

GSS

Group Safety Services

Health & Safety Training Courses

Information Pack

GSS Group Safety Services
*No 1 in providing cost-effective safety
solutions*

Telephone: 01472 889229
Website: www.gss.gb.com

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Profile

GSS Group Safety Services Consultant / Trainers are dedicated and committed professionals with the ability and experience in providing high quality, cost-effective training and safety solutions where it counts.

Our Staff have all worked in health & safety for a number of years gaining the expertise that can only be achieved through hands on experience in the workplace.

In any industry or business large or small, there is a need for employers to provide training to ensure a level of competence for the jobs that their workforce do, this duty includes adequate health & safety training and who better to deliver it than our experienced professionals. We can confidently pass on to you and/or your staff the essential knowledge and skills that you and your staff require to comply with Health & Safety Legislation.

Our courses can be made bespoke to your Company to ensure the training we supply is absolutely relevant to your needs.

Training can be delivered at your site, or at any location of your choice within the United Kingdom or you can choose to send your staff to our premises where we have a fully equipped, air-conditioned Training Room where appropriate refreshments will be provided.

There are no hidden costs with us - our prices include all handouts and workbooks for the course.

Costs are as follows:

- ½ day course up to 10 candidates POA**
- ½ day course up to 16 candidates POA**
- 1 day course up to 10 candidates POA**
- 1 day course up to 16 candidates POA**

***NB: 1 day courses include buffet lunch if delivered at our premises
(special dietary requirements to be notified to us in advance)***

For courses over one day, Individual Requirements discussed.

Costs for delivery on site or at a venue of your choosing is Course cost plus travelling, accommodation and subsistence.

Basic Health & Safety Awareness (1 day)

This course is for those individuals in your Organisation that have had little or no health & safety training. At the end of the course individuals will understand what Health & Safety Legislation is and how it applies to them and their Employers, the role of Safety Managers / Officers and Safety Representatives, and how they become an effect member of the team in dealing with safety-related issues.

Once completed, individual employees will be able to look carefully at their activities and contribute meaningfully to a safer working environment.

Certificates will be issued on successful completion of an end of course exam.



Accident Investigation and Prevention (1 day)

This course is for those individuals within an Organisation that have a responsibility for or are likely to become involved in accident investigation and prevention.

The course will review accidents and explain how to investigate them thoroughly to identify the root causes without apportioning blame and submitting reports.

The course will cover:

- Investigation Techniques
- Recording a Statement
- Compiling Accident Reports
- Recommendations for Accident Prevention
- Records and Time spans for keeping them
- Accident Notification to the HSE / Local Enforcing Authority

Certificates will be issued on successful completion of an end of course exam.



Basic Manual Handling (1 day)

This course will enable employees to understand and use basic safe lifting techniques. The course will cover:

- Manual Handling Tasks and Loads
- Assessing the Lift
- Assessing the Tasks
- Assessing the Loads
- Assessing the Individual
- Assessing the Environment

The course provides an opportunity to put into practice the theory and provides individuals with the competence to undertake manual tasks.

Certificates will be issued on successful completion of an end of course exam.

Manual Handling Assessors (1 day)

This course is for Safety Representatives, Supervisors and Line Managers; it deals with the responsibilities of individuals that are also responsible for other employees.

The course covers:

- Manual Handling Activities
- The Legal Requirements of Health & Safety Legislation
- The requirements of your Company Policy
- Risk Assessing existing / new or proposed Manual Handling Tasks
- Principles of Safe Manual Handling in Risk Assessment

Certificates will be issued on successful completion of an end of course exam.

Manual Handling Instructors (4 day)

The Manual Handling Instructors course is for those individuals within your Company that have the necessary willingness and want to build a competence to teach the above courses.

The course will cover:

- The above Manual Handling Courses in depth (Theory & Practical)
- Principles of Teaching and Learning Styles
- How to prepare suitable courses for your workplace

Certificates will be issued on successful completion of an end of course exam.



Fire Awareness Training (1 day)

This course is for those individuals who are responsible for Fire Safety within your Organisation. (*Fire Wardens/Emergency Evacuation Officers*)

The Course will cover:

- Fire Precautions (Workplace) Regulations 1997
- The Anatomy of a Fire – The Causes – How it Spreads – The Hazards
- Fire Risk Assessment and Fire Record Keeping Book
- How you can Reduce the Fire Risk
- Duties of Fire Watchers and Fire Wardens
- Emergency Evacuations

Certificates will be issued on successful completion of an end of course exam.



