Health & Safety Courses 2011

success is no accident

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Courtley (Health & Safety) Ltd - Training Centre

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ISO 9001 Registered Firm Certificate No. GB2003322 · International Accreditation Board Registration No. 0044/1 · WORKING IN PARTNERSHIP WITH HSE · constructionskills · iosh · PASMA



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Courtley Health & Safety

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Health & Safety Courses

CITB H & S Awareness

Course Title	**CITB Health and Safety Awareness**
Fee	£135.00 + VAT per delegate (Inclusive of certificate, breakfast, lunch and parking).
Course Duration	1 Day (9.00 am - 4.30 pm)
Certification	CITB Certificate
Venue	Courtley (Health & Safety) Ltd Training Centre

Overview
This course is designed for those who have entered or are about to enter the construction and civil engineering industry as a member of the workforce, to help them understand the potential hazards that they face at work on site.

Course Content

- General Responsibilities
- Accident Prevention and Reporting
- Health and Welfare Introduced
- Manual Handling
- Working at Height
- Personal Protective Equipment
- Emergency Procedures and First Aid
- Fire Prevention and Control
- Hazardous Substances
- Electrical Safety
- Handheld Equipment and Tools
- Noise and Vibration
- Site Transport Safety
- Excavations and Confined Spaces

Legal Compliance

- Health and Safety at Work Act 1974

Competence
This course will ensure that delegate is able to understand their responsibility in preventing accidents and have an awareness of health and safety law. They will be able to identify how their role fits into the control and the management of the site and understand the importance of risk assessments and method statements. They appreciate the need to perform safely and stop and ask for advice if they are not sure.

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Health & Safety Courses

CITB SMSTS

Course Title	**CITB Site Managers Safety Training Scheme (SMSTS)**
Fee	£540.00 + VAT per delegate (Inclusive of certificate, breakfast, lunch and parking).
Course Duration	5 Days (9.00 am - 4.30 pm, 1 day per week for 5 weeks)
Certification	CITB Certificate
Venue	Courtley (Health & Safety) Ltd Training Centre

Overview
This course is designed for Project Managers, Site Managers, Supervisors and Proprietors of smaller companies. This course would also benefit client based personnel.

This SMSTS course is identified in Approved Codes of Practice as the core training for all Site Managers.

Course Content

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

Legal Compliance

- Health and Safety at Work Act 1974

Competence
This course will enable the delegate to manage health and safety issues efficiently, protecting the workforce, other people, the general environment and will ensure that legal compliance is achieved.

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CITB SMSTS Refresher

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Course Title	**CITB Site Managers Safety Training Scheme (SMSTS) Refresher**
Fee	£295.00 + VAT per delegate (Inclusive of certificate, breakfast, lunch and parking).
Course Duration	2 Days (9.00 am - 4.30 pm, usually 2 consecutive days)
Certification	CITB Certificate
Venue	Courtley (Health & Safety) Ltd Training Centre

Overview
This course is designed for those who currently hold the Site Management Safety Training Scheme Certificate (SMSTS) and now wish to update their skills and knowledge in line with current legislation and require their CITB 5 day Site Management Safety Training Scheme Certificate.

Course Content
- HASAWA update
- CDM Regulations
- New Regulations
- Latest HSE Initiatives
- CDM Update
- Latest HSE Guidance

Legal Compliance
- Health and Safety at Work Act 1974

Competence
This course will ensure that delegates are up to date with current health and safety issues, to include the latest legislation and best practice.

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CITB SSSTS

Course Title	**CITB Site Supervisors Safety Training Scheme (SSSTS)**
Fee	£235.00 + VAT per delegate (Inclusive of certificate, breakfast, lunch and parking).
Course Duration	2 Days (9.00 am - 4.30 pm, usually 2 consecutive days)
Certification	CITB Certificate
Venue	Courtley (Health & Safety) Ltd Training Centre

Overview
This course is designed for first line managers, who have or are about to acquire supervisory responsibilities.

