

# THE IN-HOUSE TRAINING COMPANY

## Operative-level health and safety training

<b>List of courses</b>	<i>Page</i>
• Access equipment – safe use	2
• Access equipment (IPAF) – operators	2
• Access equipment (IPAF) – demonstrators	3
• Access equipment – scaffold inspection	3
• Access equipment – ladder safety	4
• Access equipment – fall protection	5
• Asbestos management	6
• Breathing apparatus for wearers	7
• Cable avoidance tools	7
• Confined spaces – awareness	8
• Confined spaces Module 1 – operatives	8
• Confined spaces Module 2 – supervisors	9
• Confined spaces Module 3 – rescue	10
• Contaminated land	10
• Electricity – safe working techniques	11
• Electricity – in-service inspection and testing	11
• Fire safety – introduction	12
• Fire safety – evacuation methods for marshals / wardens / stewards	13
• Fire safety – introduction to fire risk assessment	13
• First aid – appointed persons	14
• First aid – Qualified First Aider (HSE approved)	15
• First aid – oxygen administration	15
• Health and safety awareness – general	16
• Health and safety awareness – construction	17
• Health and safety awareness – office safety	17
• Hazardous substances – assessment	18
• Hand / arm vibration syndrome	19
• Manual handling operations – safe handling	19
• Noise at work	20
• Work equipment – abrasive wheels	21

Outlines of these courses are attached. Further details are available on request.

These courses and services are all delivered by a team of highly experienced consultants and trainers whose clients include such organisations as Ricoh, Black and Veatch, ABB, the BMA, McNicholas plc, S J Berwin, Thames Water, Racal, Drake and Scull Airport Services, Akzo Nobel, British Energy, British Gas, Vauxhall Motors, McDonalds, Essex Police.

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## **Access equipment – safe use**

### **Overview**

A course for all operatives / staff likely to use access equipment (eg, construction site workers) to examine the health hazards associated with the use of access equipment and to explore methods of minimising the risks.

### **Entry requirement**

Attendance on Health and Safety course or it will be assumed that the participants will have attained an equivalent level of knowledge.

### **Format**

This is a half-day course in which participants will examine ways in which they can implement measures for the safe use of access equipment. Each participant will receive a study pack containing guidance information from safety standards bodies, regulatory bodies and suppliers of access equipment resources.

The maximum acceptable ratio of trainers to participants is 1:10.

### **Course outline**

- 1 Identification of the common types of access equipment and their component parts
- 2 Identification of the causes of common injuries
- 3 Statutory requirements and good practice relating to the use of access equipment
- 4 Relating statutory requirements and good practice to the site environment using practical exercises
- 5 Examination of a variety of aids and equipment available to improve the working environment associated with this equipment

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## **Access equipment (IPAF) – operators**

### **Overview**

A course for operators of self-propelled booms and scissors.

### **Entry requirement**

Safety awareness relevant to MEWPs is an integral part of the IPAF course and therefore a previous safety awareness is not necessary for the operators course.

### **Format**

This is an interactive one-day course. The first half starts off with the course and the afternoon half is a practical test (pass mark 80%) on the material covered to assess the participants on their new skills.

The maximum acceptable ratio of trainers to participants is specified by IPAF (International Powered Access Federation): please call for details.

### **Course outline**

- 1 Health and Safety at Work Act

- 2 Lifting Operations and Lifting Equipment Regulations (LOLER) and Provision and Use of Work Equipment Regulations (PUWER)
  - 3 Working at height
  - 4 Accident statistics
  - 5 Types of mobile elevating work platforms (MEWPs)
  - 6 Safe operating of MEWPs
- 

## **Access equipment (IPAF) – demonstrators**

### **Overview**

A course for demonstrators in the safe use of self-propelled booms and scissors.

### **Entry requirement**

IPAF requires previous safety awareness training for this course.

### **Format**

This is an interactive one-day course. The first half starts off with the course and the afternoon half is a practical session, followed by a theory test (pass mark 92%) on the material covered to assess the participants on their new skills.

The maximum acceptable ratio of trainers to participants is specified by IPAF (International Powered Access Federation): please call for details.

