

# EMPLOYMENT LAW TRAINING HEALTH & SAFETY TRAINING FIRST AID TRAINING CONSTRUCTION & TRADE TRAINING IOSH & NEBOSH ELEARNING COURSES

BIBBY CONSULTING & SUPPORT | BRUNSWICK COURT | BRUNSWICK STREET | NEWCASTLE UNDER LYME | STAFFORDSHIRE | ST5 1HH



**PROFESSIONAL TRAINING SERVICES**

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# Bibby Consulting & Support

## Training Courses

We understand the need to deliver cost-effective and tailored training, which will not only ensure that you meet your legal obligations but will also help to improve overall efficiencies.

Using our team of expert trainers, we deliver courses in a relaxed environment supported by concise and easy to follow course notes. All of our courses can be delivered at your own offices/site or alternatively you can join a small group at one of our chosen venues throughout the UK.

### ***Our Employment Law Courses and Health & Safety Training Sessions:***

- Are delivered by experienced and professional trainers;
- Consist of direct content and delivery; straightforward and focused on the key issues;
- Have a relaxed and interactive forum, allowing you to share and build on your experiences with other delegates;
- Are supported by clear, easy to follow guidance material.

### **General Health & Safety Training:**

COSHH Awareness  
Fire Awareness and Marshal Training  
Food Hygiene Awareness  
General Risk Assessment  
Lone Working  
Manual Handling  
Safety Awareness

### **Employment Law Training:**

Commercial Equal Opportunities and Diversity  
Effective Appraisals  
Interpersonal Skills  
Leadership and Team Development  
Creating an Attendance Culture  
Performance Management  
TUPE Transfers  
Discipline and Grievance  
Preventing Harassment and Bullying  
Recruitment Workshop  
Downsizing & Redundancy Management

### **First Aid Training:**

AED Defibrillation  
Basic Life Support  
Emergency First Aid at Work  
First Aid at Work Requalification  
First Aid at Work

Bibby Consulting & Support  
**Training Courses**

**Construction & Trade Training:**

Abrasive Grinding Wheels  
Asbestos Awareness  
Avoidance of Underground Buried Services  
Confined Space Awareness  
Construction Health & Safety Awareness  
Electrical Safety at Work  
Work at Height Including Safe Use of Ladders and Steps

**ConstructionSkills**

Site Management Safety Training Scheme  
Site Supervisor Safety Training Scheme

**NEBOSH**

General Certificate

**IOSH:**

IOSH Directing Safely  
IOSH Managing Safely  
IOSH Working Safely

**elearning Courses:**

All available elearning courses

Bibby Consulting & Support

# **General Health & Safety Training**



## General Health & Safety Training **COSHH Awareness**

### **Aims and Objectives:**

There are a wide range of chemicals and other hazardous substances used within the workplace, often without thought or concern of the health implications. The COSHH Awareness Course is aimed at those who use substances hazardous to health at work and introduces delegates to the hazards associated with those substances, the risks and controls available and what to expect from a COSHH assessment.

### **Course Content:**

- An understanding of the COSHH Regulations
- How ill health and injuries occur
- Why we use a risk assessment and the legal requirements
- COSHH Assessments in practice
- The principles for controlling substances hazardous to health

### **Certification:**

All delegates who successfully complete this course will be awarded the COSHH Awareness Certificate.





General Health & Safety Training

# Fire Awareness and Marshal Training

## Aims and Objectives:

To establish a standard which will help employees to have a better understanding of the employer/employee responsibilities in the workplace with particular reference to the Regulatory Reform (Fire Safety) Order 2005, including reference to the Management of Health & Safety at Work Regulations 1999. This course also covers the regulations concerning the safe storage of chemicals and highly flammable liquids and liquid petroleum gas.

This course fulfils the requirements under Regulatory Reform (Fire Safety Order) 2005 definitions, of the Fire Manager and Fire Marshal roles in an organisation.

## Course Content:

- Understand the legal duties placed upon the employee and the employer
- Understand how fires start, behave and spread
- General fire precautions in the workplace
- Correct actions to take upon hearing the fire alarm (i.e. Local procedures)
- Your role in the event of evacuation from the building or between fire compartments
- Understand if, when and how fire-fighting equipment should be used
- Safe use of fire extinguishers
- HFL and LPG
- Chemical storage

## Certification:

All delegates who successfully complete this course will be awarded the Fire Awareness and Marshal Training Certificate.





General Health & Safety Training

# Food Hygiene Awareness

## Aims and Objectives:

Any person who handles, prepares or cooks food should undertake appropriate food hygiene training. For those working in the care sector, basic food hygiene training must be completed by all food handlers. This includes all kitchen staff, staff who help to serve food and drink and any other member of staff who is likely to come in to contact with food.

This course aims to provide the information necessary to understand the safe working practices required when handling, preparing, cooking or storing food.