Course Content

- Health and Safety Law
- Developing a Health and Safety Management System
- Occupational Health
- Fire Prevention Control
- Risk Assessments and Method Statements
- Hazardous Substances
- CDM Regulations
- Working at Height
- Personal Protective Equipment
- Manual Handling
- Accidents and First Aid

Legal Compliance

- Health and Safety at Work Act 1974

Competence
This course will ensure that the delegate understands the problems that will face them in the industry and have an understanding of how health and safety law is structured. They will also be able to identify how their supervisory role fits in with the manager in controlling the safety on site. By the end of the course, the delegates will be competent in carrying out risk assessments, site inspections, toolbox talks and will understand the need for method statements.

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IOSH Managing Safely

Course Title	**IOSH Managing Safely**
Fee	£475.00 + VAT per delegate (inclusive of all course materials, breakfast, lunch and parking).
Course Duration	5 Days (9.00 am - 4.30 pm, 1 day per week for 5 weeks)
Certification	IOSH Managing Safely Award
Venue	Courtley (Health & Safety) Ltd Training Centre

Overview
The course will cover eight modules and is designed for people who manage or supervise sites, shops, operatives, staff or contractors.

Course Content

- Introducing Managing Safely
- Assessing Risks
- Controlling Risks
- Understanding your Responsibilities
- Identifying Hazards
- Investigating Accidents and Incidents
- Measuring Performance
- Protecting the Environment

Legal Compliances

- Health and Safety at Work etc Act
- Management of Health and Safety at Work Regs
- Personal Protective Equipment at Work Regs
- Manual Handling Operations Regs
- Reporting of Injuries, Diseases and Dangerous Occurrences Regs (RIDDOR)
- Control of Substances Hazardous to Health Regs (COSHH)
- Chemicals (Hazard Information for Packaging and Supply) Regs
- Health and Safety (Display Screen Equipment) Regs (DSE)
- The Regulatory Reform (Fire Safety) Order
- Control of Noise at Work Regs
- Health and Safety (Safety Signs and Signals) Reg

Competence
The course will enable the delegate to understand their responsibilities as managers to prepare assessments and incident reports. They will also learn about health and safety law, the difference between civil and criminal law and the implications.

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PASMA Mobile Tower Training

Course Title	**PASMA Mobile Tower Training**
Fee	£127.00 + VAT per delegate (inclusive of all course materials, breakfast, lunch and parking).
Course Duration	1 Day (9.00 am - 4.30 pm)
Certification	Prefabricated Access Scaffold Manufacturers Association (PASMA) Certificate
Venue	Courtley (Health & Safety) Ltd Training Centre

Overview
The course identifies the importance of following health and safety procedures; handling tower components in a safe manner, erecting suitable equipment using correct procedures whilst complying with regulations and carrying out fault diagnosis on equipment.

Course Content

- Overview of legislation and regulations
- British and European standards
- Guidance and information
- Tower components inspection and maintenance
- Tower Stability and Tying
- Hazards
- Erection Methods (3T & Advanced Guardrail)
- Inspection Requirements and Records
- Theory and Practical Tests and Assessments

Legal Compliance

- **The Work at Height Regulations 2005**
  Regulation 5 Competence - *"Every employer shall ensure that no person engages in activity in relation to work at height or work equipment for use in such work unless he is competent to do so".*
- **Regulation 12 Inspection of Work Equipment** - *"Every employer shall ensure that, where the safety of work equipment depends on how it is installed or assembled, it is not used after installation or assembly in any position unless it has been inspected in that position".*
- **Provision and Use of Work Equipment Regulations1998**
  Regulation 5 Maintenance - *"Every employer shall ensure that work equipment is maintained in an efficient state, in efficient working order and in good repair".*

Competence
The course will enable attendees to erect, alter, move, dismantle and inspect mobile towers safely.

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Health & Safety Courses

Abrasive Wheels

Course Title	**Abrasive Wheels**
Fee	£57 + VAT per delegate (free to members) (inclusive of refreshments and parking).
Course Duration	$^1/_2$ Day (4 hours)
Certification	Courtley (Health & Safety) Ltd Certificate of Attendance
Venue	Courtley (Health & Safety) Ltd Training Centre

Overview
As an employer there is a legal requirement to train all staff who use and change abrasive wheels. Courtley (Health & Safety) Ltd have trained numerous people in the correct procedures for the mounting and use of abrasive wheels. The course is designed for all persons who will use abrasive wheels in the work place.