### **Content**

- 1 Health and Safety at Work Act
  - 2 Lifting Operations and Lifting Equipment Regulations (LOLER) and Provision and Use of Work Equipment Regulations (PUWER)
  - 3 Working at height
  - 4 Accident statistics
  - 5 Types of mobile elevating work platforms (MEWPs)
  - 6 Safe operating of MEWPs
- 

## **Access equipment – scaffold inspection**

### **Overview**

A course intended for those operatives undertaking scaffold inspections in accordance with Regulation 12 of the Work at Height Regulations 2005.

The aim of the course is to increase participants' knowledge and understanding of the need to inspect scaffolds as a competent person.

The course is of a semi-practical nature and involves the participant having to demonstrate competence by undertaking a scaffold inspection on a working site; participants must therefore have the appropriate personal protective equipment.

### **Entry requirement**

None, but personal protective equipment must be provided for all participants.

### **Format**

This is an interactive one-day course. Achievement is to be measured by a test comprising a scaffold inspection and a record of findings, marked against the findings of the training staff.

The maximum acceptable ratio of trainers to participants is 1:10.

### **Course outline**

- 1 Introduction
- 2 Construction (Health, Safety and Welfare) Regulations 1996
- 3 Work at Height Regulations 2005
- 4 Scaffold terminology
- 5 Scaffold components and their functions
- 6 Scaffold inspections
- 7 Records of inspections

---

## **Access equipment – ladder safety**

### **Overview**

A short course for all operatives within the construction industry who use ladders as a form of access equipment or temporary work place.

The aim of the course is to increase participants' awareness of the relevant legislation and best practice for assessing whether or not the use of ladders is an acceptable safe system of work.

### **Entry requirement**

The course is both theoretical and practical. If any participant feels medically or psychologically disadvantaged they must inform the trainer prior to commencement of the course.

### **Format**

This is an interactive course of four and a half-hours' duration. At the end of the course there is a practical demonstration on the safe use of ladders, including an exercise which involves all the participants.

The maximum acceptable ratio of trainers to participants is 1:12.

### **Course outline**

- 1 Introduction
- 2 Relevant legislation

- 3 Health and Safety at Work etc Act 1974
  - 4 Management of Health and Safety at Work Regulations 1999
  - 5 Provision and Use of Work Equipment Regulations 1998
  - 6 Manual Handling Regulations 1992
  - 7 Construction (Health, Safety and Welfare) Regulations 1996
  - 8 Work at Height Regulations 2005
  - 9 Assessment of suitability of ladders for the task
  - 10 Inspection of ladders and common defects
  - 11 Practical – safe use of ladders demonstration and exercise
  - 12 Open forum / close
- 

## **Access equipment – fall protection**

### **Overview**

A course designed to provide managers, health and safety advisors and general operatives with a detailed understanding of the legislative and technical information necessary to identify and control fall hazards in the workplace.

The aim of the training is to provide sufficient information as to enable the participants to give competent advice with regard to the selection and use of fall protection equipment. The course gives participants the necessary skills to meet the requirements of legislation and of NASC (National Access and Scaffolding Confederation) Guidance 004.

### **Entry requirement**

None, but if any participant feels medically or psychologically disadvantaged they must inform the trainer prior to commencement of the course.

### **Format**

This one-day course is of a practical nature and involves the participants having to demonstrate competence. Achievement is to be measured by continual observation during the day and the participants will have to satisfy the trainer of their competence in the selection and advice given for individual scenarios.

The maximum acceptable ratio of trainers to participants is 1:8.

### **Course outline**

- 1 Introduction
- 2 Working at height and the need for fall protection equipment
- 3 Legislation, standards and guidelines
- 4 Generic and specific risk assessment
- 5 Fall protection theory

- 6 Fall protection systems
  - 7 Fall protection equipment selection
  - 8 Inspection, care and maintenance requirements
  - 9 Emergency procedure considerations
  - 10 Open forum / close
- 

## **Asbestos management**

### **Overview**

The course is intended for employers, building managers and owners, safety officers, architects and designers.

It gives detailed information and guidance about the practical application of the Control of Asbestos at Work Regulations 2002.

### **Entry requirement**

None.

### **Format**

The course is of four and a half-hours' duration. A multiple-choice examination question paper measures achievement at the end of the course.

