

Expert Ease International Training Prospectus



Expert Ease International
www.web-safety.com

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The permission of the copyright owner is granted to photocopy the client enquiry form at the end of the prospectus for the sole purpose of corresponding with Expert Ease International.



Prospectus for Training 2006 - 2007

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About Expert Ease Safety Management Initiatives

Expert Ease's work aims to make a positive impact upon the key factors in a company's success by;

- Promoting the development of a safe working environment and a reduction in accidents,
- Reducing the costs associated with accidents and the investigations of near misses, and
- Promoting quality standards and improved the company effectiveness.

As one of the country's leading health and safety consultancies, Expert Ease International is a partnership combining legal, engineering and health & safety experience gained in across all industry sectors. The company is dedicated to the provision of innovative and cost effective solutions aimed at helping managers to achieve their business objectives. Much of our recent work has been focused on the construction, manufacturing and retail sectors.

Using a combination of in-house experience and expert associates, Expert Ease aims to meet the specific and particular needs of our clients through the development of programmes addressing the health and safety management requirements of companies throughout Ireland.

Whilst addressing those needs through established and open programmes, Expert Ease also offers tailored training, consultancy and evaluation services specific to the individual company. In-company training is often the desired option when businesses have special development needs to meet specific projects or operational requirements. The benefits of such programmes are that they are economical, time saving and they can be scheduled to suit the company's needs. Training will normally take place on company premises although, if required, it can be provided off site in more suitable venues.

Programmes of a general nature are also offered as open seminars or as a group package for several businesses in a locality.

Contact our office for further information on any of our products or services

Introduction to confined spaces

Objectives

In recognition of the dangerous nature of work in confined spaces, statutory Regulations have been enacted in the UK, NI and The Republic of Ireland. The laws impose specific duties and obligations on employers and workers in regard to confined spaces work.

Expert Ease International is to the forefront of training and advising on safe entry procedures. Since 1996 we have been assisting employers prepare for and implement the requirements of the legislation. Expert Ease assists in the development of safe entry procedures and management systems based on our unique manual, *Confined Spaces Expert*, developed in 1995 and now in use by major companies worldwide.

Accidents are preventable. It is the aim of Expert Ease to contribute to the development of a positive safety culture throughout industry. Our management and training systems, developed on the Operational Analysis and Control model, have won international recognition and the prestigious **ISSA Construction Section Imhotep Award**. They are designed to assist managers and workers develop their own safe systems of work in areas such as confined spaces and thereby eliminate the risk and likelihood of accidents.

Training in safe working procedures and permits to work is an integral part of ensuring the safety of workers in confined spaces. We can assist companies with the development of safety procedures and effective permits and/or train and assess management and entry staff in their use.

Confined Spaces Accidents

Serious accidents have occurred and will continue to occur, whilst work is being done inside confined spaces. The chief hazards are those associated with toxic and/or flammable gases, fumes and vapours and neglect or ignorance of the necessary precautions can very easily lead to tragic results.

Other hazards are associated with asphyxiation, including asphyxiation from free flowing solids, drowning and loss of consciousness arising from high ambient temperatures.

Accidents that occur in confined spaces are often fatal, involving, in many cases, several workers. In the mid to late nineties there were seven deaths in three separate confined spaces incidents in NI, accounting for almost 25% of the total deaths that resulted from accidents at work during that period.

In the Republic, one of the most recent multiple tragedies from a single incident resulted in the deaths of five Japanese fishermen when refrigeration gases leaked below decks into an area where these men normally worked.

In general, over half of those who die in confined spaces would have been attempting to rescue colleagues who had gotten into difficulties. For example, of the seven deaths in recent confined spaces accidents in NI, four of the victims were attempting unauthorised rescues.

Participants

The courses will be aimed at all levels of staff who have responsibility for work that is to be carried out in or near confined spaces, and for staff who work in those confined spaces.

- Managers with responsibility for ensuring that the systems for managing safe entry are in accord with statutory requirements;
- Safety officers with responsibility for ensuring that safe systems are in place and used,
- Supervisors who have responsibility for safe working procedures and permits to work,
- Rescue workers responsible for effecting and carrying out emergency procedures, and
- Staff who enter and who work in confined spaces.

Each of the courses detailed cover all aspects of work appropriate to each level of staff and their corresponding duties. The programmes will be prepared specific to the particular industry or business that your company is engaged in and supported by reference to the experience of your staff.

Courses

Expert Ease offer a range of courses either open or bespoke to cater for the different levels of involvement in confined spaces work. The main courses, summarised below are presented in more detail in the prospectus;

- CS01. **Designing confined spaces safe working procedures.** Aimed at managers, supervisors and safety officers.
- CS02. **The law in respect of confined spaces.** Aimed at all staff but particularly managers and supervisors.
- CS03. **Managing safe entry into confined spaces.** Designed for and aimed at assisting managers to develop and manage safe entry procedures (Course includes the *Confined Spaces Expert*, an Expert Ease manual on safe entry. See Appendix 2)
- CS04. **Entry into confined spaces.** Aimed at all staff involved in confined space work. Includes training in the company's Safe Working Procedure (SWP) and the use of breathing apparatus escape set and/or short term working set.
- CS05. **Confined space awareness.** Aimed at staff who require knowledge of confined spaces working but are not required to enter.
- CS06. **Permit to work in confined spaces.** Aimed at all staff involved in confined space work in known hazardous atmospheres. The course will include training in the company's Permit to Work Policy and the use of short-term working breathing apparatus. (Participants must have completed course CS04 above).
- CS07. **Rescue team training.** Aimed at authorised rescue staff. This course will include training in the company's Rescue Policy and the use of short term working breathing apparatus. (Participants must have completed course CS04 above).
- CS08. **Maintain safe working practices in confined spaces,** (Escape breathing apparatus). Aimed at those progressing towards NVQ qualifications. Course may be tailored to cover any or all of the elements in NVQ Unit CSE01. The end of course assessment will count as evidence towards overall assessment for the award.
- CS09. **Breathing Apparatus Instructors Course.** Aimed at Safety advisors and trainers who carry out in-company breathing apparatus instruction. Candidates must be trained and licensed in the use of breathing apparatus escape set and/or short term working sets. (Participants must have completed course CS04 above).
- CS10. **Chemical and vapour suit training.** Aimed at staff who are required to enter into known hazardous atmospheres to limit damage or effect minor repairs.

Candidates must be trained and licensed to use short-term working breathing apparatus.

CS11. **Refresher courses.** Designed to update and re-certify staff who have previously attended courses CS04 to CS09 above.

CS12. **Managing Safe Work Practices in Confined Spaces.** To provide managers and supervisors with a practical knowledge of the techniques for managing safe confined spaces entry.

CDM01. **A Guide to Managing Safety in Construction,** designed to equip Clients, Designers, CDM Coordinators, Principal Contractor and Contractors with the necessary skills to develop and manage safety on construction sites

CDM02. **Construction Safety Certificate**

PW01. **Permit to Work on Electrical Systems.**

PW02. **Introduction to Permit to Work Systems.** To provide process and maintenance operatives with and awareness of the issues and procedures associated with permits to work.

PW03. **Permit to Work on Pipe-work Systems.**

PW04. **Permit to Work for Hot-work Operations.**

PW05. **Permit to Work for Work at Heights.**

WE01. **Introduction to the Provision and Use of Work Equipment Regs.** To provide a practical understanding of the requirements of the Provision and Use of Work Equipment Regulations (PUWER) (NI) 1993

WE02. **Developing a purchasing/product control system.** A program to develop purchasing/product control systems.

