

# Grounds Maintenance

**City & Guilds**  
Approved Centre

**HIGHWAYS  
&  
CONSTRUCTION**  
TRAINING ASSOCIATION



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## GROUNDS MAINTENANCE COURSES

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Strimmers, Hedgetrimmers & Brushcutters	1 Day	Basic	11
Tractor Driving: Introductory Course	3 Days	Basic	11
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Trailer Safety	1 Day	Basic	12
Working at Heights	1 Day	Basic	12



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## **BRUSHWOOD CHIPPER : 1 DAY**

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### **WHO SHOULD ATTEND**

All those who use brushwood chippers and need to be able to prepare, operate and maintain the brushwood chipper.

### **COURSE CONTENT**

- ▶ Start and operate the chipper safely and correctly
- ▶ Make operational adjustments and unclog
- ▶ Correct procedure for coning off and placing warning signs on roads and in public areas where required
- ▶ Cleaning and routine maintenance of the equipment
- ▶ PPE
- ▶ Safety precautions for refuelling

An NPTC assessment in the competence of brushwood chipper operations can be arranged if required.

This course can also be run as a Lantra Integrated Training & Assessment course.

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## **CABLE LOCATION & DETECTION : 1 DAY**

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### **WHO SHOULD ATTEND**

All staff needing to locate underground services accurately.

### **CITY & GUILDS OPTION**

A City & Guilds certificate of unit credit is also available for Cable Location & Detection at an additional cost. This involves the completion of a candidate portfolio and a practical assessment. The City & Guilds option only includes basic refresher training prior to assessment and is not intended for novices.

### **COURSE CONTENT**

- ▶ Introduction to relevant legislation
- ▶ How to detect live cables
- ▶ How to identify different underground services
- ▶ Interpretation of public utility plans
- ▶ How to detect live cables not on load
- ▶ How to detect other services underground

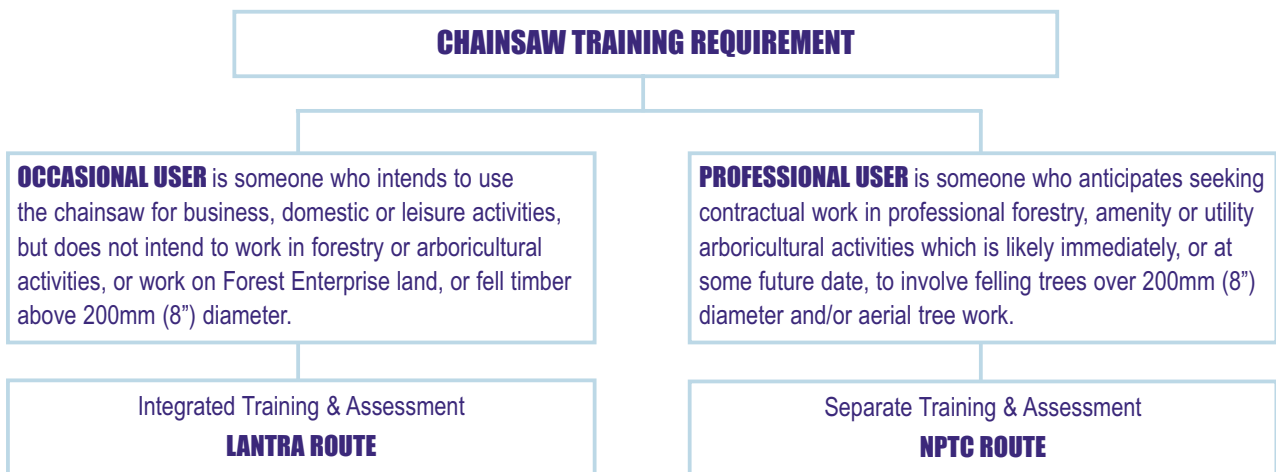
## CHAINSAW : 3-5 DAYS

Chainsaw training is a legal requirement for those using chainsaws in the course of their job. The Provision and Use of Work Equipment Regulations (PUWER) require employers to provide adequate training and to ensure that chainsaws and related equipment are operated only by employees who have received appropriate training in their safe use.

Anyone working in or on trees is expected to hold a recognised certificate of competence.

If you are self-employed, the regulations still apply. There are two routes to a recognised Chainsaw qualification. They are:

- 1 Integrated Training & Assessment
- 2 Training & Separate Assessment



### OCCASIONAL USER : LANTRA ROUTE

Assessment takes place throughout the duration of the programme.

NB. No credit for achieving the LANTRA qualification can be transferred to the NPTC qualification.