Risk Assessment and Risk Management (1 day)

This course will enable delegates to effectively carry out and record suitable and sufficient risk assessments:

The Course covers:

- Identification of hazards and people at risk
- The difference between hazard and risk
- Identification of appropriate control measures and selecting the most suitable and effective controls
- The need for further specific assessments e.g. Noise, COSHH, Manual Handling, Display Screen (*short awareness session on each*)
- Methods of Risk Rating and What does “Reasonably Practicable” mean
- The Legal Background – Why we need to complete Risk Assessments, when should they be reviewed (*Risk Assessment Formats*)
- How to Rate and Manage your Risks based on the Assessments

Certificates will be issued on successful completion of an end of course exam.



Understanding Construction Design Management Regulations (CDM) (1 day)

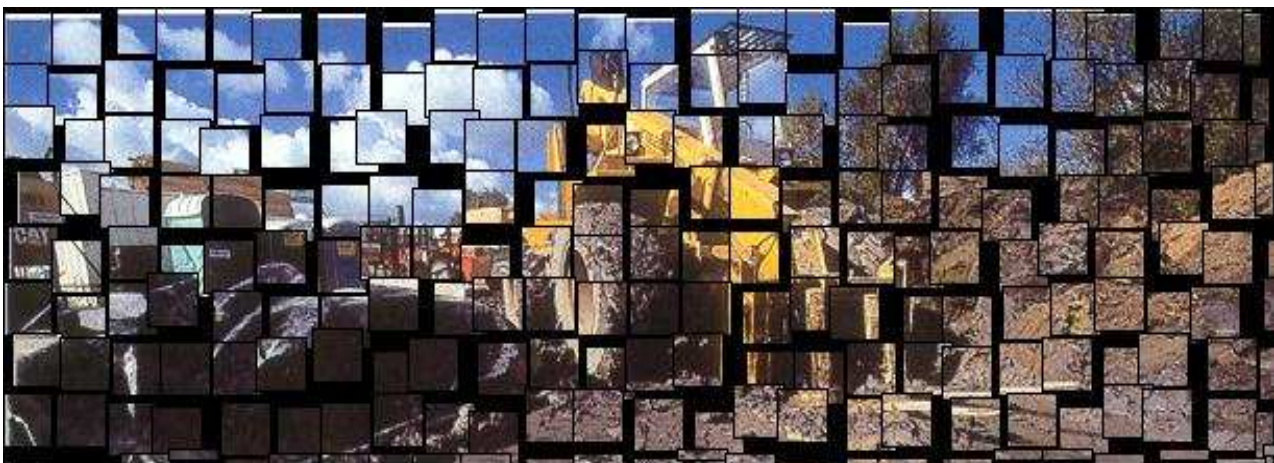
This course is for anyone involved in Construction, whether they are in Management / Supervisory positions dealing with a Construction Project or involved in the Construction Industry and want to get a better understanding of the CDM Regulations.

The course will cover:

- The CDM Regulations and HSG224
- The Roles specifically identified within the Regulations i.e. Clients, Designers, Planning Supervisors and Principal Contractors
- The Legal Duties and Responsibilities of each specific role
- Health & Safety Plans and Files
- F10 Notification
- Method Statements
- Preparing Emergency Action Plans for the Construction Site
- Actions to take on completion of a Construction Project

Certificates will be issued on successful completion of an end of course exam.

(NB Update Course on New CDM Regulations available)



Excavations (1/2 day)

This course is for those persons that are required to work in or near excavations whether they are small minor excavations or large trenches.

The course will cover:

- Hazards associated with work in or near an excavation
- Ground surveys prior to digging
- Soil types
- The need for shoring
- Safety barriers and access prevention
- Traffic systems for road excavations

Certificates will be issued on successful completion of an end of course exam.



Lifting Operations & Lifting Equipment Regulations (LOLER) (1 day)

This course is for those persons that will be involved with Lifting Equipment or Lifting Operations.

The course will cover:

- Choosing suitable equipment for lifts
- Means of access and Operator protection
- Adverse weather conditions and the possible effects
- Strength, Stability and Preventing Overloading
- Slings and Slings
- Positioning and Installation
- Marking of lifting equipment
- Marking, Examinations, Inspections and Documentation of Lifting Equipment

Certificates will be issued on successful completion of an end of course exam.



