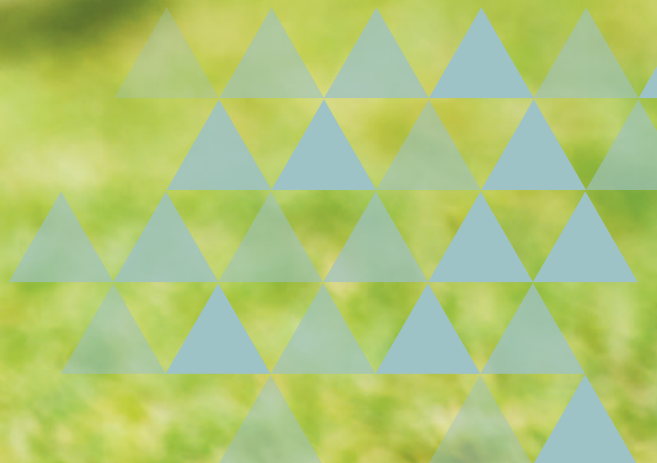


GROUNDS MAINTENANCE



BECAUSE TRAINING MATTERS

020 8619 0939
www.skillstrainingcentre.co.uk



**SKILLS
TRAINING
CENTRE**

GROUNDS MAINTENANCE

Courses

GROUNDS MAINTENANCE: OPERATIONS	DURATION	CERTIFICATION/ASSESSMENT OPTIONS			PAGE
		LANTRA ITA	NPTC IND	NPTC ITA	
Chainsaws	2-5 Days				4
▸ Chainsaw Maintenance		✓	✓	✓	4
▸ Cross-cutting Timber		✓	✓		4
▸ Felling and Processing Trees					5-6
▸ Up to 200mm	✓	✓			
▸ Up to 380mm	✓ <i>t</i>	✓			
▸ Over 380mm		✓	✓ <i>p</i>		
Fine Turf	1-3 Days				7
▸ Basic Maintenance					7
▸ Sports Marking					8
Grave Digging	2-3 Days				9
Leaf Blowers	0.5-1 Day	✓		✓	9
Machinery Maintenance	1 Day				9
Mowers	1-2 Days				10
▸ Pedestrian Mowers		✓		✓	10
▸ Ride on Mowers		✓		✓	10
Pesticides	1-3 Days				11
▸ PA1: Principles of Safe Handling and Application			✓		12
▸ PA2: Safe Application Using Boom Sprayers			✓		12
4 PA6: Safe Application using Hand Held Equipment		✓			12
Pruning	1 Day				13
Safe Use of Brushcutters and Trimmers	1-2 Days	✓		✓	13
Safe Use of Handheld Hedge Cutters	1-2 Days	✓		✓	14
Tractor Driving	2-5 Days	✓	✓	✓	14
Traffic Management	0.5-1 Day				15
▸ NHSS 12D TTMBC		✓			15
▸ NHSS 12D Moving Works Operative		✓			15
▸ Verge Works					16
Tree Inspection	1-2 Days	✓			17
Woodchippers	1-2 Days	✓		✓	17

t training only

p pre-requisites apply



GROUND'S MAINTENANCE: HEALTH & SAFETY	DURATION	PAGE
Cable Location & Detection	1 Day	18
COSHH & PPE	1 Day	18
Emergency First Aid at Work	1 Day	18
Health & Safety Awareness	1 Day	20
Manual Handling	0.5 Day	20
Needle Stick Injuries and Infection Control	0.5Day	20
Reversing Vehicles	0.5-1 Day	21
Risk Assessment & Method Statements	1 Day	21
Signing, Lighting & Guarding	2 Days	21
Working at Heights	1 Day	21