## Course Content:

- Introduction to food hygiene
- Food hygiene legislation
- Causes and prevention of food poisoning
- Personal hygiene required by food handlers
- Storage and temperature control of food
- Preparing and serving food safely
- Cleaning procedures
- Handling of refuse
- Pest control

## Certification:

All delegates who successfully complete this course will be awarded the Food Hygiene Awareness Certificate.





General Health & Safety Training

# General Risk Assessment

## Aims and Objectives:

A properly implemented Programme of Risk Assessments can assist in the prevention of injuries, fatalities, property damage incidents and other losses. Apart from the corporate and personal benefits arising from Risk Assessment, employers and the self-employed have a legal duty to make suitable and sufficient assessments of the risks to the Health & Safety of employees, non-employees and the self-employed.

The General Risk Assessment Programme is designed for anyone with a responsibility to conduct Risk Assessments. It is particularly useful for Managers and Supervisors but it will be equally beneficial to individual workers, Team Leaders, Technicians, Engineers or any other personnel contributing to the risk assessment process.

This training enables delegates to be competent to undertake a General Risk Assessment upon completion.

## Course Content:

- Legal Requirements for undertaking Risk Assessments
- Benefits of Risk Assessment Programmes
- Good Practice in Risk Assessment
- Identifying Common Workplace Hazards
- Rating and Prioritising Risks
- Introducing and monitoring effective controls
- Recording and Reviewing Assessments

## Certification:

All delegates who successfully complete this course will be awarded the General Risk Assessment Certificate.





## Aims and Objectives:

This course aims to provide delegates who work alone with the basic safety knowledge to enable them to be aware of the risks and suitable controls required when working alone. It is also suitable for managers and supervisors who are responsible for those who work alone.

## Course Content:

- Introduction to Health & Safety
- The legal framework
- Responsibilities of managers and supervisors
- Hazards associated with lone working
- Assessing the risk of lone working
- Identifying control measures that can be implemented
- Practical ways of staying safe whilst working alone

## Certification:

All delegates who successfully complete this course will be awarded the Lone Working Awareness Certificate.





## General Health & Safety Training

# Manual Handling

### Aims and Objectives:

This course is aimed at those who wish to gain a basic understanding of safe manual handling practices and principles. This course will introduce delegates to the hazards of manual handling, the risks involved, the controls available and what to expect from a manual handling assessment.

### Course Content:

- Manual Handling Operations Regulations 1992
- What is manual handling?
- Related injuries
- Risk assessments
- Risk reduction planning
- Basic rules and good handling technique
- Risk assessment in the workplace

### Certification:

All delegates who successfully complete this course will be awarded the Manual Handling Certificate





## General Health & Safety Training **Safety Awareness**

### Aims and Objectives:

Employers are required to ensure that all employees receive suitable and sufficient training in Health & Safety, relevant to their workplace. This course aims to provide delegates with the information necessary to work safely within their workplace, and to understand how they can manage their own safety and the safety of those who share their workplace. This course is also ideal as a Health & Safety induction for new employees.

### Course Content:

- Introduction to Health & Safety
- Responsibilities
- Introduction to risk assessment
- Common hazards in the working environment
- Introduction to fire safety
- Introduction to manual handling
- Introduction to hazardous substances
- Reporting of accidents and incidents
- Summary

### Certification:

All delegates who successfully complete this course will be awarded the General Safety Awareness Certificate.



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# **Employment Law Training**



Full Day



Half Day

Employment Law Training

## Commercial Equal Opportunities & Diversity

### Aims and Objectives:

Equal Opportunities and Diversity are major issues that impact directly on the bottom line. Get it wrong and you could be facing unlimited fines. Managing diversity in the workplace is crucial to optimising the output of your employees. Demonstrating your commitment to Equal Opportunities has been shown to secure competitive advantage. We will advise you on the key legal principles as well as outline how your business can benefit from Equality and Diversity.

### Course Content:

- Definition of Equality
- Your legal obligations
- Managing Equality issues
- What is Diversity?
- Definition of Diversity
- Discrimination
- Implementing a Diversity policy
- Undertaking a Diversity review
- Why Diversity is important to your Organisation

### Certification:

All delegates who successfully complete this course will be awarded a Certificate of Attendance.





Employment Law Training

## Effective Appraisals

### Aims and Objectives:

Regular performance appraisals are vital for the effective management and evaluation of staff. Appraisals support the development of individuals, assist improvement in organisational performance, and channel critical information into the business planning process. Done well, performance appraisals will motivate and engage. Done poorly, the process is seen as a difficult administrative chore and emotionally challenging, time will be wasted and relationships could be irreparably damaged. Our course will provide your managers and supervisors with the understanding of how to approach appraisals correctly, and conduct them effectively, thereby making the process a valuable experience.