OSH01. **Health & Safety at Work for Workers in Residential Facilities** An introduction to OSH for managers and employees of residential facilities.

VA01. **Handling Potentially Violent Persons** A course for managers, employees and volunteers who work in situations where aggression is likely from their clients.

AS01. **Asbestos Awareness** An introduction the legal duties in respect of asbestos at work, with information on how to protect employees from exposure

TD01. **Training for Trainers.** To provide competent persons with a range of tools and skills for the development and delivery of specific training in the workplace.

HS01. **Hazardous Substances Assessments (CoSHH).** To provide competent persons and supervisors with a range of tools and skills for the assessment of hazardous substances in the workplace and the development of specific controls measures.

AI01. **Conducting an Accident Investigation.** To provide Managers, Engineers and Safety Officers with a methodology for conducting effective investigations into workplace accidents, including interviewing, assessment and report writing.

Competency Assessment

Respiratory Protective Equipment Assessment and Certification

Expert Ease International will train and assess participants in the use, maintenance, examination and pre-entry testing of Respiratory and Personal Protective Equipment. Our product and professional indemnity cover licenses issued by Expert Ease International for the three-year period, providing the licence conditions are met.

The program is competence based; therefore all participants will undertake formal assessment at the end of the program. This includes:

- A written examination (1 hour), involving 10 short answer questions on compliance, hazards and controls. It is an open book examination and candidates achieving 80% + will be awarded a Certificate in Confined Spaces Awareness.
- A short practical assessment (approx 15 min per person) in the use, maintenance, examination and pre-entry testing of the Respiratory and Personal Protective Equipment. Successful participants will be certificated as competent and licensed to use the equipment for a period of up to three years subject to specified controls, including regular supervised use of the equipment.
- A practical team exercise involving confined space entry (real or simulated). Again successful participants will be certificated as competent and licensed to enter confined spaces for a period of up to three years subject to specified controls, including regular supervised entry. **(Note: Since in real-life situations confined space entries are team events and failures often lead to multiple fatalities, this exercise is team assessed).**

Training Specification	
Title	Designing confined spaces safe working procedures
Course Reference	CS01
Target Group	Managers, supervisors and safety officers.
Course Aims	To equip participants with the necessary skills to write safe working procedures.
Course Objectives	By the end of the course participants will be able to produce safe working procedures in a quality format, based on best practice in UK and USA.
Course Content	<ul style="list-style-type: none"> • Interpretation of Confined Space, • Current law in respect of confined spaces, • Duties under the Regulations, • Preventing the need for entry, • Hazard Assessment, • Safe working in confined spaces, • Emergency response arrangements, • Plant and equipment, and • Writing quality procedures.
Validation	At the end of the course participants will be required to produce a short safe working procedure, using the course materials, to the satisfaction of the trainer.
Duration	1 day.
Course Fee	See standard pricing policy Assessment and competency licence charge applies.
Prerequisites	None.
Notes	Expert Ease assesses participants and issues a licence to those deemed competent to design confined spaces safe working procedures.

Training Specification	
Title	The law in respect of confined spaces
Course Reference	CS02
Target Group	Company Directors and managers with responsibility for production and implementation of safety policy
Course Aims	To apprise participants of current and proposed statutory legislation relating to confined spaces entry
Course Objectives	By the end of the course participants will have an understanding of their organisation's legal obligations relating to working in confined spaces.
Course Content	<ul style="list-style-type: none"> • The law current and proposed, • Interpretation of Confined Space, • Application of the Regulations, • Duties under the Regulations, • Hazard Assessment, • Preventing the need for entry, • Safe working in confined spaces, • Emergency procedures, • Plant and equipment, and • Relevant general H&S law and case law.
Validation	None.
Duration	Half day
Course Fee	See standard pricing policy
Prerequisites	None
Notes	None

Training Specification	
Title	Managing safe entry into confined spaces
Course Reference	CS03
Target Group	Company Directors and senior managers with health and safety management responsibility.
Course Aims	To provide participants with a practical system of safety management techniques for training and organising their confined spaces entry staff.
Course Objectives	By the end of the course participants will be equipped to introduce a confined spaces safety management system into their organisation.
Course Content	<ul style="list-style-type: none"> • Legal obligations to manage safety, • Good safety management practice, • Known hazards in confined spaces, • Safe working procedures, • Training and organising your staff, and • The Expert Ease management system.
Validation	None.
Duration	Half day.
Course Fee	See standard pricing policy + £100stg per copy of Confined Spaces Expert
Prerequisites	None
Notes	<ol style="list-style-type: none"> 1. This course supports the Expert Ease manual, "Confined Spaces Expert" and is offered as an open seminar or as an in house programme. 2. The manual can be purchased separately without training support.

Training Specification	
Title	Entry into confined spaces
Course Reference	CS04
Target Group	All staff who enter confined spaces to work.
Course Aims	To provide participants with a practical knowledge of the techniques for safely entering and working in confined spaces.
Course Objectives	<p>By the end of the course participants will be able to enter a confined spaces using their Company's safe working procedure.</p> <p>They will also be able to carry out the pre-entry checks and use the Company's escape and/ or short term working breathing apparatus.</p>
Course Content	<ul style="list-style-type: none"> • Legal obligations to behave safely, • Known hazards in confined spaces, • Safe working procedures, • The Company's breathing apparatus • Practical training and use of breathing apparatus, and • Confined space entry (optional)
Validation	At the end of the course participants are required to take a test of their underpinning knowledge relating to confined spaces working and undergo a practical assessment in the use of breathing apparatus.
Duration	Without confined spaces entry: 1 – 1.5 days. With confined spaces entry: 3 days.
Course Fee	See standard pricing policy Assessment and competency licence charge applies. Training Tunnel hire charges may apply.
Prerequisites	Participants must be medically fit to undertake breathing apparatus training and assessment.
Notes	<p>A particular feature of this course is that at the end of the course Expert Ease assesses participant and issues a licence to those deemed competent to use the Company's breathing apparatus. The licence remains valid, for a period of up to 3 years, providing the holder undertakes an observed real or simulated exercise each month and records it on the back of the licence.</p> <p>A sample of the licence is contained in appendix 3.</p>

Training Specification	
Title	Confined spaces awareness
Course Reference	CS05
Target Group	Safety managers and supervisory staff who require a knowledge of confined spaces working, but are not required to enter.
Course Aims	To apprise participants of the nature of confined spaces working and the hazards therein.
Course Objectives	By the end of the course participants will be aware of the hazards associated with confined spaces working and be equipped to organise safe working in line with Company safe working procedures.
Course Content	<ul style="list-style-type: none"> • Interpretation of Confined Space, • Current law in respect of confined spaces, • Known hazards in confined spaces, • Safe working procedures, and • Training and organising your staff.
Validation	At the end of the course participants are required to take a test of their underpinning knowledge relating to confined spaces working.
Duration	One day.
Course Fee	See standard pricing policy Assessment and competency licence charge may apply (see notes)
Prerequisites	None.
Notes	Optional: Expert Ease can assess participants and issue a certificate in confined spaces awareness.

