

Normandie Health and Safety Limited

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Training Course Directory 2010

www.normandiehs.com

TRIED & TESTED



Terms and conditions

Training & consultancy services Standards terms & conditions of trading

1. Delegates' requirements

Where the training being provided is other than theoretical, delegates must provide their own equipment as per the pre-requisites for the course. Hardwearing work clothing is most appropriate for confined space, NRSWA, plant training etc and delegates must be physically fit to withstand the rigours of training.

In particular, individuals with respiratory problems or those who suffer from claustrophobia should be certified by a G.P. as fit to undertake rigorous training and to partake in courses that involve the use of Breathing Apparatus and/or work in Confined Spaces. Please note that it is not possible to wear glasses when using breathing apparatus sets during training sessions.

Equipment must not be removed from the training environment. Any damage caused by wilful misuse or misconduct will be invoiced to the client.

Certificates are awarded at the discretion of the trainer and only to those delegates who successfully complete the training. Certificates are NOT issued purely for attendance unless otherwise agreed prior to the course being carried out and in which case the certificates will be worded accordingly.

Delegates are required to be punctual at all courses and sessions.

Consumption of alcohol is not permitted during training, nor should it be consumed immediately prior to training. If there is any evidence of such trainers are obliged to refuse to train the delegates.

2. Settlement Terms

Payment may be made by cheque at the time of booking or on receipt of invoice. All fees must be paid within 30 days of date of invoice. A surcharge of 2.5% per calendar month will be levied on fees remaining outstanding 30 days from the date of the invoice.

3. Cancellation and postponement

The Company reserves the right to charge a cancellation fee in respect of courses already confirmed. Notice of all cancellations or transfers must be in writing and the following terms apply:-

Cancellations received less than 14 days from the commencement date will be charged at 50% of the total cost fee. Cancellations less than 7 days from the commencement date will be charged at 100% of the total course fee.

Substitute delegates will be welcome at any time before the course start date with no penalty charge.

If for any reasons beyond their control, The Company cancels a course without notice The Company will not be held liable for any costs incurred by the client as a result of such cancellations.

Should it be necessary for The Company to postpone all or any part of a course, due to circumstances beyond their control, then mutually agreeable date will be chosen on which to complete the course. The Company will not be liable for any costs incurred by the client for such actions.

4. Transfers

If within 15 working days of the original course date, a delegate wishes to transfer a booking to a later course, there will be an administration charge of 10% of the course fee. If the transfer is subsequently cancelled at any time, the full fee remains payable.

Whilst the company will do everything possible to accommodate the transfer request, all transfers are at the discretion of the company and subject to places being available on the alternative course.

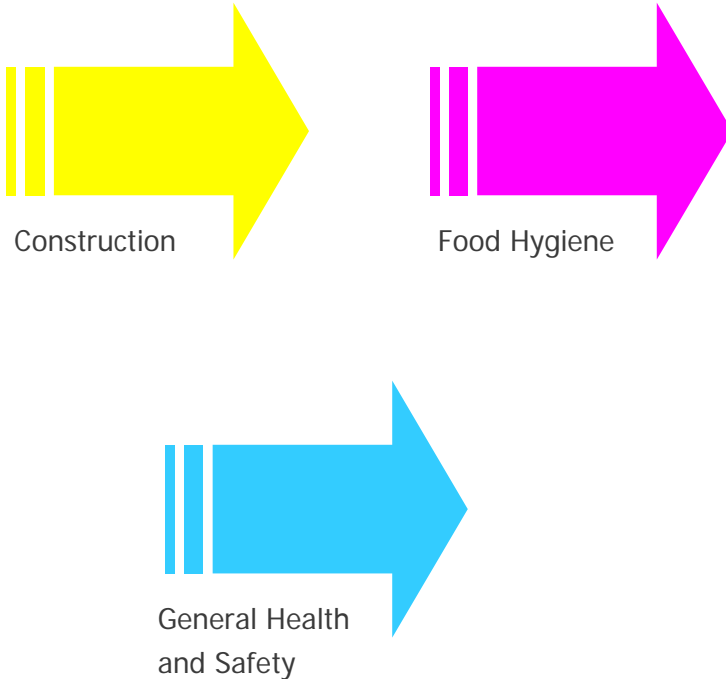
Only one transfer request per delegate is allowed, any subsequent transfer request will be treated as a cancellation and the full fee will become payable.