GROUND S MAINTENANCE

Operations

CHAINS AWS : 1–5 DAYS TRAINING

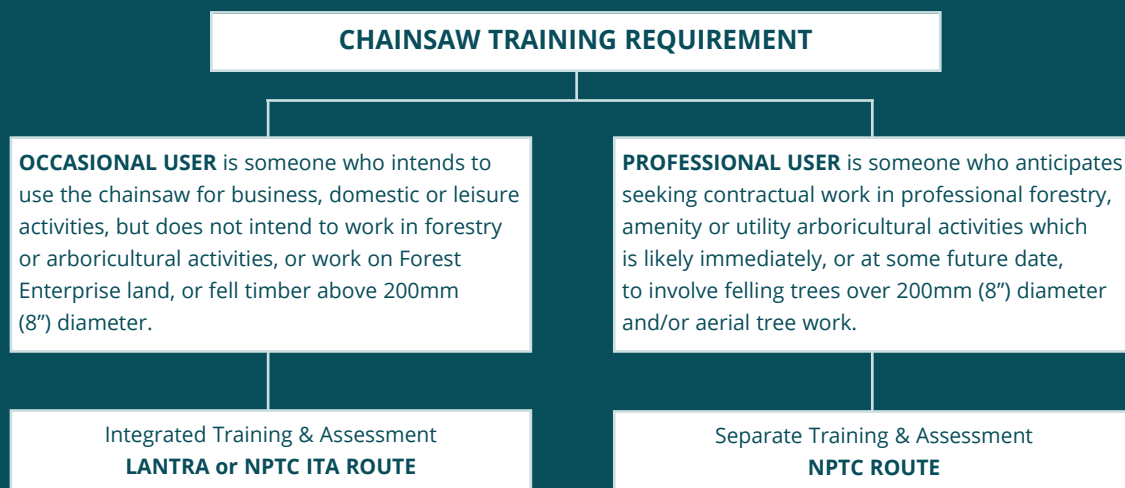
Chainsaw training is a legal requirement for those using chainsaws in the course of their job. The Provision and Use of Work Equipment Regulations (PUWER) require employers to provide adequate training and to ensure that chainsaws and related equipment are operated only by employees who have received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



Assessment takes place throughout the duration of the programme.

NB. No credit for achieving the LANTRA ITA route can be transferred to the NPTC independently assessed qualification.

Following completion of their training programme, candidates are assessed by an independent NPTC assessor.



PROFESSIONAL USERS

CITY & GUILDS NPTC LEVEL 2 AWARD IN CHAINSAW MAINTENANCE (Unit 201) (formerly CS30.1) : 1 DAY

This qualification is about the maintenance of a chainsaw and sharpening of cutting system including guide bar carried out routinely by the operator. *Routine* in this standard means corrective and preventative maintenance that is carried out daily or at regular intervals by the operator prior to and during work.

Qualification Programme No 0020 – 01:
Integrated Assessment (Basic Maintenance only)
Qualification Programme No 0020 – 09:
Independent Assessment

The assessment for this award should ideally be undertaken under workshop conditions. The candidate should be equipped with a chainsaw appropriate to their normal working environment in good condition with a maximum recommended guidebar length of 380mm (15").

CITY & GUILDS NPTC LEVEL 2 AWARD IN CROSS-CUT TIMBER USING A CHAINSAW (Unit 201) (formerly CS30.1) : 1 DAY

This qualification is about cross-cutting trees or timber using a chainsaw at ground level into either manageable sections or to a given length and diameter specification, either where trees have been felled ("at stump"), or at a conversion point to where trees or timber have been extracted.

Operations will include cross-cutting timber under tension in the form of fallen branches, tops, tree sections, severed uprooted stems, horizontal stems, or any timber in a similar situation.

Timber under low and moderate tension is covered, but not timber under the extreme tensions found in e.g. windblown trees. The severing of root-plates is excluded.

Qualification Programme No 0020 – 02:
Independent Assessment
Pre-requisite unit: 201

The candidate should be equipped with a chainsaw appropriate to their normal working environment in good condition with a maximum recommended guidebar length of 380mm (15").

Please contact the training centre for a full list of course pre-requisites.

