



elliswhittam

Employment Law / HR / Health & Safety

e-learning course summaries

Ellis Whittam Limited

Woodhouse, Church Lane, Aldford, Chester, Cheshire, CH3 6JD

Tel: 0845 226 8393 Fax: 0845 226 8384

www.elliswhittam.com

cmt@elliswhittam.com

Introduction

Our health and safety e-learning training is an innovative online training tool to manage, deliver, test and monitor your essential health and safety training. It delivers savings of up to 80% on the cost of traditional health and safety training.

Health and safety e-learning training is a powerful tool in the avoidance, mitigation and defence of personal injury claims. If you can demonstrate that you have provided relevant training your organisation is better protected.

About This Guide

This document provides details of all the courses that are currently available.

You will notice that some topics are available in different formats, such as Interactive and Video. Please read the descriptions and decide which is best for you and your employees.

The next page of this document lists all the courses available. Simply click on the course you are interested in to be taken to the relevant page.

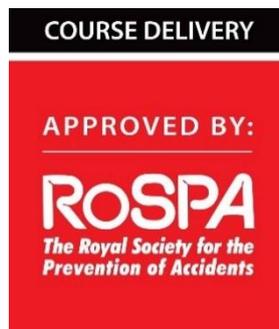
Help

If you need any help or guidance, please call us on 0845 226 8393.

Quality Approved Training

Our e-learning courses have been developed and approved by qualified professionals.

We are proud to announce that all relevant courses have been RoSPA approved.



Please click on each course title to be taken directly to the course summary.

All courses are interactive unless stated otherwise as being video (v).

HEALTH & SAFETY COURSES

5 Steps to Risk Assessment (v)
Abrasive Wheels
Accident Investigation (v)
Accident Reporting
Asbestos Awareness
Asbestos (v)
CDM Regulations
Confined Spaces
COSHH
COSHH Awareness (v)
Driving Safety **
Driving Safety ** (v)
Driving Safety (Europe) **
DSE
DSE (v)
Electrical Safety
Electrical Safety (v)
Environmental Awareness
Environmental Awareness (v)
Environmental Awareness (Europe)
Farm Safety
Fire Safety
Fire Safety - The Facts (v)
Fire Wardens
First Aid in the Workplace (Employees)
First Aid in the Workplace (Managers)
Food Allergies
Food Hygiene (v)
Food Hygiene HACCP
Food Hygiene Level 2
GHS Classification
Health & Safety for Cleaners
Health & Safety for Cleaners (v)
Health & Safety for Homeworkers (Employees) (v)
Health & Safety for Homeworkers (Managers) (v)
Health & Safety for Managers
Health & Safety in the Office (v)
Health & Safety - We Are All Responsible (v)
Health & Wellbeing
Hot Weather Conditions
Induction Safety
Infection Control
Introduction to Health & Safety (v)
Laboratory Safety
Legionella*
Legionella* (v)

Lift Truck & Warehouse Safety (v)
Lockout / Tagout
Lone Working (Employees)
Lone Working (Managers)
Malaria Awareness
Manual Handling
Manual Handling (v)
Medicine Awareness
Mental Health Legislation
Moving & Handling People
Noise (v)
Noise Awareness
Norovirus
Office Safety
PPE (v)
Pregnancy
Provisions & Use of Work Equipment Regulations
Risk Assessment
Safeguarding Children & Vulnerable Adults
Safe Movement of Vehicles
Slips, Trips & Falls
Slips, Trips & Falls (v)
Spill Prevention & Control (v)
Stepladder & Ladder Safety
Stress (v)
Stress Management (Employees)
Stress Management (Managers)
Student Health & Safety
Top Tips – Fire Safety (refresher) (v)
Top Tips – Health & Safety (refresher) (v)
Top Tips – Manual Handling (refresher) (v)
Top Tips – Office Safety (refresher) (v)
Winter Weather Awareness
Working at Height
Working at Height (v)
Workplace Safety
Workstation Setup Assessment (refresher) (v)

COMPLIANCE & SOFT SKILLS COURSES

Bribery Act
Data Protection
Equality & Diversity

** Please note that these courses are in the process of gaining approval by RoSPA*

*** The Driver and Fleet Solutions department of RoSPA do not accredit e-learning and DVD based driving courses regardless of quality of content*

5 STEPS TO RISK ASSESSMENT

Introduction

We are all exposed to a range of hazards and risks during our working day. If we receive the correct risk assessment training, then injuries can be avoided.

Course Overview

This course will show the trainee how risk assessments don't need to be daunting and time consuming tasks. An emphasis is placed on how they can easily become second nature during a working day.

At the end of the video, trainees will be able to:

- » Understand what a hazard is and when it becomes a risk.
- » Identify who might be at risk.
- » Understand how to evaluate the risk.
- » Recognise how to record your findings and how to implement them.

Course Chapters

Step 1: Identify the Risk

Trainees are given the opportunity to view a real life situation and assess the Hazards and Risks in the area with multiple choice question and answers.

Step 2: Decide Who Might be at Risk?

Watching a short clip, trainees can assess which people in the situation are at risk from hazards.

Step 3: Evaluate the Risks

Risks are explained and trainees have a number of action options.

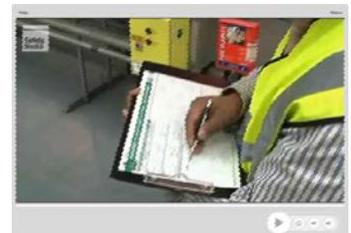
Steps 4 & 5: Record your Findings, Monitor and Review

The importance and appropriateness of recording information is explained along with steps to minimise hazards.

Who Will Benefit?

Everyone who needs to conduct a risk assessment within their place of work.

Course Format: Video
Running Time: 20-25 minutes



ABRASIVE WHEELS

Introduction

Almost half of all accidents involving abrasive wheels are due to operator error or unsafe systems of work. This course will provide the information to help you operate abrasive wheels safely.

Course Overview

At the end of the course, trainees will be able to:

- » Define an abrasive wheel and its different types.
- » Appreciate the key characteristics of abrasive wheels.
- » Correctly mount and assemble abrasive wheels.
- » Inspect and test abrasive wheels before use.
- » Recognise common hazards associated with abrasive wheels.
- » Take appropriate action when using abrasive wheels.

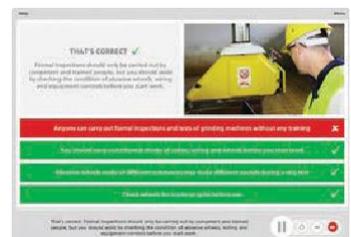
Course Chapters

- 1. An Introduction to Abrasive Wheels**
Define abrasive wheels, the legal requirements and key characteristics.
- 2. Preparations Before Using Abrasive Wheels**
Learn about mounting and assembling abrasive wheels.
- 3. Testing and Storing Abrasive Wheels**
Discover how to inspect and test abrasive wheels. Learn how to store, handle and transport abrasive wheels safely.
- 4. Reducing the Risks when Using Abrasive Wheels**
Identify the hazards and what personal protective equipment to use.

Who Will Benefit?

This course will benefit all workers who handle abrasive wheels and require the knowledge to operate, assemble or move them safely.

Course Format: Interactive
Running Time: 25-30 minutes



ACCIDENT INVESTIGATION

Introduction

Thorough investigation into any workplace accident is necessary to help prevent recurrences. This *Accident Investigation* course will give you a broad understanding of the accident investigation process and its benefits.

Course Overview

This course will equip your employees with the essential knowledge, skills and tools to conduct investigations and prevent costly recurrences.

At the end of the course, trainees will be able to:

- » Recognise why an accident has happened.
- » Understand how to prevent accidents from recurring in the future.
- » Recognise the importance of gathering and analysing information.
- » Understand the difference between immediate and underlying causes.

Course Chapters

1. Immediate Response

How to preserve the evidence and keep the scene of the accident as undisturbed as possible.

2. Information Gathering

Gathering the correct information in order to investigate an accident properly.

3. Interview Witnesses

Interviewing witnesses, the inspection of materials and objects involved in the accident.

4. Analysing Information

This section covers the importance of piecing information together.

5. Identifying Causes

Find out about immediate and underlying causes.

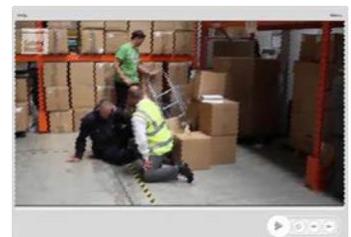
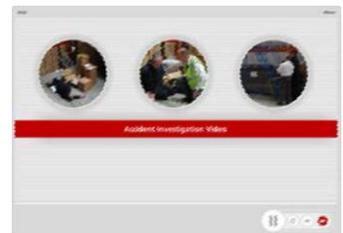
6. Making Recommendations

Risk elimination, substitution; remove and replace, engineering controls and PPE.

Who Will Benefit?

This course will be valuable for health and safety advisers/officers, safety representatives, managers, supervisors or anyone with responsibility for investigating accidents.

Course Format: Video
Running Time: 35-40 minutes



ACCIDENT REPORTING (RIDDOR)

Introduction

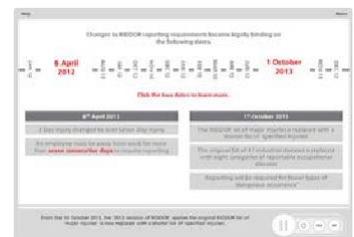
This *Accident Reporting* course will help make you aware of the different kinds of incidents which need to be reported at work, what procedures to follow, how to collect data and maintain proper RIDDOR records.

Course Format: Interactive
Running Time: 25-30 minutes

Course Overview

At the end of the course, trainees will be able to:

- » Appreciate the purpose and relevance of RIDDOR.
- » Recognise the different reports that are required.
- » Explain recent changes and exemptions.
- » Identify the reporting requirements.
- » Explain the ways of making and amending reports.
- » Identify the guidelines for keeping records.



Course Chapters

1. What is RIDDOR?

Learn what RIDDOR is and what is required under RIDDOR.

2. RIDDOR: What's Changed?

Discover all about RIDDOR changes and improvements and what has NOT changed.

3. What is Reportable?

This section will cover what is reportable, occupational diseases, dangerous occurrences and gas incidents.

4. Making a Report under RIDDOR

When to report and how to make a report as well as amending a report.



Who Will Benefit?

Anyone with health and safety responsibilities in the workplace.

ASBESTOS AWARENESS

Introduction

This course teaches how to recognise different types of asbestos, understand control measures and appreciate the associated risks.

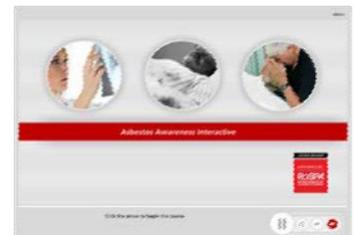
Course Format: Interactive
Running Time: 30-35 minutes

Course Overview

The inhalation of asbestos fibres is responsible for around 4,000 deaths a year.

At the end of the course, trainees will be able to:

- » Recognise the risks and hazards that come with different types of asbestos.
- » Understand the history of asbestos and the regulations.
- » Control measures: signs and symbols, registers and asbestos drawings.
- » Understand the importance of asbestos removal.
- » The importance of risk assessments.
- » Understand the emergency procedure.



Course Chapters

1. Introduction

A brief definition of asbestos and description of its background.

2. Control Measures

Becoming aware of places where asbestos can be found and the Control Measures when working with ACMs (Asbestos Containing Materials).

3. Risk Assessment

An overview of asbestos surveys as well as best practices and emergency procedures to follow when exposed to ACM's.

Who Will Benefit?

This training is for those persons who are likely to disturb asbestos while carrying out their normal everyday work, or who may influence how work is carried out.

ASBESTOS

Introduction

This video will teach trainees the different types of asbestos containing materials, appropriate control measures and the skills required to identify the associated risks.

Course Format: Video
Running Time: 20-25 minutes

Course Overview

The inhalation of asbestos fibres is responsible for around 4,000 deaths a year.

At the end of the course, trainees will be able to:

- » Understand what asbestos is and where it came from.
- » Recognise the importance of the two different types of surveys.
- » Understand the difference between the three types of licensed work.
- » How to protect yourself, and what not to do.

Course Chapters

1. Asbestos: What, Where and When?

Find out about asbestos containing materials, where it can be found and its dangers.

2. Surveys

The two different types of asbestos surveys.

3. Licensed Work

The three types of work: licensed, non-licensed and notifiable non-licensed work.

4. Notifiable Non-licensed Work

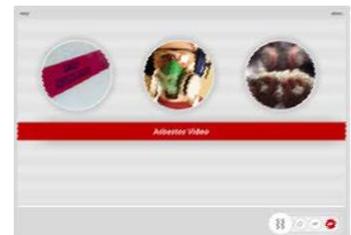
This section will cover the rules and regulations of notifiable non-licensed work.

5. Non-licensed Work

Find out about non-licensed work, specialist equipment and the strict guidelines of removal and disposal of asbestos waste.

6. Asbestos and Other Staff

Taking care of asbestos containing materials on a day to day basis, as well as reporting faults.



Who Will Benefit?

This course will benefit those who work with asbestos containing materials or those who are liable to disturb asbestos while carrying out their normal everyday work.

CDM REGULATIONS

Introduction

Construction is considered to be a high risk industry. CDM Regulations provide a single regulatory framework for the entire construction industry. Poor health and safety can result in fatalities, ill-health and loss of working days. This course will provide information to help identify risks and avoid danger during construction work.

Course Overview

At the end of the course, trainees will be able to:

- » Identify what construction work is covered by CDM.
- » Identify the various duty holders under the CDM Regulations.
- » Recognise when F10 notifications are required.
- » Distinguish between the roles and responsibilities of duty holders under CDM.
- » Recognise measures that can promote safer construction work.
- » Explain what documentation is used and when, to promote safer construction.

Course Chapters

1. An Introduction to CDM

Learn about the CDM regulations, their aims and what they cover.

2. Responsibilities of Duty Holders

Discover who the duty holders are under CDM, their responsibilities and find out what work requires HSE notification.

3. Key Documentation

Covers the construction phase plan and what must be included in the Health & Safety file.

Who Will Benefit?

This course will benefit all workers involved in the different aspects of construction work by enabling staff to understand how the CDM regulations can affect and relate to their responsibilities.

Course Format: Interactive
Running Time: 30-35 minutes



CONFINED SPACES

Introduction

A confined space is any place, including any chamber, tank, vat, pit, pipe well or other similar place in which, by virtue of its enclosed nature, there arises a reasonably foreseeable unspecified risk. This course will help you identify the key dangers and risks of a confined space.

Course Overview

At the end of the course, trainees will be able to:

- » Define a confined space.
- » State the legal requirements.
- » Identify the key dangers and risks.
- » Take appropriate action to promote safe working in confined spaces.
- » Implement adequate and suitable emergency procedures before working in confined spaces.

Course Chapters

1. An Introduction to Confined Spaces

Learn how to identify confined spaces including the dangers and how to assess the risks when they are identified.

2. Safe Working in Confined Spaces

Safe systems of work, testing the air, gas purging and other communication.