Training Specification	
Title	Permit to work in confined spaces
Course Reference	CS06
Target Group	Staff who enter and work in confined spaces where known hazardous atmospheres exist.
Course Aims	To provide participants with a practical knowledge of the techniques for safely entering and working in confined spaces using a permit to work system.
Course Objectives	By the end of the course participants will be able to enter a confined spaces using their Company's permit to work system.
Course Content	<ul style="list-style-type: none"> • Legal obligations to behave safely, • Known hazards in confined spaces, • Understanding permit to work systems, • The Company's permit to work system, • The Company's breathing apparatus, and • Practical training and use of breathing apparatus.
Validation	At the end of the course participants are required to complete a permit to work in confined spaces and undergo a practical assessment in the use of escape and short term working breathing apparatus.
Duration	Full day.
Course Fee	See standard pricing policy Assessment and competency licence charge applies.
Prerequisites	Participants must have already completed CS04 and be medically fit to undertake breathing apparatus training and assessment.
Notes	Expert Ease assesses participants and issues a licence to those deemed competent to operate a permit to work system.

Training Specification	
Title	Rescue team training
Course Reference	CS07
Target Group	Authorised rescue staff
Course Aims	To provide participants with a practical knowledge of confined spaces emergency rescue techniques.
Course Objectives	By the end of the course participants will be able to enter confined spaces and affect a rescue according to their Company's rescue policy.
Course Content	<ul style="list-style-type: none"> • Legal obligations to behave safely, • Known hazards in confined spaces, • Undertaking emergency rescue, • Essential safety equipment, • The Company's rescue policy, • The Company's breathing apparatus, and • Simulated rescue in accordance with Company's rescue policy.
Validation	At the end of the course participants will be assessed undertaking a simulated rescue, following Company rescue policy. They will also undergo a practical assessment in the use of short term working breathing apparatus.
Duration	Two days
Course Fee	See standard pricing policy Assessment and competency licence charge applies.
Prerequisites	Participants must have already completed CS04 and be medically and physically fit.
Notes	Expert Ease assesses participants and issues a licence to those deemed competent to operate their company's rescue policy.

Training Specification	
Title	Maintain safe working practices in confined spaces
Course Reference	CS08
Target Group	All staff who enter confined spaces to work and those who wish to progress towards NVQ qualifications
Course Aims	To provide participants with a practical knowledge of the techniques for safely entering and working in confined spaces.
Course Objectives	By the end of the course participants will be able; <ul style="list-style-type: none"> • Demonstrate their understanding of the requirements of the ACoP, • Plan and prepare to enter confined spaces, • Operate safely in confined spaces, • Exit from a confined space in an emergency situation, and • Carry out operational checks on escape breathing apparatus.
Course Content	<ul style="list-style-type: none"> • Known hazards in confined spaces, • The ACoP - Safe Entry into Confined Spaces • Planning a safe entry, • Safe working in a confined space • The essential safety equipment, • The Company's escape breathing apparatus, • Pre-entry checks, • Simulated entry following Company's entry procedure, and • Emergency evacuation, on alarm.
Validation	Participants will be assessed against performance criteria and range statements in each element of NVQ unit CSE01. Assessments will be by observed practical and essential knowledge test.
Duration	Five days
Course Fee	See standard pricing policy Assessment and competency licence charge applies.
Prerequisites	Participants must be medically fit to undertake breathing apparatus training and assessment.
Notes	Course may be tailored to cover any or all of the elements in NVQ unit CSE01. The end of course validation will count as evidence towards overall assessment for the award.

Training Specification	
Title	Breathing apparatus instructor course
Course Reference	CS09
Target Group	Safety advisors and in-company trainers.
Course Aims	To provide participants with the practical instructional techniques necessary to carry out in-company breathing apparatus training.
Course Objectives	By the end of the course participants will be able lead a breathing apparatus training session to the satisfaction of the trainer.
Course Content	<ul style="list-style-type: none"> • The role of the trainer • How and why people learn • Barriers to learning • Use of questions as an aid to learning • An introduction to breathing • The essentials of breathing apparatus • Setting training objectives and preparing a training plan • Use of feedback as an aid to learning
Validation	At the end of the course participants will be assessed on their competence to carry out a breathing apparatus instruction session. Assessments will be by observed practical and essential knowledge test.
Duration	Three days
Course Fee	See standard pricing policy Assessment and competency licence charge applies.
Prerequisites	Participants must have already completed CS04 and be medically and physically fit.
Notes	<p>Participants will have several opportunities to practice their instructional techniques during the course.</p> <p>Expert Ease assesses participant and issues a licence to those deemed competent to carry out breathing apparatus instruction. The licence remains valid, for a period of up to 3 years.</p>

Training Specification	
Title	Chemical vapour suit training
Course Reference	CS10
Target Group	Staff who are required to enter into known hazardous atmospheres to limit damage or effect minor repairs.
Course Aims	To provide participants with a practical knowledge of the techniques of wearing chemical vapour suits when entering and working in confined spaces.
Course Objectives	By the end of the course participants will know the equipment pre-use checks and give assistance during an emergency involving the use of chemical suits.
Course Content	<ul style="list-style-type: none"> • Chemical suits - purpose and types • Emergency situations • Breathing apparatus pre-use checks • Chemical suit pre-use checks • Putting on the chemical suit • Chemical suit maintenance and testing
Validation	At the end of the course the participants will carry out a simulated emergency requiring the use of chemical suits.
Duration	Half day
Course Fee	See standard pricing policy Assessment and competency licence charge applies.
Prerequisites	None
Notes	Expert Ease assesses participants and issues a licence to those deemed competent to use chemical vapour suits.

Training Specification	
Title	Confined Spaces Refresher training
Course Reference	CS11
Target Group	Staff who have previously attended courses CS04-CS09 above
Course Aims	Designed to update and re-certify staff who have previously attended courses 4-9 above
Course Objectives	By the end of the refresher course(s) (CS04 to CS09) participants will have demonstrated to the satisfaction of the trainer that they have brought their skills up to date.
Course Content	Refer to the particular training specification
Validation	Refer to the particular training specification
Duration	Refer to the particular training specification
Course Fee	See standard pricing policy Assessment and competency licence charge applies.
Prerequisites	Participants must be medically fit to undertake breathing apparatus training and assessment.
Notes	Refer to the particular training specification

Training Specification	
Title	Managing safe working practices in confined spaces
Course Reference	CS12
Target Group	Managers and supervisors who supervise confined spaces entry and occasionally enter confined spaces to work.
Course Aims	To provide participants with a practical knowledge of the techniques for managing safe confined spaces entry.
Course Objectives	By the end of the course participants will be able; <ul style="list-style-type: none"> • Demonstrate their understanding of their statutory obligations, • Plan, prepare and supervise a safe confined spaces entry, • Manage an emergency evacuation from a confined space, and • Carry out operational checks on confined space equipment.
Course Content	<ul style="list-style-type: none"> • Known hazards in confined spaces, • Planning a safe entry into confined spaces • Safe working in a confined space • The essential safety equipment, • The escape breathing apparatus and atmosphere monitor, • Pre-entry checks, • Simulated entry following standard pre-entry procedure, and • Emergency evacuation, on alarm.
Validation	Assessments will be by observed practical and essential knowledge test – Refer to Appendix 1 below.
Duration	Two days
Course Fee	Handbooks, assessment and competency licence charge applies.
Prerequisites	Participants must be medically fit to undertake breathing apparatus training and assessment.
Notes	