CITY & GUILDS NPTC LEVEL 2 AWARD IN CHAINSAW MAINTENANCE AND CROSS-CUTTING (Unit 201 and 202) (formerly CS30.1 and CS30.2) : 2 DAYS

This is run as a 2-day training programme, combining Units 201 and 202, potentially followed by NPTC independent assessment unless the candidate is progressing onto do Felling and Processing Trees.

Qualification Programme No 0020 – 03:

Independent Assessment

The candidate should be equipped with a chainsaw appropriate to their normal working environment in good condition with a maximum recommended guidebar length of 380mm (15").

Please contact the training centre for a full list of course pre-requisites.

CITY & GUILDS NPTC LEVEL 2 AWARD IN FELLING AND PROCESSING TREES UP TO 380MM (Unit 203) (formerly CS31) : 3 DAYS (for those who have already completed Units 201 and 202 and assessments)

This qualification is about the directional felling of trees up to 380mm in diameter using a chainsaw. The felling technique will be appropriate to tree size, weight, condition and species as well as taking into account guidebar size and weather conditions. This covers both coniferous and broadleaved trees, trees that are upright, trees that are weighted towards and that are weighted against a given felling direction.

Qualification Programme No 0020 – 04:

Independent Assessment

Pre-requisite units: 201 and 202

The candidate should be equipped with a chainsaw appropriate to their normal working environment in good condition with a maximum recommended guidebar length of 380mm (15").

Please contact the training centre for a full list of course pre-requisites.

CITY & GUILDS NPTC LEVEL 2 AWARD IN GROUND BASED CHAINSAW OPERATOR (Unit 201, 202 AND 203) (formerly CS30+31) : 5 DAYS

Combined units which form one qualification run as a 5-day training course plus assessments, taking candidates through all stages detailed above.

Qualification Programme No 0020 – 12:

Independent Assessment

The candidate should be equipped with a chainsaw appropriate to their normal working environment in good condition with a maximum recommended guidebar length of 380mm (15").

Please contact the training centre for a full list of course pre-requisites.

CITY & GUILDS NPTC LEVEL 3 AWARD IN FELLING AND PROCESSING TREES OVER 380MM (Unit 301) (formerly CS32) : 2 DAYS

This qualification is about the directional felling of trees over 380mm in diameter using a chainsaw. The felling technique will be appropriate to tree size, weight, condition and species as well as taking into account guidebar size and weather conditions. This covers both coniferous and broadleaved trees, trees that are upright, trees that are weighted towards and that are weighted against a given felling direction.

Qualification Programme No 0021 – 01:

Integrated Assessment

Qualification Programme No 0021 – 11:

Independent Assessment

Pre-requisite units: 201, 202, and 203

Candidates must have previously completed maintenance, cross-cutting, and felling of small trees to be eligible. 2 training days, followed by assessment.

Please contact the training centre for a full list of course pre-requisites.

OCCASIONAL USERS

CITY & GUILDS NPTC LEVEL 2 AWARD IN CHAINSAW MAINTENANCE AND OPERATIONS OCCASIONAL USERS (Unit 001) : 4 DAYS INTEGRATED TRAINING AND ASSESSMENT

This 4-day programme covers the maintenance of a chainsaw and felling operations for trees up to 150mm in diameter.

Qualification Programme No 0029 – 05:
Integrated Assessment

LANTRA CHAINSAW MAINTENANCE, CROSS-CUTTING AND BASIC FELLING UP TO 200MM : 4 DAYS INTEGRATED TRAINING AND ASSESSMENT

This is an integrated training and assessment course, specifically designed for learners who intend to use a chainsaw only occasionally and don't intend to work in the arboricultural or forestry industries or use a chainsaw as a central part of their working activity.