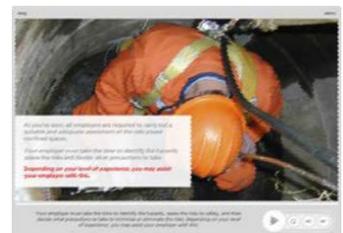
3. Emergency Procedures

Discover all about rescue and resuscitation equipment, emergency arrangements and working with emergency services.

Who Will Benefit?

This course will benefit those who work within confined spaces and want to take appropriate action to promote safe working in confined spaces.

Course Format: Interactive
Running Time: 30-35 minutes



COSHH (Control of Substances Hazardous to Health)

Introduction

Hazardous substances can threaten short or long term health. There are thousands of accidents every year involving hazardous substances. This course is designed to raise awareness of the key points in the safe handling and use of hazardous substances that could harm you or your colleagues.

Course Overview

This training course will enable trainees to identify and understand the effects of hazardous substances on the body, while also promoting the use of personal protective equipment

At the end of the course, trainees will be able to:

- » Demonstrate an insight into the key steps of a COSHH Assessment, Safety Data Sheets and how they help.
- » Recognise key exposure routes and control measures.
- » Understand what Personal Protective Equipment is.
- » Recognise what information, training and instruction is needed when dealing with COSHH.

Course Chapters

1. Defining COSHH

What is COSHH, and what are employers' and employees' responsibilities regarding COSHH?

2. Identifying Hazards and Assessing Risks

How to conduct and recognise what the key role of a COSHH Assessment is.

3. Exposure and Control Measures

Becoming aware of key exposure routes and workplace exposure limits.

4. Personal Protective Equipment (PPE)

Learn about the different types of PPE and how to use relevant PPE in the workplace.

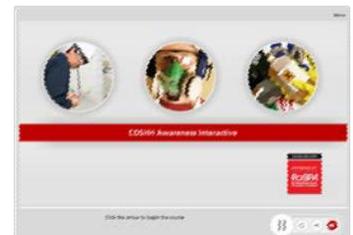
5. Other Factors

Monitoring and health surveillance, COSHH information, training and instruction and what to do in case of an emergency.

Who Will Benefit?

This training course is suitable for all those with responsibility for using, handling, transporting and storing hazardous substances.

Course Format: Interactive
Running Time: 35-40 minutes



COSHH AWARENESS

Introduction

Every year, thousands of workers are made ill by hazardous substances, contracting lung disease, asthma, cancer and skin diseases such as dermatitis. This course is designed to raise awareness of the key points in the safe handling and use of hazardous substances that could cause harm.

Course Overview

This course gives an overview of COSHH Awareness, and will cover many areas that you will need to take into consideration when dealing with hazardous substances.

At the end of the course, trainees will be able to:

- » Understand the dangers of hazardous substances.
- » Identify hazards and risks as well as new warning symbols and their descriptions.
- » Deal with the correct exposure routes, limits and control measures.
- » Understand what to do when dealing with emergencies and the disposal of hazardous substances.

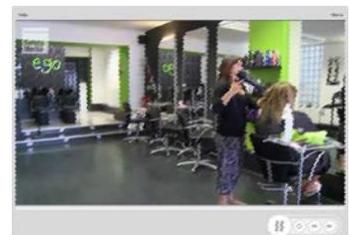
Course Chapters

- 1. Introduction**
An introduction to COSHH and hazardous substances.
- 2. Identifying Hazards & Risks**
Learn about data sheets, COSHH assessments and new warning symbols.
- 3. Exposure Routes, Limits & Control Measures**
Dealing with exposures to hazardous substances. The hierarchy of control, including elimination, substitution, modification, control measures & PPE.
- 4. Surveillance, Accidents & Emergencies**
This section covers health surveillances, dealing with emergencies and disposal of hazardous substances.

Who Will Benefit?

This training course is suitable for all those with responsibility for using, handling, transporting and storing hazardous substances.

Course Format: Video
Running Time: 35-40 minutes



DRIVING SAFETY

Introduction

Many people don't take any further driving courses once their test has been passed. A number of employees are now expected to drive as part of their job. The story follows the journey through to a fatal crash and the subsequent court case, showing the trainee the serious consequences of bad driving.

Course Overview

This course will make the trainee appreciate the benefits of preparing for their journey ensuring the vehicle is checked regularly and how using a common sense approach along the journey will help them reach their destination safely.

At the end of the course, trainees will be able to:

- » Recognise how time pressure can affect driving.
- » Understand which factors can affect the journey, such as speed and distractions.
- » Be aware of vehicle security and vehicle condition.
- » Develop an insight into the possible hazards that should be avoided whilst driving: stress, mobile phones, medical conditions, motorcycles and cyclists.
- » Recognise which factors to look out for whilst on a journey, such as keeping your distance, bad weather, vehicle dynamics and skidding.

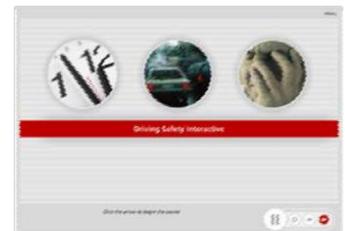
Course Chapters

- | | |
|-------------------------------|--------------------------|
| 1. The Pick Up | 6. The Journey - Drive 3 |
| 2. The Journey - Drive 1 | 7. The Destination |
| 3. The Journey - Changeover 1 | 8. The Crash |
| 4. The Journey - Drive 2 | 9. The Court |
| 5. The Journey - Changeover 2 | 10. Conclusion |

Who Will Benefit?

Ideal for workers who are required to drive as part of their work or during their working day. This course tells the story of a business trip and the errors made along the way.

Course Format: Interactive
Running Time: 25-30 minutes



DRIVING SAFETY

Introduction

Most of us think we are safe drivers but, sadly, many people are killed every year on UK roads. This course is the ideal tool for training your employees about the importance of taking care whilst driving.

Course Overview

This video will help reduce your fuel bills, encourage safer driving, potentially lower insurance premiums and lead to fewer insurance claims.

At the end of the video, trainees will be able to:

- » Recognise how important it is to plan ahead.
- » Understand how to carry out the cockpit procedure
- » Understand the importance and break down of IPSGA.
- » Develop an insight into the possible hazards that could occur whilst driving in towns and cities.

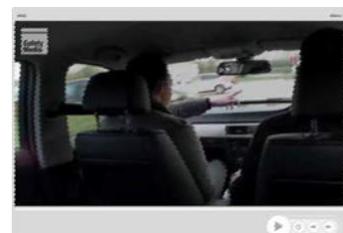
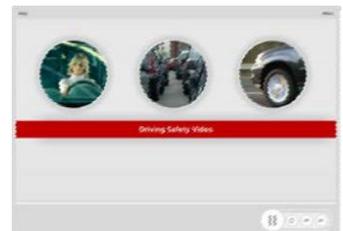
Course Chapters

1. **POWDER**
What the term POWDER means and how to carry out an Inspection of the Vehicle before starting a journey.
2. **Cockpit Procedure**
Learn how to correctly carry out the cockpit procedure.
3. **IPSGA**
The breakdown of the term IPSGA.
4. **Towns & Cities**
An example of town and city driving.
5. **Rural Roads**
This section will give an example of rural road driving.
6. **Motorways, Weather & Lighting**
An example of motorway driving and how weather and lighting can have an impact on your journey.

Who Will Benefit?

Ideal for any workers who are required to drive as part of the work or during the work day.

Course Format: Video
Running Time: 25-30 minutes



DRIVING SAFETY (EUROPE)

Introduction

Many people don't take any further driving courses once their test has been passed. A number of employees are now expected to drive as part of their job. This driving safety course follows a journey between two colleagues in a comic book strip effect.

Course Overview

This course will make the trainee appreciate the benefits of preparing for their journey ensuring the vehicle is checked regularly and how using a common sense approach along the journey will help them reach their destination safely.

At the end of the course, trainees will be able to:

- » Recognise how time pressure and work schedule can effect driving.
- » Understand which factors can affect the journey, such as speed and distractions.
- » Be aware of vehicle security and vehicle condition.
- » Develop an insight into the possible hazards that should be avoided whilst driving; stress, mobile phones, medical conditions, motorcycles and cyclists.
- » Recognise which factors to look out for whilst on a journey, such as keeping your distance, bad weather, vehicle dynamics and skidding.

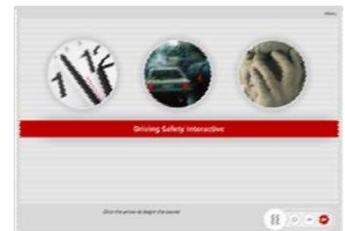
Course Chapters

- | | |
|-------------------------------|--------------------------|
| 1. The Pick Up | 6. The Journey - Drive 3 |
| 2. The Journey - Drive 1 | 7. The Destination |
| 3. The Journey - Changeover 1 | 8. The Crash |
| 4. The Journey - Drive 2 | 9. The Court |
| 5. The Journey - Changeover 2 | 10. The Conclusion |

Who Will Benefit?

Ideal for any workers who are required to drive as part of their work or during their working day. This course tells the story of a business trip and the errors made along the way.

Course Format: Interactive
Running Time: 25-30 minutes



DSE (DISPLAY SCREEN EQUIPMENT)

Introduction

The use of Display Screen Equipment has rapidly become part of everyday life and we are all exposed to their harmful effects. This course will provide information on how to correctly set up your workstation as well as looking at the hazards and risks you face whilst using the equipment.

Course Overview

This training course covers various important topics regarding display screen equipment (DSE) and how to adjust your workstation to suit you.

At the end of the course, trainees will be able to:

- » Recognise the hazards and risks of poorly set up DSE.
- » Understand the importance of assessing and adjusting your workstation.
- » Be aware of additional equipment that can help avoid injury.
- » Develop an insight into portable DSE.
- » Recognise the Health & Safety hazards and what you can do to avoid these hazards.
- » Understand the importance of performing stretches whilst at your workstation.

Course Chapters

1. Hazards and Risks

This section covers musculoskeletal disorders, fatigue, stress, eye and eyesight problems.

2. The Workstation

Learn how to adjust your workstation to achieve a comfortable and good working posture.

3. Working with Portable DSE

This section covers the Health & Safety hazards involved and what you can do to avoid these hazards.

4. Stretches

Discover how to conduct simple stretches and adjust your posture if you have been sitting at your workstation for a prolonged period of time.

Who Will Benefit?

Anybody whose job involves sitting at a workstation using DSE will benefit from this course.

Course Format: Interactive
Running Time: 35-40 minutes



DSE (DISPLAY SCREEN EQUIPMENT)

Introduction

A fresh approach to working safely with DSE. Advice is given in this course which can be applied to your workstation, your job and your working environment.

Course Format: Video
Running Time: 25-30 minutes

Course Overview

In this course you will cover a number of different ways in which working with DSE can affect your health and the things that you can do to protect yourself.

- » Recognise the differences between VDU, monitors & DSE.
- » Understand the effects DSE can have on your eyes and how important eye tests are.
- » Develop an insight into repetitive strain injury and upper limb disorder.
- » Understand how incorrect usage of the mouse and keyboard can cause repetitive strain injury.
- » Understand how to set up your workstation correctly.
- » Understand how to minimise risks by using portable devices.
- » Recognise how dangerous it is to overload electrical sockets.



Course Chapters

1. Introduction
2. Eyes
3. Aches and Pains
4. The Workstation
5. Portable Devices
6. Your Working Environment
7. Electrical Safety

Who Will Benefit?

Anybody whose job involves sitting at a workstation or the use of DSE will benefit from this course.

ELECTRICAL SAFETY

Introduction

Electricity is something we take for granted; until things go wrong. Not recognising the dangers associated with electricity can be fatal. This course reveals electrical hazards in the workplace, who is most vulnerable and how to successfully assess and reduce the risks.

Course Overview

At the end of the course, trainees will be able to:

- » Define electricity.
- » Recognise the main electrical risks and hazards.
- » Recognise what accidents and injuries can occur from electricity.
- » Assess and reduce the risks of electrical work.
- » Understand the general rules when working with electricity.
- » Understand what PAT testing is.

Course Chapters

1. What is Electricity

Determine key electrical terminology, where electricity may be used in the workplace and what the regulations are.

2. General Safety

Learn about both portable and fixed electrical equipment, plugs and sockets as well as cable safety and PAT testing.

3. Hazards and Injuries

Develop awareness of electrical hazards and injuries that may occur in the workplace plus relevant first aid.

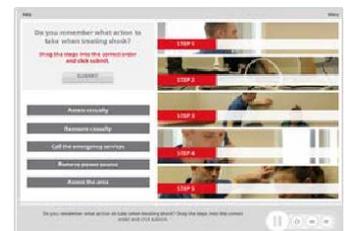
4. Assessing and Reducing the Risk

Understand how to assess and reduce different electrical risks.

Who Will Benefit?

All staff who work in an environment that uses any form of electrical equipment.

Course Format: Interactive
Running Time: 15-20 minutes



ELECTRICAL SAFETY (MANIAC)

Introduction

This course provides an entertaining but informative look at electrical safety in the workplace featuring experiments highlighting the dangers of using electricity incorrectly.

Course Overview

You will look at how much electricity it takes to shock you and how to stay safe at work. At the end of the video, trainees will be able to:

- » Demonstrate an insight into electrical safety.
- » Understand how electricity is made.
- » Recognise the importance of risk assessments for electrical equipment.
- » Have an insight into how powerful electricity can be.
- » Understand how to report faulty electrical equipment.
- » Know how to use portable equipment and reduce its risks.

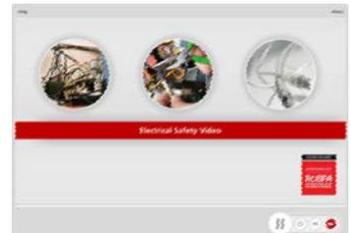
Course Chapters

1. Introduction
2. Electrical Shocks
3. How is Electricity Made?
4. The Effects
5. Electricity at Work
6. The Power of Electricity
7. Electrical Equipment
8. Electricity in the Body
9. Portable Equipment
10. The Sweat of the Maniac

Who Will Benefit?

Everyone who is exposed to electricity in a day to day working environment.

Course Format: Video
Running Time: 25-30 minutes



ENVIRONMENTAL AWARENESS

Introduction

The way we treat our environment is becoming increasingly important. How we live our lives impacts the earth both on a local and global level. This course is designed to enable the trainee to identify the key areas affecting the environment along with workplace related environmental issues.

Course Overview

This course will help you appreciate the importance of environmental awareness and identify the environmental issues within your work environment.

At the end of the course, trainees will be able to:

- » Understand what the 'best practice' approach means as well as your duties and legal obligations.
- » Be aware of the outcomes when not complying with environment related legislation.
- » Recognise when a hazard is an environmental issue.
- » Take into account your duties towards controlling water related hazards.
- » Understand the environmental issues of land-filling and the safe disposal of wastes.

Course Chapters

1. Environmental Aspects

Discover the outcomes of violating environment related legislations, and introducing the 'best practice approach'.

2. Water

In this section you will learn all about water resources and how they get polluted.