Training Specification	
Title	Managing safe entry into confined spaces
Course Reference	CS13
Target Group	Company Directors and senior managers with health and safety management responsibility.
Course Aims	To provide participants with a practical system of safety management techniques for training and organising their confined spaces entry staff.
Course Objectives	By the end of the course participants will be equipped to introduce a confined spaces safety management system into their organisation.
Course Content	<ul style="list-style-type: none"> • Legal obligations to manage safety, • Interpretation of Confined Space, • Current law in respect of confined spaces, • Duties under the Regulations, • Preventing the need for entry, • Good safety management practice, • Known hazards in confined spaces, • Safe working procedures, • Training and organising your staff, and • The OAC management system. • Emergency response arrangements, • Plant and equipment, and • Writing quality procedures.
Validation	Participants will be assessed against performance criteria and range statements in each element of NVQ unit CSE01. Assessments will be by observed practical and essential knowledge test.
Duration	2 days.
Course Fee	See standard pricing policy + £100stg per copy of Confined Spaces Expert
Prerequisites	None
Notes	<ol style="list-style-type: none"> 1. This course supports the Expert Ease manual, "Confined Spaces Expert" and is offered as an open seminar or as an in house programme. 2. The manual can be purchased separately without training support. 3. This course leads onto CS14, Managing safe entry into confined spaces (Advanced Program)

Training Specification	
Title	Managing safe entry into confined spaces (Advanced)
Course Reference	CS14
Target Group	All staff who enter confined spaces to work and those who wish to progress towards NVQ qualifications
Course Aims	To provide participants with a practical knowledge of the techniques for safely entering and working in confined spaces.
Course Objectives	By the end of the course participants will be able; <ul style="list-style-type: none"> • Demonstrate their understanding of the requirements of the ACoP, • Plan and prepare entry operations for confined spaces, • Manage and operate safely in confined spaces, • Exit from a confined space in an emergency situation, and • Carry out operational checks on escape breathing apparatus.
Course Content	<ul style="list-style-type: none"> • The ACoP - Safe Entry into Confined Spaces • Planning a safe entry, • Safe working in a confined space • The essential safety equipment, • The Company's escape breathing apparatus, • Pre-entry checks, • Simulated entry following Company's entry procedure, and • Emergency evacuation, on alarm.
Validation	Participants will be assessed against performance criteria and range statements in each element of NVQ unit CSE01. Assessments will be by observed practical and essential knowledge test.
Duration	2 days
Course Fee	See standard pricing policy Assessment and competency licence charge applies.
Prerequisites	Participants must be medically fit to undertake breathing apparatus training and assessment.
Notes	<ol style="list-style-type: none"> 1. Course may be tailored to cover any or all of the elements in NVQ unit CSE01. The end of course validation will count as evidence towards overall assessment for the award. 2. This course follows on from CS13, Managing safe entry into confined spaces

Training Specification	
Title	A Guide to Managing Safety in Construction
Course Reference	CDM01
Target Group	Clients, Designers, CDM Coordinators, Principal Contractor and Contractors.
Course Aims	To equip participants with the necessary skills to develop and manage safety on construction sites.
Course Objectives	By the end of the course participants will be able to identify the key elements in the CDM Regulations and understand their own function with regard to safety on construction sites.
Course Content	<ul style="list-style-type: none"> • Interpretation of Construction, • Current law in respect of Construction Design & Management, • Duties under the Regulations, • Concept & Feasibility phase • Design & Planning • H&S Aspects of Tender Selection • Construction phase • Commissioning & Handover • Key Hazards on Construction sites • PPE • Provisions of other relevant legislation • Designers Case Study
Validation	At the end of the course participants will be required to undertake a short written assessment, using the course materials, to the satisfaction of the assessor.
Duration	2 days
Course Fee	See standard pricing policy Assessment charge applies.
Prerequisites	None.
Notes	

Training Specification	
Title	Introduction to Health & Safety on Construction Sites
Course Reference	CDM02
Target Group	All those who work on or regularly enter onto construction sites.
Course Aims	To introduce those who work on construction sites to the fundamental principals of OSH at work across a range of known hazards and essential work operations.
Course Objectives	By the end of the course participants will be able to demonstrate their awareness of the key safety issues on construction sites and to state clearly the principal control measures across a number of hazardous situations..
Course Content	<ul style="list-style-type: none"> • Introduction to OSH in Construction • Key Hazards on Construction sites • Hazard assessments and Operational Control • PPE, PUWER and LOLER • Fire Safety • Lockout & Tag and Permits to Work • Working at Heights • Asbestos Awareness • Manual Handling • Hazardous Substances • Hand/arm Vibration & Powered Tools • Powered equipment (FLT's, MEWPs etc) • Introduction to Confined Spaces • Excavations • Safety at Road Works • Electrical Safety (OH Power & Buried) • Emergencies • Provisions of other relevant legislation
Validation	<ul style="list-style-type: none"> • At the end of the course participants will be required to undertake a short written assessment (multiple choice and short answer questions), using the course materials, to the satisfaction of the assessor. • Certificate & Site-entry card
Duration	3 days.
Course Fee	See standard pricing policy Assessment charge applies.
Prerequisites	None.
Notes	Course may be provided in any combination of <ul style="list-style-type: none"> • 3 consecutive days • 3 x 1 day per week • 6 x half days

Training Specification	
Title	Permit to Work on Electrical Systems
Course Reference	PW01
Target Group	Process and maintenance operatives
Course Aims	To make process and maintenance operatives aware of the issues and procedures associated with permits to work on electrical systems
Course Objectives	By the end of the course participants will be able to detail the basic safety requirements for work on electrical systems, and demonstrate their understanding of the principals of permits to work, and their ability to conduct a correct isolation, lockout and tag
Course Content	<ul style="list-style-type: none"> • Legal Obligations • Permit to Work – Key Principals • Authorised Person • Basic electrical safety • Electrical Isolation – method • Proving • Tagging and Warning Notices •
Validation	At the end of the course the participants will use the course material to answer a multiple-choice assessment paper to the satisfaction of the trainer and demonstrate an electrical isolation procedure, including the Lockout & tag
Duration	1 day.
Course Fee	See standard pricing policy Assessment fee applies
Prerequisites	None.
Notes	This course will utilise the company's own permit to work system

Training Specification	
Title	Introduction to Permit to Work Systems
Course Reference	PW02
Target Group	Process and maintenance operatives
Course Aims	To make process and maintenance operatives aware of the issues and procedures associated with permits to work
Course Objectives	By the end of the course participants will be able to detail the basic safety requirements for work on a range of high hazard systems, and demonstrate their understanding of the principals of permits to work, and their ability to conduct a correct isolation, lockout and tag
Course Content	<ul style="list-style-type: none"> • Legal Obligations • Permit to Work – Key Principals • Authorised Person • Permit to Work Operations <ul style="list-style-type: none"> • Electrical Systems • Pipe-work • Hot-work • Confined Spaces • Heights • General Principles of Isolation – method • Proving, Tagging and Warning Notices
Validation	At the end of the course the participants will use the course material to answer a multiple-choice assessment paper to the satisfaction of the trainer and demonstrate an isolation procedure, including Lockout & tag
Duration	1 day.
Course Fee	See standard pricing policy Assessment fee applies
Prerequisites	None.
Notes	This course will utilise the company’s own permit to work system Separate full-day programs are available for the various Permit to Work Operations detailed above.