### Course Content:

- Explain the purpose of performance appraisal
- How appraisals and performance management are connected
- The difference between appraisals and counselling
- Preparing for an appraisal
- Conducting an appraisal
- What a good appraisal looks like
  - Giving effective feedback
  - Handling difficult messages
  - Setting achievable goals and expectations
  - Supporting other people's development
  - Using acknowledgement and praise
- Dealing with issues as they arise
- Avoiding escalating problems

### Certification:

All delegates who successfully complete this course will be awarded a Certificate of Attendance.





Full Day



Half Day

Employment Law Training

## Interpersonal Skills

### Aims and Objectives:

Interpersonal Skills will help you manage the roles of communication, understand why effective communication is important, and know how to follow the steps of the communication process. This interactive multimedia training programme provides you with opportunities to make personal improvements to your communication effectiveness. This course will provide you with a good understanding of how interpersonal skills are essential to good people management and how to put those skills into practice.

### Course Content:

- How do we communicate?
- The different forms of communication
- The importance of communication
- The results of ineffective communication
- Communication in the workplace
- Communication and problem solving
- The consequences of using the wrong skills in certain circumstances.
- Harassment in the work place
- Conflict management questionnaire
- Individual styles of leadership

### Certification:

All delegates who successfully complete this course will be awarded a Certificate of Attendance.





Full Day



Half Day

Employment Law Training

# Leadership and Team Development

## Aims and Objectives:

This leadership development programme is suitable for executives and managers from a range of disciplines who require a good grounding in strategic leadership and team-building skills. Delegates may include experienced people managers with a need to develop, or refresh existing skills, through to newly-appointed leaders who are ready to take up the challenge of managing people. The programme is designed to develop individuals in line with the tough and demanding business environment of today.

## Course Content:

- Give participants a deep understanding of leadership
- Define and develop a dynamic leadership style
- Facilitate effective leadership and motivation of teams
- Provide an understanding of team-building and team behaviour
- Build self awareness, self confidence and self esteem
- Improve personal effectiveness
- Promote innovation and the management of change
- Enhance the contribution of delegates and their teams towards the achievement of company goals and objectives

## Certification:

All delegates who successfully complete this course will be awarded a Certificate of Attendance.





Full Day



Half Day

Employment Law Training

# Creating an Attendance Culture

## Aims and Objectives:

Absence is a complex issue that is one of the most significant and disruptive costs to any organisation. With the growth in employee rights, there are now many forms of legitimate absence. Our course will provide you with an overview of employee rights and the implications, as well as practical advice on how to manage absence and adopt systems proven to reduce absence levels.

## Course Content:

- The role of manager
- Potential costs of absence
- Different sorts of authorised leave
- Disability discrimination
- Managing lateness
- Managing short-term absence
- Managing long-term absence
- Monitoring systems and why they work
- How to hold a return to work interview

## Certification:

All delegates who successfully complete this course will be awarded a Certificate of Attendance.





Full Day



Half Day

Employment Law Training

# Performance Management

## Aims and Objectives:

Poor performance is a drain on your business. Identifying and resolving performance issues, and dealing with problems quickly and effectively are covered in this course. You will also learn about the proper process for dismissing the employee if they fail to achieve. A tool kit to coach poor performers, to appraise performance, and also to manage the legal risks involved in dismissal, forms part of the course notes.

## Course Content:

- What is 'Performance Management'?
- Managing new starters
- Setting the standard
- Discrimination and other legal issues
- Measuring performance
- Agreeing objectives
- Appraisals
- Performance and development
- Performance and the disciplinary process

## Certification:

All delegates who successfully complete this course will be awarded a Certificate of Attendance.





Full Day



Half Day

## Employment Law Training **TUPE Transfers**

### **Aims and Objectives:**

TUPE has a reputation as the trickiest procedural requirement in employment law. We will advise you on how to manage the transfer process as efficiently as possible and keep legal risks to a minimum. The course will provide you with the knowledge you need to project manage a transfer, consult with staff and unions, and make sound judgements on changes to the workforce.

### **Course Content:**

- The history and background of the TUPE Regulations
- The purpose of TUPE law
- What is a 'transfer'?
- Who gets transferred?
- Can you change a contract?
- How is contracting out affected? ('service provision changes')
- Consultation requirements
- Implications of the 2006 amendments
- Legal risks and penalties

### **Certification:**

All delegates who successfully complete this course will be awarded a Certificate of Attendance.





Employment Law Training

## Discipline and Grievance

### Aims and Objectives:

The continuing increase in Tribunal Claims has made it essential to get discipline and grievance right. Mistakes can be costly. As well as covering the ACAS code and the need to be fair and reasonable, we will also look at what you need to do if it all goes wrong. This course will provide you and your management team with the knowledge needed to comply with the law, and help develop the skills needed to manage problem situations efficiently and effectively.