By the end of the course, learners will be able to:

- ▶ Identify the risk assessment and emergency procedures on a worksite
- ▶ Assess trees to be felled for hazards and associated risks
- ▶ Prepare trees to be felled and identify escape routes
- ▶ Fell trees which have a diameter up to 200mm/8" safely and accurately using appropriate techniques
- ▶ Remove branches from felled trees in a safe and methodical manner
- ▶ Select and use hand tools and maintain them in a safe condition
- ▶ Take down hung-up trees using hand tools
- ▶ State techniques which must not be used for the takedown of hung-up trees

LANTRA CHAINSAW MAINTENANCE AND CROSS-CUTTING : 2 DAYS INTEGRATED TRAINING AND ASSESSMENT

This course is for those who don't wish to do the Regulated assessment for a license to practice and has an integrated assessment.

By the end of the course, learners will be able to:

- ▶ Identify the necessary personal protective equipment required, report on its condition and locate the various standard marks
- ▶ Identify required health and safety features on a chainsaw
- ▶ Prepare the chainsaw for use with the correct fuel/oil mix and chain lubrication
- ▶ Start the chainsaw from both cold and hot in a safe manner
- ▶ Carry out pre-cutting safety tests – and state the procedures if the chainsaw fails these tests
- ▶ State the possible hazards/risks when carrying out maintenance or operational tasks
- ▶ Organise site safety and state the procedures required
- ▶ Identify faults and defects on a chainsaw and decide which you can sort yourself and which will need the help of a service engineer
- ▶ Select and identify the correct tools to enable maintenance and report on their serviceability
- ▶ Carry out all routine maintenance in accordance with the manufacturer's instruction book and/or the Lantra Awards workbook
- ▶ Cross-cut timber accurately to required lengths
- ▶ Assess and explain the terms 'tension' and 'compression' in timber
- ▶ Adopt safe procedures to remove a trapped guide bar
- ▶ Handle and stack timber in a safe manner.

FINE TURF : 1-3 DAYS TRAINING

BOWLING GREENS

WHO SHOULD ATTEND

All those who work with fine turf on bowling greens.

AIMS

To provide staff with basic knowledge and awareness of correct procedures and processes required for fine turf maintenance on bowling greens.

OBJECTIVES

By the end of the programme delegates will:

- ▶ Understand the role of the groundsman, the rules of bowls and the importance of safe working practice.
- ▶ Have a sound appreciation of routine maintenance activities on bowling greens during the playing season.
- ▶ Understand the importance of a winter maintenance plan and the activities involved.

COURSE CONTENT

- ▶ The role of the groundsman
- ▶ Health and safety
- ▶ Preparation of the surface – surface assessment
- ▶ Laws of the game
- ▶ Operations
 - ▶ mowing
 - ▶ irrigation
 - ▶ raking
 - ▶ scarification
 - ▶ brushing
 - ▶ aeration
 - ▶ overseeding
 - ▶ fertiliser application
 - ▶ top dressing
 - ▶ marking out rinks
- ▶ End of season renovation plan
- ▶ Winter maintenance
 - ▶ moss control
 - ▶ weeds
 - ▶ pests and diseases

BOWLING GREENS : 2 DAY PRACTICAL

WHO SHOULD ATTEND

All those who work with fine turf on bowling greens.

AIMS

To provide staff with basic knowledge and awareness of correct procedures and processes required maintenance on bowling greens.

OBJECTIVES

By the end of the programme delegates will:

- ▶ Carry out pre-start checks and adjustments on a wide range of fine turf machinery
- ▶ Safely use and then maintain a wide range of fine turf machinery including mowers, scarifiers, spiker and slitters

COURSE CONTENT

- ▶ Daily maintenance and safe practice with machinery
- ▶ Safe moving and lifting
- ▶ Mowing machine adjustment for height and quality of cut
- ▶ Practical work on bowling green
 - ▶ thatch control
 - ▶ aeration
 - ▶ mowing
 - ▶ repair of bare areas
 - ▶ re-adjustment of levels
 - ▶ setting out of rinks
- ▶ Practical work on bowling green
 - ▶ application of fertilizer
 - ▶ application of top dressing

Please note the above practical is subject to weather conditions

SPORTS PITCH MARKINGS

In all sports there is the need for accurate marking of the area of play and it is essential for the interpretation of the rules. They are guides for the players, referees and umpires and must be accurate in positioning and application of the line marking compound. The machinery must be well maintained and the technique well thought out to ensure effective use of time and materials.