Personal Protective Equipment (PPE) (1/2 day)

This course is designed for all levels of Personnel working within any Organisation that select, use or are required to wear any form of PPE.

The course will cover:

- Risk Assessing tasks to ensure appropriate selection of PPE
- The Limitations of PPE
- How to select multiple items of PPE that need to be worn together
- PPE Inspection and Storage
- PPE Regulations

Certificates will be issued on successful completion of an end of course exam.



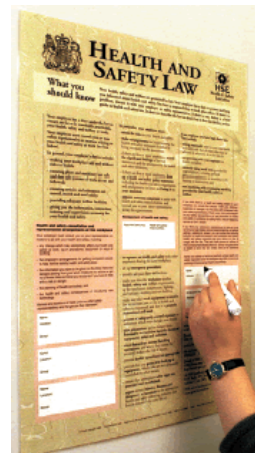
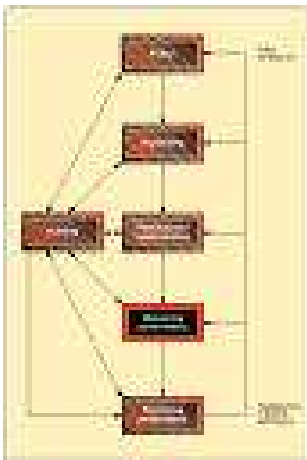
Management / Manager's Responsibilities (1/2 day)

This course is for Managers or Supervisory Personnel. It will enable them to understand and comply with their legal responsibilities under key Health & Safety legislation.

The course will cover:

- The Health & Safety At Work Act 1974
- The Management of Health & Safety At Work Regulation 1999
- The Management of Health & Safety Guidance (HSG65)
- Your Organisation's Policy and Procedures

Certificates will be issued on successful completion of an end of course exam.



Control of Substances Hazardous to Health Regulations 2002 (COSHH) & EH40 (1 day)

This course is for those individuals that work with or come into contact with chemicals or substances harmful to health, ranging from chemicals involved within various work processes through to air-borne hazards such as dust.

The course will cover:

- The COSHH Regulations
- What the Regulations require Employers to do
- How to achieve Compliance with the Regulations
- Resources available to help you
- COSHH Risk Assessment
- The EH40 guidance document and How to use it
- Manufacturers' Safety Data Sheets
- Storage of Chemicals
- Outline of DSEAR Regulations (Dangerous Substances and Explosive Atmospheres Regulations 2002) and how they affect Chemical Processes / Storage
- First Aid arrangements
- Outline of CHIPS (Chemical Hazard Information & Packaging for Supply) Regulations 2002
- Outline of COMAH (Control of Major Accident Hazards Regulations 1999) and how to recognise if they affect your Organisation / using them as best practice to guide your emergency planning and development

Certificates will be issued on successful completion of an end of course exam.



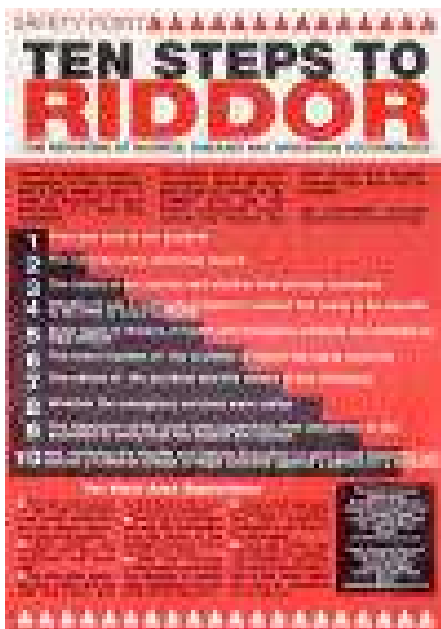
Reporting Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR) (1/2 day)

This course is for individuals at all levels within your Organisation. Having completed the course they will understand the importance for the formal reporting of Injuries, Diseases and Dangerous Occurrences to the Enforcing Authority and understand what needs to be reported.

The Course will cover:

- Accidents Notifiable / Non Notifiable - the difference
- Notifiable Injuries
- Notifiable Industrial Diseases
- Notifiable Dangerous Occurrences
- The Report Forms F2508 / F2508A
- How to report to the Enforcing Authority
- Timescales on reporting to the Enforcing Authority
- Record Keeping
- What to Expect and Next Steps

Certificates will be issued on successful completion of an end of course exam.