### Course Content:

- What is poor conduct?
- What is poor performance?
- Addressing employee issues
- Investigation
- Preparation
  - The right to be accompanied
  - The questions
  - Administrative support
- Conducting the meeting
  - The 7 key stages
  - Importance of adjournment
- Handling grievances effectively
- Where to draw the line
- Alternative to formal procedures
- Dealing with difficult situations
- Record keeping

### Certification:

All delegates who successfully complete this course will be awarded a Certificate of Attendance.





Full Day



Half Day

Employment Law Training

# Preventing Harassment and Bullying

## Aims and Objectives:

Harassment and bullying can take many forms. It isn't just about the tough manager who oversteps the mark. It is also about the employee who makes life difficult for their supervisor. Harassment and bullying can cost, not just in terms of unlimited fines, but also because motivation will fall, productivity will drop and good employees will leave. We will provide you with the procedural tools and help you develop the skills needed to tackle harassment and bullying in the workplace and reduce your exposure to claims.

## Course Content:

- Definitions of harassment and bullying
- Effects of harassment and bullying
- Reasonable and unreasonable behaviour
- Organisation's policy and procedures
- Legal framework
- How to recognise harassment and bullying
- How to deal with conflict
- How to provide support to both complainant and perpetrator
- To be aware of our own behaviours and how they affect others
- To be aware of organisational and social attitudes towards different forms of behaviour

## Certification:

All delegates who successfully complete this course will be awarded a Certificate of Attendance.





Full Day



Half Day

Employment Law Training

## Recruitment Workshop

### Aims and Objectives:

Getting recruitment wrong could cost you a lot of money. We will help you identify the legal risks associated with recruitment so that you can protect your business from vexatious claims. We will also advise you on how to carry out a recruitment exercise that will make sure you identify the best candidate for the job. Bringing the wrong person onto your team can be expensive, time consuming and a drain on morale - we will help you make recruitment add value.

### Course Content:

- Legislation overview
  - Discrimination
  - Types of discrimination
  - The right to work in the UK
  - Obligations on prospective employer
- The recruitment & selection process
  - Job descriptions and people specifications
  - Selection methods
  - References
  - Making an offer
- Preparation for recruitment
- Methods of recruitment
  - Attracting the right candidate
- Preselection
- Interviewing
  - Preparation
  - Types of interview
  - Questioning techniques
- The decision

### Certification:

All delegates who successfully complete this course will be awarded a Certificate of Attendance.





Full Day



Half Day

Employment Law Training

# Downsizing and Redundancy Management

## Aims and Objectives:

Restructuring is one of the biggest challenges any Organisation will face, not least because of the amount of legislation that surrounds it. We will provide you with an understanding of the ways you need to go about consultation and an understanding of why it is so important. We will also identify the practical steps involved in planning a restructure so that you stay the right side of the law. An ideal course for you and your senior management team.

## Course Content:

- Redundancy and the law
- Discrimination
- Planning redundancy
- Modifying the process (short service)
- Consultation
- Assessment and selection
- Individual consultation
- Suitable alternative employment
- Redundancy pay
- The right of appeal

## Certification:

All delegates who successfully complete this course will be awarded a Certificate of Attendance.



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# **First Aid Training**



First Aid Training

# Automatic External Defibrillator (AED) & CPR

## Aims and Objectives:

This course will provide theoretical and practical training in the use of Automatic External Defibrillators (AED) including effective Cardio Pulmonary Resuscitation (CPR).

Every two minutes, somebody in the UK suffers a heart attack. The sooner that a defibrillator is deployed to shock the heart back in to rhythm, the greater the persons chance of survival will be. You are far more likely to suffer a cardiac arrest at work than be injured in a fire, yet fire training is far more common than AED training.

## Course Content:

- Treatment of an Unconscious Casualty
- CPR (Cardio Pulmonary Resuscitation)
- Heart Attacks and Angina
- Introduction to AEDs
- Operating the AED

## Certification:

Upon successful completion of this course – including a practical assessment, each delegate will be awarded with a Certificate of Competence.





First Aid Training

## Basic Life Support / CPR

### Aims and Objectives:

This half day course will provide theoretical and practical training in the essential skills of Basic Life Support as defined in the Resuscitation Council UK Guidelines 2005.

This course is particularly suited to health care workers who are required to carry out annual update training in Basic Life Support, or any person who has an interest in BLS, or a first aider who would like to refresh their BLS skills. Health care workers are required to complete annual update training in a range of areas, one of which is Basic Life Support / First Aid.

### Course Content:

- Adult Resuscitation
- Adult Choking
- Recovery Position
- Shock & Major Bleeding

### Certification:

All delegates who successfully complete this course will be awarded a Certificate of Attendance.





First Aid Training

## Emergency First Aid at Work

### Aims and Objectives:

This HSE accredited one-day course will provide theoretical and practical training in basic lifesaving first aid. At the end of the course, delegates will be trained to act as an Emergency First Aider in their workplace.