#### UNITS OFFERED ARE:

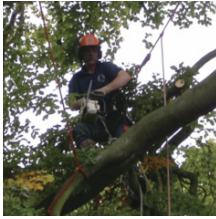
- ▶ Chainsaws:maintenance and cross cutting
- ▶ Chainsaws:basic felling techniques (up to 200mm in diameter)

### PROFESSIONAL USER : NPTC ROUTE

Following completion of their training programme we arrange for candidates to be assessed by an independent NPTC assessor.

#### UNITS OFFERED ARE:

- CS30 :** **CS30.1 :** Maintenance
- CS30.2 :** Cross-cutting
- CS31:** Felling small trees up to 380mm, including the takedown of hung-up trees using hand tools (pre-requisite CS30)
- CS32:** Felling medium trees (pre-requisites CS30 & CS31)
- CS33:** Felling large trees (pre-requisites CS30, CS31 & CS32)
- CS34:** Process individual windblown trees (pre-requisites CS30, CS31, CS32)



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## CHAINSAW : CONTINUED

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- CS35:** Process multiple windblown trees  
(pre-requisites CS30, CS31, CS32)
- CS37:** Breakdown of medium sized broad leaved crowns  
maximum recommended guidebar length 380mm  
(pre-requisites CS30 & CS31)
- CS38:** Basic tree climbing & aerial rescue  
(no pre-requisites)
- CS39:** Use a chainsaw from a rope & harness  
(pre-requisites CS30, CS31 & CS38)
- CS40:** Carry out pruning operations  
(pre-requisites CS30, CS31, CS38 & CS39)
- CS41:** Undertake sectional felling  
(pre-requisites CS30, CS31, CS38 & CS39)
- CS42:** Carry out stump protection (no pre-requisites)
- CS43:** Felling utility poles (pre-requisites CS30)
- CS44:** Fell Standing Stems (pre-requisites CS30 & CS31)
- CS45:** Arboricultural ground worker (pre-requisites CS30)
- CS46:** Re-pollard trees at a maximum height of 5m  
(pre-requisites CS30 & CS31)
- CS47:** Use of chainsaw from a MEWP  
(pre-requisites CS30 & CS31)
- CS48:** Use of powered pole pruners (no pre-requisites)

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## COSHH & PPE : 1 DAY

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### WHO SHOULD ATTEND

All those who need to know about Personal Protective Equipment and who may encounter substances hazardous to health as part of their work. The aim is to raise the awareness of delegates about their responsibilities and duties under regulations related to COSHH and PPE.

### COURSE CONTENT

- ▶ Legal requirements
- ▶ Hazard recognition/exposure assessment
- ▶ Order of controls
- ▶ Establishing procedures/monitoring procedures
- ▶ Medical surveillance/record keeping
- ▶ Example COSHH assessments
- ▶ What is PPE?
  - ▶ Assessing suitable PPE
  - ▶ Provision, use, and maintenance of PPE
- ▶ The 'CE' mark

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## **EMERGENCY FIRST AID AT WORK : 1 DAY**

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This HSE approved course is completed over one day. It is continually assessed by the instructor and upon successful completion of the course, the student will be able to act as a first aider in the workplace. Candidates will be issued with a certificate which is valid for three years. At the end of this three year period they will need to undertake the EFAW course again.

### **WHO SHOULD ATTEND**

This course is ideal for smaller/ lower risk workplaces that present few health and safety risks where a nominated person is required to take charge in the event of illness or accident. Fully qualified first aiders in larger organisations can also benefit from the additional support.

### **COURSE CONTENT**

- ▶ Role of the First Aider
- ▶ Introduction to First Aid
- ▶ The Unconscious Breathing Casualty
- ▶ Resuscitation
- ▶ Choking
- ▶ Circulation Theory
- ▶ Shock
- ▶ Wounds & Bleeding
- ▶ Minor Burns and Scalds

*The EFAW course is also applicable to LGV/PCV drivers that need to undertake periodic training in order to retain their Driver CPC license. Please advise at the time of booking if you require the Driver CPC option.*

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## **FINE TURF : 2 DAYS**

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### **WHO SHOULD ATTEND**

All those who work with fine turf and require a basic knowledge and awareness of correct procedures and processes required for fine turf maintenance.

### **COURSE CONTENT**

- ▶ Top dress fine turf playing surfaces
- ▶ Carry out minor repairs and adjust levels on fine turf playing surfaces
- ▶ Identify various turf disorders
- ▶ Carry out pre-start checks and maintain equipment
- ▶ Adjust mowing machines for height & quality of cut
- ▶ Practical work on cricket square and bowling green

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## **GRAVE DIGGING : 2-3 DAYS**

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### **WHO SHOULD ATTEND**

Delegates who carry out grave digging as part of their job and need to know how to deal with all types of ground, apply safe methods of excavation and provide ground support systems for grave excavations using traditional and hydraulic systems.