Course Content

- Legal requirements
- Hazards and risks from abrasive wheels
- Abrasive wheels marking
- Storage, handling and transportation
- Inspection
- Functions
- Guarding
- Associated medical conditions
- Operating
- Responsibilities

The course will end in a practical exercise and a 10 question multiple choice test paper.

Legal Compliance

- Provision and Use of Work Equipment Regulations 1998.
  Regulation 9 Training - *"Every employer shall ensure that all persons who use work equipment have received adequate training for purposes of health and safety".*

Competence
The attendee will be competent in the use, inspection and change of abrasive wheels.

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Health & Safety

Asbestos Awareness

Course Title	**Asbestos Awareness**
Fee	£57.00 + VAT per delegate (free to members) (inclusive of refreshments and parking).
Course Duration	$^1/_2$ Day (4 hours)
Certification	Courtley (Health & Safety) Ltd Certificate of Attendance
Venue	Courtley (Health & Safety) Ltd Training Centre

Overview
This course is designed for companies and individuals who may come into contact with asbestos in construction or demolition.

Course Content

- To Identify the forms of asbestos
- The history of asbestos
- The health effects from the exposure to asbestos
- Identifying the locations of asbestos
- The asbestos surveys used and the implications
- PPE and enclosure

Legal Compliance

- Health & Safety at Work Act 1974
- Control of Asbestos at Work 2002
- Asbestos (Licensing) Regulations 1989
- Asbestos (Prohibition) Regulations 1992
- Construction (Design & Management) Regulations 2007
- Control of Asbestos Regulations 2006

Competence
This course will enable participants to identify where asbestos may be found and what actions to be taken to reduce exposure.

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Basic Scaffold Inspection Training

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Course Title	**Basic Scaffold Inspection**
Fee	£330.00 + VAT per delegate (free to members) (inclusive of refreshments and parking).
Course Duration	2 Days (9.00 am - 4.30 pm, usually 2 consecutive days)
Certification	Courtley (Health & Safety) Ltd Certificate of Attendance
Venue	Courtley (Health & Safety) Ltd Training Centre

Overview

To give the attendees such knowledge as to enable them to understand how to inspect basic scaffold structures in accordance with Statutory Regulations.

Course Content

- Relevant Regulations and Codes of Practice
- Scaffolding terminology
- SG4:05 Preventing Falls in Scaffolding
- Tube, fittings and boards
- Safety ladder access and egress
- Scaffolder's training and working methods
- Bracing and tying scaffolds
- Fan boards and public protection
- Mobile, static and loading towers
- Birdcage ScaffBeams and bridging beamsolds
- Various types of system scaffolding
- How to carry out a scaffold inspection
- Scaffold tagging systems
- Scaffold inspection exercise
- Knowledge test

Legal Compliance

- Health & Safety at Work etc Act 1974
- Health & Safety (Offences) Act 2008
- Work at Height Regulations 2005
- Management of Health & Safety at Work Regulations 1999
- Manual Handling Regulations 1992
- Lifting Operations & Lifting Equipment Regulations 1998
- Construction (Design & Management) Regulations 2007
- Provision and Use of Work Equipment Regulations 1998
- Control of Substances Hazardous to Health
- Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995

Competence

The course will enable participants to understand and undertake basic scaffold inspections.

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CDM 2007 Awareness for Contractors

Health & Safety Courses

Course Title	**CDM 2007 Awareness for Contractors**
Fee	£57 + VAT (free to members) (inclusive of refreshments and parking).
Course Duration	$^1/_2$ Day (4 hours)
Certification	Courtley (Health & Safety) Ltd Certificate of Attendance
Venue	Courtley (Health & Safety) Training Centre

Overview
This course gives an overview of the CDM 2007 Regulations. It is aimed at managers, foremen or supervisors who have regular contact with workers on site. This session targets the roles and duties of contractors and the self employed on all construction projects. The additional duties on contractors for notifiable projects are also covered in detail.