### Course Content:

- Managing an incident
- The priorities of first aid
- Treatment of an unconscious casualty
- Resuscitation / CPR
- Choking
- Shock
- Bleeding
- Common workplace injuries
- Recording incidents and First Aid actions

### Certification:

Upon successful completion of this course, an HSE Approved certificate will be issued which is valid for 3 years.





First Aid Training

## First Aid at Work Requalification

### Aims and Objectives:

This HSE accredited course is designed for those who hold a valid HSE First Aid at Work Certificate. This course will update their skills and renew their certification for a further three years.

### Course Content:

- Managing an incident
- The priorities of first aid
- The legal duties of employers
- Treatment of an unconscious casualty
- Resuscitation / CPR
- Heart Attacks
- Choking
- Asphyxiation
- Shock
- Bleeding
- Fractures
- Burns
- Eye injuries
- Poisoning and exposure to harmful substances
- Minor and major illnesses
- Common workplace injuries
- The correct use and management of first aid kits
- Appropriate record keeping

### Certification:

Upon successful completion of this course and the practical examination, a HSE Approved certificate will be issued which is valid for 3 years.





First Aid Training

## HSE First Aid at Work

### Aims and Objectives:

This HSE accredited course will provide theoretical and practical training in workplace first aid, and will provide the delegate with the knowledge and confidence to effectively manage a first aid incident or emergency in the workplace.

### Course Content:

- Managing an incident
- The priorities of first aid
- The legal duties of employers
- Treatment of an unconscious casualty
- Resuscitation / CPR
- Heart Attacks
- Choking
- Asphyxiation
- Shock
- Bleeding
- Fractures
- Burns
- Eye injuries
- Poisoning and exposure to harmful substances
- Minor and major illnesses
- Common workplace injuries
- The correct use and management of first aid kits
- Appropriate record keeping

### Certification:

Upon successful completion of this course and the practical examination, a HSE Approved certificate will be issued which is valid for 3 years.



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# **Construction & Trade Training**



Training for Trade

Half Day

## Abrasive Grinding Wheels

### Aims and Objectives:

To establish a standard, which will help employees to reduce injuries by having an understanding of the Regulations (Provision and Use of Work Equipment Regulations 1998) and safe methods of working with abrasive grinding wheels.

### Course Content:

- PUWER regulations 1998
- PPE - Employers and employees duties under the regulations
- Hazards arising from the use
- Speeds of abrasive wheels/spindle speeds
- Receiving, handling, inspection and storage methods
- Training and appointment of persons to mount abrasive wheels
- Methods of dressing an abrasive wheel
- Adjustment of guards and work rests
- Diamond wheels

### Certification:

All delegates who successfully complete this course will be awarded the Abrasive Grinding Wheels (PUWER 1998) Certificate.





Training for Trade

## Asbestos Awareness

### Aims and Objectives:

Asbestos awareness is essential for employees whose work holds the potential to expose them to asbestos. Regulation 10 of the Control of Asbestos Regulations 2006 (CAR 2006) puts a requirement on employers to ensure that their staff have undergone suitable asbestos awareness training so that they are aware of the potential dangers they may face and also the procedures they must follow in the event they are working in the vicinity of asbestos-containing materials. The main group of workers that are deemed to be at risk from asbestos exposure and therefore the groups most requiring asbestos awareness training are as follows:

- General Maintenance Staff
- Electricians, Plumbers and Gas Fitters
- Painters and Decorators
- Construction and Demolition Workers
- Joiners and Plasterers
- Computing and Telecommunications Engineers
- Roofers
- Architects and Building Surveyors

### Course Content:

- The properties of asbestos and its effects on health
- The types, uses, and likely occurrence of asbestos and ACMs in buildings and plant
- The general procedures to be followed when dealing with an emergency in the event of the uncontrolled release of asbestos dust in the workplace
- How to avoid the risks from asbestos

### Certification:

All delegates who successfully complete this course will be awarded the Asbestos Awareness Certificate.





Training for Trade

Half Day

# Avoidance of Underground Buried Services

## Aims and Objectives:

This course is designed to establish a standard, which will help employees to have a better understanding of employer/employee responsibilities in the workplace with particular reference to Health & Safety in construction and avoiding dangers from underground buried services (HSG47) including the correct selection and use of equipment.

## Course Content:

- Understanding the legal duties placed upon the employees and the employer
- The correct selection of equipment
- Basic electromagnetic theory
- Detection and location of signal sources
- The tracing of non-metallic pipes
- Use of cable locators, signal generators and ancillary equipment

## Certification:

All delegates who successfully complete this course will be awarded the Avoidance of Underground Buried Services Certificate.





Training for Trade

# Confined Space Awareness

## Aims and Objectives:

The Confined Space Awareness Course has been designed to provide all delegates with an awareness of the legislation and hazards relating to confined space operations.