To achieve a pass 60% of the questions must be answered correctly. Certification is in partnership with the Health and Safety Executive.

The maximum acceptable ratio of trainers to participants is 1:12.

### **Course outline**

- 1 Asbestos – the facts
  - 2 Ill-health effects
  - 3 Duty to manage – 'Identification of Duty Holders'
  - 4 Development of management plan
  - 5 Risk assessment
  - 6 Implementation of management plan
  - 7 Further guidance
  - 8 Open forum / close
-

## **Breathing apparatus for wearers**

### **Overview**

A course suitable for personnel required to wear self-contained breathing apparatus (SCBA) in their work activities. It covers all aspects of wearing and maintenance of SCBA, rescue and safety procedures. This involves practical exercises.

### **Entry requirement**

Attendance on Confined Spaces module 1 and / or 2 or it will be assumed that participants already have an awareness of working duration breathing apparatus applications and requirements. A level of physical fitness is required of all participants.

### **Format**

A two-day intensive course providing in-depth practical instruction. Certificates of competence will be issued on successful completion of the practical and theoretical tests.

The maximum acceptable ratio of trainers to participants is 1:8.

### **Course outline**

- 1 Physiology of respiration
- 2 Mechanics of breathing apparatus
- 3 Pre-use safety checks
- 4 Donning and starting
- 5 Working in breathing apparatus
- 6 Safety awareness
- 7 After-use maintenance and testing
- 8 Rescue procedures and techniques

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## **Cable avoidance tools**

### **Overview**

A course designed to explain the features of cable avoidance tools and Genny and illustrate their application in the field. This is essential knowledge for anyone involved in the detection of buried objects.

### **Entry requirement**

None.

### **Format**

This is an interactive one-day course which gives participants the opportunity to practice their skills on the use of CAT and Genny equipment.

The maximum acceptable ratio of trainers to participants is 1:10.

## **Course outline**

- 1 CAT and Genny features
  - 2 Test – performance of CAT and Genny
  - 3 Operation in all modes
  - 4 Locating in all modes
  - 5 Accessories that can be used
- 

## **Confined spaces – awareness**

### **Overview**

A half-day course suited to personnel who will enter and work in confined spaces and / or are responsible for the management of confined space entries. The course will enable the identification and implementation of safe systems of work.

### **Entry requirement**

It will be assumed that participants will have an indirect or direct awareness of confined working requirements.

### **Format**

A half-day course providing participants with the knowledge to implement and recognise safe systems of work in confined spaces. A certificate of competence will be awarded on satisfactory completion of practical and written tests.

The maximum acceptable ratio of trainers to participants is 1:12.

## **Course outline**

- 1 Awareness of legislative requirements
  - 2 Ability to identify and assess confined spaces
  - 3 Understanding of atmospheric, physical and biological hazards
  - 4 Ability to implement a safe system of work and health surveillance
- 

## **Confined spaces Module 1 – operatives**

### **Overview**

A course for all operatives / staff needing to enter confined spaces with escape breathing apparatus equipment.

### **Entry requirement**

Attendance on a health and safety course or it will be assumed that the participants will have attained an equivalent level of knowledge.

## **Format**

This is a one-day course providing basic information relating to confined space working, duty holders' responsibilities and use of escape breathing apparatus.

The maximum acceptable ratio of trainers to participants is 1:8.

## **Course outline**

- 1 Brief overview of legislation
  - 2 Hazards and specified risks
  - 3 Escape breathing apparatus
  - 4 Safe systems of work and permits
  - 5 Health and hygiene
  - 6 Emergency arrangements and equipment
- 

## **Confined spaces Module 2 – supervisors**

### **Overview**

A course for selected operatives / staff required to undertake supervisory and / or rescue duties at confined space operations.

### **Entry requirement**

Attendance on Module 1 or it will be assumed that the participants will have attained an equivalent level of knowledge.

### **Format**

This is one-day course providing in-depth practical instruction for supervisors and operatives who may be required to carry out rescues. Certificates of competence will be awarded following successful completion of both theoretical and practical tests.