Training Specification	
Title	Permit to Work on Pipe-work Systems
Course Reference	PW03
Target Group	Process and maintenance operatives
Course Aims	To make process and maintenance operatives aware of the issues and procedures associated with permits to work on pipe-work and duct-work systems
Course Objectives	By the end of the course participants will be able to detail the basic safety requirements for work on pipe and duct-work systems, and demonstrate their understanding of the principals of permits to work, and their ability to conduct a correct isolation, lockout and tag
Course Content	<ul style="list-style-type: none"> • Legal Obligations • Permit to Work – Key Principals • Authorised Person • Key Hazards in pipe and duct-work • Pipe-work Isolation – method • Proving • Tagging and Warning Notices
Validation	At the end of the course the participants will use the course material to answer a multiple-choice assessment paper to the satisfaction of the trainer and demonstrate an pipe-line isolation procedure, including the Lockout & tag
Duration	1 day.
Course Fee	See standard pricing policy Assessment fee applies
Prerequisites	None.
Notes	This course will utilise the company's own permit to work system Program may be reduced to half-day if run in conjunction with PW03 Introduction to Permit to Work Systems

Training Specification	
Title	Permit to Work for Hot-work Operations
Course Reference	PW04
Target Group	Process and maintenance operatives
Course Aims	To make process and maintenance operatives aware of the issues and procedures associated hot-work operations
Course Objectives	By the end of the course participants will be able to detail the basic safety requirements for hot-work, and demonstrate their understanding of the principals of permits to work, and their ability to prepare a work area for hot-work operations.
Course Content	<ul style="list-style-type: none"> • Legal Obligations • Permit to Work – Key Principals • Authorised Person • Basic principles of combustion • Key Hazards associated with hot-work • Preparation of hot-work areas • Safe conduct of hot-work • Clean up and post work inspections
Validation	At the end of the course the participants will use the course material to answer a multiple-choice assessment paper to the satisfaction of the trainer and demonstrate an pipe-line isolation procedure, including the Lockout & tag
Duration	1 day.
Course Fee	See standard pricing policy Assessment fee applies
Prerequisites	None.
Notes	This course will utilise the company’s own permit to work system Program may be reduced to half-day if run in conjunction with PW03 Introduction to Permit to Work Systems

Training Specification	
Title	Permit to Work for Work at Heights
Course Reference	PW05
Target Group	Process and maintenance operatives
Course Aims	To make process and maintenance operatives aware of the issues and procedures associated with work at heights
Course Objectives	By the end of the course participants will be able to detail the basic safety requirements for work at heights, and demonstrate their understanding of the principals of permits to work, and their ability to prepare a work at heights operation
Course Content	<ul style="list-style-type: none"> • Legal Obligations • Permit to Work – Key Principals • Authorised Person • Key Hazards associated with working at a height • Assessing the hazards and preparing controls • Dealing effectively with Emergencies • Preparation of a heights permit • Use of fall restraint systems • The general safety requirement • The law in relation to work equipment and PPE • Selection of appropriate fall protection equipment • Pre-use inspections of harnesses, lanyards etc. • Markings, warnings and warning devices • Correct donning procedures • Issues associated with recovery
Validation	At the end of the course the participants will use the course material to answer a multiple-choice assessment paper to the satisfaction of the trainer and demonstrate their ability to prepare a heights PtoW document,
Duration	2 days.
Course Fee	See standard pricing policy Assessment fee applies
Prerequisites	None.
Notes	<p>This course will utilise the company's own permit to work system and fall restraint systems where appropriate</p> <p>Program may be reduced by a half-day if run in conjunction with PW03 Introduction to Permit to Work Systems</p>

Training Specification			
Title	Permit to Work Systems		
Course Reference	PW06		
Target Group	Process and maintenance operatives		
Course Aims	To make process and maintenance operatives aware of the issues and procedures associated with permits to work		
Course Objectives	By the end of the course participants will be able to detail the basic safety requirements for work on a range of high hazard systems, and demonstrate their understanding of the principals of permits to work, and their ability to conduct a correct isolation, lockout and tag		
Course Content	<ul style="list-style-type: none"> • Legal Obligations • Permit to Work – Key Principals • Authorised Person • General Principles of Isolation – method • Proving, Tagging and Warning Notices • Permit to Work Operations 		
	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Electrical Systems <ul style="list-style-type: none"> • Basic electrical safety • Electrical Isolation – method • Proving • Tagging and Warning Notices </td> <td style="width: 50%; vertical-align: top;"> Pipe-work <ul style="list-style-type: none"> • Key Hazards in pipe and duct-work • Pipe-work Isolation – method • Proving • Tagging and Warning Notices </td> </tr> </table>	Electrical Systems <ul style="list-style-type: none"> • Basic electrical safety • Electrical Isolation – method • Proving • Tagging and Warning Notices 	Pipe-work <ul style="list-style-type: none"> • Key Hazards in pipe and duct-work • Pipe-work Isolation – method • Proving • Tagging and Warning Notices
Electrical Systems <ul style="list-style-type: none"> • Basic electrical safety • Electrical Isolation – method • Proving • Tagging and Warning Notices 	Pipe-work <ul style="list-style-type: none"> • Key Hazards in pipe and duct-work • Pipe-work Isolation – method • Proving • Tagging and Warning Notices 		
	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Hot-work <ul style="list-style-type: none"> • Basic principles of combustion • Key Hazards associated with hot-work • Preparation of hot-work areas • Safe conduct of hot-work • Clean up and post work inspections </td> <td style="width: 50%; vertical-align: top;"> Confined Spaces <ul style="list-style-type: none"> • Hazards in confined spaces • Testing and preparations for entry • Safe entry and exit • Emergency plans </td> </tr> </table>	Hot-work <ul style="list-style-type: none"> • Basic principles of combustion • Key Hazards associated with hot-work • Preparation of hot-work areas • Safe conduct of hot-work • Clean up and post work inspections 	Confined Spaces <ul style="list-style-type: none"> • Hazards in confined spaces • Testing and preparations for entry • Safe entry and exit • Emergency plans
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	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Heights <ul style="list-style-type: none"> • Key Hazards associated with working at a height • Assessing the hazards and preparing controls • Preparation of a heights permit </td> <td style="width: 50%;"></td> </tr> </table>	Heights <ul style="list-style-type: none"> • Key Hazards associated with working at a height • Assessing the hazards and preparing controls • Preparation of a heights permit 	
Heights <ul style="list-style-type: none"> • Key Hazards associated with working at a height • Assessing the hazards and preparing controls • Preparation of a heights permit 			
Validation	At the end of the course the participants will use the course material to answer a multiple-choice assessment paper to the satisfaction of the trainer and demonstrate an isolation procedure, including Lockout & tag		
Duration	2 day.		
Course Fee	See standard pricing policy Assessment fee applies		
Prerequisites	None.		
Notes	This course will utilise the company's own permit to work system Separate full-day programs are available for the various Permit to Work Operations detailed above.		

Training Specification	
Title	Conducting an Accident Investigation
Course Reference	AI01
Target Group	Managers, Engineers and Safety Officers who are required to conduct formal investigations of workplace accidents.
Course Aims	To provide participants with a methodology for conducting effective investigations into workplace accidents, including interviewing, assessment and report writing
Course Objectives	By the end of the course participants will be able to demonstrate their ability to carry out an investigation and prepare a report on a workplace accident.
Course Content	<ul style="list-style-type: none"> • Legal Obligations and Statutory requirements (including Recording and Record Keeping Criteria) • Accident Investigations (Preliminary and Substantive) • Selecting and resourcing the investigation team • An accident investigation procedure, including How to: - <ul style="list-style-type: none"> ○ Collect and consider the evidence ○ Compare acts and conditions against the standards • Interviewing Techniques (including; preparing witness statements) • Accident analysis, including <ul style="list-style-type: none"> ○ Stating & Interpreting findings ○ Determine the immediate causes ○ Determine the underlying causes • Preparing the Report (including Log and summary records) • Implementing recommendations • (Optional: preparing for the Witness Stand)
Validation	At the end of the course the participants will <ul style="list-style-type: none"> • Submit a simulated accident-report, and • Use the course materials to complete a formal assessment paper to the satisfaction of the trainer. Certification will require an 80% pass mark.
Duration	2 days.
Course Fee	See standard pricing policy Assessment fee applies
Prerequisites	None.
Notes	This program will establish teams of investigators from amongst the participants and set them a range of tasks leading to the preparation of an accident report based on an accident demonstrated on video. Comprehensive handbooks are provided.