3. Land

Learn about land-filling and environmental problems related to it. You will also learn about the importance of safe disposal of waste and minimisation of waste.

4. Air

Discover all about the greenhouse effect and the gases that cause it, and how it affects the environment.

Who Will Benefit?

Anyone within a working environment who wants to reduce their carbon footprint and wants to promote the importance of a healthy environment.

Course Format: Interactive
Running Time: 25-30 minutes



ENVIRONMENTAL AWARENESS

Introduction

This course promotes the importance of environmental management, while identifying the environmental issues relating to water, air and land.

Course Format: Video
Running Time: 20-35 minutes

Course Overview

This course gives trainees an overview of how the way we work affects our environment. At the end of the video, trainees will:

- » Understand what land pollution is and how it effects the environment.
- » Recognise what can be done to eliminate land pollution.
- » Understand procedures that can help to reduce water pollution.
- » Recognise the dangers of air pollution and what can be done to reduce it.

Course Chapters

1. Introduction

This section introduces you to environmental awareness and its effects on water, air and land.

2. Land Pollution

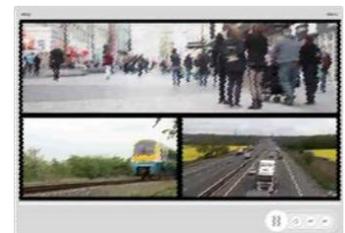
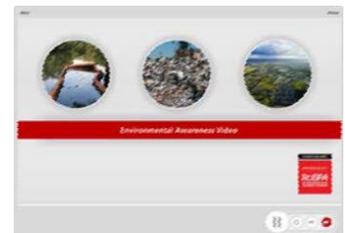
Find out what land pollution is, how it affects the environment and how to manage it.

3. Water Pollution

Find out how water gets polluted and how to dispose of substances and use spill kits correctly.

4. Air Pollution

Learn what toxins can be found in air pollution and how it can impact on our environment.



Who Will Benefit?

Anyone within a working environment who wants to reduce their carbon footprint and wants to promote the importance of a healthy environment.

ENVIRONMENTAL AWARENESS (EUROPE)

Introduction

The way we treat our environment is becoming increasingly important. How we live our lives impacts upon the earth both on a local and global level. This course is designed to enable the trainee to identify the key areas affecting the environment along with workplace related environmental issues.

Course Overview

This course will help you appreciate the importance of environmental awareness and identify the environmental issues within your work environment.

At the end of the course, trainees will be able to:

- » Understand what the 'best practice' approach means as well as your duties and legal obligations.
- » Be aware of the outcomes when not complying with environment related legislation.
- » Recognise when a hazard is an environmental issue.
- » Take into account your duties towards controlling water related hazards.
- » Understand the environmental issue of land-filling and the safe disposal of wastes.

Course Chapters

1. Environmental Aspects

Discover the outcomes of violating environment related legislations, and introducing the 'best practice approach'.

2. Water

In this section you will learn all about water resources and how they get polluted.

3. Land

Learn about land-filling and environmental problems related to it. You will also learn about the importance of safe disposal of waste and minimisation of waste.

4. Air

Discover all about the greenhouse effect and the gases that cause it, and how it affects the environment.

Who Will Benefit?

Anyone within a working environment who wants to reduce their carbon footprint and wants to promote the importance of a healthy environment.

Course Format: Interactive
Running Time: 25-30 minutes



FARM SAFETY

Introduction

Agricultural environments can pose a variety of different risks and hazards and not just to farmers. Anyone from vets to estate agents can be at risk if their work brings them into contact with farming.

Course Overview

At the end of the course, trainees will be able to:

- » Understand the dangers of agriculture.
- » Recognise the responsibilities of employers, employees and farmers.
- » Understand the five steps to risk assessment.
- » Identify the typical hazards on farms.
- » Recognise the various health problems in agriculture.

Course Chapters

1. Roles and Responsibilities

Learn about employers, employees and farmers' responsibilities, important personal protective equipment and how a risk assessments must be carried out.

2. Typical Hazards

Discover the nature of typical agricultural hazards including farm vehicles, machinery, livestock and working at height.

3. Farm Scenarios

Determine the risks associated with different aspects of a farm.

4. Health Problems in Agriculture

This section covers relevant health problems, COSHH and manual handling.

Who Will Benefit?

This course will benefit staff who have duties within agricultural environments.

Course Format: Interactive
Running Time: 30-35 minutes



FIRE SAFETY

Introduction

Every workplace is at risk of fire. Would your employees know the correct procedure should a fire start? This course provides guidance on how fires start and how to prevent them.

Course Overview

This course introduces you to the essentials of Fire Safety in the workplace. You will cover risk assessment, housekeeping, the key elements of a fire triangle, equipment, signs and emergencies.

At the end of the course, trainees will be able to understand:

- » The cost of fire and the steps of fire risk assessment.
- » Good housekeeping.
- » The fire triangle and the key sources of fire.
- » Firefighting equipment such as fire extinguishers, alarms and safety signs.
- » Evacuation procedures.
- » Your responsibility.

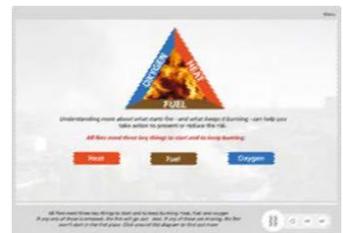
Course Chapters

1. **Fire Prevention**
The cost of fire, what is a risk assessment, the key steps of a risk assessment, housekeeping.
2. **What Causes Fire**
The fire triangle, the key elements of a fire triangle and sources of fire.
3. **Equipment & Signs**
Firefighting equipment, fire extinguishers, safety signs and other firefighting measures.
4. **In an Emergency**
The key steps of an evacuation, the evacuation itself and your role.

Who Will Benefit?

This course will benefit you and all your employees by making sure that they meet the requirements of fire safety law.

Course Format: Interactive
Running Time: 35-40 minutes



FIRE SAFETY – THE FACTS

Introduction

Would you know what to do if a fire broke out in your workplace? This course takes a brief look at the general principles of fire safety and what to do in the event of a fire.

Course Overview

This course provides an overview of Fire Safety, and what to do in the case that a fire should break out in your workplace.

At the end of the video, trainees will be able to:

- » Understand what fire safety is.
- » Recognise what to do if a fire is discovered.
- » Understand procedures, such as raising the alarm and evacuating the building.
- » Understand how to use fire extinguishers correctly.

Course Chapters

1. Introduction

Introduction to fire safety, fire procedures and policies in the workplace.

2. What To Do if You Discover a Fire

Find out what to do in the event of a fire such as raising the alarm and evacuating the building. Introducing the elements of the Fire Triangle.

3. Using Fire Extinguishers

Learn about the various types of fire extinguishers: Water, CO2, Foam and Powder.

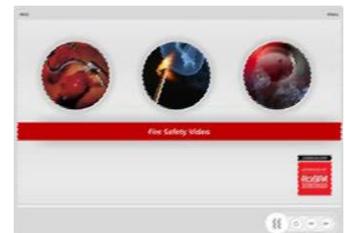
4. Using Fire Extinguishers Part 2

Learn how to use the correct fire extinguishers for the different types of fires i.e. Class A, Class B, Class C and Electrical.

Who Will Benefit?

If you want to meet the requirements of the fire safety law in your workplace then this course is for you.

Course Format: Video
Running Time: 15-20 minutes



FIRE WARDENS

Introduction

As a Fire Warden, you may be part of your organisation's Evacuation Team and you will be responsible for ensuring that your area is evacuated safely and quickly in an emergency. This course will provide you with a guide to your daily duties as a Fire Warden.

Course Overview

At the end of the course, trainees will:

- » Recognise the key elements of fire and fire safety provisions.
- » Recognise the role and responsibilities of the Fire Warden.
- » Identify the steps to take as a newly appointed Fire Warden.
- » Distinguish between proactive and reactive duties.
- » The responsibilities of a Fire Warden during a fire emergency.
- » Understand the post-fire duties of the Fire Warden.

Course Chapters

1. Fire

Learn exactly what fire is, classes of fire, the common causes of fire, fire safety risk assessment and fire equipment and measures.

2. Role & Responsibilities

This section will cover the role and responsibilities of a Fire Warden, Fire Marshals and proactive versus reactive.

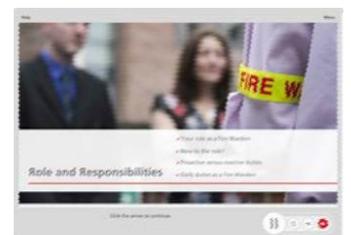
3. In a Fire Emergency

Learn about emergency evacuation and managing people in an emergency.

Who Will Benefit?

This course will benefit managers or employees who have been appointed as Fire Wardens within their organisation. This course will give newly-appointed Fire Wardens advice and sets out the daily duties.

Course Format: Interactive
Running Time: 30-35 minutes



FIRST AID IN THE WORKPLACE (FOR EMPLOYEES)

Introduction

First Aid is essential for the immediate treatment of accidents before help from the emergency services arrive. Taking this course could really mean the difference between life and death and help minimise the severity of an injury.

Course Format: Interactive
Running Time: 40-45 minutes

Course Overview

At the end of the course, trainees will:

- » Appreciate the importance of First Aid at work.
- » Recognise the legal obligations and minimum provisions with respect to First Aid.
- » Identify the correct steps when responding to an accident, incident or injury.
- » Take appropriate action in response to accidents and emergencies at work.

Course Chapters

1. First Aid in the Workplace

Discover the importance of First Aid, as well as First Aid Regulations and assessing the risks.

2. First Aid Provisions

Learn about contents of the First Aid Box, storing and maintaining the First Aid Box, First Aider training and additional provisions.

3. Procedures in First Aid

Assessing the situation, the recovery position, CPR and abdominal thrusts.

4. First Aid Scenarios

Respiratory emergency, choking, bleeding, burns, electric shock and other injuries.

Who Will Benefit?

This course is designed not only to make employees appreciate the importance of First Aid at work but also teaches how to correctly respond to various incidents, accidents or injuries and take appropriate actions accordingly.



FIRST AID IN THE WORKPLACE (MANAGERS)

Introduction

First Aid is essential for the immediate treatments of accidents before help from the emergency services arrive. Taking this course could really mean the difference between life and death and help minimise the severity of an injury.

Course Overview

At the end of the course, trainees will:

- » Appreciate the importance of First Aid at work.
- » Recognise the legal obligations and minimum provisions with respect to First Aid.
- » Recognise additional provisions that are required for high-risk workplaces.
- » Identify the correct steps when responding to an accident, incident or injury.
- » Take appropriate action in response to accidents and emergencies at work.

Course Chapters

1. First Aid in the Workplace

Discover the importance of First Aid, as well as First Aid Regulations and assessing the risks.

2. First Aid Provisions

Learn about contents of the First Aid Box, storing and maintaining the First Aid Box, First Aider training and additional provisions.

3. Procedures in First Aid

Assessing the situation, the recovery position, CPR and abdominal thrusts.

4. First Aid Scenarios

Respiratory emergency, choking, bleeding, burns, electric shock and other injuries.

Who Will Benefit?

This course is aimed at managers who want to appreciate the importance of First Aid at work and identify the correct steps when responding to an accident or injury.

Course Format: Interactive
Running Time: 40-45 minutes



FOOD ALLERGIES

Introduction

Food allergies affect 1.5 million people in the UK. This course will help raise awareness of food allergies and educate your employees on the dangers and the precautions required during food preparation and service.

Course Overview

This course is aimed at raising awareness and educating all members of staff about the dangers of food allergies.

At the end of the course, trainees will be able to:

- » Recognise the symptoms linked with food allergies.
- » Recognise the symptoms and the effects of food intolerances.
- » Have an insight into food service.
- » Understand the importance of food preparation, knowledge of ingredients and labelling foods.
- » Understand what to do in an emergency including an insight into epi-pens.

Course Chapters

- 1. Introduction**
Introduction to food allergies and the symptoms linked with food allergies.
- 2. Food Intolerance**
Introduction to food intolerances, the symptoms and effects along with the different allergen groups.
- 3. Food Service**
Introduction to food service and how to deal with customers with allergies.
- 4. Food Preparation**
Introduction to food preparation and how to store and label foods containing allergens.
- 5. Emergency Procedures**
What to do in an emergency and the use of an Epi-Pen.

Who Will Benefit?

This course is aimed at raising awareness and educating all members of staff on the dangers of food allergies.

Course Format: Interactive
Running Time: 15-20 minutes



FOOD HYGIENE

Introduction

Unsafe food causes many acute and life-long diseases ranging from diarrhoeal diseases to various forms of cancer. This course covers the main principles of food hygiene in the workplace.

Course Overview

This course provides an overview of food hygiene, and covers many areas that you will need to take into consideration when dealing with food.

At the end of the video, trainees will:

- » Understand and recognise the importance of good personal hygiene.
- » Carry out the necessary opening checks required at the start of the day.
- » Understand the importance of proper food storage.
- » Understand the correct methods for handling raw and cooked food.
- » Understand the correct methods for checking different types of cooked food.
- » Carry out the necessary closing checks performed at the end of the day.

Course Chapters

1. Personal hygiene and Opening Checks
2. Food Storage
3. Handling Food
4. Cooking Food
5. Cooked Food Storage
6. Closing Checks

Who Will Benefit?

This course is aimed at raising awareness and educating all members of staff on the importance of food hygiene.

Course Format: Video
Running Time: 25-30 minutes



FOOD HYGIENE HACCP

Introduction

The Food Standards Agency has produced 'Safer Food, Better Business' (SFBB) as an innovative and practical approach to food safety management. This food safety course reinforces and supports everything in that publication and also promotes the idea that the SFBB folder is an essential and integral part of every kitchen.

Course Overview

This course will teach you important aspects of food safety and hygiene, all of which you should adopt in your place of work.

At the end of the course, trainees will:

- » Recognise what food safety means and how it can prevent food borne illness.
- » Understand the importance of washing your hands and being aware of clothing and footwear in a food environment.
- » Have an insight into food poisoning symptoms and which four ingredients are needed to make bacteria grow.
- » Recognise what a high risk food is, and how food should be correctly stored.

Course Chapters

1. Definition of Food Safety
2. Personal Hygiene
3. Food Poisoning
4. Dealing with Food
5. Contamination
6. Record Keeping
7. Food Safety Guidance

Who Will Benefit?

This course is ideal for any organisation that either deals with food preparation as the main part of their business or simply has a works canteen.

Course Format: Interactive
Running Time: 40-45 minutes



FOOD HYGIENE LEVEL 2

Introduction

The Food Standards Agency has produced 'Safer Food, Better Business' (SFBB) as an innovative and practical approach to food safety management. This food safety course reinforces and supports everything in that publication and also promotes the idea that the SFBB folder is an essential and integral part of every kitchen.

Course Overview

This course will teach you important aspects of food safety and hygiene, all of which you should adopt in your place of work.

At the end of the course, trainees will:

- » Recognise what food safety means and how it can prevent food borne illness.
- » Understand the importance of washing your hands and being aware of clothing and footwear in a food environment.
- » Have an insight into food poisoning symptoms and which four ingredients are needed to make bacteria grow.
- » Recognise what a high risk food is, and how food should be correctly stored.