## Course Content:

- Awareness of confined space legislation and regulations
- Ability to recognise and identify a confined space
- Understanding of the hazards associated with a confined space environment and personal protective equipment
- Atmospheric monitoring
- Safe entry, working and exit procedures
- Access and safety equipment
- Search procedures in a confined space and the associated problems

## Certification:

All delegates who successfully complete this course will be awarded the Confined Space Awareness Certificate.





Training for Trade

# Construction Health & Safety Awareness

## Aims and Objectives:

This Construction Health & Safety Training Course has been designed for construction operatives with little or no knowledge of Health & Safety and those wishing to update their knowledge. By the end of this course, trainees will be aware of their legal duties and responsibilities, the major hazards they may encounter when working in construction and the current standards of control they will be required to achieve to comply with the law.

## Course Content:

- General responsibilities
- Accident prevention and Reporting
- Health and Welfare
- Manual Handling
- Work at Height
- Personal Protective Equipment (PPE)
- Emergency Procedures of First Aid
- Safe Use of Hazardous Substances
- Electrical Safety
- Hand Held Equipment and Tools
- Fire Prevention and Controls
- Safety Signs and Signals
- Site Transport Safety
- Noise and Vibration
- Excavations and Confined Spaces

## Certification:

All delegates who successfully complete this course will be awarded the Construction Health & Safety Awareness Certificate.





Training for Trade

# Electrical Safety at Work

## Aims and Objectives:

Whilst the dangers of electricity at work are well known, many employees operate electrical equipment in dangerous conditions and use unsafe methods, unaware of the potential consequences. This session covers the basics of electricity and the Electricity at Work Regulations.

Successful completion will prepare delegates to look carefully at their own work activities and contribute to the safer use of electricity and electrical equipment.

## Course Content:

- Electrical theory
- Electrical dangers and fault association
- Prevention
- Inspection of appliances
- Electricity at Work Regulations 1989
- Electric Shock - a guide

## Certification:

All delegates who successfully complete this course will be awarded the Electrical Safety at Work Certificate.





Training for Trade

## Work at Height

### Aims and Objectives:

Falls from height remain the biggest cause of workplace deaths and one of the main causes of major injury. Ladders are frequently used incorrectly and in some cases the wrong type of ladder can be used, increasing the risk of falls. This course aims to raise awareness of the risks associated with working at height and suggests suitable controls to reduce the level of risk.

### Course Content:

- What is working at height?
- Legal requirements for complying with the updated Regulations
- Causes of injuries and avoidance
- Selecting ladders
- Inspecting ladders
- Erecting ladders
- Safe use of steps
- Practical demonstration
- Control measures/storage/maintenance

### Certification:

All delegates who successfully complete this course will be awarded the Work at Height Including Safe Use of Ladders and Steps Certificate.



Bibby Consulting & Support

# **ConstructionSkills Training**



5 x Days

ConstructionSkills

# Site Management Safety Training Scheme

## Aims and Objectives:

The 5-day SMSTS training course is intended for project managers, site managers and site supervisors as well as proprietors of small to medium sized companies. Client-based personnel would also benefit from attending the SMSTS course. Possession of the CITB SMSTS qualification is listed in the Approved Code of Practice for the Construction (Design and Management) (CDM) Regulations as a demonstration of competence in the role of site manager.

The SMSTS course helps managers and supervisors to:

- Manage Health & Safety on site in accordance with current legal provisions and within the context of their management or supervisory role
- Develop an understanding of responsibilities and accountability for site health, safety and welfare
- Recognise a safe site is efficient, economical and productive.

## Course Content:

The SMSTS training course covers The Health & Safety at Work Act and the regulations relevant to the Construction Industry (and other workplaces), including:

- Site Set-up
- CDM
- Risk Assessment
- Method Statements
- Scaffolding
- Electricity
- Excavations
- Demolition
- Confined Spaces

## Certification:

Upon completion, each delegate will be awarded with the ConstructionSkills Site Management Safety Training Scheme certificate valid for 5 years.





ConstructionSkills

# Site Supervisor Safety Training Scheme

## Aims and Objectives:

The Site Supervisor Safety Training Scheme (SSSTS) course has been designed to meet the needs of site supervisors within the construction industry. This course is for first line managers – those who have to, or are about to, acquire supervisory responsibilities. The course aims to highlight the need for risk assessment in the workplace, implementation of the necessary control measures and adequate communication and monitoring in order to provide and maintain positive standards of health, safety and welfare on a construction site.

Upon completion of the SSSTS training course, candidates will be able to:

- Understand the problems of the industry;
- Appreciate how Health & Safety law is structured;
- Identify how their supervisory role fits into that of the manager in controlling site safety;
- Carry out risk assessments and understand the need for method statements;
- Carry out site inductions, toolbox talks and method statement briefings;
- Understand what is meant by proactive and reactive monitoring and appreciate their need.