Training Specification	
Title	Developing a Purchasing/product Control System
Course Reference	WE02
Target Group	Company buyers, Stores & stock controllers, safety officers, and Machinery Suppliers
Course Aims	To provide the participant with skills to develop purchasing/product control systems in line with the requirements of the Provision and Use of Work Equipment Regulations (PUWER) (NI) 1993
Course Objectives	By the end of the course participants will be able to use PUWER to develop a purchasing/product control system.
Course Content	<ul style="list-style-type: none"> • The general safety requirement • The law in relation to work equipment • PUWER general duties • PUWER specific requirements • Markings, warnings and warning devices • Declaration of Conformity, Declaration of Incorporation • Specifications fit for purpose • The essentials of product control • Product control – Designing a product control document
Validation	At the end of the course the participants will use the course material to produce a policy document for purchasing/product control, to the satisfaction of the trainer.
Duration	1 day.
Course Fee	See standard pricing policy Assessment fee applies
Prerequisites	None.
Notes	None

Training Specification	
Title	Introduction to the Provision & Use of Work Equipment Regulations
Course Reference	WE01
Target Group	Company buyers, Stores & stock controllers, safety officers, and Machinery Suppliers
Course Aims	To provide the participant with practical understanding of the requirements of the Provision and Use of Work Equipment Regulations (PUWER) (NI) 1993
Course Objectives	By the end of the course participants will <ul style="list-style-type: none"> • Understand the key duties of PUWER and how they link to the Supply of Machinery (Safety) Regulations 1993, • Understand the EU marking scheme, and • Know the requirements for a successful purchasing/product control policy
Course Content	<ul style="list-style-type: none"> • The general safety requirement • The law in relation to work equipment • PUWER general duties • PUWER specific requirements • Markings, warnings and warning devices • Declaration of Conformity, Declaration of Incorporation • The essentials of product control
Validation	None
Duration	1 day.
Course Fee	See standard pricing policy
Prerequisites	None.
Notes	

Training Specification	
Title	Selection, Use and Inspection of Fall Prevention / Fall Protection Equipment
Course Reference	WE03
Target Group	Company buyers, Stores & stock controllers, safety officers, and work operatives
Course Aims	To provide the participant with practical understanding
Course Objectives	By the end of the course participants will <ul style="list-style-type: none"> • Understand the conditions that requires the use of fall prevention and fall protection equipment • Be able to correctly select, inspect and don safety harnesses and fall arrest equipment.
Course Content	<ul style="list-style-type: none"> • The general safety requirement • The law in relation to work equipment and PPE • Selection of appropriate fall protection equipment • Pre-use inspections of harnesses, lanyards etc. • Markings, warnings and warning devices • Correct donning procedures • Issues associated with recovery
Validation	None
Duration	2- 3 hours.
Course Fee	See standard pricing policy
Prerequisites	An awareness of working safely at heights
Notes	

Training Specification	
Title	Health & Safety for Workers in Residential Facilities
Course Reference	OSH01
Target Group	Managers, employees and volunteers in residential and care facilities.
Course Aims	To make residential workers aware of the requirements of OSH legislation and their duties there-in
Course Objectives	By the end of the course participants will be able to detail the basic requirements of health and safety at work and explain their duties and obligations
Course Content	<ul style="list-style-type: none"> • Legal Obligations • Safety Management • Hazards • Policy • Hazard Assessment • Performance Management • Safety Audits
Validation	At the end of the course the participants will use the course material to answer a multiple-choice assessment paper to the satisfaction of the trainer
Duration	1 day.
Course Fee	See standard pricing policy Assessment fee applies
Prerequisites	None.
Notes	None

Training Specification	
Title	Handling Potentially Violent Persons
Course Reference	VA01
Target Group	Managers, employees and volunteers in welfare, medical, residential and care facilities.
Course Aims	To introduce a practical approach to managing aggression from clients
Course Objectives	By the end of the course participants will be able to detail the key indicators pointing to a potentially violent situation and be able to use personal and environmental methods to diffuse the situation
Course Content	<ul style="list-style-type: none"> • Legal Obligations • Safety Management • Violent Persons • Serious Incidents • Observing the Situation • Techniques • Domiciliary visits • Assault & Violence • Reasonable Force • Obtaining Assistance
Validation	At the end of the course the participants will use the course material to answer a multiple-choice assessment paper to the satisfaction of the trainer
Duration	1 day.
Course Fee	See standard pricing policy Assessment fee applies
Prerequisites	None.
Notes	None

Training Specification	
Title	Health and Safety Law
Course Reference	LAW01
Target Group	Directors, Managers, Safety Advisors, Safety Reps. And those with an interest in the legal issues surrounding OSH
Course Aims	To provide the participant with practical understanding of the requirements of the Health & Safety at Work Order, and associated Regulations, Approved Codes of Practice and other codes and guidance
Course Objectives	By the end of the course participants will <ul style="list-style-type: none"> • Understand the key duties of H&SW Order and Regulations, • Understand civil and criminal elements of the law, • Appreciate the routes to prosecution, • Have an awareness of the defences in OSH, and • Know the requirements for a control policy
Course Content	<ul style="list-style-type: none"> • The Principles of OSH Law • Duties • Framework • Enforcement • Criminal Law • Civil Law
Validation	Practical and written assessment
Duration	4 Days
Course Fee	See standard pricing policy
Prerequisites	None.
Notes	

Training Specification	
Title	Identifying Hazards and Developing Operation Controls
Course Reference	OAC01
Target Group	Managers, Supervisors, System and Process Operatives, Safety Advisors and Reps.
Course Aims	To provide the participant with an understanding of the principals underpinning total operation control.
Course Objectives	By the end of the course participants will <ul style="list-style-type: none"> • Demonstrate their knowledge and understanding of hazard identification • Will be able to apply the principles of operation analysis and control, and decide priorities and objectives, • Be able to use failure tracing methods
Course Content	<ul style="list-style-type: none"> • Operation Analysis and Control • Hazard effects and outcomes • Sources of information • Hazard Analysis, categorisation and prioritisation, • HAZOPs, FMEA, FTA and ETA tools
Validation	Practical and written assessment
Duration	2- 3 days
Course Fee	See standard pricing policy
Prerequisites	None.
Notes	

Training Specification	
Title	Emergency preparedness
Course Reference	EP01
Target Group	Directors, Managers, Statutory and Local Authority Officers, Emergency Services,
Course Aims	To provide the participant with practical understanding of the requirements to be prepared for emergencies, including COMAH events
Course Objectives	By the end of the course participants will <ul style="list-style-type: none"> • Be able to participate in the development, monitoring and maintenance of emergency planning for their organisation
Course Content	<ul style="list-style-type: none"> • The Need for emergency preparedness • Development of emergency plans • Recognising when emergency plans kick-in • Case Studies
Validation	Practical and written assessment
Duration	2 days
Course Fee	See standard pricing policy
Prerequisites	None.
Notes	