Course Chapters

8. Definition of Food Safety
9. Personal Hygiene
10. Food Poisoning
11. Dealing with Food
12. Contamination
13. Record Keeping
14. Food Safety Guidance

Who Will Benefit?

This course is ideal for any organisation that either deals with food preparation as the main part of their business or simply has a works canteen.

Course Format: Interactive
Running Time: 40-45 minutes



GHS CLASSIFICATION

Introduction

In this module, you will find out the background to the international system, looking briefly at the relevant legislation and the transitional arrangements which are in place.

Course Overview

At the end of the course, trainees will be able to:

- » State what the GHS Classification is and its background.
- » Recognise the benefits of GHS and its legislation.
- » Outline your main duties in relation to GHS.
- » Identify how hazards are classified and communicated.
- » Distinguish between the GHS hazard classification categories.
- » Recognise the new GHS hazard pictograms and hazard statements.
- » State what information must be provided on labels and packaging.

Course Chapters

1. An Introduction to GHS Classification

Introducing the topic of GHS, the legal requirements and your duties under GHS.

2. Hazard Classification

This section of the course covers the hazard classification and GHS pictograms.

3. Hazard Communication

In this final section you'll cover labels and packaging under GHS, hazard and precautionary statements and Safety Data Sheets.

Who Will Benefit?

This module is aimed at anyone who needs to understand GHS Classification.

Course Format: Interactive
Running Time: 15-20 minutes



HEALTH & SAFETY FOR CLEANERS

Introduction

From occupational dermatitis to musculoskeletal disorders, those who work in the cleaning industry can be exposed to a variety of different risks and hazards on a daily basis. This course provides information that can help cleaners to identify, assess and respond to the risks involved in their work.

Course Overview

At the end of the course, trainees will be able to:

- » Understand why cleaners are at risks.
- » Identify if there is a problem.
- » Understand cleaning risk assessments.
- » Recognise the various risks and hazards to cleaners.
- » Understand GHS symbols and Safety Data Sheets.
- » Use PPE correctly.

Course Chapters

1. Health and Safety for Cleaners

Learn why cleaners are at risk, how to know if there is a problem and what to do if symptoms occur.

2. Risk Assessment

Discover what a risk assessment is and the responsibilities involved.

3. Recognising Risks

Understand the risks involved with manual handling, slips, trips and falls and working at height. Find out more about COSHH, occupational dermatitis and injuries to the back and upper limbs.

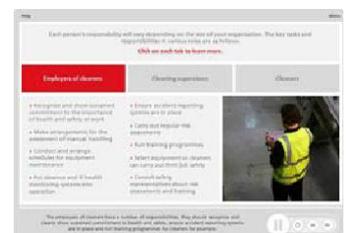
4. Cleaning Equipment

Learn about cleaning agents, warning signs and safety data sheets, PPE and electrical equipment.

Who Will Benefit?

This course covers the risks involved in the cleaning industry within different working environments and will benefit anyone is responsible for carrying out cleaning duties.

Course Format: Interactive
Running Time: 30-35 minutes



HEALTH & SAFETY FOR CLEANERS

Introduction

With more than half of all cleaners having sought medical advice due to work related injuries, ensure your staff don't become a part of this statistic.

Course Overview

Compared to other occupations, cleaning does not seem like a dangerous job. Yet there is actually a very high rate of injury and ill health due to the work carried out.

At the end of the video, trainees will be able to:

- » Appreciate the importance of appropriate clothing.
- » Understand how to carry out risk assessments and make people aware of the work that's going.
- » Recognise the importance of PPE and Upper Limb Disorder whilst scrubbing, polishing and wiping.
- » Understand the importance of correct positioning, straining and twisting.
- » Develop an insight into chemical safety including symbols and instruction.
- » Recognise the importance of making others aware when vacuuming.

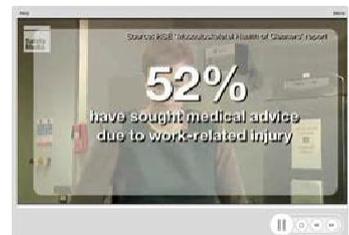
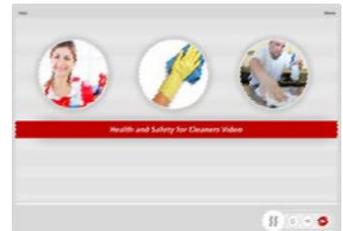
Course Chapters

1. Introduction and Risk Assessments
2. Scrubbing, Polishing and Wiping
3. Sweeping
4. Mopping
5. Lifting
6. Chemical Safety
7. Vacuuming
8. Buffing

Who Will Benefit?

This course is aimed at cleaners who want to make safety for themselves and others their priority.

Course Format: Video
Running Time: 20-25 minutes



HEALTH & SAFETY FOR HOMEWORKERS (EMPLOYEES)

Introduction

This course covers everything that employees working from home need to know.

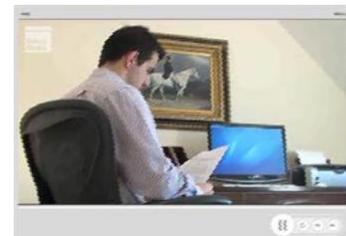
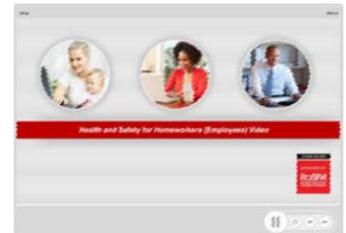
Course Format: Video
Running Time: 25-30 minutes

Course Overview

Over the course of this module we will look at all the key information that you'll need to know if you work from home.

At the end of the video, trainees will be able to:

- » Understand the importance of carrying out a risk assessment.
- » Recognise how to check your own electrical equipment.
- » Understand the importance of DSE.
- » Recognise what the manual handling procedure entails.
- » Develop an insight into the various hazards that are around you and what to do should an accident occur.
- » Be aware of your company policy.



Course Chapters

- 1. Introduction and Risk Assessment**
Discover the importance of carrying out a risk assessment and a fire assessment.
- 2. Electrical Safety**
Checking your own electrical equipment and the importance of removing trip hazards.
- 3. DSE**
Correct setup of your workstation and the use of suitable workstation equipment to benefit you.
- 4. Manual Handling**
Discover all about the manual handling lifting procedure.
- 5. Accidents and Incidents**
This section will cover the importance of having first aid kits and precautions to avoid accidents.
- 6. Security**
Document and data security, the use of USB sticks and being aware of your company's IT Policy.
- 7. Special Requirements**
This section covers safe work at home for expectant or nursing mothers.



Who Will Benefit?

This course is aimed at all members of staff who work from home.

[< Back to Course Index](#)

HEALTH & SAFETY FOR HOMEWORKERS

(MANAGERS)

Introduction

Health & Safety is not just the responsibility of managers and directors, in modern working environments every employee should be responsible for ensuring the correct practices are followed.

Course Overview

The course will provide managers with information on the key areas of health and safety which should be considered when making the home a workplace.

At the end of the video, trainees will be able to:

- » Understand the importance of carrying out a risk assessment.
- » Recognise how to check your electrical equipment and the importance of first aid.
- » Identify what your company policy is, including USB usage and security systems.
- » Recognise the importance of special requirements regarding expectant or nursing mothers, insurance policies and increased utility bills and tax relief.

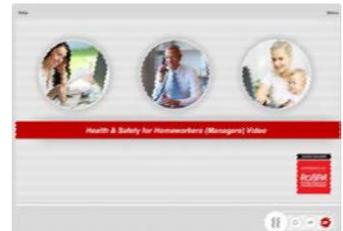
Course Chapters

- 1. Risk Assessment**
Find out how to carry out a risk assessment and a fire assessment.
- 2. Electrical Safety**
Learn that the safety of electrical equipment provided to your employees is your responsibility.
- 3. DSE**
Discover how to set up your workstation properly.
- 4. Accidents & Incidents**
In this section find out what your manager's duties are regarding the provision of first aid kits.
- 5. Security**
Ensuring the security of documents and data, including the use of USB memory sticks.
- 6. Special Requirements**
This section covers safe work at home for expectant or nursing mothers.

Who Will Benefit?

This course is aimed at raising awareness and educating managers about the importance of Health & Safety for home workers.

Course Format: Video
Running Time: 25-30 minutes



HEALTH & SAFETY FOR MANAGERS

Introduction

In accordance with law, employers are responsible for Health & Safety management in their workplace. This course is aimed at providing managers with an understanding of the principles of Health & Safety risk management.

Course Overview

This course will teach you important aspects of Health & Safety that you should adopt in your place of work.

At the end of the course, trainees will be able to:

- » Understand the principles of effective Health & Safety management.
- » Recognise the importance of the moral, legal and the economic aspects of Health & Safety.
- » Develop an insight into risk management, Health & Safety policy, procedures and records.
- » Recognise the most common types of accidents as well as causes and hidden costs.

Course Chapters

1. Introduction

Discover the principles of effective Health & Safety Management.

2. Risk Management

Recognise the importance of sensible risk management, Health & Safety policies, procedures and records.

3. Accident Prevention

Learn about the common types of accidents and understand that unsafe acts and unsafe conditions are the two main causes of accidents.

4. UK and European Law

Learn about the Health & Safety at Work Act and the Management of Health & Safety at Work Regulations.

5. Monitoring and Review

Learn about Health & Safety management responsibilities and the importance of safety meetings, internal inspections and measurement and review.

Who Will Benefit?

This course is aimed at managers who want to ensure the safety of their employees.

Course Format: Interactive
Running Time: 40-45 minutes



HEALTH & SAFETY IN THE OFFICE

Introduction

This course describes the Health and Safety issues faced within the office environment.

Course Format: Video
Running Time: 35-40 minutes

Course Overview

The course gives a comprehensive guide to office safety and the key areas to take into consideration when working in an office environment.

At the end of the video, trainees will be able to:

- » Understand what the risks are in an office environment.
- » Identify what manual handling is and what the key areas are.
- » Recognise the causes of slips, trips and falls.
- » Understand what to do in the event of a fire.
- » Identify what to do if you have a bomb scare or identify any suspicious packages.



Course Chapters

- 1. Office Environment**
Discover the risks of working in an office, including the positioning and ventilation of printers.
- 2. Computer Safety**
Learn about ergonomics, posture, visual fatigue and laptops.
- 3. Manual Handling**
This section covers planning, lifting, carrying, pushing and pulling.
- 4. Slips, Trips and Falls**
Discover the causes of slips, trips and falls and how to prevent them from happening.
- 5. Electrical Awareness**
Fixed installations and transportable equipment and what to do in the event of an electrical fault.
- 6. Fire Safety**
Discover what to do in an event of a fire, including safety signs, assembly points and extinguishers.
- 7. Security**
What to do in an event of a bomb scare or suspicious packages.



Who Will Benefit?

This course is aimed at those who work within an office environment.

HEALTH & SAFETY (WE ARE ALL RESPONSIBLE)

Introduction

Health & Safety is not just the responsibility of managers and directors. In modern working environments, every employee should be responsible for ensuring the correct practices are followed.

Course Overview

This course uses a scenario of a workplace with a poor Health & Safety policy and proves that it shouldn't take an accident for the right precautions and common Health & Safety practice to be used at all times.

At the end of the video, trainees will:

- » Appreciate the importance of risk assessments.
- » Understand the importance of safety signs.
- » Recognise the importance of Personal Protective Equipment (PPE).

Course Chapters

1. Scene 1

A Health & Safety news programme invites you to see a workplace where managers and staff have little or no understanding of general Health & Safety.

2. Scene 2

Induction training with no risk assessment training and out of date Health & Safety policies.

3. Scene 3

New starters are told to disregard the safety signs!

4. Scene 4

Doubts of taking a new job, poor feedback from current staff and thrown in at the deep end.

5. Scene 5

Newspaper article with accident in local paper.

Course Format: Video
Running Time: 35-40 minutes



Who Will Benefit?

This course is aimed at all employees.

HEALTH & WELLBEING

Introduction

A happy workforce is an efficient and productive one too. However, there are many people who suffer illnesses believed to be caused or made worse by their work. Ensure that your staff know how to maintain good levels of health and wellbeing in their jobs.

Course Overview

At the end of the course, trainees will be able to:

- » Understand the benefits of a healthy workplace.
- » Recognise the signs and symptoms of work-related stress and musculoskeletal disorders.
- » Recognise and prevent the occurrence of work-related stress and musculoskeletal disorders.
- » Understand why it's important to comply with your organisation's fitness for work policy.
- » Recognise and prevent substance abuse.

Course Chapters

1. Wellbeing at Work

Discover what makes a healthy workplace, the benefits of healthy workplaces and how to promote them.

2. Common Health Problems

Understand the causes, signs and symptoms of common physical and mental health problems. Learn how to manage and prevent health problems.

3. Substance Abuse

Learn about fitness for work, safe limits and dealing with substance abuse.

Who Will Benefit?

This course will benefit all workers who are subject to any degree of stress and help employers to create a healthy workplace.

Course Format: Interactive
Running Time: 30-35 minutes



HOT WEATHER CONDITIONS

Introduction

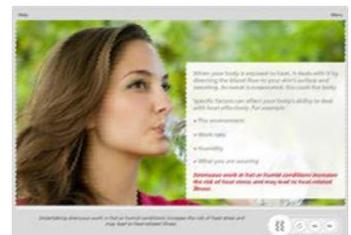
In this course you'll explore the key issues and find out how you can prevent heat-related illness in the work you do.

Course Format: Interactive
Running Time: 15-20 minutes

Course Overview

At the end of the course, trainees will be able to:

- » Define heat stress.
- » Recognise the signs and symptoms of heat stress.
- » Identify who is at risk.
- » Distinguish between common heat-related disorders and illnesses.
- » Take appropriate action to prevent heat stress.
- » Introduce initiatives to protect your employees from heat stress.
- » Respond promptly and effectively to deal with overexposure.



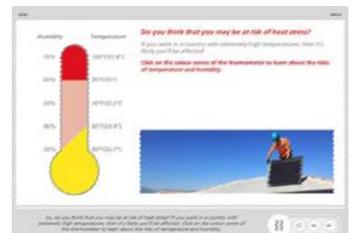
Course Chapters

1. Understanding Heat Stress

Determine the signs, symptoms and nature of heat stress and common heat-related disorders/illnesses as well as knowing how to identify who is at risk.

2. Taking Action to Prevent Heat Stress

Learn how you can prevent heat stress, you're your employers responsibilities are and how to deal with overexposure.



Who Will Benefit?

Anyone who works in humid or very hot conditions or is involved in physically demanding work in high temperatures is at risk of heat-related illnesses and so will benefit from this course.

INDUCTION SAFETY

Introduction

It's a fact that we are exposed to a range of risks and hazards during a normal working day. This course will provide the trainee with information about fire safety, PPE (Personal Protective Equipment) and safety monitoring within the workplace.

Course Overview

This course looks at safety at work, fire safety and safety signs, different types of PPE and correct safety monitoring. The aim is to help reduce the number of accidents and injuries in the workplace and to promote good attitudes amongst the staff.