COURSE CONTENT

MARKING OUT FROM SCRATCH

- ▶ Placing the playing surface within the designated area
- ▶ Orientation
- ▶ Consideration of surface falls
- ▶ Allowance for separation between playing areas
- ▶ Interpreting plans
- ▶ Forming a right angle
- ▶ Types of marking machines
- ▶ Preparation of marking equipment
- ▶ Placement of marking strings
- ▶ Marking straight, broken and curved lines
- ▶ Placement of goal posts and other hardware
- ▶ Cleaning and maintenance of machinery

OVERMARKING

- ▶ Need for re-stringing
- ▶ Placement of marking strings
- ▶ Over marking straight, broken and curved lines

CRICKET : 1 DAY

- ▶ Squaring the table
- ▶ Marking out wicket position
- ▶ Creases
- ▶ Boundaries
- ▶ Furniture (stumps and sidescreens)

PITCHES : 1–3 DAYS

For example

- ▶ Football : 1 day
- ▶ Hockey : 1 day
- ▶ Rugby (Union/League) : 1 day
including positioning of posts

At least two days for all 3 – bringing staff to the skill level to finish all 3.

RUNNING TRACKS : 1–3 DAYS

- ▶ 100m straight
- ▶ 200m/300m/400m
- ▶ Locating and marking of inner lines
- ▶ Starts
- ▶ Finishes
- ▶ Stagger and take over boxes

RUNNING TRACKS AND ATHLETIC DISCIPLINES : 1–2 DAYS

- ▶ 100m straight
- ▶ 200m/300m/400m
- ▶ Locating and marking of inner lines
- ▶ Starts
- ▶ Finishes
- ▶ Stagger and take over boxes
- ▶ Long/triple jump
- ▶ Discus
- ▶ Javelin
- ▶ Shot put

TENNIS COURTS : 1 DAY

- ▶ Non permanent markings

SUMMER SPORTS : 1 DAY

- ▶ Rounders
- ▶ Softball

GRAVE DIGGING : 2-3 DAYS

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 and site-specific risk assessments
- ▶ Method statements and safe working systems
- ▶ Methods of supporting ground using timber and proprietary systems
- ▶ System installation and removal procedures
- ▶ Equipment maintenance and serviceability checks
- ▶ Team roles and responsibilities

LEAF BLOWERS : 0.5-3 DAYS

AIMS

To enable participants to operate safely and effectively a leaf blower in order to enhance the appearance of amenity areas.

WHO SHOULD ATTEND

Anyone employed in the agriculture, horticulture, landscaping, and grounds maintenance industry that currently operates, or will be required to operate a leaf blower.

COURSE CONTENT

- ▶ Correct PPE and identification
- ▶ Identifying safety features on machinery
- ▶ Fuel mixture (location of fuel filter)
- ▶ Minimum distance between fuelling and starting
- ▶ Position of controls for starting machine
- ▶ Risk assessment in relation to operator and members of the public
- ▶ Starting machine and safe lifting
- ▶ Safe operation of machine
- ▶ Clearing the site and machine checks

MACHINERY MAINTENANCE : 1 DAY

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



MOWERS : 1-2 DAYS

PEDESTRIAN MOWERS

WHO SHOULD ATTEND

This course would be appropriate for those who use pedestrian controlled mowers as part of their work.

COURSE CONTENT

- ▶ Identify the risks associated with the use of different types of pedestrian mowers
- ▶ Select appropriate personal protective equipment (PPE)
- ▶ Identify the controls and components
- ▶ Carry out daily checks as indicated in the operator's manual
- ▶ Carry out pre-start checks
- ▶ Identify and report any faults
- ▶ Adjust the cutting mechanism to achieve the required standard.
- ▶ Operate the machine in a safe and competent manner
- ▶ Perform after-use maintenance
- ▶ Load and transport the machine (if appropriate)

RIDE-ON MOWERS

WHO SHOULD ATTEND

All those required to operate a ride on mower.