The maximum acceptable ratio of trainers to participants is 1:8

## **Course outline**

- 1 Legislation and practice
  - 2 Hazards, risk assessment and development of method statements
  - 3 Implementation of safe systems of work and rescue arrangements
  - 4 Physiology of respiration, health hazards and health surveillance
  - 5 Maintenance of equipment
-

## Confined spaces Module 3 – rescue

### Overview

A course for selected operatives, including staff experienced in supervisory and rescue duties in confined space operations.

### Entry requirement

Attendance on Modules 1 and 2 and the 'Breathing apparatus for wearers' course or evidence of equivalent level of competence.

### Format

A two-day course with practical instruction. Certificates of competence will be awarded following successful completion of both theoretical and practical test.

The maximum acceptable ratio of trainers to participants is 1:8.

### Course outline

- 1 Review of legislative responsibility
- 2 Safety management systems
- 3 Use and maintenance of breathing apparatus
- 4 Emergency rescue procedures and techniques
- 5 Casualty handling

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## Contaminated land

### Overview

A course for Construction Supervisors to provide a general introductory background into the contaminated land regime, the risks associated with contaminated land and methods of remediation. The course goes on to explain the measures that can be adopted to control risks with regards to health and safety and the environment in a construction industry context.

### Entry requirement

None.

### Format

This is an interactive one-day course. The first part of the course provides the introductory background. Thereafter, case studies give all participants the chance to apply their knowledge in real-life situations.

The maximum acceptable ratio of trainers to participants is 1:12.

### Course outline

- 1 The nature of the contaminated land problem in the UK
- 2 The contaminated land regime and regulatory framework
- 3 Responsibilities of enforcing authorities

- 4 Risk assessment process for contaminated land
  - 5 Methods of site investigation
  - 6 Contaminated land remediation
  - 7 Responsibilities of construction workers and apportioning of liability
  - 8 Contaminants pathways and control of risks to health, safety and the environment
  - 9 Guidelines for excavation of contaminated land
- 

## **Electricity – safe working techniques**

### **Overview**

A course for skilled operatives working on or near electrical systems. The programme examines safe systems of work, maintaining systems in a safe condition and the responsibilities of employers and employees for collaborating to achieve a safer working environment.

### **Entry requirement**

Attendance on a health and safety course or it will be assumed that the participants will have attained an equivalent level of knowledge.

### **Format**

This is a one-day course designed to allow participants to examine ways in which they can co-operate in improving the safety of their workplace. The course will be based on a study pack, copies of which will be provided for each participant, and the Memorandum on the Electricity at Work Regulations, which will be made available for the duration of the course.

The maximum acceptable ratio of trainers to participants is 1:12.

### **Course outline**

- 1 Examination of employers and employees responsibilities under health and safety legislation
  - 2 Identification of relevant sections of the Electricity Supply Regulations
  - 3 Revision of the relevant parts of BS7671 (16th Edition of the IEE Regulations), including:
    - Earthed equipotential bonding and automatic disconnection of the supply
    - Ingress protection of enclosures
    - Isolation, switching and proving dead
  - 4 Safe live working techniques
- 

## **Electricity – in-service inspection and testing**

### **Overview**

A course designed to allow operatives and managers to develop the skills needed to manage and / or perform the tests required under the Electricity at Work Regulations to prove the safety of electrical equipment.

## **Entry requirement**

Attendance on a health and safety course or it will be assumed that the participants will have attained an equivalent level of knowledge.

## **Format**

This is a one-and-a-half-day practical course based on a set of study notes and guidance material from HSE, the IEE, the Electronic Equipment Association and from manufacturers of test equipment. Each participant will have his or her competence in portable appliance testing assessed.

The maximum acceptable ratio of trainers to participants is 1:10.

## **Course outline**

- 1 Examination of the testing requirements for satisfying legal liability
- 2 Inspection of portable appliances to establish and record the identification and characteristics of the appliances and to decide which tests are appropriate
- 3 The evaluation of the testing methods and equipment commonly employed
- 4 Identification of the types of appliances to be tested, problems encountered in testing them and possible solutions
- 5 Evaluation of recording systems and examination of the need for the control and monitoring of the testing and recording programme
- 6 Identifying the limits of repairs that should be carried out by the person carrying out the test, alternative remedial and follow-up actions that should be taken and assessing their effectiveness
- 7 Practice in carrying out portable appliance tests and recording the results in an appropriate format

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## **Fire safety – introduction**

### **Overview**

A course for all operatives / staff to enable them to co-operate in the prevention of fires in the workplace and to equip them with the skills and knowledge needed to carry out emergency fire procedures safely and to use portable fire extinguishers.