Course Content
- The development of CDM
- Duties of contractors
- Planning and managing construction work
- Site induction, information and training
- Assessing competency
- Worker engagement and communication

Legal Compliance
- Construction (Design and Management) Regulations 2007
- Management of Health and Safety at Work Regulations
- Health and Safety (Consultation with Employees) Regulations
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Competence
The course will provide attendees with information and guidance to discharge the duties of the CDM Regulations as placed on contractors.

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Health & Safety Courses

Contractor Competency Assessment

Course Title	**Contractor Competency Assessment**
Fee	£57 + VAT per delegate (free to members) (inclusive of refreshments and parking).
Course Duration	$^1/_2$ Day (4 hours)
Certification	Courtley (Health & Safety) Ltd Certificate of Attendance
Venue	Courtley (Health & Safety) Ltd Training Centre

Overview
The course is designed for managers and supervisors who have responsibility for the selection and creating of contracts with contractors and suppliers.

Course Content
- Legal requirements and implications
- Establish responsibilities for contractors, sub-contractors and suppliers of services
- Establish the legal relationship of contractor and employees
- Identify what checks should be undertaken prior to engagement
- Identify the standards required
- Identify the use of questionnaires to establish the good practice of contractors, sub-contractors or suppliers of services
- Preparation for dealing with returned questionnaires and non-returns

Legal Compliance
- Health and Safety at Work Act 1974
- Factories Act 1961 and Occupiers Liability

Competence
The course will enable participants to select and appoint competent contractors.

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Health & Safety Courses

Contracts of Employment

Course Title	**Contracts of Employment**
Fee	£57 + VAT per delegate (free to members) (inclusive of refreshments and parking).
Course Duration	$^1/_2$ Day (4 hours)
Certification	Courtley (Health & Safety) Ltd Certificate of Attendance
Venue	Courtley (Health & Safety) Ltd Training Centre

Overview
This course is designed for managers and supervisors who have the responsibility for the selection and appointment of staff and employees.

Course Content

- The contract of employment and the form of written statement of terms
- The minimum contents of the written statement of terms and the principal document requirements
- The disciplinary and grievance procedures
- The implied and express terms within the contract
- Fidelity, loyalty and co-operation
- Covenants in restraint of trade and respect for trade secrets
- Intellectual property, inventions and patents
- The master servant relationship, contractor and the employee
- Illegal contracts and capacity
- Advertising the post, application forms and selection

Legal Compliance

- Employment Rights Act 1996
- Sex Discrimination Act 1975 and Race Relations Act 1976
- Disability Discrimination Act 1995
- Employment Equality (Age) Regulations 2006

Competence
The course will enable participants to manage, select, appoint staff and create contracts of employment.

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COSHH Assessor Training

Course Title	**COSHH Assessor Training**
Fee	£57.00 + VAT per delegate (free to members) (inclusive of refreshments and parking).
Course Duration	1/2 Day (4 hours)
Certification	Courtley (Health & Safety) Ltd Certificate of Attendance
Venue	Courtley (Health & Safety) Ltd Training Centre

Overview
This course is designed for managers and supervisors who will select substances to be used and define safe systems of work for others to follow.

Course Content

- Legal requirements
- Where and when COSHH applies
- Forms of hazardous substances
- Environmental considerations
- Collecting the right information at the right time
- Hierarchy of control
- Undertaking COSHH assessments
- Exposure limits, standards and levels
- Assessing handling operations
- Effectively communicating the safe system of work

Legal Compliance

- Health and Safety at Work etc Act 1974
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Management of Health and Safety at Work Regulations 1999

Competence
The course will enable participants to undertake COSHH assessments and apply suitable and effective control measures to reduce risk of injury, illness or damage to the environment.

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Health & Safety

Discrimination and Equal Opps.

Course Title	**Discrimination and Equal Opportunities in Employment**
Fee	£57.00 + VAT per delegate (free to members) (inclusive of refreshments and parking).
Course Duration	$^1/_2$ Day (4 hours)
Certification	Courtley (Health & Safety) Ltd Certificate of Attendance
Venue	Courtley (Health & Safety) Ltd Training Centre

Overview
This course is designed for managers and supervisors who have responsibility for the selection and training of staff and employees.