COURSE CONTENT

- ▶ Identify the risks associated with the use of different types of ride-on mowers
- ▶ Select appropriate personal protective equipment (PPE)
- ▶ Identify the controls and components
- ▶ Carry out daily checks as indicated in the operator's manual
- ▶ Carry out pre-start checks
- ▶ Identify and report any faults
- ▶ Adjust the cutting mechanism to achieve the required standard
- ▶ Operate the machine in a safe and competent manner
- ▶ Demonstrate safe driving practice on flat ground, undulating ground, and slopes
- ▶ Perform after-use maintenance
- ▶ Load and transport the machine (if appropriate)



PESTICIDES : 1-3 DAYS

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. If your job involves applying pesticides in a commercial role then you are legally required by the Plant Protection Products (Sustainable Use) Regulations (2012) to take this qualification.

PA1 : PRINCIPLES OF SAFE HANDLING AND APPLICATION

- ▶ 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 : SAFE APPLICATION USING BOOM SPRAYERS

- ▶ 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

PA6A : UNIT 155 INSTALLING PESTICIDE PLUGS IN TREE STUMPS (PA6PP) : 1 DAY

WHO SHOULD ATTEND

Any member of staff who will be required to carry out spraying operations using hydraulic nozzle and rotary atomiser applicators.

AIMS

On completion of the course, staff will have sufficient skill and knowledge to pass the National Proficiency Test Councils test for modules PA6A/PA6AW.

PA6A Operating Pedestrian Hand Held Applicators Fitted with Hydraulic Nozzles or Rotary Atomisers to Apply Pesticides to Land

PA6AW Operating Pedestrian Hand Held Applicators Fitted with Hydraulic Nozzles or Rotary Atomisers to Apply Pesticides to or Near Water

COURSE OBJECTIVES

- ▶ Select an applicator appropriate to the requirements of the job
- ▶ Interpret product label recommendations
- ▶ Select application rate
- ▶ Calculate area to be treated
- ▶ Knowledge of nozzle components
- ▶ Select appropriate pressure
- ▶ Carry out calibration procedure
- ▶ Procedure for measuring, mixing and filling
- ▶ Apply material safely
- ▶ Minimise drift
- ▶ Personal hygiene

PA6 : UNIT 156 OPERATING HAND HELD PESTICIDE INJECTION EQUIPMENT (PA6INJ) : 1 DAY

COURSE OBJECTIVES

- ▶ Legal requirements relating to applying pesticides using injection equipment
- ▶ Workings of a stem Injector
- ▶ Identify and selection of needles for various applications
- ▶ Environmental considerations
- ▶ Interpretation of product label
- ▶ Pre use checks of applicator
- ▶ Calibration of applicator
- ▶ Measuring and mixing
- ▶ PPE
- ▶ Record keeping
- ▶ Storage and disposal
- ▶ Cleaning of applicator

PRUNING : 1 DAY

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

COURSE OBJECTIVES

- ▶ Select an applicator appropriate to the requirements of the job
- ▶ Interpret product label recommendations
- ▶ Select application rate
- ▶ Calculate area to be treated
- ▶ Knowledge of nozzle components
- ▶ Select appropriate pressure
- ▶ Carry out calibration procedure
- ▶ Procedure for measuring, mixing and filling
- ▶ Apply material safely
- ▶ Minimise drift
- ▶ Personal hygiene

SAFE USE OF BRUSHCUTTERS AND TRIMMERS : 1-2 DAYS

WHO SHOULD ATTEND

Anyone employed in the agriculture, horticulture, landscaping, and grounds maintenance industry that currently operates, or will be required to operate a brush-cutter or trimmer.

Note: Due to the nature of the training a minimum level of fitness is required for specific operations. Whilst we would not want to disadvantage anyone it is an essential requirement.

AIMS

To enable participants to operate safely and effectively a brushcutter and/or trimmer and carry out routine maintenance.