Training Specification	
Title	Incident Command Management
Course Reference	ICM 01
Target Group	All who are involved in emergency planning and response and rescue
Course Aims	To provide participants with an introduction to the planning and management response to major incidents
Course Objectives	By the end of the course participants will be able; <ul style="list-style-type: none"> • Demonstrate their understanding of the principles of Incident Response Management, • Prepare a plan of operation in response to a major incident, • Manage and operate the major incident plan, and • Carry out effectiveness checks on Incident Management Plans before and during implementation.
Course Content	<ul style="list-style-type: none"> • Incident Command, an Introduction • Key Personnel, Roles and Responsibilities • Defining a major incident, with cases studies of different types • Features of Incident Command Management, incl. <ul style="list-style-type: none"> ○ Priorities ○ Planning ○ Organisation ○ Communication • Commander and Staff • Operation • Planning • Facilities • Logistics • Administration
Validation	Participants will be assessed on their competence to implement the requirements of an effective Incident Command Management Plan. Assessments will be by practical (preparation of an incident command plan) and essential knowledge (theory) tests.
Duration	2 days
Course Fee	To be negotiated Assessment and competency licence charge applies.
Prerequisites	Participants must be experienced participants in the development and implementation of emergency procedures and response.
Notes	

Training Specification	
Title	Construction, Design and Management
Course Reference	CDM01
Target Group	Designers, Project Managers, Principle Contractors, Clients and Coordinators
Course Aims	To provide the participant with practical understanding of the requirements of the Construction, Design and Management Regulations
Course Objectives	By the end of the course participants will be in a position to demonstrate, through assessment, their: <ul style="list-style-type: none"> • Knowledge of the roles and responsibilities of all parties in construction projects, • Awareness of the proposed changes to CDM regulations, • Understanding of where safety issues arise at each stage of construction projects, • Ability to safely manage work on a construction site, and Understanding of the HSE Self-assessment of Commitment to Duties.
Course Content	<ul style="list-style-type: none"> • Construction Legislation • Roles and responsibilities of the key players and duty holders • Designing for safety • Design Safety Analysis and Control
Validation	Practical and written assessments
Duration	1 day.
Course Fee	See standard pricing policy
Prerequisites	None.
Notes	

Training Specification	
Title	Designers Case Study
Course Reference	CDM02
Target Group	Designers, Project Managers, Principle Contractors and Clients
Course Aims	To provide the participant with practical understanding of the requirements of the Construction, Design and Management Regulations
Course Objectives	By the end of the course participants will be in a position to demonstrate, through assessment, their: <ul style="list-style-type: none"> • Knowledge of the designers duties in construction projects, • Understanding of the principles of safety in design, • Ability to carry out design safety analysis (design risk assessments), and • Ability to prepare pre-construction information, based on their design safety analysis..
Course Content	<ul style="list-style-type: none"> • Design Safety Analysis and Control • Case Studies on design failures and successes • Pre-construction information and what to include
Validation	Practical and written assessments
Duration	1 day.
Course Fee	See standard pricing policy
Prerequisites	None.
Notes	

Training Specification	
Title	Designing and Managing Temporary Traffic Management Operations
Course Reference	CDM03
Target Group	Designers, Project Managers, Principle Contractors and Clients
Course Aims	To provide the participant with practical understanding of the Chapter 8 requirements for the design and management of temporary traffic management operations
Course Objectives	By the end of the course participants will be aware of: <ul style="list-style-type: none"> • Design concepts and statutory TTM requirements, • Standard and Relaxed TTM Layouts, • Effective controls for on-site workforce issues, and • The latest research into TTM tools and techniques.
Course Content	<ul style="list-style-type: none"> • Introduction to Design and Operations Standards • Managing TTM operations • Roles and responsibilities of duty holders • Case study – Designing TTM Layouts
Validation	Practical assessments
Duration	1 day.
Course Fee	See standard pricing policy
Prerequisites	None.
Notes	

Training Specification	
Title	An Introduction to Conflict Resolution and Community Relations
Course Reference	PR02
Target Group	Managers, employees and volunteers providing services in local communities.
Course Aims	To provide participants with an introduction to the skill necessary for resolving conflict and a variety of social settings.
Course Objectives	By the end of the course participants will be able to detail the key indicators for conflict in community and organizational situation and be able to use personal and environmental methods to diffuse the situation.
Course Content	<ul style="list-style-type: none"> • Concepts of identity, self and other • Difference, potential for harmony or discord • Emotional responses • Expression and symbols, the origin of meaning • Resolving conflict, accepting difference
Validation	At the end of the course the participants will use the course material to answer a multiple-choice assessment paper to the satisfaction of the trainer
Duration	Half-day.
Course Fee	See standard pricing policy Assessment fee applies
Prerequisites	None.
Notes	None

Training Specification	
Title	Asbestos Awareness
Course Reference	AS01
Target Group	Duty holders, managers and employees who have responsibility for or may be exposed to asbestos at work.
Course Aims	To introduce the legal duties in respect of asbestos at work, and provide participants with information on how to protect themselves from exposure.
Course Objectives	By the end of the course participants will be able to detail the key responsibilities in respect of asbestos at work, and be able to state the necessary steps for protecting themselves.
Course Content	<ul style="list-style-type: none"> • Legal Obligations • Safety Management • Recognition of asbestos and risks associated with it • Where asbestos may be found • What to do to protect yourself • Safe working with asbestos • Assessment
Validation	At the end of the course the participants will use the course material to answer a multiple-choice assessment paper to the satisfaction of the trainer
Duration	1 day.
Course Fee	See standard pricing policy Assessment fee applies
Prerequisites	None.
Notes	None

Training Specification	
Title	Training for Trainers
Course Reference	TD01
Target Group	Competent persons who are required to design and deliver training programs.
Course Aims	To provide participants with a range of tools and skills for the development and delivery of specific training in the workplace.
Course Objectives	By the end of the course participants will be able to demonstrate their ability to prepare and deliver a short lesson on a specific topic.
Course Content	<ul style="list-style-type: none"> • Legal Obligations and Statutory requirements (general and related to specified subject) • Developing the Training program • Delivering Training (methods and techniques) • Involving Trainees • Assessing Trainees • Verification • Practical assessment of Training • Training Feedback of Presentations • (Optional: Training in the specified subject)
Validation	<p>At the end of the course the participants will</p> <ul style="list-style-type: none"> • Prepare and deliver a short lesson, and • Use the course materials to complete a formal assessment paper to the satisfaction of the trainer. <p><i>(Participants will prepare teaching notes and deliver 10-15 minutes programs on elements of the specified program. Tutors will assess the practice and offer guidance).</i></p> <p>Certification will require an 80% pass mark.</p>
Duration	1 - 2 days.
Course Fee	See standard pricing policy Assessment fee applies
Prerequisites	Knowledge and competence in the associated subject.
Notes	<ul style="list-style-type: none"> • This program will be designed around a specific subject matter and will use the materials and equipment related to that subject to deliver the training for trainers program. • Comprehensive handbooks are provided. • Optional: Evidence of prior knowledge and competence in the specified subject may be required