Course Content

- The development of discrimination legislation
- The requirements of equal pay
- Like work, work rated as equivalent and work of equal value
- The implications of appointment and managements in relation to discrimination
- Sex and racial equality requirements and the developing requirements of gender and religion
- Protection and issues related to harassment
- The requirements associated with disability discrimination and the age discrimination legislation
- The protection related to pregnancy

Legal Compliance

- Equal Pay Act 1970
- Sex Discrimination Act 1975
- Race Relations Act 1976
- Disability Discrimination Act 1995
- Employment Equality (Age) Regulations 2006

Competence
The course will enable participants to manage, select, appoint and train staff and deal with discrimination issues for employees.

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Health & Safety

Fire Marshal Training

Course Title	**Fire Marshal Training**
Fee	£57.00 + VAT per delegate (free to members) (inclusive of refreshments and parking).
Course Duration	$^1/_2$ Day (4 hours)
Certification	Courtley (Health & Safety) Ltd Certificate of Attendance
Venue	Courtley (Health & Safety) Ltd Training Centre

Overview

This course is for staff with a designated responsibility as Fire Marshal, it will provide them with the skills and confidence that will allow them to carry out their duties relating to fire safety and emergency procedures. The number of fire marshals that your company requires depends on the building design and use. You would require more than one person to be trained as Fire Marshall to cover for holidays and illness.

Course Content

- Introduction to Fire Safety
- Basic fire prevention
- Building fire protection
- Evacuation procedures
- Chemistry of combustion
- Practical use of fire extinguishers

Legal Compliance

- Regulatory Reform Order (Fire Safety) 2005
- Fire Precaution (work place) Regulations 1997 amended 1999

Competence

At the end of this course the attendee should be aware of the dangers of fire and understand the nature of fire and how it spreads. They should be aware of simple fire prevention measures and understand what to do in the event of a fire alarm. They should be competent in distinguishing between different types of fire extinguishers and be able to tackle small fires safely and effectively and be equipped to perform their fire safety duties.

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Hand Arm Vibration Training

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Course Title	**Hand Arm Vibration Training**
Fee	£57.00 + VAT per delegate (free to members) (inclusive of refreshments and parking).
Course Duration	$^1/_2$ Day (4 hours)
Certification	Courtley (Health & Safety) Ltd Certificate of Attendance
Venue	Courtley (Health & Safety) Ltd Training Centre

Overview
The course is designed for managers and supervisors who are in charge of operatives that are involved with tools that cause vibration such as drills, chisels, hammer drills and breakers.

Course Content

- Control of Vibration at Work Regs 2005
- What is HAVS?
- Manufactures' data
- Standards improving
- Look at guidance
- Measurements (ISO 5349)
- Time of use
- Risks / symptoms
- Calculations
- Control measures
- Keeping warm and dry (clothing & gloves)
- Keeping equipment well maintained
- Avoid smoking
- Health surveillance

Legal Compliances

- Health and Safety at Work etc Act 1974
- Control of Vibration at Work Regulations 2005

Competence
The course will enable participants to understand and undertake vibration assessments.

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Harness Training

Course Title	**Harness Training**
Fee	£57.00 + VAT per delegate (free to members) (inclusive of refreshments and parking).
Course Duration	$^1/_2$ Day (4 hours)
Certification	Courtley (Health & Safety) Ltd Certificate of Attendance
Venue	Courtley (Health & Safety) Ltd Training Centre

Overview
This course is suitable for all operatives who work at height, such as people who work on scaffold, those who are carrying out roof work and where there is no collective fall protection.

Course Content

- Legislation
- Wearing and use of fall arrest equipment
- Inspecting harnesses
- Maintaining harnesses
- Anchorage points
- Markings
- Storage
- Emergency procedures
- Reporting Defects

Legal Compliance

- The Work at Height Regulations 2005 amended 2007
- Health and Safety at Work etc Act 1974
- Personal Protective Equipment at Work Regs

Competence
At the end of this course the attendee should be aware of the dangers of work at height and the importance of wearing a harness and the implications of not wearing one properly. They will be competent in the inspection of the harness and the recovery from a fall.