COURSE CONTENT

- ▶ Correct PPE and identification
- ▶ Identifying safety features on machinery
- ▶ Fuel mixture (location of fuel filter)
- ▶ Minimum distance between fuelling and starting
- ▶ Position of controls for starting machine
- ▶ Risk assessment in relation to operator and members of the public
- ▶ Starting machine and safe lifting
- ▶ Safe operation of machine
- ▶ Clearing the site and machine checks



SAFE USE OF HANDHELD HEDGE CUTTERS :

1-2 DAYS

WHO SHOULD ATTEND

Anyone who uses or will use handheld hedge cutters/trimmers as part of their work, either in horticulture, arboriculture or forestry.

AIMS

To enable participants to safely operate and maintain handheld hedge cutters/trimmers.

COURSE CONTENT

- ▶ Correct PPE and identification
- ▶ Identifying safety features on machinery
- ▶ Fuel mixture (location of fuel filter)
- ▶ Minimum distance between fuelling and starting
- ▶ Position of controls for starting machine
- ▶ Risk assessment in relation to operator and members of the public
- ▶ Starting machine and safe lifting
- ▶ Safe operation of machine in a range of situations
- ▶ Clearing the site and machine checks

TRACTOR DRIVING :

2-5 DAYS

TRACTOR DRIVING INTRODUCTORY COURSE : 1 DAY

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

TRACTOR DRIVING ADVANCED COURSE : 2 DAYS

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



TRAFFIC MANAGEMENT :

1 DAY

LANTRA HIGHWAY SECTOR SCHEME – 12D (inc.M1 and TTMBBC) : 0.5 DAY

This 1-day programme is designed for operatives involved in mobile and short duration (up to 1 hour) minor works on rural and urban roads and includes the mandatory introduction course TTMBBC (Temporary Traffic Management Basic Course).

WHO SHOULD ATTEND

For all persons starting work for the first time in the temporary traffic management industry, and for those persons that do not hold any current NHSS12A/B/C/D registration cards or certificates, TTMBBC is a mandatory pre-requisite.

The 0.5 day T1 course is suitable for those carrying out the following types of work*:

- pot hole make-safes or velocity patching
- leak detection
- fault finding
- tree cutting or felling
- coring
- grass cutting
- hedge cutting
- weed spraying
- road sweeping/ cleaning
- road markings
- compliance testing
- jetting of sewers
- gulley emptying
- litter picking

And who may be required to set out traffic management as part of their role.

N.B. for works that are in place for longer than 1 hour or require the use of stop/go boards and/or portable traffic signals M1 is not sufficient.

**this is not an exhaustive list.*

AIM

To provide the necessary technical knowledge and skills in order for delegates to be able to implement the correct traffic management requirements to undertake moving and short duration minor works only.

COURSE CONTENT

SESSION 1 : TTMBBC

- QA and NHSS 12
- Terminology
- Health and safety
- Equipment
- Safety zones
- Basic principles of temporary traffic
- Management and site practice
- Maintaining a closure
- End of course test – multiple choice question paper – pass mark 75%

Candidates must successfully pass the end of course test in order to progress onto Session 2.

SESSION 2 : T1

- Quality assurance
- Sector schemes
- Health and safety at work
- Risk assessments/method statements
- Health and safety executive
- Industry guidance documents
- Highway terminology
- Types of work
- Equipment and vehicles
- Traffic lane widths
- Moving and minor works
- End of course test – multiple choice question paper – pass mark 75%

VERGE WORKS: 0.5 DAY

This half day course has been designed for those operatives working on verges/pavement areas adjacent to rural and urban roads.

WHO SHOULD ATTEND

This course is suitable for all persons carrying out the following types of work: Grass cutting, beds and borders, shrub bed maintenance, hedge cutting, weed spraying, tree cutting or felling, wood chipping, litter picking. This is not an exhaustive list.

AIM

To provide the necessary technical knowledge and skills in order for delegates to be able to work safely on verges near rural and urban roads.