## Course Content:

The SSSTS training course covers The Health & Safety at Work Act and the regulations relevant to the Construction Industry (and other workplaces), including:

- Construction Accidents: types, numbers and immediate and underlying causes
- Health & Safety Legal System
- Acts, Regulations, Approved Codes of Practice and Guidance Notes
- Risk Assessment in areas such as:
  - Work at height
  - Demolition
  - Noise
  - Occupational Health
  - Fire
  - Control of contractors
  - Electricity
  - Confined Spaces

## Certification:

Upon completion, each delegate will be awarded with the ConstructionSkills Site Supervisor Safety Training Scheme certificate valid for 5 years.



Bibby Consulting & Support

# **NEBOSH Courses**



11 Days

NEBOSH

# General Certificate

## Aims and Objectives:

The NEBOSH General Certificate in Occupational Health & Safety training course is for personnel e.g. managers, supervisors, non-safety specialists etc with Health & Safety responsibilities and who need a grounding and recognised qualification in occupational safety and health.

## Course Content:

*The NEBOSH General Certificate consists of two units – each with eight elements.*

### Unit 1 – Management of Health & Safety

- Element 1 – Foundations in Health & Safety
- Element 2 – Health & Safety Policy
- Element 3 – Organising for Health & Safety
- Element 4 – Promoting a Positive Health & Safety Culture
- Element 5 – Risk Assessment
- Element 6 – Principles of Control
- Element 7 – Monitoring, Review and Audit
- Element 8 – Incident and Accident Investigation, Recording and Reporting

### Unit 2 – Controlling Workplace Hazards

- Element 1 – Movement of People and Vehicles
- Element 2 – Manual and Mechanical Handling
- Element 3 – Work Equipment
- Element 4 – Electricity
- Element 5 – Fire
- Element 6 – Chemical and Biological Hazards
- Element 7 – Physical and Psychological Health Hazards
- Element 8 – Construction Activities

*Each delegate is required to sit one written exam per unit during the NEBOSH General Certificate training course and submit a handwritten practical assessment.*

## Certification:

All delegates who successfully pass this course will be awarded the NEBOSH General Certificate.





IOSH

# Directing Safely

## Aims and Objectives:

The course aims to provide directors/owners of small to medium enterprises with an understanding of the moral, legal and economic cases for proactive Health & Safety management and to give guidance on effectively managing risk.

### ***At the end of the day, delegates will:***

- Understand the importance of strategic Health & Safety management and its integration into other business management systems
- Identify accident causes and plan for prevention through risk assessment and control strategies
- Know the consequences of failing to manage Health & Safety effectively
- Understand the importance of employee selection and the effect of human factors on Health & Safety
- Understand the importance of consultation and communication with employees on Health & Safety issues
- Know the importance of performance monitoring for continual improvement of Health & Safety management

## Course Content:

### ***The course reflects the principles embodied in:***

- The Health & Safety Executive's guidance 'Successful Health & Safety Management' (HSG65)
- The Turnbull report (Internal controls: Guidance for Directors on the Combined Code)
- The government and Health & Safety Commission's 'Revitalising Health & Safety' strategy statement

## Certification:

Upon successful completion of this course, each delegate will be awarded with the IOSH Directing Safely certificate.



IOSH

# Managing Safely

## Aims and Objectives:

Managing safely is for managers and supervisors in any sector, and any organisation. It's designed to get managers up to speed on the practical actions they need to take to handle Health & Safety in their teams. Managing safely won't turn delegates into safety experts – but it will give them the knowledge and tools to tackle the Health & Safety issues they're responsible for. Importantly, it brings home just why Health & Safety is such an essential part of their job.

## Course Content:

*The IOSH Managing Safely course contains 8 modules:*

### 1. Introducing Managing safely

Some managers may see Health & Safety as an add-on to their role – even an intrusion. The first module makes it clear that managers are accountable for their teams, and makes a persuasive case for managing safely.

### 2. Assessing risks

This module defines and demystifies 'risk' and 'risk assessment'. Risk assessments and a simple scoring system are introduced, and delegates carry out a series of assessments.

### 3. Controlling risks

Here the session tackles cutting risks down, concentrating on the best techniques to control key risks, and how to choose the right method.

### 4. Understanding your responsibilities

This module looks at the demands of the law and how the legal system works, and introduces a Health & Safety management system.

### 5. Identifying hazards

All the main issues any operation has to deal with are covered in this module – entrances and exits, work traffic, fire, chemicals, electricity, physical and verbal abuse, bullying, stress, noise, housekeeping and the working environment, slips, trips and falls, working at height, computers and manual handling.

### 6. Investigating accidents and incidents

The session starts with why accidents should be investigated, and goes on to cover why things go wrong, and how to carry out an investigation when they do.