### **Format**

This is a half-day course based on a study pack, which will be issued to each participant, guidance material and video presentations. Participants will have an opportunity to practice using common types of fire extinguisher.

The maximum acceptable ratio of trainers to participants is 1:12.

### **Entry requirement**

Attendance on a health and safety course or it will be assumed that the participants will have attained an equivalent level of knowledge.

### **Course outline**

- 1 The principles and characteristics of combustion
- 2 Simple measures for minimising the risk of fires in the workplace

- 3 Emergency procedures on discovering a fire and on hearing a fire alarm
  - 4 The principles and methods of operation for a variety of commonly-used fire extinguishers and fire-fighting equipment
- 

## **Fire safety – evacuation methods for marshals / wardens / stewards**

### **Overview**

A course for newly-appointed and prospective fire marshals or wardens to equip them with the skills and knowledge needed to fulfil their roles.

### **Entry requirement**

Attendance on a Basic Fire Safety course or it will be assumed that the participants will have attained an equivalent level of knowledge.

### **Format**

This is a half-day course based on a study pack, which will be issued to each participant, guidance material and video presentations.

The maximum acceptable ratio of trainers to participants is 1:12.

### **Course outline**

- 1 An overview of legislative requirements for fire safety
  - 2 The principles and characteristics of combustion and fire prevention theory
  - 3 The principles and methods of operation of a variety of commonly used fire extinguishers and fire fighting equipment
    - Note: practical use of this equipment is undertaken in the introduction to fire safety course rather than on this course
  - 4 Systems designed to facilitate safe storage and use of flammable substances
  - 5 The design, provision and maintenance of preventative and precautionary systems designed to reduce the risks associated with fire
  - 6 The roles and responsibilities of nominated persons
  - 7 Human behaviour and fire
- 

## **Fire safety – introduction to fire risk assessment**

### **Overview**

A course for newly-appointed and prospective fire risk assessors to equip them with the skills and knowledge needed to fulfil their roles.

### **Entry requirement**

Attendance on 'Safety management' or 'Safety for Directors and Senior Managers' courses or it will be assumed that the participants will have attained an equivalent level of knowledge.

## **Format**

This is a one-day course based on a study pack, which will be issued to each participant, guidance material and video presentations. Participants will have an opportunity to carry out an inspection of the facilities in the immediate area of the course and will practice conducting a fire risk assessment.

The maximum acceptable ratio of trainers to participants is 1:10.

## **Course outline**

- 1 An introduction to fire safety legislation
  - 2 The conduct of risk assessments on fire hazards
  - 3 Fire prevention
  - 4 Means of escape theory
  - 5 The provision and siting of fire extinguishers and fire-fighting equipment
  - 6 The safe storage and use of flammable substances
  - 7 The design, provision and maintenance of preventative and precautionary systems designed to reduce the risks associated with fire
- 

## **First aid – appointed persons**

### **Overview**

A practical course for selected staff who are expected to provide emergency first aid in the workplace or when remotely in small groups or where a specific hazard exists.

### **Entry requirement**

Attendance on a health and safety course, or it will be assumed that the participants will have attained an equivalent level of knowledge.

### **Format**

This is a one-day course based on a student workbook.

The maximum acceptable ratio of trainers to participants is 1:8.

## **Course outline**

- 1 Resuscitation
  - 2 Control of bleeding
  - 3 Treatment of the unconscious casualty
  - 4 Communication
  - 5 Contents of First Aid boxes
  - 6 Treatment of the effects of specific hazards at the workplace (where appropriate)
-

## **First aid – Qualified First Aider (HSE approved)**

### **Overview**

This is a comprehensive four-day course, providing the skills and knowledge to administer first aid in the work place to the level of competence required by the Health and Safety Executive.

### **Entry requirement**

All personnel required to administer first aid at work.

### **Format**

A four-day course. A fuller outline is available on request. Certificates will be awarded on successful completion of assessment.