At the end of the course, trainees will be able to:

- » Understand the importance of taking an induction course when starting a new job.
- » Identify hazards and safety signs at your workplace.
- » Recognise the importance of knowing what to do in the event of a fire.
- » Identify fire safety signs.
- » Understand what PPE is and its importance.
- » Be aware of safety monitoring and welfare measures.

Course Chapters

- 1. Introduction**
The importance of induction safety, applicable legislation and safety procedures.
- 2. Safety at Work**
Identifying the hazards and safety signs within your workplace.
- 3. Fire Safety**
What to do in the event of a fire, identify fire safety signs.
- 4. PPE**
What is PPE, different types of PPE and specific legal requirements.
- 5. Safety Monitoring**
Welfare measures and important points to remember when monitoring safety.

Who Will Benefit?

Employees who have just joined the company or place of work and want to learn about basic rules of Health & Safety.

Course Format: Interactive
Running Time: 35-40 minutes



INFECTION CONTROL

Introduction

Everyone is responsible for preventing the spread of infections; this course will help you implement good practices to prevent infection in your working environment.

Course Overview

At the end of the course, trainees will:

- » Recognise the importance of infection control.
- » Identify how infections are caused and spread.
- » Recognise and implement good practices for personal and equipment hygiene.
- » Recognise and implement good practices to prevent infection in your working environment.
- » Define HCAs.

Course Chapters

1. Infections: The Basics

You will learn what HCAs are, and examine how infections are caused and spread.

2. Controlling and Preventing Infection

You will find out how the spread of infection can be controlled through specific practices – such as hand hygiene and by using PPE, as well as the correct handling and decontamination of sharps and invasive devices.

3. Other Practices to Reduce HCAs

Learn what other practices you can implement to reduce HCAs. You will consider asepsis, equipment decontamination, cleaning, and managing waste and laundry.

Who Will Benefit?

People taking the infection control module will be able to recognise the importance of infection control, define HCAs, identify the stages of chain infection and implement good practices to avoid contamination.

Course Format: Interactive
Running Time: 35-40 minutes



INTRODUCTION TO HEALTH & SAFETY

Introduction

Looking at all of the key areas, this course is ideal for providing your employees with a general understanding of Health & Safety.

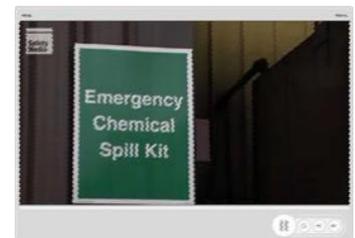
Course Overview

There are several Health & Safety topics that can apply to us all and we will introduce these to you in this video course.

At the end of the video, trainees will:

- » Have an understanding of the Manual Handling procedure.
- » Recognise the importance of good housekeeping and the prevention of Slips, Trips & Falls.
- » Be aware of Electrical Safety and the importance of checking and reporting faults.
- » Develop an insight into COSHH and its affects.
- » Appreciate the importance of PPE, DSE and the correct use of machinery.
- » Recognise and identify safety signs correctly and understand the correct emergency procedures.

Course Format: Video
Running Time: 25-30 minutes



Course Chapters

1. Fire Safety
2. Manual Handling
3. Slips, Trips and Falls
4. Electrical Safety
5. COSHH
6. PPE
7. Machinery Safety
8. DSE
9. Statements and Assessments
10. Safety Signs
11. Health and Welfare
12. Emergency procedures

Who Will Benefit?

This course is aimed at people who have just started working in a new company or those who want to refresh their memories.

LABORATORY SAFETY

Introduction

Laboratory safety is a significant legal and moral responsibility for those who work in both academic and industrial laboratories. This course provides health and safety information about handling laboratory equipment and chemicals and provides safety and first aid related tips in the event of an emergency.

Course Overview

At the end of the course, trainees will be able to:

- » Understand why laboratory safety is important.
- » Identify the common hazards and warning signs related to laboratory safety.
- » Understand the procedure to follow in case of an emergency, such as a spill, a fire or an explosion.
- » Identify which types of PPE are appropriate for laboratory work.
- » Recognise which injuries result from laboratory accidents and also state the first aid procedures to follow for common laboratory injuries.

Course Chapters

1. Introduction

Discover the importance of laboratory safety and also learn about the common sources of hazards in laboratories.

2. General Safety

Safety tips related to various aspects of laboratory safety, such as general and equipment safety, personal hygiene, good housekeeping, fire safety, and emergency procedures.

3. Personal Protective Equipment (PPE)

In this section you will learn about PPE regulations and various types of PPE that are appropriate for laboratory work.

4. First Aid

Discover the common injuries that result from laboratory accidents and the first aid that should be given in case of these injuries.

Who Will Benefit?

This course is designed for those who work in either academic or industrial laboratories.

Course Format: Interactive
Running Time: 35-40 minutes



LEGIONELLA

Introduction

Legionella is a potentially fatal disease that is contracted by breathing in water droplets infected with Legionella bacteria. Any water system, with the right environmental conditions, could be a source for a Legionella bacteria growth. This course will help you to identify the risks and learn prevention and control measures.

Course Overview

At the end of the course, trainees will be able to:

- » Explain what Legionella is.
- » Identify the main areas at risk in your workplace.
- » Understand what is required when carrying out a risk assessment.
- » Respond promptly and effectively to prevent and control Legionella.

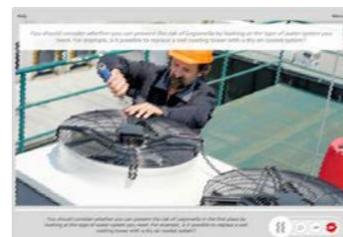
Course Chapters

- 1. Legionnaire's Disease**
Define what Legionella is, what Legionnaire's disease is and what areas of your workplace are at risk.
- 2. Assessing the Risk**
Discover the requirements for a risk assessment, how to identify risks within your system and how to carry out record keeping.
- 3. Prevention and Control**
Determine a workable course of action and preventative measures.

Who Will Benefit?

This course will benefit staff who work in environments where a water system, susceptible to Legionella, is present.

Course Format: Interactive
Running Time: 15-20 minutes



LEGIONELLA

Introduction

Provide your employees with information about the risks faced from Legionella

Course Overview

With Legionella causing approximately 300 reported cases of diseases annually in the UK, it is important that your employees know the risks they face. The course covers: what legionella is, how an outbreak occurs and the importance of prevention.

At the end of the video, trainees will be able to:

- » Understand where Legionella can be found.
- » Understand the importance risk assessment.
- » Identify what steps to take in order to prevent Legionella.
- » Recognise what the symptoms are.
- » Understand how to implement proper controls.

Course Chapters

1. Introduction

This section introduces you to Legionella, and explains where it can be found.

2. Risk Assessment

Recognise the importance of carrying out a risk assessment in order to see if the disease poses a threat to your company.

3. Prevention

This section will cover the prevention of Legionella and what safety measures can be done.

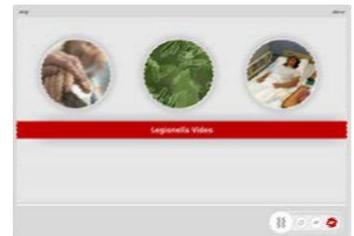
4. Control

Learn what to avoid and how to avoid contracting Legionnaires' disease.

Who Will Benefit?

This course is aimed at those who work with hot and cold water systems; including spa pools and cooling towers.

Course Format: Video
Running Time: 10-15 minutes



LIFT TRUCK & WAREHOUSE SAFETY

Introduction

Every year there are over 8,000 reported accidents relating to lift truck operation. This course looks at the main causes of accidents and provides a step-by-step guide for the safe use of lift trucks.

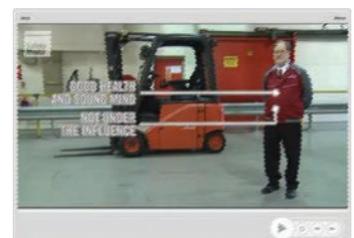
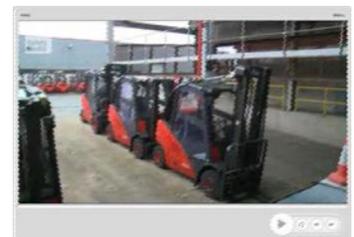
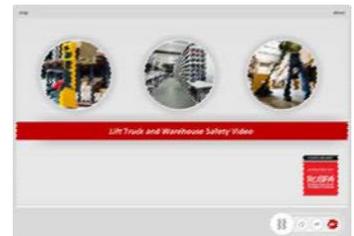
Course Format: Video
Running Time: 20-25 minutes

Course Overview

Over the course of this video we will look at the safety factors in forklift truck and warehouse operations.

At the end of the video, trainees will be able to:

- » Understand the importance of legislation and training.
- » Have an understanding of the various types of lift trucks.
- » Develop an insight into the truck regarding refuelling, PPE, vehicle inspection, starting and moving the vehicle, good housekeeping and assessing loads.
- » Recognise the importance of the environment and warehouse safety, including safety signage, first aid points and fire exits.
- » Understand the importance of the palletiser including correct use, assessing the load, regular inspection and moving the load.



Course Chapters

1. The Driver

This section covers the safety of the driver and the need for the driver to be qualified and trained to operate a lift truck.

2. The Truck

Refuelling of the lift truck, the correct PPE and the importance of full vehicle inspections.

3. The Environment and Warehouse Safety

Safety signage, segregation routes and good housekeeping in a warehouse environment.

4. The Palletiser

In this section you will cover correct use of a palletiser, assessing the load, regular inspections and moving the load.

Who Will Benefit?

This course will benefit those who operate or manage those who operate lift trucks.

LOCKOUT / TAGOUT

Introduction

Lockout / Tagout is a safety measure that is widely used in industrial, manufacturing and process settings. In this course your employees will be able to gain an understanding into the importance of using this particular safety measure to prevent accidents during maintenance.

Course Overview

At the end of the course, trainees will:

- » Understand what is meant by Lockout / Tagout and why it's required.
- » Distinguish between planned and unplanned maintenance.
- » Recognise the different types of Lockout / Tagout equipment.
- » State who needs to be protected during maintenance.
- » Identify the five golden rules to promote safer maintenance.
- » Take action to promote safer systems of work in your organisation.
- » Sequence the seven stages of safe lockout.

Course Chapters

1. Lockout / Tagout: An Introduction

Discover all about Lockout / Tagout and the numerous variations of the theme, as well as group tagout and why Lockout / Tagout is required.

2. The Essentials of Maintenance

Learn about the different types of maintenance, planned and unplanned maintenance and how to use Lockout / Tagout equipment as well as key hazards.

3. Safer Maintenance Practices

This section looks at minimising the risks, following the rules, and how to lock out safely in seven stages.

Who Will Benefit?

Whether you are a new or an experienced employee, this interactive course will expand your knowledge of the Lockout / Tagout (LOTO) standard and will help you to safeguard your own and your colleagues' safety.

Course Format: Interactive
Running Time: 25-30 minutes



LONE WORKING (EMPLOYEES)

Introduction

Is it legal to work alone? Is it safe to work alone? This course is for those who work by themselves without any close or direct supervision. It will give you an insight into the risks associated with working alone and will point out control measures that can minimise them.

Course Overview

This course provides safety and first aid related tips in the event of emergencies. It will give you an insight into the risks associated with working alone and will point out control measures that can minimise them.

At the end of the course, trainees will be able to:

- » Understand what 'lone working' means and identify the occupations that involve working alone.
- » Identify the hazards related to lone working and home workers.
- » Recognise the control measures that can minimise the risks of lone working, and list some practical tips for staying safe when working alone.

Course Chapters

1. Lone Workers

Learn who is termed as a 'lone worker' and the jobs they perform. You will also discover the duties of employers and employees pertaining to lone working.

2. Hazards Faced by Lone Workers

The hazards related to lone working and the hazards faced by home workers.

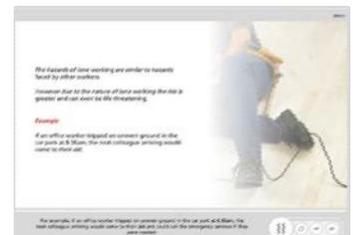
3. Control Measures

Discover all about the control measures that can minimise the risks of working alone and the risks of working from home.

Who Will Benefit?

This course is designed for those who want to minimise the risks associated with working alone.

Course Format: Interactive
Running Time: 25-30 minutes



LONE WORKING (MANAGERS)

Introduction

Managers have a responsibility for the safety of their lone working employees. This course will provide all managers and supervisors with information needed to understand the Health & Safety acts that apply to lone working and the responsibilities of the employer and employee.

Course Overview

At the end of the course, trainees will be able to:

- » Understand who is a lone worker, and what their responsibilities are.
- » Identify how safe your lone worker is and how to identify and evaluate a job for potential risks associated with it.
- » Identify the potential hazards that come with a home working job.

Course Chapters

1. Introduction

You will be introduced to the legal definition of a lone worker, the Health & Safety acts that apply to lone working and the responsibilities of the employer and employee.

2. Who is a Lone Worker?

This section highlights the types of lone workers, fixed site and mobile lone workers, as well as home workers and the types of hazards they can face during the course of their work.

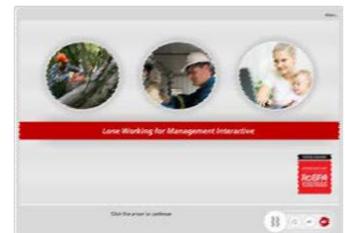
3. Personal Protective Equipment (PPE)

This section will give an overview of the components of a lone working risk assessment. It introduces the details of how to evaluate a lone working job or a remote area working job, how to question workplace conditions, the importance of medical fitness and communication between worker and supervisor. The potential hazards of a home working situation will also be demonstrated.

Who Will Benefit?

This course is designed for those who want to minimise the risks associated with working alone.

Course Format: Interactive
Running Time: 25-30 minutes



MALARIA AWARENESS

Introduction

In recent years, malaria has accounted for the deaths of around half a million people worldwide. Anyone who will be working in an environment where malaria is a risk will benefit from being able to protect themselves and know how to take appropriate action against it.

Course Overview

As well as being able to recognise malaria this course can also help with preventing and treating it correctly.

At the end of this course, trainees will be able to:

- » Understand what malaria is.
- » State the main causes of malaria.
- » Recognise the signs and symptoms of malaria.
- » Identify the main risk areas.
- » Take appropriate action to prevent malaria.
- » Respond promptly and effectively to treat malaria.

Course Chapters

1. Malaria

Discover what malaria is, the signs and symptoms, who is at risk and how changing factors can affect the level of exposure.

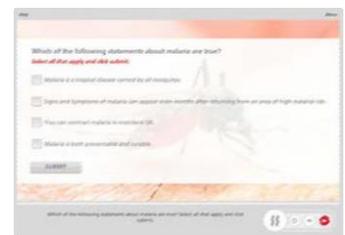
2. Prevention and Treatment

Learn what you can do to prevent, treat and report malaria.

Who Will Benefit?

Any staff who may be at risk from malaria due to their working environment can benefit from this course.

