, height and imposed loading.
- ▶ **Complex Tube and Fitting Structures**  
Erecting and modifying advanced scaffolds including cantilever scaffolds, truss out arrangements and complex access platforms.
- ▶ **Temporary Roofs and Weather Protection**  
Planning and constructing temporary roofing systems and protection structures using tube and fitting methods.
- ▶ **Public Protection and Safety Controls**  
Managing risks to workers and the public through effective edge protection, netting, fans and exclusion zones.
- ▶ **Inspection and Handover Procedures**  
Carrying out detailed scaffold inspections and completing documentation for handover and ongoing use.
- ▶ **Practical Erection and Dismantling**  
Demonstrating safe systems of work and advanced techniques during supervised practical exercises.



## ➤ **Assessment**

Delegates are assessed through practical assessments, a theory-based knowledge test and a professional discussion to confirm competence.

## Certification

On successful completion of the course and assessments, delegates will be awarded the **CISRS Advanced Scaffolder (Tube and Fitting)** qualification. Achievement requires successful completion of all practical and theory assessments to the required CISRS standard.

The CISRS Advanced Scaffolder card is typically valid for **five years**, subject to current CISRS renewal requirements.



## Niko Scaffolding Runway System – Course Agenda

### Course Overview

This course provides delegates with the practical knowledge and skills required to safely design, assemble, test and certify NIKO scaffolding runway systems. It is aimed at scaffolders, site supervisors, project managers and anyone responsible for the safe use and management of scaffolding systems on construction or industrial sites.

Delegates should have a basic understanding of scaffolding principles, construction site safety and relevant health and safety legislation.

The course is conducted in English – a good knowledge of spoken and written English is essential

### Agenda

- **Theory, Law, and Safe Working Practice**  
Covering legal requirements, standards, regulations, and safe working practices for scaffolding runway systems, including LEEA guidance and industry best practice
- **Introduction to NIKO Scaffolding Runway Systems**  
Introducing NIKO Ltd and its role in the scaffolding industry. Providing an overview of the NIKO Scaffolding Runway System, its design, purpose and applications, and highlighting benefits such as improved safety, efficiency and ease of installation.
- **System Design**  
Explaining system design principles, including track selection, calculation of support centres and cantilever lengths. Outlining key design criteria to ensure safe and efficient installation in line with industry standards.
- **Components**  
Identifying all scaffolding runway components and covers common mistakes to avoid during assembly, emphasising ways to prevent errors that could compromise safety or performance.
- **Practical Assembly**  
Demonstrating hands-on assembly techniques, allowing application of theory to real-world installation scenarios and reinforcing correct procedures and safe working practices.
- **Load Testing, Thorough Examination, and Certification**  
Covering procedures for load tests and thorough examinations, marking, certification and ongoing maintenance requirements. Discussing common arguments against load testing and the importance of strict adherence to safety standards.
- **Assessment**  
Uses practical exercises and observation of assembly techniques to assess competence. Knowledge checks during theory sessions ensure understanding of key concepts.

### Certification

Successful completion of the course leads to a **NIKO Scaffolding Runway System Certificate**, recognised as evidence of competence in system design, assembly, testing and safe operation.

