



**SKILLS
TRAINING
CENTRE**

Health & Safety for Office Staff & Facility Managers

**City &
Guilds**
Approved Centre

**HIGHWAYS
&
CONSTRUCTION**
TRAINING ASSOCIATION

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020 8359 5157
www.skillstrainingcentre.co.uk

OFFICE STAFF AND FACILITY MANAGERS TRAINING

Subject	Duration	Level	Page no.
Asbestos Awareness	1/2 Day	Basic	4
CDM	1 Day	Intermediate	4
Confined Spaces Awareness & Risk Assessment	1 Day	Intermediate	4
Controlling the Contractor	1 Day	Advanced	5
COSHH & PPE	1 Day	Basic	5
Emergency Treatment/Appointed Persons	1 Day	Basic	5
First Aid at Work	4 Day	Intermediate	6
First Aid at Work (Requalification)	2 Day	Intermediate	7
Fire Safety & Extinguishers	1/2 Day	Basic	7
Fire Wardens	1 Day	Intermediate	8
Health & Safety Awareness	1 Day	Basic	8
Ladders, Steps & Trestles	1/2 Day	Basic	8
Manual Handling	1 Day	Basic	9
Mobile Towers	1/2 Day	Basic	9
Needle Stick Injuries & Infection Control	1/2 Day	Basic	9
Pigeon Waste Removal (Guano)	1 Day	Intermediate	10
Playground Inspection: Routine Visual Inspections	1 Day	Basic	10
Premises Management	1 Day	Intermediate	11
Scaffolding Inspection	1 Day	Intermediate	11
Site Health & Safety Inspections	1 Day	Intermediate	12

We offer a range of other courses that may also be relevant for building maintenance staff including Confined Spaces; Pesticides; Chainsaw; and Grounds Maintenance.

Please visit our website for further details www.skillstrainingcentre.co.uk.



OFFICE STAFF AND FACILITY MANAGERS TRAINING

We offer a range of short Health and Safety courses suitable for office staff and facility managers. The courses are ideal for office staff who require a basic knowledge of health and safety that is relevant to their job and for facility managers who require more detailed knowledge in order to fulfil their role to ensure they are fully aware of their responsibilities.

Courses are designed to be relevant and cost effective and are delivered to high standards.

Our instructors are professional and experienced in their respective fields and take into account the needs of individuals with different skills, abilities and experience.

A SMALL NUMBER OF STAFF TO TRAIN

Your staff can join one of the scheduled public courses that we provide for our popular programmes. If we don't have a scheduled course, we can either link your staff with others to provide a cost effective programme for you, or put your staff onto a waiting list and advise you of the likely timescale for the next course.

IN-COMPANY TRAINING

If you have a group of staff, we can provide standard courses at our Training Centre in North London or conveniently at your own venue, providing you have access to the appropriate facilities. This may prove more cost effective and minor amendments can sometimes be incorporated to suit your specific requirements.



COURSES

ASBESTOS AWARENESS : 1/2 DAY

WHO SHOULD ATTEND

This course has been designed for managers, supervisors, and operatives who need an awareness of asbestos and a knowledge of what to do if it is found/suspected.

COURSE CONTENT

- ▶ What is asbestos – nature forms and names
- ▶ Legal framework for working with asbestos containing materials (Regulations and ACOPs)
- ▶ Health hazards and affects
- ▶ Exposure limits and action levels
- ▶ Identification – sampling, testing and labelling
- ▶ Risk assessment – for exposure and MHSW Regulations
- ▶ Information, instruction and training requirements
- ▶ Duties of employees
- ▶ Duties to other persons (visitors etc.)
- ▶ Health records and surveillance
- ▶ Control of waste, storage, labelling, licensed disposer/tip

CDM AWARENESS : 1 DAY

WHO SHOULD ATTEND

Anyone involved in construction projects. The course is particularly targeted at facility managers, clients, designers and contractors.