Course Format: Interactive
Running Time: 35-40 minutes



MANUAL HANDLING

Introduction

Manual handling is one of the biggest causes of workplace accidents. Understanding how to lift correctly could help your employees avoid serious injury.

Course Overview

Manual handling is the transporting or supporting of a load by hand or bodily force. At the end of the course, trainees will be able to:

- » Recognise basic principles of Manual Handling.
- » Use effective techniques to lift and handle loads safely.
- » Comply with safe working practices when pushing and pulling.
- » Recognise the importance of using mechanical aids to minimise risks.
- » Avoid, assess and reduce Manual Handling, wherever possible.

Course Chapters

1. Introduction

Manual handling is not just about lifting heavy loads. You can increase the risk of injury through pushing and pulling too.

2. What is Manual Handling

This section explains what manual handling is and the risks associated with different types of accidents and injuries.

3. Assessing the Risks

In this section, you will cover the task, the individual, the load and the environment.

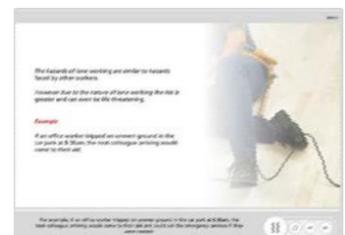
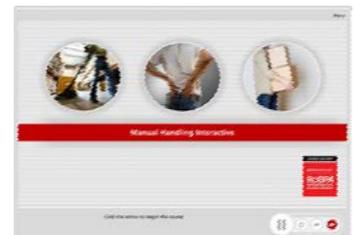
4. Better Lifting and Handling

Learn about effective lifting and handling, how to use mechanical aids, pushing and pulling and team lifting.

Who Will Benefit?

This course will benefit those who want to learn how to lift correctly, and use the correct techniques whilst manual handling.

Course Format: Interactive
Running Time: 30-35 minutes



MANUAL HANDLING (FEATURING GLENN ROSS)

Introduction

This course provides a fresh take on manual handling with footage from Glenn Ross (the UK's strongest man) discussing lifting techniques and the injuries he has sustained.

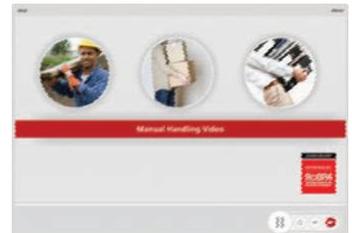
Course Format: Video
Running Time: 15-20 minutes

Course Overview

Manual handling is the transporting or supporting of a load by hand or bodily force. Over the course of this video we'll show you some of the best ways to do this.

At the end of the video, trainees will:

- » Understand what the four key areas are.
- » Recognise that there are six clear steps to performing a safe lift.
- » Be aware of the consequences of an incorrect lift.
- » Identify possible hazards of conducting an incorrect lift.
- » Develop an insight into the dangers of pulling incorrectly.
- » Remember the key points when carrying out a team lift.



Course Chapters

1. Lifting

The five clear steps to performing a safe lift, moving with a load, consequences of an incorrect lift and identifying hazards.

2. Pushing

Manual handling aids and hazards to take into consideration when pushing a load.

3. Pulling

The dangers of pulling a load incorrectly and the correct pulling procedure.

4. Team Lift

Points to remember when carrying out a team lift.

Who Will Benefit?

This course will benefit those who want to learn how to lift correctly, and use the correct techniques whilst manual handling.

MEDICINE AWARENESS

Introduction

Medicines are available in many different forms and have a variety of functions. If you administer or manage medications on behalf of others, it is vital that you have a clear understanding of your responsibilities and you are aware of the types of products you may encounter.

Course Overview

This course looks at the terminology, uses and legal requirements of medicines and drugs. It also covers how to safely administer, handle and store medications.

- » Recognise the difference between a medicine and a drug.
- » Identify the positives and negatives of medicines and drugs.
- » State the legal requirements of the Medicines Act and the Misuse of Drugs Act
- » Recognise the different presentations of specific drugs.
- » Identify how you should maintain safety when administering, handling and storing medicine.
- » Store and dispose of medications and drugs correctly.
- » State the record keeping requirements in respect of medication.

Course Chapters

1. **Medication**
Understand the terminology, benefits, drawbacks and legal requirements surrounding medicines and drugs.
2. **Safe Administration, Handling and Storage of Medication**
Learn how to choose the best administering method, what precautions to take and how to safely handle medication and sharps.
3. **Other Good Practice**
This section covers how to correctly dispose of medication and drugs and how to carry out accurate record keeping.

Who Will Benefit?

This course will benefit staff who have a responsibility regarding medication and / or drugs for another person.

Course Format: Interactive
Running Time: 35-40 minutes



MENTAL HEALTH LEGISLATION

Introduction

This course looks at the Mental Health Act and its implications for organisations, patients and their relatives.

Course Format: Interactive
Running Time: 40-45 minutes

Course Overview

At the end of the course trainees will be able to:

- » Define mental disorder.
- » Distinguish between what is and is not covered by the Mental Health Act.
- » Recognise what criteria must be met in relation to the appropriate treatment test.
- » State the criteria required for patients to be considered for Supervised Community Treatment.
- » Identify who can be classed as a 'nearest relative'.
- » Define the term 'deprivation of liberty'.



Course Chapters

- 1. The Act and Mental Health Disorders**
Know how to define a mental disorder, what the appropriate treatment test is and what the fundamental principles are that inform all decisions made under the act.
- 2. The Act and Organisations**
Which practitioners can perform duties under the act; Supervised Community Treatments and Review Tribunals.
- 3. The Act and Patients**
Determine who can be classed as a 'nearest relative' and how the Deprivation of Liberty Safeguards are used.



Who Will Benefit?

With regard to the updated Mental Health Act 2007, this course will benefit organisations, individuals and their relatives who may be affected by mental health disorders.

MOVING & HANDLING PEOPLE

Introduction

This course is offered to care givers as a guide and is designed to supplement their training and to be used as a talking point. Before moving and handling a person you must be fully trained by a qualified person and must use the handling methods that the service users care plan dictates.

Course Format: Video

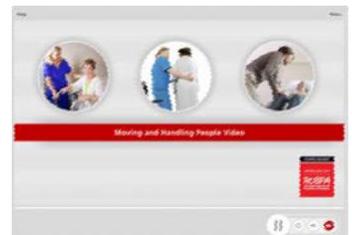
Running Time: 15-20 minutes

Course Overview

Moving & Handling people will give you advice on how to correctly and effectively move and handle a person when in different situations.

At the end of the video, trainees will be able to:

- » Understand how to correctly handle a person when they need to be seated onto a bed.
- » Recognise the importance of good communication when helping a person to walk and sit comfortably.
- » Identify the different methods used when helping a person to stand from a chair and a wheelchair.
- » Understand the importance of using hoists correctly and how to correctly check the hoists before use.



Course Chapters

1. Introduction

This section will give you an insight into the moving & handling people course.

2. Beds

Learn how to help someone who is standing and needs to be seated onto a bed, as well as helping a person to stand from the bed.

3. Sitting, Standing and Walking

How to help a person get up from a chair and a wheelchair.

4. Hoists

Discover how to handle a person when using hoists and how to correctly check hoists before using them.

Who Will Benefit?

This course will benefit care givers who want reassurance that they are moving and handling people correctly.

NOISE

Introduction

Your hearing is priceless; it enables you to communicate and helps you to stay safe at home and at work. With this training course, make your employees aware of the risks that working with noise can cause.

Course Overview

Over the course of this video we will learn that noise in the workplace can cause several health and safety problems, particularly hearing loss.

At the end of the video, trainees will be able to:

- » Understand what noise-induced hearing loss is.
- » Recognise if there is a noise problem in your workplace.
- » Identify how to record your findings.
- » Understand how to reduce noise for your employees: engineering control, substitution, time, distance and hearing protection.

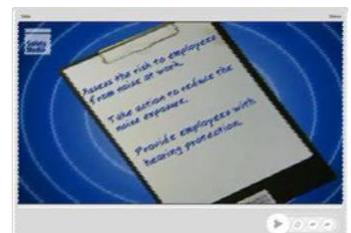
Course Chapters

- 1. What is Noise-Induced Hearing Loss?**
Cover the consequences of exposure to harmful noise and the legislation surrounding noise.
- 2. Is there a Noise Problem in your Workplace?**
How to assess the risks in your workplace.
- 3. Recording the Findings**
Making an action plan and carrying out risk control.
- 4. Noise Reduction**
This section will show engineering control, substitution, time, distance and hearing protection.
- 5. Maintenance**
The importance of health surveillances.
- 6. Information and Training**
Information, Instruction & Training

Who Will Benefit?

If your employees are regularly exposed to noise, then this course will provide the key information to protect their hearing.

Course Format: Video
Running Time: 15-20 minutes



NOISE AWARENESS

Introduction

Many working environments present risks to workers hearing. With 1 in 6 people in the UK having some form of hearing loss - don't let your work be a cause of it.

Course Overview

At the end of the course trainees will be able to:

- » Understand what noise is.
- » Understand the Control of Noise at Work Regulations 2005.
- » Recognise noise problems.
- » Assess and control risks.
- » Understand how noise is controlled.
- » Recognise different types of hearing protection.

Course Chapters

1. Noise - An Introduction

Find out what exactly noise is, how we hear sounds and learn about the Control of Noise at Work Regulations 2005.

2. Noise in the Workplace

Understand how noise in the workplace causes hearing damage, the importance of noise risk assessments and reducing noise exposure.

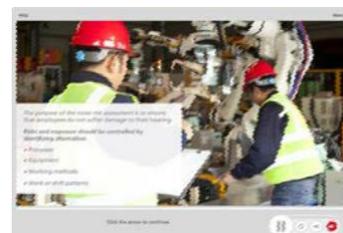
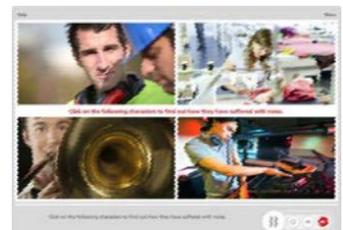
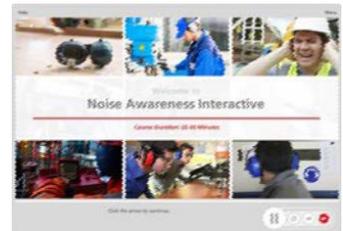
3. Controlling Exposure and Hearing Protection

Ways in which exposure to noise can be reduced through hearing protection and the importance of health surveillance, information and training.

Who Will Benefit?

If you or your employees are regularly exposed to noise, then this course will provide the key information to protect hearing.

Course Format: Interactive
Running Time: 20-30 minutes



NOROVIRUS

Introduction

Norovirus - also referred to as the 'winter vomiting bug' - is most common in the colder months of the year. Since Noroviruses are highly infectious, good hygiene and effective control measures as well as rapid response methods are extremely important.

Course Overview

At the end of the course trainees will be able to:

- » Identify the characteristics and symptoms of Norovirus.
- » State who is susceptible.
- » Recognise how Norovirus is transmitted.
- » Explain the various ways in which Norovirus can be controlled.
- » Identify guidelines and comply with best practice when managing a Norovirus outbreak.
- » Identify steps for preventing dehydration.

Course Chapters

- 1. Norovirus: The Basics**
This section introduces what Norovirus is, the symptoms and how it is spread.
- 2. Preventing the Spread of Norovirus**
Learn about safe hand hygiene, surface hygiene and handling food.
- 3. Managing an Outbreak**
Discover how to manage the different aspects of an outbreak from preventing dehydration to handling laundry and dealing with soiling and spillage.

Who Will Benefit?

This course will benefit those who may have a responsibility regarding prevention or management of the Noroviruses.

Course Format: Interactive
Running Time: 35-40 minutes



OFFICE SAFETY

Introduction

Provide your office workers with a concise look at the key Health & Safety areas they should be aware of on a day to day basis.

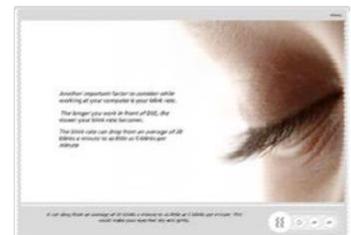
Course Format: Interactive
Running Time: 30-35 minutes

Course Overview

Office workers often think Health & Safety rules don't apply to them. This course will provide advice on the hazards workers need to look out for in an office environment.

At the end of the course, trainees will be able to:

- » Understand the importance of evacuation procedures, fire extinguishers, fire safety signs and good housekeeping.
- » Be aware of manual handling risks, the process and do's and don'ts.
- » Understand the importance of computer safety: correct posture, hazards and risks.
- » Identify how the environment will affect the task.



Course Chapters

1. **Fire Safety**
The different types of fires and correct extinguishers to use.
2. **Manual Handling**
Identifying the Manual Handling process.
3. **Computer Safety**
Following a few important guides for a safer workstation.
4. **Slips, Trips and Falls**
What is a Slip, Trip and Fall?
5. **Office Security**
Office security and reporting theft.



Who Will Benefit?

This course is designed for those who want to learn about the hazards workers need to look out for in an office environment.

PPE (PERSONAL PROTECTIVE EQUIPMENT)

Introduction

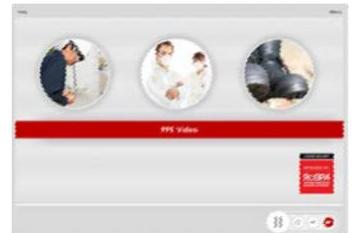
This short course will provide trainees with a look at the devastating consequences of not wearing personal protective equipment.

Course Format: Video
Running Time: 20-25 minutes

Course Overview

The consequences of not using personal protective equipment when required can be devastating. At the end of the video, trainees will be able to:

- » Understand the importance of personal protective equipment.
- » Be aware of what could happen if personal protective equipment is not worn.
- » Locate any personal protective equipment if it is needed for a specific activity.
- » Understand the importance of reporting any damaged personal protective equipment.
- » Recognise which personal protective equipment is required for your job.



Course Chapters

This course provides you with five different scenarios, all of which show you good and bad practices of not wearing personal protective equipment, including the risks that you face and the risks that you put others in if these regulations are not followed properly.

Scenario 1

Find out what can happen if a respiratory mask is not worn when dealing with dangerous liquids.

Scenario 2

The dangers of not wearing a high visibility jacket in a high risk area.

Scenario 3

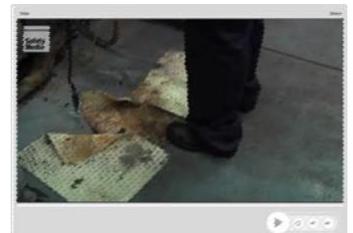
What can happen if the correct footwear is not used.

Scenario 4

The importance of wearing eye protection.

Scenario 5

Find out why wearing hard hats is compulsory at times.



Who Will Benefit?

Those who need to wear clothing which protects them against one or more risks to his / her health and safety e.g. safety helmets, gloves, eye protection, high visibility clothing, safety footwear and safety harnesses.

PREGNANCY

Introduction

This course is designed to help expectant mothers understand the processes required in the workplace, including the importance of carrying out risk assessments.