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Incident Investigation and Reporting

Health & Safety

Course Title	**Incident Investigation and Reporting**
Fee	£57.00 + VAT per delegate (free to members) (inclusive of refreshments and parking).
Course Duration	$^1/_2$ Day (4 hours)
Certification	Courtley (Health & Safety) Ltd Certificate of Attendance
Venue	Courtley (Health & Safety) Ltd Training Centre

Overview
This course is designed for managers and supervisors who have responsibility investigating and reporting accidents and incidents.

Course Content

- Legal requirements and the requirements of RIDDOR to report accidents
- Accident causation and the theories behind the causes of accidents
- Accident recording
- Accident investigation and the selection of an investigation team
- Company method of investigation and recording
- Writing a report and what should be considered
- Practical exercise

Legal Compliance
None.

Competence
This course will provide the attendee with the knowledge of what incident should be reported and how to go about this. They will also learn the importance of correctly recording accident and incidents to prevent or reduce future accidents and incidents.

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Ladder and Stepladder Safety

Course Title	**Ladder and Stepladder Safety**
Fee	£57.00 + VAT per delegate (free to members) (inclusive of refreshments and parking).
Course Duration	$^1/_2$ Day (4 hours)
Certification	Courtley (Health & Safety) Ltd Certificate of Attendance
Venue	Courtley (Health & Safety) Ltd Training Centre

Overview
This course identifies the importance of following health and safety procedures and is designed for all people who use and inspect ladders and stepladders at work.

Course Content

- Ladders and Component Parts
- Overview of Legislation and Regulations
- Work at Height Regulations
- Standards and Classifications
- Planning and Organising, Selecting and Using - **STEP**
- Assessing Risk
- Inspection and Records
- Storage, Handling and Maintenance
- Theory and Practical Tests and Assessments

Legal Compliance

- The Work at Height Regulations 2005
  Regulation 5 Competence - "*Every employer shall ensure that no person engages in any activity in relation to work at height or work equipment for use in such work unless he is competent to do so".*

- Provision and Use of Work Equipment Regulation 1998 - Regulations 5 Maintenance - "*Every employer shall ensure that work equipment is maintained in an efficient state, in efficient working order and in good repair".*

Competence
The course will enable attendees to safely select, use and inspect ladders or stepladders for a variety of tasks.

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Manual Handling Assessor Training

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Course Title	**Manual Handling Assessor Training**
Fee	£57.00 + VAT per delegate (free to members) (inclusive of refreshments and parking).
Course Duration	$^1/_2$ Day (4 hours)
Certification	Courtley (Health & Safety) Ltd Certificate of Attendance
Venue	Courtley (Health & Safety) Ltd Training Centre

Overview
This course is designed for managers and supervisors who are required to plan and define safe systems of work for others to follow.

Course Content

- Legal requirements
- The costs due to manual handling injuries
- National injury statistics
- Designing the load
- Individuals and their capabilities
- Defining the task and system of work
- The influence of the environment on handling operations
- Assessing handling operations
- Effectively communicating the safe system of work
- Recording the assessment

Legal Compliance

- Health and Safety at Work etc Act 1974
- Manual Handling Operations Regulation 1992
- Management of Health and Safety at Work Regulations 1999

Competence
The course will enable participants to assess manual handling operations and apply suitable and effective control measures to reduce risk of injury.

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Health & Safety

Method Statement Training

Course Title	**Method Statement Training**
Fee	£57.00 + VAT per delegate (free to members) (inclusive of refreshments and parking).
Course Duration	$^1/_2$ Day (4 hours)
Certification	Courtley (Health & Safety) Ltd Certificate of Attendance
Venue	Courtley (Health & Safety) Ltd Training Centre

Overview
This course is designed for managers and supervisors who have responsibility for work or operatives where method statements are required.

Course Content

- Legal requirements and when method statements have to be carried out
- The requirements of method statements
- Control measures
- Sequence of works
- Permits to work
- Safe systems of work
- Welfare, personal protection and emergency procedures
- Content, layout, recording and distribution
- Reviewing and development

Legal Compliance

- **Health and Safety at Work Act 1974**
- **Management of Health and Safety at Work Regulations 1999**

Competence
The course will enable participants to undertake and prepare method statements.