### **COURSE CONTENT**

- ▶ How to excavate in good & bad ground
- ▶ Generic & site-specific risk assessments
- ▶ Method statements and safe working systems
- ▶ Methods of supporting ground using timber & proprietary systems
- ▶ System installation and removal procedures
- ▶ Equipment maintenance and serviceability checks
- ▶ Team roles and responsibilities

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## HEALTH & SAFETY AWARENESS : 1 DAY

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### WHO SHOULD ATTEND

At the end of the course participants will have a general awareness of health and safety.

### COURSE CONTENT

- ▶ Health and Safety at Work Legislation
- ▶ Accident reporting and emergency procedure
- ▶ Health and hygiene
- ▶ Manual handling/working at heights
- ▶ Working with electricity
- ▶ Use of hand held equipment and tools
- ▶ COSHH & PPE
- ▶ Fire prevention/first aid

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## MACHINERY MAINTENANCE : 1 DAY

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### WHO SHOULD ATTEND

All those who are required to carry out routine maintenance of small machines.

### COURSE CONTENT

- ▶ Making appropriate adjustments and carrying out routine maintenance on the following: small petrol mowers, strimmers and hedge trimmers
- ▶ Carry out pre-start, daily and routine checks
- ▶ Grease and oil all the required components
- ▶ Adjust clutches, chains, linkages and belts as required
- ▶ Clean, adjust and replace spark plugs

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## MANUAL HANDLING : 1/2 - 1 DAY

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### WHO SHOULD ATTEND

All those who may be required to lift or move objects in the course of their work. The aim is to provide participants with information on current manual handling legislation including risk assessment and provide both theoretical and practical training in techniques for moving loads.

### COURSE CONTENT

- ▶ Introduction
- ▶ Aims and objectives
- ▶ Statistical information on accidents and injuries
- ▶ Legislation
- ▶ Risk assessment
- ▶ Injury types – skeletal and muscular
- ▶ Manual handling techniques
- ▶ Practical sessions on lifting and moving loads
- ▶ Feedback and questions

*The 1/2 Day Manual Handling course is also available to LGV/PCV drivers that need to undertake periodic training in order to retain their Driver CPC Licence. Please advise at the time of booking if you require the Driver CPC option.*

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## NEEDLE STICK INJURIES & INFECTION CONTROL : 1/2 DAY

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### WHO SHOULD ATTEND

All those who may come across needles and/or who may come into contact with human waste and bodily fluids as part of their job. This course is also relevant for line managers and supervisors, designed to raise awareness of needle stick injuries and the potential risks of dealing with bodily fluids. The aim is to ensure that staff are clear about the procedures and precautions to be taken when needles, sharps or clinical waste are found.

### COURSE CONTENT

- ▶ Immunisation
- ▶ Infection control process
- ▶ Cleansing processes & hygiene
- ▶ How transmission takes place
- ▶ Safe working methods/policies/procedures
- ▶ Dealing with clinical waste
- ▶ First aid for sharps/needle stick injuries
- ▶ Bodily fluids
- ▶ Spillages
- ▶ PPE/precautions



## PESTICIDES : 1-3 DAYS + ASSESSMENT

Use of pesticides is governed by the Food and Environment Protection Act (FEPA), the Provision and use of Work Equipment Regulations (PUWER) and the Control of Substances Hazardous to Health Regulations (COSHH). The regulations require employers to ensure that everyone who use pesticides professionally receives adequate training. If you are self-employed, the regulations still apply.

### PA1 : FOUNDATION UNIT

- ▶ Read and interpret product labels and literature
- ▶ Personal safety
- ▶ Weigh powders and measure liquids
- ▶ Records that should be kept of spraying operations
- ▶ Risks to the environment

### PA2 : BOOM SPRAYER

- ▶ Preparation of prime mover and equipment
- ▶ Functions of the control panel
- ▶ Boom suspension and break-back devices
- ▶ Preparation of concentrated pesticides
- ▶ Cleaning and decontamination of the applicator

### PAGa : HAND HELD APPLICATIONS

- ▶ Select an applicator appropriate to the requirements of the job
- ▶ Select application rate
- ▶ Calculate area to be treated
- ▶ Carry out calibration procedure
- ▶ Apply material safely and efficiently

Following completion of their training programme we arrange for candidates to be assessed by an independent NPTC assessor.