Course Overview

There are a number of considerations which must be taken once an employee has discovered she is pregnant. This course is designed for the expectant mother to understand the processes required in the workplace including risk assessments.

At the end of the course, trainees will be able to:

- » Understand the importance of safe practice and their do's and don'ts.
- » Be aware of what good risk assessment practice is.

Course Chapters

1. **Introduction**
Why we use risk assessments and the law that requires them.
2. **Safe Practice at Work**
Some do's and don'ts for new and expectant mothers.
3. **Good Risk Assessment Practice**
Scenario: How risks for pregnant employees are managed at work.
4. **What Have We Learnt?**
Review and summary.

Who Will Benefit?

This course will benefit pregnant women in the workplace.

Course Format: Interactive
Running Time: 15-20 minutes



PROVISION & USE OF WORK EQUIPMENT REGULATIONS (PUWER)

Introduction

This module introduces the key requirements of PUWER. You will examine the scope of the regulations, its purpose and what kinds of equipment are covered by PUWER.

Course Format: Interactive
Running Time: 25-30 minutes

Course Overview

At the end of the course, trainees will be able to:

- » Identify the key requirements of the PUWER regulations.
- » State what equipment is covered.
- » Identify key duties and responsibilities.
- » Recognise the key risks associated with using work equipment.
- » Identify ways of reducing the risks when using work equipment.
- » Take appropriate action to maintain safety.



Course Chapters

1. Introduction

Introducing the topic, emphasising the potential dangers of working with equipment in the workplace and the importance of taking steps to control the risks.

2. An Introduction to PUWER

This section introduces the PUWER regulations, lists examples of which equipment is covered, and lists the key duties placed on employers and employees.

3. Identifying and Reducing the Risks

Guidance for recognising risks, taking appropriate measures and reducing the risks.

4. Equipment Maintenance

The responsibilities associated with manufacturing and buying equipment and the guidelines for maintenance and inspections.



Who Will Benefit?

This course is designed for anyone who uses equipment in their job and needs to learn more about PUWER and who uses or is responsible for equipment at work.

RISK ASSESSMENT

Introduction

This course is to help provide understanding of risk assessments and why they are needed. This is ideal for promoting the need for risk assessments in the workplace with simple and clear training.

Course Overview

This course shows how risk assessments don't need to be daunting and time consuming tasks. An emphasis is placed on why risk assessments are needed in the workplace. At the end of the course, trainees will be able to:

- » Understand the importance of a risk assessment.
- » Identify what a hazard is, and how to remove and reduce the risk of a hazard.
- » Understand how to identify a risk.
- » Identify the hazard, understand who's at risk and evaluate that risk.
- » Understand the importance of monitoring and reviewing the risk.

Course Chapters

- 1. Introduction**
Learn about the importance of risk assessments and the legislation surrounding them.
- 2. What is a Hazard?**
Find out what a hazard is, identifying the hazard and removing or reducing the risk of the hazard.
- 3. What is a Risk?**
This section covers what a risk is, identifying risk and reducing risk.
- 4. Five Key Steps**
This section covers identifying the hazard, who's at risk, evaluating the risk, record your findings, monitoring and reviewing the risk.
- 5. Monitor and Review the Assessment**
Safe working procedures and personal protection.

Who Will Benefit?

This course will benefit those who need to conduct risk assessments within the workplace.

Course Format: Interactive
Running Time: 30-35 minutes



SAFEGUARDING CHILDREN & VULNERABLE ADULTS

Introduction

This course provides an introduction to the topic of abuse to children and vulnerable adults.

Course Format: Interactive
Running Time: 45-50 minutes

Course Overview

At the end of the course, trainees will:

- » Define 'safeguarding' and recognise its purpose.
- » Identify the key milestones in relation to safeguarding.
- » Define 'abuse' and distinguish between different types of abuse and their key indicators.
- » Recognise why people fail to act when they have concerns.
- » Take appropriate action if you have specific concerns and make referrals to others.
- » Improve and strengthen the safeguarding policies in your own organisation.



Course Chapters

1. Safeguarding: An Introduction

Discover why safeguarding is everyone's responsibility.

2. Types of Abuse

Learn what abuse is, the types of abuse, how to recognise them and criminal offences.

3. The Warning Signs

Discover more about abuse: potential indicators, the environment surrounding abuse and patterns of abuse.

4. Best Practice in Safeguarding

Learn when it is best to intervene, key considerations and what your role is when referring a case.

5. Learning the Lessons

How to improve safeguarding policies, record keeping and DBS checks.



Who Will Benefit?

This course will help you promote the welfare of all children, young people and vulnerable adults within your workplace.

SAFE MOVEMENT OF VEHICLES

Introduction

This module provides an introduction to workplace transport and the safe movement of vehicles at work. You will look at facts and figures, and your employer's duties. There will also be a focus on the risks, including common types of accidents.

Course Format: Interactive
Running Time: 20-30 minutes

Course Overview

At the end of the course, trainees will be able to:

- » Identify the main types of transport you may use at work.
- » Appreciate the risks posed by the movement of vehicles at work.
- » Distinguish between their own and their employer's duties.
- » Recognise common types of accidents relating to vehicle movement - such as collisions and non-movement related injuries.
- » Identify the key components of a risk assessment of transport at work.
- » Take appropriate action to reduce the risks posed by vehicles at work.



Course Chapters

1. Introduction

Introducing the topic, emphasising the dangers of working with vehicles and the importance of taking steps to control the risks.

2. Workplace Transport

This sections covers the definition of workplace transport, and your own and your employer's responsibilities in relation to safe movement of vehicles.

3. Assessing the Risks

This section of the course covers the risks posed by vehicles, non-movement related accidents and the five steps of risk assessment.

4. Reducing the Risks

In this final section you'll cover the key requirements of employers, signallers, reversing vehicles and vehicle maintenance.



Who Will Benefit?

This module is aimed at anyone who needs to learn more about the safe movement of vehicles at work.

SLIPS, TRIPS & FALLS

Introduction

Slips, trips and falls are the most common cause of major injuries at work across almost all workplaces. Awareness of the risks, hazards and staff responsibilities can help to prevent these incidents.

Course Overview

At the end of the course trainees will be able to:

- » Define slips, trips and falls.
- » Recognise the costs.
- » Know how to prevent slips, trips and falls.
- » Identify slip, trip and fall hazards around your workplace.
- » Understand employer and employee responsibilities.

Course Chapters

1. Slips, Trips and Falls

Identify slips, trips and falls, common injuries, the main causes and how to manage health and safety at work.

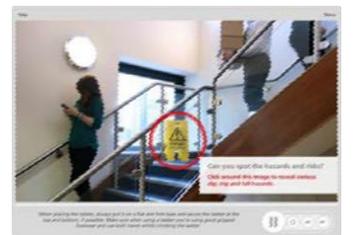
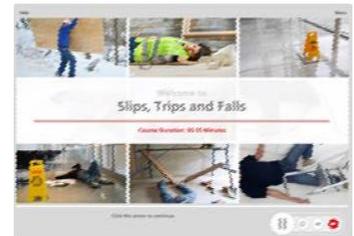
2. Main Causes of Slips, Trips and Falls

Learn about the causes of slips, trips and falls and how to identify hazards.

3. Preventing Slips, Trips and Falls

Discover how to avoid slips, trips and falls, employer and employee responsibilities and the importance of cleaning.

Course Format: Interactive
Running Time: 30-35 minutes



Who Will Benefit?

Those who work in an environment that creates a risk of slips, trips or falls will benefit from this course.

SLIPS, TRIPS & FALLS

Introduction

Slips, Trips and Falls are the most common cause of accidents in the workplace. This course provides the viewer with advice regarding how to identify dangers and risks in the workplace.

Course Overview

Many people think that slips are inevitable and unavoidable; they're just freak accidents - but the truth is, they're not. This video covers how accidents can be avoided and identifying dangers.

At the end of the video, trainees will be able to:

- » Identify what can cause a slip and eliminate this from happening; cleaning up spills; spill kits; good housekeeping and appropriate footwear.
- » Prevent and reduce the risks of trips.
- » Consider factors when working above ground level: the use of ladders, weather and lighting.

Course Chapters

1. Slips

This section covers how clearing up spills and good housekeeping are all good practice to avoid slips.

2. Trips

In this section you will cover preventing and reducing the risks of trips, examples of how trips can occur and good housekeeping to avoid trips.

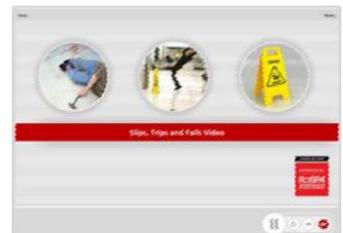
3. Falls

In this section you will learn how to consider certain factors when working above ground level, the use of ladders and weather and lighting.

Who Will Benefit?

This course will benefit every employee in any company as everyone in the workplace is exposed to slips and trips on a daily basis. With this course you can eliminate the accidents that may be caused by these factors.

Course Format: Video
Running Time: 15-20 minutes



SPILL PREVENTION & CONTROL

Introduction

This course will provide your staff with the information they need to prevent a spill and in the event of a spill, how to minimise the impact on themselves, others, your business and the environment.

Course Overview

Learn about the various types of spill kits, how to use a general purpose spill kit for a minor spill and how this differs to using an external spill kit for a major spill.

At the end of the video, trainees will be able to:

- » Identify issues regarding bulk storage: inspecting tanks, overfilling and leaking and emptying bunds.
- » Understand the importance of Drum IBC's and how they can be moved without being damaged.
- » Understand the importance of planning ahead, and identify what to do if an incident occurs.
- » Identify the types of kit available and the colour codes of spill kits.
- » Use a general purpose spill kit, and how to dispose of it.
- » Understand the importance of using chemical spill kits

Course Chapters

1. Introduction
2. Bulk Storage
3. Drums IBC's
4. Smaller Containers
5. Planning Ahead
6. Types of Kit
7. General Purpose Spill
8. External Spill Kit

Who Will Benefit?

For anyone who works with Bulk Liquid Storage, Drums & IBCs and Smaller Liquid Containers.

Course Format: Video
Running Time: 20-25 minutes



STEPLADDER & LADDER SAFETY

Introduction

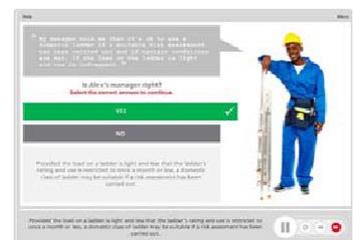
This module introduces the main risks when using stepladders and ladders at work. You will find out when it is appropriate to use a stepladder or ladder and the law that applies.

Course Format: Interactive
Running Time: 35-40 minutes

Course Overview

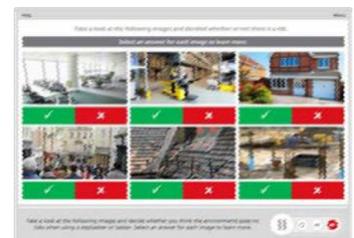
At the end of the course, trainees will be able to:

- » Identify the main hazards when using stepladders and ladders.
- » Explain when it is appropriate to use a stepladder or ladder.
- » Appreciate the key requirements of the Work at Height Regulations (WAHR) 2005.
- » State who is eligible to use a stepladder or ladder.
- » Carry out the relevant pre-use checks to promote safety.
- » Take appropriate action to minimise the risks.



Course Chapters

- 1. Hazards and Risks**
Identify hazards and risks, appropriate use and regulation requirements.
- 2. Ladders in the Workplace**
Define who is eligible, what training is required and which pre-use checks must be performed.
- 3. Best Practice**
Learn about minimising risks, best practice and the environment.



Who Will Benefit?

Members of staff who use stepladders or ladders, whether frequently or occasionally, will benefit from this course.

STRESS

Introduction

Work-related stress, anxiety and depression are all recognised medical conditions that could affect anyone at any time. This course makes your employees aware of the risks of work stress and offers advice on how to improve and maintain employee health and well-being.

Course Overview

This module will introduce you to work-related stress, how to identify it and what to do to prevent it. At the end of the course, trainees will be able to:

- » Understand what work related stress is.
- » Recognise the impact of stress - mental and physical.
- » Identify the ethical responsibilities of stress, legal obligations and good business practices.
- » Identify how to tackle stress and how an ideal work environment should be.
- » Identify hazards, examining personal behaviours and report areas of concern.

Course Chapters

1. Work-Related Stress

This section will give you an overview of what work-related stress is and how it can affect different people.

2. Case Study 1

A scenario where an employee is overloaded with work. Find out what the best way of coping with this is.

3. Case Study 2

Find out who can be affected by stress, and the categories of people who are affected by stress.

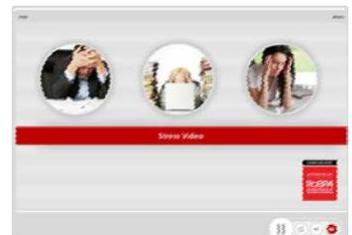
4. Case Study 3

Control and composure - good planning and staying in control.

Who Will Benefit?

This course will benefit those who want to be able to identify work-related stress and reduce its ill effects.

Course Format: Video
Running Time: 40-45 minutes



STRESS MANAGEMENT (EMPLOYEES)

Introduction

Work-related stress, anxiety and depression are all recognised medical conditions that could affect anyone. Make your employees aware of the risks and give some helpful tips on how to overcome stress with this course.

Course Format: Interactive
Running Time: 25-30 minutes

Course Overview

This course will introduce you to work-related stress, how to identify it and what to do to prevent it. At the end of the course, trainees will be able to:

- » Understand what work-related stress is.
- » Recognise the impact of stress - mental and physical.
- » Identify ethical responsibilities, legal obligations and good business practices.
- » Identify how to tackle stress within the working environment.
- » Identify hazards, examine personal behaviours and report areas of concern.



Course Chapters

1. Introduction

An overview of work-related stress and the devastating effects on your health and the health of your colleagues.

2. Impact of Stress

This section gives an insight into how prolonged exposure to work-related stress can adversely impact the physical and / or mental health of employees.

3. Why Tackle Stress?

Both you and your organisation have a legal obligation to ensure health and safety in the work area under the Management of Health and Safety at Work regulations, 1999 & Health and Safety at Work Act 1974.

4. How to Tackle Stress?

HSE's 'The Management Standards' target six key areas: Demands, Control, Support, Relationships, Role and Change.



Who Will Benefit?

This course will benefit those who want to be able to identify work-related stress and reduce its ill effects.

STRESS MANAGEMENT (MANAGERS)

Introduction

Statistics reveal that more than 13.5 million working days are lost due to stress, depression and anxiety each year. Research shows that 1 in 5 employees state that they find work very stressful.

Course Overview

This course will teach you what stress is and how stress affects your employees and your organisation.

At the end of the course, trainees will be able to:

- » Understand what work-related stress is and how you can help you employees manage stress.
- » Recognise the impact of stress on your employees - mental and physical.
- » Identify the ethical responsibilities, legal obligations and good business practices.
- » Identify how to help your employees tackle stress and how an ideal work environment should be.
- » Identify hazards, examine personal behaviours and report areas of concern.

Course Chapters

1. Introduction

Identify the importance of managing your employees' stress.