COURSE CONTENT

- ▶ To provide an introduction to the new and changed duties under CDM2007
- ▶ Competence
- ▶ Notifiable projects
- ▶ Client duties
- ▶ CDM co-ordinator duties
- ▶ Designer duties
- ▶ Principal contractor duties
- ▶ Contractor duties



CONFINED SPACES AWARENESS & RISK ASSESSMENT : 1 DAY

WHO SHOULD ATTEND

Managers, supervisors, engineers and all those with responsibility for controlling work in Confined Spaces and/or carrying out risk assessments prior to permitting entry into Confined Spaces.

COURSE CONTENT

- ▶ What is a confined space and what are the hazards?
- ▶ Confined Spaces Regulations 1997
- ▶ Risk assessments
- ▶ Arrangements for emergencies
- ▶ Equipment required to enter a confined space
- ▶ The purpose/examination/testing/maintenance of gas detection equipment
- ▶ Personal Protective equipment and hygiene
- ▶ Ventilation and the avoidance of unsafe atmospheres
- ▶ Manpower including training requirements
- ▶ Communication and entry procedures

COSHH & PPE : 1 DAY

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



EMERGENCY TREATMENT/APPOINTED PERSONS : 1 DAY

WHO SHOULD ATTEND

For all staff who require the basic skills to cope in an emergency situation. The aim is to ensure delegates are aware of what to do if emergency treatment is required. An appointed person should be available at all times people are at work on site – this may mean appointing more than one.

COURSE CONTENT

- ▶ Reporting and recording procedures
- ▶ Incident management including safety checks
- ▶ Recovery position/rescue breathing
- ▶ CPR explanation and demonstration
- ▶ Asphyxia – definition, symptoms, signs
- ▶ Specific causes (choking, suffocation etc.)
- ▶ Shock (causes symptoms, signs, treatment)
- ▶ Strokes/heart conditions (symptoms, signs, treatment)
- ▶ Internal bleeding/head injuries
- ▶ Burns and scalds/severe bleeding/embedded objects
- ▶ Sucking chest wound/serious fracture

WHAT IS A FIRST AIDER?

A first aider is someone who has undergone a **four day** training course in administering first aid at work and holds a current First Aid at Work certificate. **The training has to have been approved by the HSE.** At present first aid certificates are valid for three years. A first aider can also undertake the duties of an appointed person.

FIRST AID AT WORK : 4 DAY

WHO SHOULD ATTEND

All staff who are designated to be an appointed first aider.

COURSE CONTENT

- ▶ Introduction to first aid
- ▶ Resuscitation – demonstration and practice
- ▶ Airway and breathing difficulties
- ▶ Circulation
- ▶ Introduction to dressings and bandages
- ▶ Duties of a first aider
- ▶ Unconsciousness (causes, recognition, treatment)
- ▶ Control of bleeding
- ▶ Burns/scalds/poisons
- ▶ Eye injuries and conditions
- ▶ Injuries to muscles, joints and bones
- ▶ Practical treatment of fractures
- ▶ Transportation of casualties
- ▶ Written and practical assessment



FIRST AID AT WORK (REQUALIFICATION) : 2 DAY

WHO SHOULD ATTEND

Qualified first aiders seeking to renew their qualification before the end of three years.

COURSE CONTENT

- ▶ Having qualified as a first aider, your certificate will be valid for three years. It can ONLY be renewed by attending a two day requalification programme BEFORE the certificate expires, otherwise you will need to re-take the four day programme.
- ▶ This two day programme has been designed to comply with the requirements of the Health and Safety (First Aid) Regulations 1981 and the 1997 HSE First Aid at Work Approved Code of Practice and Guidance. Tuition is classroom based and require 100% attendance. There is time built into each day for practical exercises.
- ▶ When you attend the requalification programme, you need to be able to produce your current First Aid at Work certificate. A current First Aid Manual is available for purchase on the course.