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PAT Testing Training

Course Title	**Portable Appliance Testing of Electrical Equipment (PAT)**
Fee	£97.00 + VAT per delegate (free to members) (inclusive of refreshments and parking).
Course Duration	1 Day (9.00 am - 4.30 pm)
Certification	Courtley (Health & Safety) Ltd Certificate of Attendance
Venue	Courtley (Health & Safety) Ltd Training Centre

Overview
This course is designed for companies and individuals who want to test their own portable electric appliances.

Course Content

- To completely conduct portable appliance testing in accordance with the institute of Electrical Engineers ACoP.
- To undertake testing in a safe working environment.
- To understand the legal requirements associated with portable appliance testing.
- To be able to identify all classes of appliance
- To safely conduct tests of the portable appliances that conform with the published ACoP.

Legal Compliance

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Provision & Use of Work Equipment Regulations 1998
- The Electricity at Work Regulation 1989

Competence
The course will enable participants to be competent to test portable electrical appliances in a safe working environment.

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Risk Assessment Training

Course Title	**Risk Assessment Training**
Fee	£57.00 + VAT per delegate (free to members) (inclusive of refreshments and parking).
Course Duration	$^1/_2$ Day (4 hours)
Certification	Courtley (Health & Safety) Ltd Certificate of Attendance
Venue	Courtley (Health & Safety) Ltd Training Centre

Overview
This course is designed for managers and supervisors who have responsibility for work or operatives where risk assessments are required.

Course Content

- Legal requirements and when risk assessments have to be carried out
- Identify hazards and assessing risk
- Creating a matrix
- Controlling risk and Hierarchy of control
- Recording and reviewing
- Control measures
- Content, layout, recording and distribution
- Reviewing and development

Legal Compliance

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999

Competence
The course will enable participants to undertake and prepare risk assessments.

H&S courtley.com

Courtley (Health & Safety) Ltd
0870 300 8174
emma@courtley.com

Directions to Courtley (Health and Safety) Ltd Training Centre

From Liverpool A580 East Lancashire Road

On passing the Suites Hotel on the right hand side, move over to the left hand lane. Approximately ½ mile down, take the left hand turn at the traffic lights into Alchemy Way. Go straight across at the roundabout and take the next turning on the right. Courtley is located in the last building on the left hand side.

From Manchester A580 East Lancashire Road

Having passed the St Helens junctions, you will pass the Game Bird public house on the left hand side. At the round about go straight across and continue up the A580. Approximately 1 mile further on you will come to a set of traffic lights (news international, large white building on the left), continue straight ahead and move over to the right hand lane. Approximately 200m down at the traffic lights, take the slip road to turn right into Alchemy Way. Go straight across at the roundabout and take the next turning on the right. Courtley is located in the last building on the left hand side.

From the M57

Travelling South – Exit the M57 at Junction 5 taking the slip road down to the traffic lights. Move into the left hand lane to turn left on to the A580 East Lancashire Road (Signed Manchester, St Helens). Approximately ½ mile down, take the left hand turn at the traffic lights into Alchemy Way. Go straight across at the roundabout and take the next turning on the right. Courtley is located in the last building on the left hand side.

Travelling North - Exit the M57 at Junction 4 taking the slip road down to the roundabout. Move into the right hand lane to enter the roundabout. Take the 3rd exit (Moorgate Rd) and move into the right hand lanes at the traffic lights (Signed Manchester, St Helens). Turn right on to the A580 East Lancashire Road. Pass the car wash on the left hand side then approximately ½ mile down; take the left hand turn at the traffic lights into Alchemy Way. Go straight across at the roundabout and take the next turning on the right. Courtley is located in the last building on the left hand side.

AS THIS IS A NEW BUILDING OLDER SAT NAVS DO NOT PICK UP THE POST CODE SO PLEASE FOLLOW THESE DIRECTIONS AND DO NOT ENTER KNOWSLEY INDUSTRIAL ESTATE OR PARK.