2. Impact of Stress

This section covers tackling the causes of stress before it can lead to ill health.

3. Identifying Stress

Discover who is affected by work-related stress and how it can impact your employees and organisation.

4. Resolving Stress

Discover how to identify stress areas and how you can help your employees and organisation.

5. Risk Assessment

Learn all about the five steps of conducting a risk assessment for your employees.

Who Will Benefit?

This course will benefit managers who want to be able to identify work-related stress and reduce its ill effects.

Course Format: Interactive
Running Time: 30-35 minutes



STUDENT HEALTH & SAFETY

Introduction

For many students, going to university is their first experience of independence. This course covers fire safety, alcohol and drug awareness and personal safety.

Course Overview

This course will provide students with information on how to correctly and safely identify hazards and risks as well as covering alcohol and drug awareness and their personal safety.

At the end of the course, trainees will be able to:

- » Understand what hazards to look out for on a daily basis and what risks are associated with these hazards.
- » Identify what fire hazards are and how to avoid injury.
- » Recognise the importance of personal Health & Safety.

Course Chapters

1. Hazards and Risks

Identify what hazards students face on a daily basis and what risks are associated with them. The hazards include electrical, working with chemicals, manual handling and IT equipment.

2. Fire Safety

In this section you will cover fire hazards, reducing the chance of injury from fire, causes of fire, correct evacuation procedure, safety signs and types of fire extinguishers.

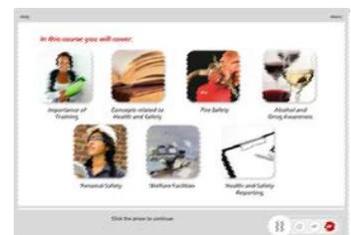
3. Personal Health & Safety

Alcohol and drug awareness, personal safety and safe sex.

Who Will Benefit?

All students are responsible for the health and safety of themselves and others who may be affected by their actions.

Course Format: Interactive
Running Time: 40-45 minutes



TOP TIPS – FIRE SAFETY *(refresher)*

Introduction

Raise awareness of fire safety in your workplace, with the top tips your employees should know.

Course Overview

This video is ideal for refresher training sessions or as a 'toolbox talk'. This course will provide your employees with a brief overview of the key areas of fire safety in the workplace.

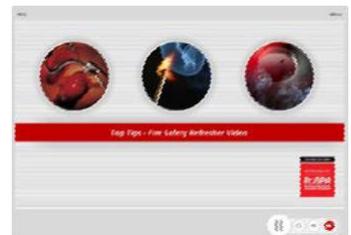
At the end of the video, trainees will be able to:

- » Identify the importance of good housekeeping to prevent fire, escape routes and fire signage.
- » Understand the importance of correct fire evacuation procedure and the use of extinguishers.

Who Will Benefit?

For anyone who would want to gain a brief insight into the key areas of fire safety within the workplace

Course Format: Video
Running Time: 5-10 minutes



TOP TIPS – HEALTH & SAFETY *(refresher)*

Introduction

A 'toolbox talk' style look at the general Health & Safety tips your employees should be aware of on a day-to-day basis.

Course Format: Video
Running Time: 5-10 minutes

Course Overview

A concise course providing your employees with the key tips they need for their continual Health & Safety. Whether used during training for new starters or during a refresher training session, this course covers the key tips every employee needs to know



At the end of the video, trainees will be able to:

- » Conduct a risk assessment and understand the importance of the manual handling lifting procedure.
- » Be aware of DSE and the importance of a correct workstation setup.
- » Develop an insight into fire safety and the procedure in the event of a fire.



Who Will Benefit?

This course will benefit employees who need to be aware of general Health & Safety on a day-to-day basis.



TOP TIPS – MANUAL HANDLING *(refresher)*

Introduction

A short and concise way to promote the top tips for lifting and moving items. Ideal for refresher training or as a 'toolbox talk'.

Course Overview

A course promotes the key steps of a lift in a simple and effective way, ensuring your employees are presented with the key tips in a short concise course. The course is ideal for all levels of employees as the principle of manual handling remains the same.

At the end of the video, trainees will be able to:

- » Understand the importance of manual handling aids and the key steps to lifting correctly.
- » Assess the load and understand how to carry out a team lift.

Who Will Benefit?

This course will benefit those who deal with manual handling on a day-to-day basis.

Course Format: Video
Running Time: 5-10 minutes



TOP TIPS – OFFICE SAFETY *(refresher)*

Introduction

Provide your office workers with a concise look at the key Health & Safety areas they should be aware of on a day-to-day basis

Course Format: Video

Running Time: 5-10 minutes

Course Overview

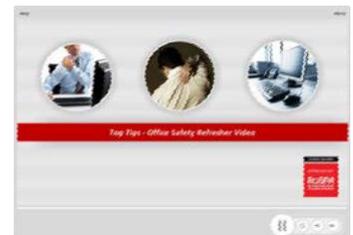
Office workers often think Health & Safety rules don't apply to them. This course will provide top tips on the hazards workers need to look out for in an office environment.

At the end of the video, trainees will be able to:

- » Identify the importance of a correct workstation setup, electrical safety and fire safety in an office environment.
- » Understand the importance of correct manual handling procedures.
- » Be aware of slips, trips and falls.

Who Will Benefit?

This course will benefit anyone who works within an office environment and needs to be made aware of the hazards they face up to on a day-to-day basis.



WINTER WEATHER AWARENESS

Introduction

Winter weather brings all kinds of hazards for employers and employees. This course examines the issues.

Course Format: Interactive
Running Time: 35-40 minutes

Course Overview

This course will help prepare you for your journey to work during the cold winter months. At the end of the course, trainees will:

- » Identify the key considerations when deciding whether your journey is essential.
- » Prepare adequately for your journey to work.
- » Reduce the risks of slips and falls.
- » Take appropriate action to maintain safety when working outside.
- » Recognise the signs of overexposure in cold conditions.



Course Chapters

1. Is Your Journey Essential?

This section will cover the preparation for your journey, getting to your location, visitor safety and driving to work.

2. During the Day

Learn about salting, legal liabilities and responsibilities and the snow code.

3. Working in Cold Conditions

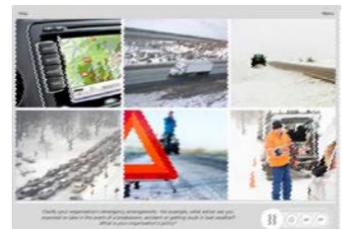
Cold conditions, temperature, ill-health and the law.

4. Preventing slips and falls in winter

Who is at risk if snow falls?

5. Forward Planning in Adverse Weather

What to regularly check out for and special requirements in terms of early closure policies.



Who Will Benefit?

This course will benefit employers who want to ensure the safety of their employees during the cold winter months.

WORKING AT HEIGHT

Introduction

There are many hazards that come with working at height. Being aware of your responsibilities and how you can manage the risks can help to avoid injury.

Course Overview

At the end of the course, trainees will be able to:

- » Define working at height.
- » Recognise the different height regulations.
- » Identify ways of protecting yourself and others.
- » Recognise the main hazards of working at height.
- » Maintain equipment correctly.

Course Chapters

1. Working at Height

Learn about the Work at Height Regulations, what counts as working at height, how to plan correctly and what the main hazards are.

2. Hierarchy of Control

This section covers the Hierarchy of Control, collective and personal protection plus important 'dos and don'ts'.

3. Type of Equipment

Find out about the different types of equipment used when working at height.

Course Format: Interactive
Running Time: 25-30 minutes



Who Will Benefit?

This course will benefit staff who have duties involving working at height.

WORKING AT HEIGHT

Introduction

Working at height is a high risk activity - fatalities occur if the tasks are not properly controlled. This course will educate the trainee on how to work safely and follow safe systems of work.

Course Overview

This course gives an overview of working at height, and how to use the relevant equipment safely when working at height.

At the end of the video, trainees will be able to:

- » Understand what is working at height and the hierarchy of control.
- » Identify where and when to use scaffold and the importance of safety checks.
- » Understand what MEWP's are and the different types of MEWP's.
- » Recognise how to minimise consequences: Equipment, Harnesses and Safety Nets.

Course Chapters

1. Introduction

This section introduces you to working at height and the hierarchy of control.

2. Ladders

Learn when and where to use ladders, how to carry out pre-use checks. You will also learn the correct positioning, angling and securing of a ladder.

3. Scaffold

Find out when and where to use scaffolding, how to carry out safety checks and how to work on scaffold.

4. MEWP's

This section covers what MEWP's are and safety when working from them. It also covers the different types of MEWP's and how to deal with emergencies whilst using a MEWP.

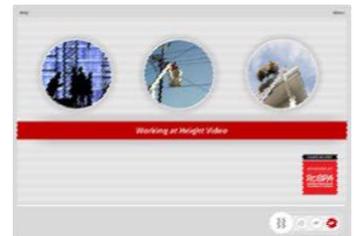
5. Minimise Consequences

Safety equipment such as harnesses and safety nets.

Who Will Benefit?

Everyone working at a height and wants to use the relevant equipment safely.

Course Format: Video
Running Time: 40-45 minutes



WORKPLACE SAFETY

Introduction

It's a fact that we are exposed to a range of risks and hazards during a normal working day. This course will provide the trainee with information about the various hazards within the workplace which they must be aware of.

Course Overview

This course looks at manual handling, computer safety, slips trips and falls, fire safety, electrical safety and security. The aim is to help reduce the number of accidents and injuries in the workplace and to promote good attitudes amongst the staff.

At the end of the course, trainees will be able to:

- » Understand the evacuation procedure regarding fire safety, including the use of fire extinguishers, fire safety signs and good housekeeping.
- » Identify the risks regarding manual handling.
- » Recognise the importance of correct posture and the hazards and risks that come with computer safety.
- » Understand the importance of trying to avoid Slips, Trips & Falls.

Course Chapters

1. Fire Safety
2. Manual Handling
3. Computer Safety
4. Slips, Trips & Falls
5. Electrical Awareness
6. Office Security

Who Will Benefit?

Everyone who wants to reduce the number of workplace accidents and injuries and promote a good health and safety culture.

Course Format: Interactive
Running Time: 35-40 minutes



WORKSTATION SETUP ASSESSMENT *(refresher)*

Introduction

This assessment will make you aware that it's important that you assess your working environment so that you can be sure that you are not putting yourself at any risk.

Course Overview

This course looks at how you can setup your workstation so that you can be as comfortable as possible and so that it can help you avoid any future health problems.

At the end of the course, trainees will be able to:

- » Understand the importance of setting up your workstation.
- » Identify correct use of DSE equipment.
- » Understand the importance of taking breaks whilst working in front of a screen.
- » Identify the importance of correct posture.

Course Chapters

1. Workplace

Find out how to set up your workstation correctly in order to prevent future health problems.

2. DSE Equipment

This section will help you assess the way you position and use your DSE.

3. Posture and Breaks

Find out how important it is to take breaks whilst working and how to keep a correct posture.

Who Will Benefit?

Everyone who sits at a workstation on a day-to-day basis.

Course Format: Interactive
Running Time: 10-15 minutes



BRIBERY ACT

Introduction

This course looks at the issue of bribery, the main offences that may be committed and the key terminology.

Course Overview

Users will gain an understanding of the relevant legal principles and will learn to recognise and avoid situations likely to lead to prosecution under the UK Bribery Act.

At the end of the course, trainees will be able to:

- » Define bribery.
- » Identify the main offences that may be committed.
- » Recognise the key provisions of the UK Bribery Act and related legislation.
- » Identify who is a foreign public official and the offences that might arise.
- » Take appropriate action in different situations to ensure transparency and integrity.
- » State the likely penalties for breaches of anti-bribery law.

Course Chapters

1. Defining Bribery

Find out what bribery actually is, what are the main offences of bribery and gain an understanding into key terminology.

2. Meeting Legal Requirements

This section will cover The UK Bribery Act and other related legislation as well as the bribery of foreign public officials.

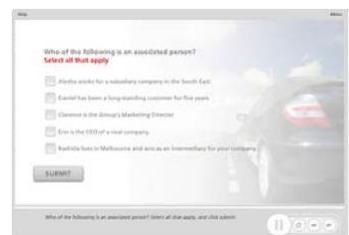
3. Preventing bribery

An overview of anti-bribery procedures, enforcement and penalties and defences for certain bribery offences.

Who Will Benefit?

Your sales, procurement and senior management staff will benefit from this course by gaining an understanding of what is appropriate and not appropriate in a business negotiation process.

Course Format: Interactive
Running Time: 25-30 minutes



DATA PROTECTION

Introduction

This course is perfect for those who want to understand the importance and principles of the Data Protection Act and how it affects their working environment.

Course Overview

This training course is crucial for those who handle personal data and have responsibility for data protection.

At the end of the course, trainees will be able to:

- » Recognise the importance of protecting personal data and identify what constitutes sensitive personal data.
- » Identify the eight principles of the Data Protection Act and explain the rights of data subjects under the Act.
- » Recognise the requirements for notification that apply to all data controllers.
- » Outline the guidelines associated with compliance and examples of offences.

Course Chapters

1. Introducing the Data Protection Act

This section will cover why there is a need for data protection, what is personal data including data subjects, controllers and processors and the importance of protecting personal data.

2. The Eight Principles of the Data Protection Act

Discover all about the eight different data protection principles.

3. Rights and Responsibilities

Find out what rights to data subjects have.

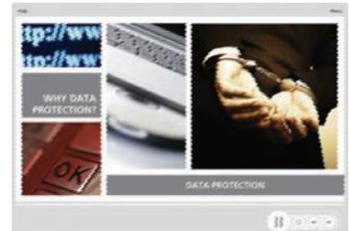
4. Regulation and Enforcement

In this section we will cover the action taken to ensure compliance, regulations and enforcement, and the consequence of non-compliance.

Who Will Benefit?

This course is for those with responsibilities for handling, managing and securing personal data.

Course Format: Interactive
Running Time: 45-50 minutes



EQUALITY & DIVERSITY

Introduction

Undertaking this training course will help you and your employees become more aware of the legal issues relating to equality, diversity and discrimination and create a better, fairer working environment.

Course Overview

Users will gain an understanding of the different types of discrimination and identify harassment, victimisation and bullying behaviour in your workplace.

At the end of the course, trainees will be able to:

- » Define Equality & Diversity.
- » Identify ways of promoting Equality & Diversity.
- » Recognise and distinguish between direct and indirect discrimination.
- » Identify harassment, victimisation and bullying behaviour.
- » Take appropriate action to develop a fairer, more inclusive working environment for all.

Course Chapters

1. Defining Equality & Diversity

Find out what is meant by Equality and Diversity and how they can be promoted within a working environment.

2. Meeting Legal Requirements

This section will cover The Equality Act 2010 and the nine protected characteristics including: age, disability, gender management, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender and sexual orientation.

3. Types of Discrimination

Find out about direct and indirect discrimination including the definition of victimization, bullying and whistleblowing. Discover how you can personally help to develop a fairer, more inclusive working environment.

Who Will Benefit?

This course will enable your employees to develop a fairer, more inclusive working environment.

Course Format: Interactive
Running Time: 30-35 minutes