The maximum acceptable ratio of trainers to participants is 1:8.

### **Course outline**

- 1 Approach and prioritization
- 2 How the body works
- 3 Unconsciousness
- 4 Non-breathing and pulse-less casualty
- 5 Obstructed airway
- 6 Airway and breathing disorders
- 7 External / internal bleeding
- 8 Fractures and dislocations
- 9 Medical disorders
- 10 Casualty handling
- 11 Wounds and bandaging
- 12 Exposure

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## **First aid – oxygen administration**

### **Overview**

A course for first aiders responsible for administering oxygen, during resuscitation or otherwise.

### **Entry requirement**

Holders of current HSE-approved first aid at work certificate.

### **Format**

A half-day course. Certificates will be awarded following successful completion of theoretical tests.

The maximum acceptable ratio of trainers to participants is 1:8.

## Course outline

- 1 Properties of oxygen
  - 2 Dangers of oxygen
  - 3 Administering oxygen
  - 4 Resuscitators
- 

## Health and safety awareness – general

### Overview

A course for all operatives/staff to ensure the safety of themselves and others and to enable them and their employer(s) to satisfy relevant health and safety legislation. This is also an ideal induction course for new or recently-appointed operatives / staff.

### Entry requirement

None.

### Format

This is an interactive course, run over a half-day. Participants will have an opportunity to examine ways in which they can co-operate with their employer organisation's strategies for complying with their legislative requirements.

### Special feature

This course can be extended to a one-day course that would provide participants with the opportunity of completing the assessments for the Institution of Occupational Safety and Health (IOSH) 'Working Safely' qualification.

The maximum acceptable ratio of trainers to participants is 1:12.

## Course outline

- 1 Examination of the basic legislative requirements, as they apply to the individual, such as:
    - The Management of Health and Safety at Work
    - Workplace Health Safety and Welfare
    - Provision and Use of Work Equipment
    - Personal Protective Equipment at Work
    - Manual Handling Operations
    - Display Screen Equipment
    - Fire Precautions
  - 2 Common hazards and risks in the workplace
  - 3 Control measures designed to manage risk
  - 4 Safety signs, warnings and notices
  - 5 Attitudes to safety
  - 6 Fire safety
-

## **Health and safety awareness – construction**

### **Overview**

A course designed to give operatives working within the construction industry a basic health and safety knowledge. It is intended to support the Construction Skills Certificate Scheme. The aim of the training is to ensure that operatives have a basic knowledge of health and safety and can work on site without being a risk to themselves or others who may be affected by their acts or omissions.

### **Entry requirement**

None.

### **Format**

This is a one-day course. Achievement will be assessed by a multiple-choice examination paper at the end of the day. To achieve the standard required 20 questions must be answered correctly.

The maximum acceptable ratio of trainers to participants is 1:12.

### **Course outline**

- 1 Health and safety at work legislation
- 2 Accident reporting and emergency procedures
- 3 Accident prevention
- 4 Health and hygiene
- 5 Manual handling
- 6 Working at heights
- 7 Working with electricity, underground and overhead services
- 8 Use of hand held tools and equipment
- 9 Personal protective equipment
- 10 Safe use of vehicles
- 11 Noise and vibration
- 12 Fire prevention
- 13 Excavations and confined spaces
- 14 The Control of Substances Hazardous to Health (COSHH)
- 15 First aid

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## **Health and safety awareness – office safety**

### **Overview**

A course designed to identify the risks to health and safety within an office environment and how these risks can be managed effectively .

## **Entry requirement**

None.

## **Format**

This is a half-day course. All subjects can be covered with follow-up bespoke training on identified shortfalls.

The maximum acceptable ratio of trainers to participants is 1:12.

## **Course outline**

- 1 Legislation
- 2 Display screen risks and assessments
- 3 Workstation requirements and laptops
- 4 Eyesight testing
- 5 Electrical equipment
- 6 Slips, trips and falls
- 7 Manual handling activities
- 8 Fire safety
- 9 Stress management
- 10 Any other hazards identified on site or identified by participants

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## **Hazardous substances – assessment**

### **Overview**

A one-day course designed to develop the skills required to successfully complete hazardous substance assessments, to evaluate the success of the more common assessment models used and to consider alternative approaches.