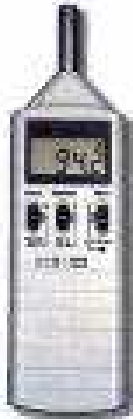
Noise and Vibration (1/2 day)

This course is for those individuals in your Organisation that need to understand or work where there is a potential for ill-health through the effects of working in environments where there is noise and/or vibration.

The course will cover:

- Noise at Work Regulations
- Noise Action Levels
- How to Protect your Hearing
- Hand Arm Vibration / Whole Body Vibration
- How to Assess the Risks
- Medical Requirements / Health Surveillance

Certificates will be issued on successful completion of an end of course exam.



Permit to Work Systems (1/2 day)

This course is for employees or Organisations that need to develop or understand the need and importance of Permit to Work Systems.

Having completed the course candidates will understand what a Permit to Work System is, and how to develop and operate Permit to Work Systems.

The course will cover:

- What a Permit to Work system is
- How to develop appropriate Permit to Work systems
- Types of Permits and Work to be covered
- What to include in Permits to Work
- Records and Benefits of a Permit to Work System

Certificates will be issued on successful completion of an end of course exam.



Provision and Use of Work Equipment Regulations 1998 (1/2 day)

This course introduces Organisations and Individuals to the importance of selecting suitable work equipment, ensuring work equipment is safe, and how dangerous parts of machinery should be guarded to prevent injuries.

The course will cover:

- The PUWER Regulations
- Guarding Machinery and Types of Guards
- “Reasonably Practicable” and “Suitable and Sufficient” in relation to PUWER

Certificates will be issued on successful completion of an end of course exam.



Human Factors (1/2 day)

This course helps Managers understand the human factors in Health & Safety.

The course will cover:

- What makes people behave as they do
- What affects the decision processes of individuals
- Peer pressure and horseplay – why they affect Health & Safety performance
- How Management of Health & Safety affects the workforce

Certificates will be issued on successful completion of an end of course exam.



Lone Working & Personal Safety (1 day)

This course is to inform Management / Supervisors and Personnel who have to work alone of the hazards and risks associated with this type of work.

The course will cover:

- Health & Safety Legislation regarding Lone Working
- Lone Working Risk Assessment
- Safe Systems of Work and Working Arrangements
- Accountability - Who is Responsible
- Recognising the Danger Signs
- Dealing with People and what makes them aggressive
- Advice on keeping yourself safe

Certificates will be issued on successful completion of an end of course exam.



Scaffold Inspection (1 day)

This course is for those Personnel that need to inspect scaffolds, access platforms or ladders, or who work or who have responsibilities for those working at height.

The course will cover:

- The relevant Health & Safety Legislation
- Components of Scaffolds, Access Towers and Ladders
- Inspection Requirements
- Scaffold tags and/or suitable records
- Use and requirements of Fall Arrest Equipment
- Risk Assessment

Certificates will be issued on successful completion of an end of course exam.



Display Screen Equipment Regulations 1992 (DSER) (1/2 day)

This course is for those people within your Organisation who are or could be involved in assessing the work station and display screen equipment. Having completed the course the candidate will be competent to carry out Display Screen Risk Assessments as required by the regulations.

The course will cover:

- The DSER Regulations and the need to do DSE Risk Assessments
- The Health problems that DSE can cause
- How to undertake a DSE Assessment
- Ergonomics and Selection of Equipment

Certificates will be issued on successful completion of an end of course exam.



Working at Heights (1/2 day)

The identification of “falls from height” as a major contributor to the national accident statistics has led the HSE to make it a primary target for both improvement in working practices and enforcement. This intensive course outlines the key requirements of a successful management programme for ‘working at height’.

After the course delegates will have an understanding of the legal requirements, and know what to include in your Organisation’s management system.

The course will cover:

- The Legal Requirements and Standards
- Working at Height Risk Assessment & Safety Management
- Control Measures and Limitations of specific types of controls
- Levels of Risk and practical exercises
- Types of Access equipment and specific risks

Certificates will be issued on successful completion of an end of course exam.



Confined Space Regulation 1997 (1 day)

This course is for Managers, Supervisors and anyone expected to work in a confined space. Having completed the course candidates will have a good understanding of the definition of a confined space and types of confined spaces, safe systems of work, and be able to manage work within a confined space.