5. Course Content

Normandie Health and Safety consistently develop their training courses in line with awarding body criteria and evolving best practice and therefore reserves the right to make changes to the advertised course content without prior notice.

6 Miscellaneous

This contract shall be governed by the laws of Guernsey or Jersey as appropriate and the Terms and Conditions will be constructed accordingly.



For More Information

Should you require further information about any of the courses listed in this guide, please call Paula Dodd on 01481 253953.

Alternatively, please complete a booking form, cut it out and return it to Normandie Health and Safety Limited in order to book yourself on the next available course.

Further booking forms are available to download from www.normandiehs.com

Cancellations

Cancellations received less than 14 days from the commencement date will be charged at 50% of the total course fee.

Cancellations received less than 7 days from the commencement date will be charged at 100% of the total course fee.

Abrasive Wheels (Fitting & Inspection)

Mandatory training as required by the Provision & Use of Work Equipment Regulations 1998.

Course Objectives

To provide delegates with adequate training for purposes of health and safety when using abrasive wheels. To include training in the methods which may be adopted when using abrasive wheels and any risks which such use may entail and the precautions to be taken.

Course Content

- Correct storage of abrasive wheels
- Relevant legislation
- Operators responsibilities and use of Personal Protective Equipment (PPE)
- Abrasive wheel characteristics
- Safety in grinding operations
- Speeds of wheels and spindles
- Mounting of wheels
- Guarding

Who should attend

This course is designed for anyone who changes abrasive wheels i.e. disc cutters, bench grinders etc.

Assessment

The course will be run by a tutor from Normandie Health & Safety.

Candidates will be continuously assessed during the course and complete a test at the end of the course. A certificate of training will be awarded to each successful person.

Dates	Guernsey	4th March, 23rd September
	Jersey	18th February, 7th October

Duration	½ day
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No of delegates	12 maximum
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Cost	£60.00 per person
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**Verifier: Normandie Health & Safety
5 Year Certificate**

Access Towers (mobile)

Course Objectives

The course is designed to give candidates an understanding of the need for the safe erection and dismantling procedures of mobile access towers. It trains the operative to a level of competence to carry out tower inspections and to create a safe system of work when working with mobile access towers.

Course Content

- Health and Safety Law
- Inspections and Register
- Safe Systems of Work
- Component Use and Inspections to be carried out
- Toe-boards and Guard rails
- Height to Base Ratio—Use of Outriggers and Stabilisers
- Assessment Paper
- Practical Section—Erection and Dismantling of the Mobile Access Tower (BOSS)

Who should attend

The course is designed for anyone who erects and uses mobile scaffold towers. A certificate of training will be awarded to each successful delegate.

Dates	Guernsey	24th March, 16th June, 22nd September
	Jersey	18th March, 24th June, 16th September

Duration	1/2 day—1 day
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No of delegates	8 maximum
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Cost	£125.00 per person
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Verifier: Normandie Health and Safety
3 Year Certificate

Note 1: Candidates with pre-existing back problems should take note that the course practical will consist of stretching and reaching with span frames.

**New for
2010**

Safety Management for Work Related Driving

Course Objectives

This course is designed to provide delegates with a thorough understanding of health and safety legislation and associated risks associated with work related driving.

Course Content

On completion of the course delegates will:

- Understand how health and safety legislation applies to company driving activities
- Understand the risks associated with work related driving
- Be able to conduct risk assessments for company driving activities and drivers
- Understand how to develop a Driving Policy
- Have and appreciated of the management and workplace controls necessary to control occupational road risk

Who should attend

This course is intended for transport/fleet managers and managers of company drivers.

Assessment

The course comprises of formal training sessions, highly participative classroom-based discussions, videos and groups/individual exercises.

The course is accredited by SSG and delegates will receive an SSG certificate.

Dates	Dates arranged on application
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Duration	1 day
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No of delegates	12 maximum
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Cost	£ 145.00 per person
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Verifier: SSG Training & Consultancy

A properly implemented programme of risk assessments can assist in the prevention of injuries, fatalities, property damage incidents and other losses.

Course Objectives

The overall aim of the course is for trainees to acquire the knowledge and practical skills so as to improve their competency in carrying out risk assessments under the Management of Health & Safety at Work Regulations 1999 (as amended).