### **Entry requirement**

Attendance on 'Managing safely' or 'Safety for directors and senior managers' or it will be assumed that the participants will have attained an equivalent level of knowledge.

### **Format**

This is a one-day course in which the skills required to manage and carry out hazardous substance assessments will be identified. A comprehensive set of notes will be issued to each participant and will form the basis of the day. During the course relevant publications will be available for inspection and discussion, such as:

- Approved Codes of Practice and guides
- Hazard information and packaging regulations
- Occupational exposure limits

The maximum acceptable ratio of trainers to participants is 1:12.

## **Course outline**

- 1 A review of the common methods used to carry out hazardous substance assessments and examination of the relative efficacy of each method
  - 2 Familiarising participants with the recommended stages for making an assessment and revising exposure calculations related to maximum exposure limits and occupational exposure standards
  - 3 Identifying approaches to assessments which meet the requirements of the enforcing authorities
  - 4 Identifying who should carry out assessments and what skills they require
  - 5 Practice in implementing the assessment mechanisms
  - 6 Monitoring and reviewing the effectiveness of the management system(s)
- 

## **Hand / arm vibration syndrome**

### **Overview**

A course designed to assist workers exposed to vibration to understand the risks associated with short-, medium- and long-term effects of vibration. This course places emphasis on key measures which can be adopted to control the risks associated with human exposure to vibration.

### **Entry requirement**

None.

### **Format**

This is a one-day course, at the end of which there will be a written assessment.

The maximum acceptable ratio of trainers to participants is 1:12.

## **Course outline**

- 1 Hand arm vibration syndrome
  - 2 Vibration white finger
  - 3 Equipment
  - 4 Legislative framework on vibration
  - 5 Responsibilities
- 

## **Manual handling operations – safe handling**

### **Overview**

A course for all operatives / staff who are involved in manual handling activities in the workplace.

### **Entry requirement**

Attendance on a health and safety awareness course or it will be assumed that the participants will have attained an equivalent level of knowledge.

## **Format**

This is a half-day course based on a comprehensive study pack, overhead transparencies, video presentation and demonstration. The participants will be required to demonstrate their manual handling techniques as part of the course and should be advised to wear comfortable, loose-fitting clothing.

The maximum acceptable ratio of trainers to participants is 1:8.

## **Course outline**

- 1 Basic survival techniques – an introduction
- 2 Identifying the load and task characteristics
- 3 Basic precautions such as planning the operation, getting assistance and the use of personal protective equipment
- 4 Lifting, including posture, lifting efficiency and teamwork
- 5 Moving techniques, including carrying and setting down, pushing and pulling and handling odd-shaped objects
- 6 The use of lifting and handling aids
- 7 Knowing one's own capabilities and re-appraising manual handling capabilities in respect of health

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## **Noise at work**

### **Overview**

This half-day course gives an insight into the nature of noise and the risks associated with short-, medium- and long-term exposure. It includes coverage of the Control of Noise at Work Regulations 2005 which came into force on 6 April 2006. This is an essential training session for everyone exposed to noise at work and those who need to control the risks.

### **Entry requirement**

None.

### **Format**

This is a half-day course.

The maximum acceptable ratio of trainers to participants is 1:12.

### **Course outline**

- 1 Legislative framework regulating noise
- 2 The human ear
- 3 Noise dose
- 4 Hearing protection
- 5 Problems with noise exposure
- 6 Responsibilities of employees

---

## **Work equipment – abrasive wheels**

### **Overview**

A course for site supervisors, gangers, storekeepers, plant fitters and all operatives required to mount abrasive wheels or discs.

### **Entry requirement**

Attendance on a health and safety awareness course or it will be assumed that the participants will have attained an equivalent level of knowledge.

### **Format**

This is a half-day course as a result of which participants will be able to understand their statutory duties and to undertake those duties safely.

The maximum acceptable ratio of trainers to participants is 1:6.

### **Course outline**

- 1 Legal requirements
- 2 Causes and prevention of accidents
- 3 Selection, inspection, storage and transportation of all types of abrasive wheel
- 4 Correct assembly of components, including practical exercise

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