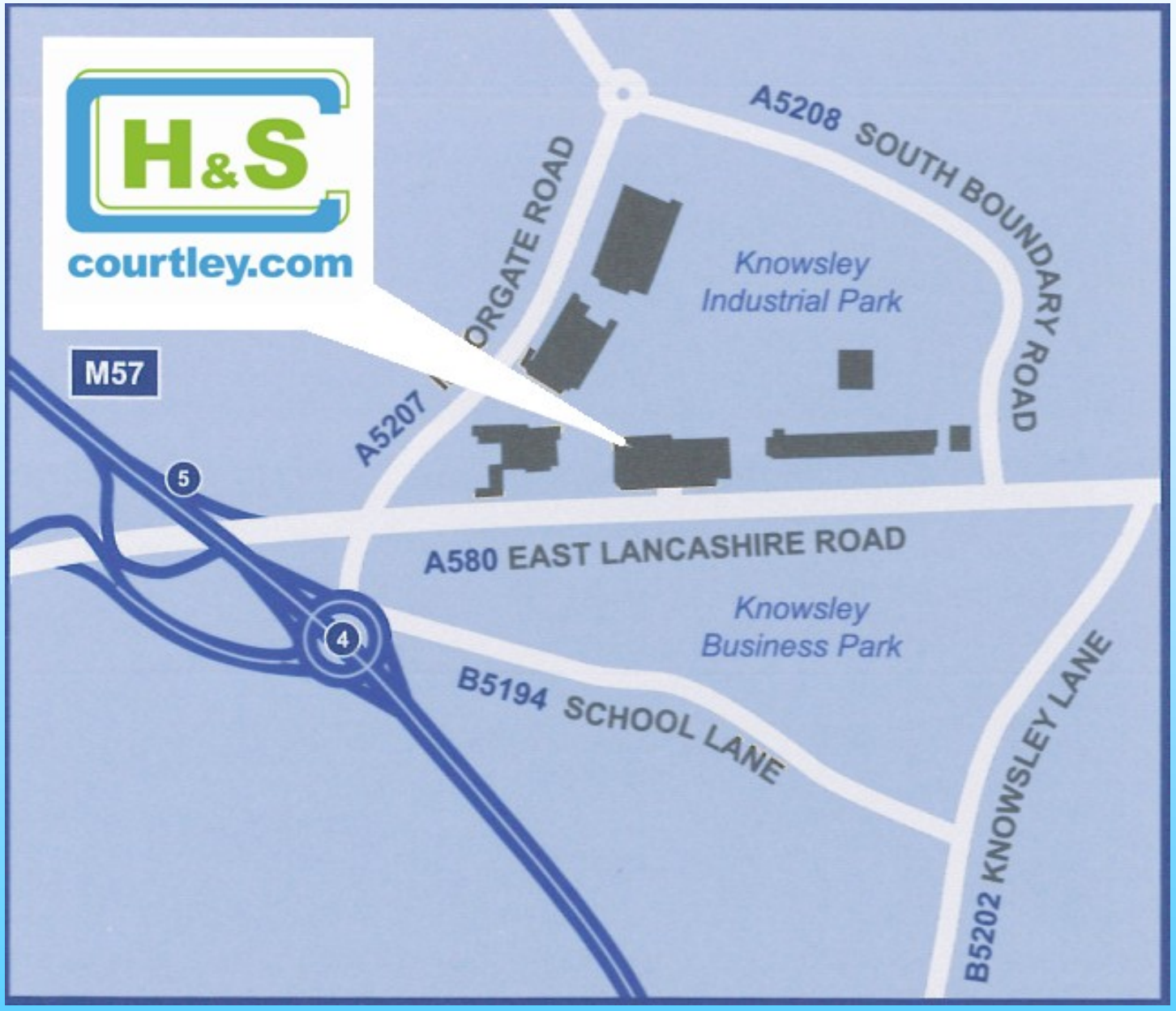
Any problems, please call:

Office: 0870 300 8174

Or call our mobiles on 0777354449 and add

3 for Ann
4 for Steve
5 for Ed
6 for Emma
7 for Dean
8 for Graham

Courtley (Health & Safety) Ltd Map



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