The course will cover:

- Confined Space Legislation
- Confined Space Hazard Identification
- Safe Working Procedures / Safe Systems of Work
- Permit to Work control system
- Access Equipment e.g. Tripods, Winches and Safety Harnesses
- Hygiene
- Personal Protective Equipment
- Breathing Apparatus / Escape Sets
- Accident and Emergency Procedures / Self Evacuation



Certificates will be issued on successful completion of an end of course exam.

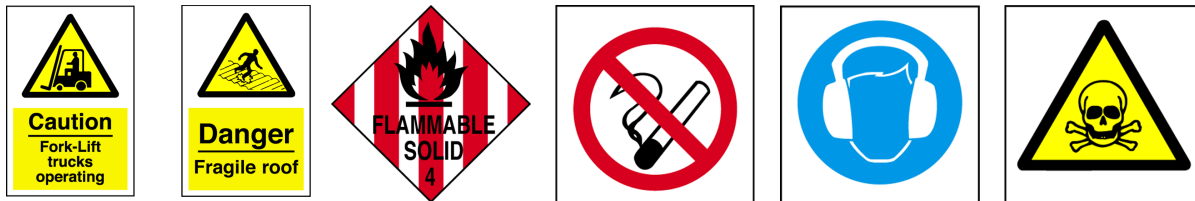
Safety Signs (1/2 day)

This course is designed to explain the different types of safety signs, and how when and where they should be used. Candidates completing the course will gain the appropriate knowledge to know and understand the types of signs and where when and how to display them in the working environment.

The course will cover:

- Health & Safety (Safety Signs and Signals) Regulations 1996
- The Use of Signage
- Types of Sign
- Signage subject to specific Regulations e.g. COSHH, DSEAR

Certificates will be issued on successful completion of an end of course exam.



Asbestos Awareness (1/2 day)

This course is designed for Building Managers and those Personnel in Repair, Facilities Management and the Construction Industry. The course is not aimed for Personnel to become Asbestos Surveyors, but provides understanding and adequate knowledge of Asbestos and the related legislation for them to be able to manage projects that involve Asbestos.

The course will cover:

- The Control of Asbestos at Work Regulations 2002
- Identifying where Asbestos may be located
- Legal requirements to Control release of fibres
- How to Deal with Asbestos

Certificates will be issued on successful completion of an end of course exam.



microscopic view
of asbestos fibers

On-Site Traffic Management (1 day)

This course is designed for Managers of your Organisation to understand the application of the Regulations regarding Traffic Management on-site.

Candidates having completed the course will be aware of their duties and responsibilities, recognise the requirement to have a defined safe system of work, understand the need for controls for the protection of the public, and appreciate the risks associated with various items of plant and equipment.

The course will cover:

- The Evolution of Traffic Management
- The Workplace (Health & Safety and Welfare) Regulations 1992
- Signage
- Lighting
- Barriers
- Traffic Control Systems
- Writing and Implementing a Traffic Management Plan

Certificates will be issued on successful completion of an end of course exam.



SPA Food Safety Passport (2 day) (refresher 1 day)

The passport scheme is aimed at assisting specific industries who have very specific hygiene requirements on their sites. The new FOOD SAFETY PASSPORT has been developed/designed to ensure the competency and safe operation of contractors on food industry client sites, it combines general safety and food hygiene modules within its two day programme.

This is your opportunity to become involved in the future standard for the food industry.

The Food Safety Passport consists of the General Safety (Day 1)

Module 1: Introduction to health and safety law and safe systems of work

Module 2: Workplace safety

Module 3: Fire precautions and procedures

Module 4: Accidents and first aid procedures

Module 5: Hazardous substances

Module 6: Manual handling

Module 7: Noise at work

Food Hygiene Modules (Day 2)

Module 2: Food safety

Module 3: Environmental protection

Module 4: Health and safety in the food sector

This is an essential course for company's that a required to undertake work in food environments.



This is a selection of our most popular courses

If you have not found the course(s) to meet your needs,
please contact us to discuss your requirements.

We can tailor any course to meet your individual needs

01472 889229

Ask for Brian, David or Rachel

Email brian@gss.gb.com (quote web2)

**GSS welcomes the opportunity to provide your
Health & Safety Training through our experienced trainers**

WE LOOK FORWARD TO HEARING FROM YOU