COURSE CONTENT

- Introduction
- Legislation relevant to highway works
- Health and safety legislation
- Personal and public protection
- Safety at streetworks and roadworks (A Code Of Practice)
- Conspicuity of works vehicles
- Footway works/obstructions
- Safety clearances (zones)
- Practical exercises (on site risk assessment)
- Application/meaning of signs
- Single vehicle works
- Works on minor roads
- Mobile operations
- Dual carriageway works
- Basic signing layouts
- Practical exercises
- Paper based scenario for signage requirements



TREE INSPECTION : 1-2 DAY

TREE INSPECTION (BASIC) : 1-2 DAYS

A basic one day tree inspection training course providing learners with the knowledge to be able to identify a hazardous tree, determine the level of risk and then decide on an appropriate course of action.

WHO SHOULD ATTEND

This course is aimed at a wide group of people, for example you could be employed as a local authority highway inspector, or work in the forestry, woodland or arboricultural field. You could be a park ranger, or work on an estate, it may be that you are a farmer or other type of landowner; it could be that you are an employee who has the responsibility for trees in the course of their work. Additionally our course could be useful if you work with trees in a voluntary capacity.

COURSE CONTENT

- ▶ Health and safety
- ▶ Risk assessment
- ▶ Legal framework
- ▶ Collecting the information
- ▶ The limits and scope of the surveys
- ▶ Hazardous trees
- ▶ Exercises
- ▶ Conclusion

TREE INSPECTION (INTERMEDIATE) : 1-2 DAYS

WHO SHOULD ATTEND

Arboriculturists, landscape architects, local authorities, woodland officers, or any other professionals involved with trees.

COURSE CONTENT

- ▶ Introduction
- ▶ Law matters
- ▶ Biology, survival, wounding responses and decay
- ▶ Understanding energy – tree management and health
- ▶ Visual and biomechanical hazard assessment of trees
- ▶ Practical visual assessment of trees
- ▶ The body language of trees
- ▶ Practical tree inspection procedure
- ▶ Principles of tree risk assessment
- ▶ Feedback and review of the course

WOODCHIPPERS : 1-2 DAY

TREE INSPECTION (BASIC) : 1-2 DAYS

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

GROUNDS MAINTENANCE

Health and Safety

CABLE LOCATION AND DETECTION : 1–2 DAYS

WHO SHOULD ATTEND

All staff needing to locate underground services accurately.

CITY & GUILDS OPTION

A City & Guilds certificate is also available for Cable Location and Detection at an additional cost. This involves the completion of a candidate portfolio and a practical assessment.

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

COSHH AND 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 FIRST AID AT WORK : 1 DAY

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
- 4 The unconscious breathing casualty
- ▶ Resuscitation
- ▶ Choking
- ▶ Circulation theory
- ▶ Shock
- ▶ Wounds and 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.



HEALTH AND SAFETY AWARENESS : 1 DAY

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

MANUAL HANDLING : 0.5 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 sessions on lifting and moving loads
- ▶ Feedback and questions

NEEDLE STICK INJURIES AND INFECTION CONTROL : 0.5 DAY

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 and 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



REVERSING VEHICLES : 0.5 DAY

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.

RISK ASSESSMENT AND METHOD STATEMENTS : 1 DAY

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 and communicate results
- ▶ Five steps to risk assessment
- ▶ Example risk assessment policy
- ▶ Risk assessment and method statement exercises

SIGNING, LIGHTING AND GUARDING : 2 DAYS

WHO SHOULD ATTEND

Grounds maintenance staff or arborists that may need to use signing and 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 and 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.

WORKING AT HEIGHTS : 1 DAY

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





ABOUT US

Our Accreditations
Specialist Facilities
Legislation / Code of Practice



Skills Training Centre Ltd

Telephone: 020 8619 0939

Email: info@skillstrainingcentre.co.uk

Website: www.skillstrainingcentre.co.uk

Skills Training Centre Ltd ©2021