FIRE SAFETY & EXTINGUISHERS : 1/2 DAY

WHO SHOULD ATTEND

The aim of this course is to enable staff to recognise the different types of fires, know which type of extinguisher to use on them and extinguish a small fire.

COURSE CONTENT

- ▶ Definition of fire
- ▶ Fire & flash overs
- ▶ Fire triangle
- ▶ Methods of fire extinguishing
- ▶ How fire spreads
- ▶ Fire prevention
- ▶ Extinguisher – colour codes
- ▶ Which extinguisher to use
- ▶ Extinguisher practical
- ▶ Fire blanket
- ▶ Water/foam/powder/CO2



FIRE WARDENS : 1 DAY

WHO SHOULD ATTEND

All staff designated as fire wardens or who have responsibilities for carrying out fire drills and/or checking that fire doors are working properly. The aim is to provide staff with the relevant skills and knowledge to fulfil their role as a fire warden.

COURSE CONTENT

- ▶ Understand the behaviour of fire and smoke
- ▶ Fire prevention
- ▶ Storage of combustible materials
- ▶ Building features
- ▶ Hoses and sprinkler systems
- ▶ Means of escape in case of fire
- ▶ Know what to do when discovering a fire
- ▶ Know how to use fire extinguishers
- ▶ Understand the role of a fire warden

HEALTH & SAFETY AWARENESS : 1 DAY

WHO SHOULD ATTEND

At the end of the course participants will have a general awareness of health and safety in relation to building maintenance.

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
- ▶ Personal protective equipment
- ▶ Fire prevention
- ▶ First aid
- ▶ The control of substances hazardous to health

LADDERS, STEPS & TRESTLES : 1/2 DAY

WHO SHOULD ATTEND

An essential half day course for those who use ladders, steps and trestles in the course of their work.

COURSE CONTENT

- ▶ Safety/local Code of Practice
- ▶ Moving ladders, steps and trestles
- ▶ Checking ladders, steps and trestles
- ▶ Securing ladders, steps and trestles
- ▶ Ladder aids – levellers, stabilisers, stand offs etc.
- ▶ Ladder types, single and double extension

MANUAL HANDLING : 1 DAY

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 session on lifting and moving loads
- ▶ Feedback and questions

MOBILE TOWERS : 1/2 DAY

WHO SHOULD ATTEND

An essential course for those who use, or may use mobile towers in the course of their work.

COURSE CONTENT

- ▶ Relevant legislation
- ▶ Local Code of Practice
- ▶ Mobile towers
- ▶ Components
- ▶ Features
- ▶ Stability
- ▶ Safe working load
- ▶ Practical erection, moving and dismantling of mobile towers

NEEDLE STICK INJURIES & INFECTION CONTROL : 1/2 DAY

WHO SHOULD ATTEND

This course is aimed at 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. The course is 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



PIGEON WASTE REMOVAL (GUANO) : 1 DAY

WHO SHOULD ATTEND

For all those who are required to clean/remove pigeon droppings from buildings.

COURSE CONTENT

- ▶ Biology of urban birds, i.e. feral pigeons & sea gulls, starlings, sparrows etc.
- ▶ The reasons for control
- ▶ Legislation with regard to urban birds
- ▶ Risk assessments and safe working practices
- ▶ Diseases carried or spread by urban birds including bird flu
- ▶ Safe removal of bird guano on site
- ▶ Guano disposal to tip or incinerate
- ▶ Practical on site removal of guano

PLAYGROUND INSPECTION : ROUTINE VISUAL INSPECTIONS : 1 DAY

WHO SHOULD ATTEND

Anyone who undertakes a routine visual checking/inspection of children's play equipment or play areas. This course can include examination leading to national accreditation through the Register of Play Inspectors International (RPII).