## PLAYGROUND INSPECTION : 1-3 DAYS

### AIMS

These programmes are designed to enable delegates to carry out either routine visual or operational playground inspections safely, in accordance with EN1176 & EN1177 and to take appropriate follow up actions.

### ROUTINE VISUAL INSPECTIONS

#### WHO SHOULD ATTEND

Anyone responsible for carrying out a routine visual (daily/weekly) inspection of children's play equipment or play areas.

### OPERATIONAL INSPECTIONS

#### WHO SHOULD ATTEND

Anyone responsible for carrying out operational (one to three monthly) inspections of play equipment or play areas and those in a supervisory or maintenance role.

### COURSE CONTENT

- ▶ Legal framework for playground and inspections; negligence, case law, Acts EN1176 & EN1177
- ▶ Risk assessment in relation to play equipment
- ▶ Routine visual inspections or operational inspections (depending on course)
- ▶ Checking of maintenance (operational inspection course only)
- ▶ Inspection of specific play equipment or play features including surfacing (operational Inspection course only)
- ▶ Common faults with popular items
- ▶ Practical on-site inspections
- ▶ Reporting and paperwork

If required, we can assess individual playground inspectors to the national RPII standards.





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## PRUNING : 1 DAY

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### WHO SHOULD ATTEND

All those required to carry out general maintenance pruning on different types of shrubs.

### COURSE CONTENT

- ▶ Categorise shrubs
- ▶ Identify pruning needs
- ▶ Correct use of pruning tools
- ▶ Carry out appropriate pruning
- ▶ Dispose of arisings

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## REVERSING VEHICLES : 1/2 DAY

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### WHO SHOULD ATTEND

All those required to assist drivers with reversing.

### COURSE CONTENT

- ▶ Site Planning
  - ▶ Workers on Foot
  - ▶ Drivers and Operators
  - ▶ Traffic Control Devices
  - ▶ Access/Egress
  - ▶ Timing of Work
- ▶ Signaller
  - ▶ On-site signals to be used
  - ▶ Positioning
  - ▶ Visibility
  - ▶ Communication
- ▶ PPE
  - ▶ Footwear
  - ▶ High Visibility Clothing

*The Reversing Vehicles course is also available to LGV/PCV drivers that need to undertake periodic training in order to retain their Driver CPC Licence. Please advise at the time of booking if you require the Driver CPC option.*

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## RIDE ON MOWERS : 1 DAY

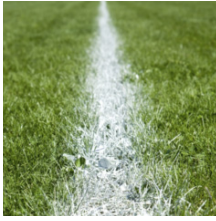
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### WHO SHOULD ATTEND

All those required to operate a ride on mower.

### COURSE CONTENT

- ▶ Identify and operate machine controls
- ▶ Make pre-start checks to the machine
- ▶ Start and stop the machine
- ▶ Demonstrate safe driving practice on flat ground, on undulating ground and on slopes
- ▶ Carry out daily operator maintenance to the machine
- ▶ Make operator adjustments to the machines according to the manufacturer's instructions
- ▶ Clean and store the machines according to the manufacturer's instructions



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## **RISK ASSESSMENT & METHOD STATEMENTS : 1 DAY**

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### **WHO SHOULD ATTEND**

All staff who are required to carry out risk assessments and method statements.

### **COURSE CONTENT**

- ▶ Legislation and regulations
- ▶ Risk assessment
  - ▶ Who should carry out risk assessments and method statements
  - ▶ Competent personnel
  - ▶ Risk assessment process
  - ▶ Record & communicate results
- ▶ Five steps to risk assessment
- ▶ Example Risk Assessment Policy
- ▶ Risk assessment and method statement exercises

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## **SIGNING, LIGHTING & GUARDING : 1-2 DAYS**

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### **WHO SHOULD ATTEND**

Grounds maintenance staff or arborists that may need to use signing & guarding during the course of their work. This course includes the procedures laid down in 'Safety at Street Works and Road Works Code of Practice'.

### **COURSE CONTENT**

- ▶ Introduction to the Code of Practice
- ▶ Notes on equipment
- ▶ Basic signing principles
- ▶ Site layout definitions
- ▶ Traffic control systems
- ▶ Mobile works and minor works carried out from a vehicle
- ▶ Footpath closures and additional signing requirements entailed

### **CITY & GUILDS OPTION**

A City & Guilds certificate is also available for Signing, Lighting & Guarding at an additional cost. This involves the completion of a candidate portfolio and a practical assessment. The City & Guilds option is a two day programme, includes the use of portable traffic signals and is not intended for novices.