### 7. Measuring performance

This module explains how checking performance can help to improve Health & Safety. Delegates learn how to develop basic performance indicators, and get to grips with auditing and proactive and reactive measuring.

### 8. Protecting our environment

A short but effective introduction to waste and pollution leads into a look at how organisations and individual managers can get involved in cutting down environmental impacts.

## Certification:

Upon successful completion of this course, including a written assessment and work-based project - each delegate will be awarded with the IOSH Managing Safely certificate.



IOSH

# Working Safely

## Aims and Objectives:

Working safely is for people at any level, in any sector, needing a grounding in the essentials of Health & Safety. Everyone at work should have an understanding of why they must 'work safely' – and this course offers exactly that. Working safely isn't supposed to turn delegates into safety experts. It focuses on why Health & Safety is important, and how individuals can make a real difference to the wellbeing of themselves and others through changing their behaviour.

## Course Content:

*The IOSH Working Safely course contains 5 modules:*

### 1. Introducing Working safely

It's not unusual for delegates coming on an introductory course to think that accidents only happen to 'other people'. This module stresses the realities of the human suffering behind the statistics and emphasises the importance of personal responsibility.

### 2. Defining hazard and risk

This module puts 'hazard' and 'risk' into everyday language, and uses familiar examples to show what can happen. Importantly, it makes it clear that even something that is very simple or repeated over and over again can go wrong, with serious consequences. Focusing on the six broad hazard groups, delegates are asked to think about the hazards and risks they come across in their own work. 'Risk assessment' is demystified – delegates learn that we all carry out informal assessments day in, day out.

### 3. Identifying common hazards

All the main issues are covered in this module – entrances and exits, work traffic, fire, chemicals, electricity, physical and verbal abuse, bullying, stress, noise and the working environment, slips, trips and falls, and manual handling. Each area is backed by crystal clear examples and recognisable scenarios, and useful summaries reinforce the key learning points.

### 4. Improving safety performance

This module deals with systems and processes, making sure that any jargon is explained in easily understood terms. The session bridges the gap between management and workforce, encouraging delegates to play a part in processes that are commonly seen as just down to their manager or supervisor. Other areas – including contract work, inspections, safe systems and permits, protective equipment, signage, emergency procedures, reporting and health checks – are all focused on from the delegate's point of view.

### 5. Protecting our environment

A short but effective introduction to waste and pollution leads into a look at how organisations and individual team members can get involved in reducing environmental impacts. Memorable and thought-provoking facts and figures help drive the points home.

## Certification:

Upon successful completion of this course, each delegate will be awarded with the IOSH Working Safely certificate.

Bibby Consulting & Support

# elearning Courses

elearning

## All available elearning courses

Available at £15 per course or further discount to £10 per course when 10+ purchased ▼

### CONSTRUCTION SAFETY

Fundamentals for Safety  
Workplace Bullying & Harassment  
Height Safety Essentials  
PPE Essentials  
Manual Handling for Industry 2010  
Safety Awareness  
Hazardous Substances Safety Essentials  
Mobile Elevating Work Platform (MEWP) Safety Essentials  
Drug & Alcohol Awareness  
Understanding Eye Safety at Work

### DRIVER SAFETY

Driver Fatigue Management  
Shift Work Safety Essentials  
Drug & Alcohol Awareness  
Forklift Stability Essentials  
Forklift Safety Essentials

### HOSPITALITY AND FOOD SAFETY

Food Safety Essentials  
Retail Manual Handling  
Understanding Safety in the Office  
Building Fire Safety: Low Rise  
Building Fire Safety: High Rise

### MANUAL HANDLING

Office Manual Handling 2010  
Manual Handling for Industry 2010  
Warehouse Manual Handling 2010  
Retail Manual Handling

### OFFICE SAFETY

Drug & Alcohol Awareness  
Office Fire Prevention and Response  
Understanding Safety in the Office  
Ergonomic Essentials for the Office  
Office Manual Handling 2010  
Maintaining a Harassment Free Office: Employees  
Office Fire Prevention and Response  
Office Building Fire Safety: Low Rise  
Office Building Fire Safety: High Rise  
Risk Management Safety Essentials  
Health and Hygiene Essentials for the Office  
Active Listening Skills

### RETAIL SAFETY

Drug & Alcohol Awareness  
Retail Manual Handling  
Maintaining a Harassment Free Office: Employees  
Food Safety Essentials  
Building Fire Safety: Low Rise  
Building Fire Safety: High Rise  
Understanding Safety in the Office  
Warehouse Manual Handling 2010

### WAREHOUSE SAFETY

Drug & Alcohol Awareness  
Warehousing and Storage Safety Essentials  
Workplace Bullying & Harassment  
Warehouse Manual Handling 2010  
Forklift Stability Essentials  
Forklift Safety Essentials

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