Course Content

- The purposes for and benefits of a risk assessment approach to the management of health and safety
- The basic principles of risk assessment and stages involved in carrying out risk assessments in practice
- The key legislative requirements on risk assessment
- How to carry out, record, monitor and review risk assessments within the trainees own working environment (subject to possession of necessary technical knowledge and skills)
- Trainees realising the limitations of their own knowledge and experience and they will be aware of where to seek further information, guidance and assistance

Who should attend

The course is designed for Managers, Supervisors and all those who have a responsibility to conduct risk assessments.

Assessment

Candidates will be required to complete an assignment requiring some research and the preparation of a written report which may take between 3-6 hours depending on individual circumstances and ability. Risk Assessment certificates will be awarded to those candidates who submit and successfully pass the assignment.

Dates	Guernsey	25th May, 3rd November
	Jersey	27th May, 5th November
Duration	1 day (an extra ½ day is required for course work)	
No of delegates	12 maximum	
Cost	£165.00 per person	

Verifier: CIEH



Course Objectives

The course is designed to give delegates a thorough understanding of the dangers of confined spaces and to enable delegates to enter, work in and leave confined spaces via a vertical shaft.

Course Content

The practical part of the course involves candidates using a range of safety equipment including:-

- Gas monitors
- Use of escape sets
- Full working breathing apparatus/escape sets
- Harness, tripod/winch, fall arrest and safety line
- Resuscitator

Who should attend

This course is intended for any person directly or indirectly involved in entry to confined spaces.

Assessment

The course is run by a UK tutor who specialises in this type of training. Successful participants will be awarded a certificate of training.

Dates Dates arranged on application

Duration 1-3 days

The course is split into three modules which are taught independently from one another.

Confined Space 1; Entry procedures with escape sets only (1 day)

Confined Space 2; Entry procedures with escape sets and full breathing apparatus and rescue procedures only (2 days)

Confined Space 3; CS2 with First Aid Techniques (3 days)

No of delegates 10 maximum

Cost £185.00 per person per day (open course) or
£1000.00 per day (Fully inclusive - closed course)

Verifier: ESS SafeForce
3 Year Certificate



Courses can be run in-house—for more information call us on t+44(0)1481 253 953

**New for
2010**

Constructionskills Site Management

Course Objectives

To provide delegates with a broad-based knowledge of health and safety in the construction sector.

Course Content

Delegates will receive detailed training and will be given the opportunity to apply their practical knowledge in a course that will help them:

- Manage health and safety on-site in accordance with current legislative requirements
- Develop and understanding of the responsibilities and accountability of onsite health and safety management
- Recognise that a safe site is efficient, economical and productive
at the end of the course delegates will be able to:
- Implement legislative requirements that affect them during their daily work
- Implement industry guidance and best practice
- Understand their duties and responsibilities with regards to health, safety, welfare and environment

Who should attend

This nationally recognised five-day course is designed specifically for those requiring a broad-based knowledge of health and safety in the construction sector. Site Managers and Supervisors will find the course invaluable in helping them manage the health and safety aspects of construction or civil engineering projects effectively.

Assessment

This course involves formal training, classroom based discussions and group exercises. Delegates will be issued with the Constructionskills publications, XA6 and GE700 as well as the relevant handouts required.

Successful candidates will be awarded with a Constructionskills certificate. This is renewable every 5 years by attending a Constructionskills approved 2 day refresher course.

Dates	Guernsey	20th, 21st, 28th, 29th, 30th April 14th, 15th, 22nd, 23rd & 24th September
	Jersey	11th, 12th, 19th, 20th & 21st May 19th, 20th, 27th, 28th & 29th October

Duration 5 days

Cost £695.00

Verifier: Constructionskills

5 Year Certificate

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Need guidance choosing a course? Call Normandie on t+44(0)1481 253 953



Portable Appliance Testing

An essential course for persons required to test electrical items to prove their electrical safety.

Course Objectives

To give delegates the confidence and competence in the use of Portable Appliance Testing (PAT).

Course Content

- Basic electrical terminology
- Visual Inspections
- Portable Appliance Testers
- Labelling and recording
- Relevant legislation

Who should attend

Persons responsible for Portable Appliance Testing within their organisation.

Assessment

Assessment is conducted through a number of practical exercises and a written test. Successful candidates will receive a certificate of training.