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## **SPORTS MARKING : 1-3 DAYS**

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### **WHO SHOULD ATTEND**

All those required to carry out accurate marking of sports pitches, essential for the interpretation of the rules as well as guides for the players, referees and umpires. Courses can be tailored to: winter pitches, cricket pitches, running tracks, tennis courts.

### **COURSE CONTENT**

- ▶ Interpretation of plans
- ▶ Marking and over marking straight, broken and curved lines
- ▶ Taking into account the placement of goal posts and other hardware
- ▶ Cleaning and maintaining marking machinery

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## **STRIMMERS, HEDGETRIMMERS & BRUSHCUTTERS : 1 DAY**

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### **WHO SHOULD ATTEND**

All those who are required to safely operate motorised strimmers, hedge trimmers & brushcutters.

NPTC assessments for hedge trimming & brushcutting can be arranged if required. This assessment leads to a recognised qualification.

### **COURSE CONTENT**

- ▶ Understand the potential hazards involved in using strimmers, hedge trimmers & brushcutters
- ▶ Know what to do in the event of an accident or emergency
- ▶ Start and operate the equipment safely and efficiently in a range of situations
- ▶ Understand the safety precautions for refuelling, adjusting cord and changing blades

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## **TRACTOR DRIVING: INTRODUCTORY COURSE : 3 DAYS**

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### **WHO SHOULD ATTEND**

All those who would like to gain sufficient skill and knowledge to drive, operate and maintain tractors and their associated equipment. The course is aimed at those who have limited experience.

### **COURSE CONTENT**

- ▶ Safety considerations related to tractor driving and the operation of equipment
- ▶ Pre-start, daily and weekly maintenance checks as laid down in the operators manual
- ▶ Function of controls
- ▶ Safe operation and manoeuvring of tractors in both forward and reverse gears
- ▶ Trailer handling
- ▶ Power take-off
- ▶ Three point linkage

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## **TRACTOR DRIVING: ADVANCED COURSE : 2 DAYS**

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### **WHO SHOULD ATTEND**

Experienced operators who want to broaden their skills on the operation and maintenance of tractors and associated equipment.

### **COURSE CONTENT**

- ▶ Function of controls
- ▶ Daily and routine checks and adjustments
- ▶ Safe and effective operation of equipment
- ▶ Maintenance of hydraulic system
- ▶ Front end loader
- ▶ Additional equipment

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## **TRACTOR DRIVING: ATD02 : 1 DAY + ASSESSMENT**

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### **WHO SHOULD ATTEND**

Experienced tractor drivers preparing for the NPTC ATD02 Tractor Assessment. The candidate must hold a current full license for driving a tractor on public roads.

### **COURSE CONTENT**

- ▶ To establish that the candidate has reached the required standard in the safe driving and handling of a wheeled tractor, including trailer coupling and working with three point linkage and PTO equipment
- ▶ Candidate must hold a current full licence for driving a tractor on public roads
- ▶ Suitable personal protective equipment must be used

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## TRAILER SAFETY : 1 DAY

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### WHO SHOULD ATTEND

All those required to tow trailers. This course will give candidates an awareness of the relevant legislation, and enable them to carry out routine inspections and basic maintenance where appropriate and be aware of safety considerations when using a trailer.

### COURSE CONTENT

- ▶ Legislation covering road and off road activities
- ▶ Secure loads correctly using ropes and taking account of the need for correct weight distribution
- ▶ Safely couple the trailer to the vehicle, uncouple and carry out safe parking
- ▶ Manoeuvre in on road and off road situations with an emphasis on safe and accurate reversing

Operatives that passed their driving test after 1st January 1997 are required to take a DSA driving test before towing a trailer on public roads. In this event a 5-day training programme is available.

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## WORKING AT HEIGHTS : 1 DAY

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### WHO SHOULD ATTEND

All those required to work at height as part of their job.

### COURSE CONTENT

- ▶ Introduction to relevant legislation
- ▶ Accident reports and prevention and investigation
- ▶ Risk assessment
- ▶ Method statements
- ▶ Access equipment
  - ▶ Steps and ladders
  - ▶ Towers
  - ▶ Scaffold
  - ▶ Harnesses
  - ▶ Machines (MEWPs)
  - ▶ Roof protection

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## WHAT TO DO NEXT

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If you would like to discuss your organisation's Grounds Maintenance training requirements, please contact us on **020 8619 0939** or e-mail **info@skillstrainingcentre.co.uk**. We will be happy to assist you in putting in place a programme that is cost effective and relevant to your staff.



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**Skills Training Centre Ltd**

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