Training Specification	
Title	Hazardous Substances Assessments (CoSHH)
Course Reference	HS01
Target Group	Competent persons who are required to assess and develop controls for hazardous substances.
Course Aims	To provide participants with a range of tools and skills for the assessment of hazardous substances in the workplace and the development of specific controls measures.
Course Objectives	By the end of the course participants will be able to demonstrate their ability to conduct a hazardous substances assessment.
Course Content	<ul style="list-style-type: none"> • What are hazardous substances? • What the Law Requires • Warning Labels • Categories of Danger and Symbols • Safety Data Sheets • The COSHH Assessment • Safe Use and Storage of Hazardous Substances • Emergency Arrangements (Accidents & Ill Health)
Validation	<p>At the end of the course the participants will</p> <ul style="list-style-type: none"> • Prepare and present a CoSHH Assessment, and • Use the course materials to complete a formal assessment paper to the satisfaction of the trainer. <p>Certification will require an 80% pass mark.</p>
Duration	1 - 2 days.
Course Fee	See standard pricing policy Assessment fee applies
Prerequisites	Knowledge and competence in working with hazardous substances.
Notes	<ul style="list-style-type: none"> • This program will be designed around the development of a series of actual CoSHH assessments will use the materials and resources available to the client.. • Comprehensive handbooks are provided. • Optional: Evidence of prior knowledge and competence in the specified subject may be required

Training Specification	
Title	Storage, Handling and Processing of Hazardous and Dangerous Substances
Course Reference	HS02
Target Group	Competent persons who are required to assess and develop controls for hazardous substances.
Course Aims	To provide participants with an awareness of chemical reactions and the need to develop appropriate controls of the handling, storage and transfer of hazardous substances
Course Objectives	By the end of the course participants will be able to demonstrate their ability to develop a plan for handling, storage and transfer of hazardous substances
Course Content	<ul style="list-style-type: none"> • Chemical Reactions • Storage assessments • Process requirements • Transport of hazardous substances
Validation	<p>At the end of the course the participants will</p> <ul style="list-style-type: none"> • Prepare and present a storage plan, and • Use the course materials to complete a formal assessment paper to the satisfaction of the trainer. <p>Certification will require an 80% pass mark.</p>
Duration	1 - 2 days.
Course Fee	See standard pricing policy Assessment fee applies
Prerequisites	Knowledge and competence in working with hazardous substances.
Notes	<ul style="list-style-type: none"> • This program will be designed around the development of a series of assessments of the workplace using the materials and resources available to the client. • Comprehensive handbooks are provided. • Optional: Evidence of prior knowledge and competence in the specified subject may be required

Some of our other consultancy and training services

Detailed below are some of our other services. However if you have any other health and safety requirement, not identified in this prospectus, please give us a call or forward a client enquiry form. We have an extensive list of expert associates that we can match up with clients.

1.0 Asbestos Training and Consultancy

- Asbestos Awareness
- Asbestos recognition - Developing safe working procedures,
- Conducting sampling and analysis of suspected materials, and
- Developing asbestos registers of all places tested in the workplace.

2.0 Work equipment

- Understand the requirements of Provision and Use of Work Equipment Regulations (PUWER) and the Supply of Machinery (Safety) Regulations,
- Product purchasing and control procedures (including EU marking scheme), and
- Maintenance schedules and competency requirements.

3.0 Handling Aggression at Work

- Company policy and guidelines,
- Recognising potentially aggressive or violent situations,
- Aggression - A Operational Analysis and Control approach

4.0 Health and Safety Auditing

- Designing safety audits,
- Computer based safety auditing, and
- Full or focused safety audit, using an Expert Ease International consultant.

5.0 One Day Safety Package (includes manual)

- Safety management - What you need to consider.
- Basic principles of Operational Analysis and Control, and
- Developing safe working procedures.

6.0 Conducting an Accident Investigation

- Accident Investigations
- Statutory requirements,
- An accident investigation procedure, and
- Accident analysis.
- Expert Witness Services

7.0 Construction Safety

- Competence Development Plans
- Construction Phase Plans and H&S Files
- Construction Safety Certificate

8.0 Safety Management

- Advising your CEO
- Designing safe systems
- OHS Auditing

9.0 Permits to Work

- Developing Permit Systems
 - Working at Heights
 - Hot Work
 - Pipe work
 - Electrical Isolations
- Permit Issuers and Receivers
- Lock-out & Tag

10.0 Hazard Assessment

- General hazard assessment following Operational Analysis and Control (OAC) Model
- Hazardous Substances
- COSHH 2000 – NI
- COSHH 2002 – UK
- Hazcom - USA
- Electronic Hazardous Substances Assessment (designed to company specifics)
- Dealing with chemical spills

11.0 Management of Emergencies

- Developing Emergency Plans

Standard Pricing Policy

Expert Ease will run many of the above programs as open courses depending upon the demand. Open courses are priced individually and clients will be informed at the time the programs are set up. The normal price for in-company courses is as follows;

- £500 stg. per half-day session.
 - £1000 stg. per full day session.
- (All training and consultancy that takes place abroad will be billed at the full daily rate)
- The costs per session include workbooks.
 - An additional charge of £25 stg. per person is levied where assessment and competency licences are awarded on successful completion of the course. The training specification indicates where this charge applies.
 - Where relevant, at-cost travel and accommodation.
 - *Confined Spaces Expert* £100 stg.

Expert Ease Group Purchase Scheme

- Q. Is the cost of in-company training likely to be prohibitive?
- Q. Are your training requirements of a general nature?
- Q. Would you like to share a training package with other local businesses?

Expert Ease can facilitate joint training packages with a number of small businesses that have broadly similar training requirements and who wish to share the cost of the programme. We put together a programme to meet your needs and those of other businesses and arrange for the programme to take place in a local venue. You simply pay a portion of the cost.

Further Information

For further information photocopy and complete the enquiry section of the client enquiry form (Appendix 1) and forward it to Expert Ease at the address at the front of the prospectus.

Appendix 1: Client Enquiry Form

Client Enquiry Form					
Client				Date of Enquiry	
Enquiry/ brief					
<input type="checkbox"/> Training Request		<input type="checkbox"/> Consultancy Request		<input type="checkbox"/> Product Development	
<i>Expert Ease International to complete rest of form in liaison with client</i>					
Project manager			Consultant		
Specification to meet the enquiry/ brief¹ (refer to appendices if necessary)					
Specification passed to Client for comment			Date		
Details of agreed amendments to the specification					
Specification agreed			Date		
Tender awarded					
Client			Project manager		
Date		Date			
1 <i>Costs agreed and attached to final document</i>					

Appendix 2: Confined Spaces Expert (Training & Management CD ROM)

The *Confined Spaces Expert* has been developed to further the objective of eliminating fatalities in confined spaces. It has been designed to meet European Union requirements for confined space entry and OSHA Standard (29 CFR 1910.146) on Permit Required Confined Spaces.

- The *Confined Spaces Expert* is designed to assist managers achieve statutory compliance for confined spaces entry. The comprehensive legislation section is supported by links to national statutory safety bodies.
- Based on International best practice the comprehensive text in the *Confined Spaces Expert* combine global application for international companies with national suitability for companies of all sizes.
- The *Confined Spaces Expert* provides training managers with a unique assessment tool capable of assisting in the development of structured training packages for employees.
- The *Confined Spaces Expert* provides guidance on the development of safe working procedures including hazard analysis and controls, permits to work and emergency procedures.
- Expert Ease International offers free on-line support services to all users of the *Confined Spaces Expert*.

What's on the CD?

- Confined spaces legislation with Internet links,
- Managing safe entry to confined spaces,
- Operation assessment, hazards and controls,
- Safe working procedures, permit-to-work and rescue arrangements,
- Respiratory protection training.

The CD features,

- A training tool for confined space entry workers,
- A management tool with pro-formas for the small business,
- Self-assessment questionnaire,
- Internet links to national/international safety bodies, and on-line consultancy with Expert Ease International.



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