Dates Dates arranged on application

Duration ½ day

No of delegates 5 maximum

Cost £125.00 per person

Verifier: National Training & Consultancy UK Ltd

Courses can be run in-house—for more information call us on t+44(0)1481 253 953

NEBOSH General Certificate in Occupational Safety and Health

The NEBOSH National General Certificate in Occupational Safety and Health is an examined qualification, designed to help non-specialists more effectively discharge their duties and functions in workplace Health and Safety. The course provides comprehensive and wide ranging initial training in Health and Safety and also covers the identification and control of hazards and the management of Health and Safety. Many companies now require that the NEBOSH certificate qualification is a promotion pre-requisite for line management. A 50% drop in accidents at a factory has been linked directly to their initiative to train all senior production staff and managers on the NEBOSH course. This impressive statistic shows clearly the practical benefits of taking the NEBOSH course.

Course Content

Unit

- 001 Health and Safety foundations
- 002 Policy
- 003 Organisation for health and safety
- 004 Promoting a positive health and safety culture
- 005 Risk assessment
- 006 Principles of control
- 007 Movement of people and vehicles – hazards and control
- 008 Manual and mechanical handling hazards and control
- 009 Work equipment hazards and control
- 010 Electrical hazards and control
- 011 Fire hazards and control
- 012 Chemical and biological health hazards and control
- 013 Physical and psychological health hazards and control
- 014 Construction activities -hazard and control
- 015 Incident investigation, recording and reporting
- 016 Monitoring, review and audit

Who should attend

Those with Health and Safety responsibilities, including managers, supervisors and employee representatives.

Assessment

Assessment is by an end examination comprising two written papers (papers A1 and A2) and a practical assessment (Part B). Paper A1 (The management of safety and health) address primarily units 1–6 and 15-16. Paper A2 (Controlling workplace hazards) addresses primarily units 7-14, with reference to unit 6. The practical assessment consists of carrying out a health and safety inspection of a workplace and preparing a management report.

Dates	Week 1	26th April—30th April (inc)
	Week 2	10th May—14th May (inc)
	Revision days	1st June & 3rd June
	Examination day	11th June
Cost	£1,700 per candidate (includes all NEBOSH examination fees)	

Verifier: NEBOSH



Constructionskills Site Supervisory Safety Training Scheme

Course Objectives

To ensure all those given supervisory responsibilities understand:

- Why they are carrying out their identified duties
- What is expected of them
- Their contribution to the safety of the workplace

Course Content

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

- Understand the problems of the industry
- Have an understanding of how health and safety law is structured and how it applies to supervisors
- Identify how their supervisory role fits in with the management structure in controlling site safety
- Carry out risk assessments and understand the need for method statements
- Carry out effective site inductions, toolbox talks and method statement briefings
- Monitor site activities effectively
- Understand the importance of timely intervention when bad practice is identified

Who should attend

This course is for supervisory staff and those who have to, or are about to acquire supervisory responsibilities.

Assessment

This course includes presentations, practical exercises, videos and ongoing assessments. Successful candidates will be awarded with a Constructionskills certificate, which is valid for 5 years.

Dates	Guernsey	22nd & 23rd April, 16th & 17th September
	Jersey	13th & 14th May, 21st & 22nd October

Duration 2 days

Cost £375.00

Verifier: Constructionskills
5 Year Certificate



Courses can be run in-house—for more information call us on t+44(0)1481 253 953

**New for
2010**

Constructionskills Health and Safety Awareness

Course Objectives

To ensure that all those working on construction sites understand:

- Why they are carrying out their identified duties
- What is expected of them
- Their contribution to the safety of the workplace

Course Content

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

- Understand the need to prevent accidents
- Have an understanding of health and safety law
- Identify how their role fits into the control and management of the site
- Understand the need for risk assessments and method statements
- Appreciate the need to perform safely and to stop and ask for advice if not sure
- Feel obliged to report unsafe acts to prevent an accident

Who should attend

This course is aimed at individuals who are working within the construction industry.

Assessment

This course is delivered through presentations, videos, classroom based discussion and group exercises.

Successful candidates will be awarded with a Constructionskills certificate, which is valid for 5 years.

Dates	Guernsey	27th April, 21st September
	Jersey	18th May, 26th October

Duration	1 day
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No of delegates	12 maximum
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Cost	£165.00
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**Verifier: Constructionskills
5 Year Certificate**



Manual Handling (Principles of)

Normandie Health & Safety Ltd are a provider of this Chartered Institute of Environmental Health Principles of Manual Handling training course. We also offer this course under Normandie Health & Safety Ltd.