COURSE CONTENT

- ▶ Playground accidents, types, severity and reasons
- ▶ The legal framework for playgrounds and inspections; negligence, case law, Acts of Parliament
- ▶ A general knowledge of the European playground standards EN1176 & EN1177
- ▶ Risk assessment
- ▶ Principles of risk assessment
- ▶ Using risk assessments to make decisions & appropriate follow up actions
- ▶ Reporting and paperwork
- ▶ How to inspect adequately and safely (Including approaches to playgrounds; playground surroundings; and the active playground area, including non play items)
- ▶ Common faults with popular equipment
- ▶ Practical on-site inspection

PREMISES MANAGEMENT : 1 DAY

WHO SHOULD ATTEND

For premises managers. The aim is to give delegates a general awareness of health and safety and enable them to be able to conduct a health and safety inspection tour of their workplace identifying significant hazards and risks.

COURSE CONTENT

- ▶ Health and Safety at Work Legislation (including manual handling and COSHH)
- ▶ Management of Health and Safety Regulations and principles of risk assessment
- ▶ Welfare regulations and facilities
- ▶ PUWER/Personal Protective Equipment
- ▶ Workplace transport
- ▶ Fire prevention
- ▶ Accident reporting and emergency procedures
- ▶ First Aid Regulations
- ▶ Practical inspection tour of a workplace

RISK ASSESSMENT & METHOD STATEMENTS : 1 DAY

WHO SHOULD ATTEND

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

COURSE CONTENT

- ▶ Be aware of their legal responsibility to carry out risk assessments
- ▶ Understand the difference between hazards and risks
- ▶ Carry out and record a risk assessment
- ▶ Example risk assessment policy
- ▶ Write a method statement
- ▶ Risk assessment and method statement exercises

SCAFFOLDING INSPECTION : 1 DAY

WHO SHOULD ATTEND

This one day course will give persons attending the knowledge and the skills to be proficient in Basic Scaffolding Inspection and Appreciation.

COURSE CONTENT

- ▶ Health and Safety at Work Act
- ▶ Definition of terms
- ▶ Construction (working places) Regulations
- ▶ Tubes – fittings, types, uses, inspecting
- ▶ Boards – types, uses, inspecting
- ▶ Ladders – inspecting, securing, using
- ▶ Construction and layout of independent scaffolds – putlog, zip-up, towers, mobile, static, telescopic, proprietary
- ▶ Ties – types, uses, methods of fixing
- ▶ Inspection procedure – initial, weekly, record keeping
- ▶ Practical inspection
- ▶ Site safety

SITE HEALTH & SAFETY INSPECTIONS : 1 DAY

WHO SHOULD ATTEND

For all those required to carry out basic health and safety checks on maintenance works being undertaken on residential sites. The aim is to provide knowledge to enable delegates to carry out basic checks in the following areas.

COURSE CONTENT

- ▶ Safety systems required on site – visitors book, induction records, tool box talks, F10, etc.
- ▶ An overview of COSHH to enable the inspectors to randomly checking site risk assessments with hazardous substances on site
- ▶ PPE on sites – good practice
- ▶ Fire safety on sites – example evacuation procedures, safe escape routes and fire safety equipment
- ▶ Work equipment – suitability, maintenance
- ▶ Welfare facilities – toilet, washing facilities, etc.
- ▶ First aid – required facilities on site
- ▶ Housekeeping – storage of materials, slip, trips and falls
- ▶ Electrical safety – PAT, power supply
- ▶ Noise control – signage, ear protection, risk assessments
- ▶ Permit to work – documentation and procedures for hot works, confined spaces, scaffolding
- ▶ Vehicles
- ▶ Environment – effective waste removal
- ▶ Security – access, parking, signage

WHAT TO DO NEXT

If you would like to discuss your organisation's building maintenance and/or caretaker training requirements, please contact Tim Bottoms on **020 8359 5157** or e-mail info@skillstrainingcentre.co.uk. They will be happy to assist you in putting in place a programme that is cost effective and relevant to your staff.