Course Objectives

This is a stand alone course which covers the basic principles of manual handling, including risk assessment. Time is spent identifying 'bad' practice so that, when working, employees can relate to the bad practice and avoid it where possible.

Course Content

- Regulations, practice and responsibility
- Spinal anatomy and relating injuries
- Risk assessment and risk reduction
- Basic rules and practice
- Planning
- Risk assessment in the workplace
- Optional employers supplement

Who should attend

The course is intended for any person carrying out manual handling operations and is directly intended to address the principles of all kinds of manual handling. It is the employer responsibility to ensure that persons selected to be trained are free from any condition which would affect their ability to deal with manual handling requirements.

Assessment

The course is run by a registered trainer from the CIEH.

There is a simple written assessment to pass and successful candidates will receive a certificate of training from the CIEH.

Dates	Guernsey	23rd March, 16th June, 6th Sept, 9th Nov
	Jersey	1st April, 10th June, 2nd Sept, 18th Nov

Duration	½ day
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No of delegates	12 maximum
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Cost	£60.00 per person
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**Verifier: CIEH
3 Year Certificate**

Courses can be run in-house—for more information call us on t+44(0)1481 253 953



CIEH
Accredited training centre

Licensee Controlled Delivery— competent person training

Course Objectives

The course includes preparing and receiving petroleum deliveries and taking emergency action and meets the requirements in regards to competent person certification (Licensee Controlled Deliveries) deliveries and taking emergency action.

Course Content

Candidates will be shown the theory and practical aspects involved in:-

- The Law—Duty of care, general duties and delegation
- The Forecourt—Opening up and closing down, operating dispensers, fault reporting and accident/incident reporting
- Deliveries—Receiving deliveries, spillage procedures and unexplained wet stock losses
- Fire—Maintenance of fire systems and fire fighting equipment and fire prevention. (does not include practical fire fighting)

Who should attend

This course is intended for those persons who accept Licensee Controlled Fuel Deliveries.

Assessment

A local tutor runs the course. Candidates are assessed by multiple choice exam and practical test. Successful candidates will be awarded a certificate of training.

Dates	Dates arranged on application
Duration	½ day and practical assessment
No of delegates	5 maximum
Cost	£200.00 per course (+ £25 examination fee per person)

Verifier: Normandie Health and Safety
3 Year Certificate

Construction Health & Safety Test

As legislation and regulation within the industry increases, employers and their clients are demanding a means of ensuring that workers have adequate knowledge of safe working practice. The CITB Health and Safety test was created to prove that an individual has reached a minimum standard of health and safety awareness. The test consists of 35 random multiple choice questions (40 in some cases—depending upon the category of test undertaken) taken from a substantial list relating to all aspects of health and safety in construction. The test must be passed in order to qualify for most major registration schemes (including CSCS, CTA and CISRS) and more card schemes are adopting it all the time.

Where can I take the test?

The test is available at Normandie Health & Safety Limited. Normandie House is open Mon to Fri, 0900—1700.

How do I book the test?

Please contact Normandie Health and Safety—01481 253953

What can I do to prepare for the test?

Read the Health and Safety Test question Book (sent to you when you book your test)

- Attend a health and safety course
 - Read health and safety guides
 - Attend induction training sessions and Tool Box Talks
 - Seek advice from your local CITB area office
 - Ask your employer for guidance
- You will need to take the following items with you to the test centre:
- Your confirmation letter
 - ID bearing your photo
 - ID bearing your signature (this could be the same as your photo ID)

When you arrive at the centre, you will be welcomed by an administrator who will confirm your identity and show you what to do. The test is taken over the internet by sitting in front of a computer monitor and using a mouse to click on the screen to indicate your answer for each question. No specific computer skills are required, and a practice session is available to guide you through the process before the test begins. For candidates who are dyslexic or have other reading difficulties, a voice-over will operate so you can hear the test read out through headphones (this will be offered to all candidates at the time of booking).

At the end of the test, you will be given a print-out of the results and guidance on any follow-up action you should take.

Cost £50 per person



Courses can be run in-house—for more information call us on t+44(0)1481 253 953

Dumper Truck (Forward Tipping)

Course Objectives

The course is designed to cover the safe operation of dumper trucks as required under the Health and Safety Legislation.

Course Content

Candidates will be shown the theory and practical aspects involved in the operation of dumper trucks.

- Health and Safety Legislation
- PUWER Regulations
- LOLER Regulations
- Construction Regulations
- Employer/Employee responsibilities
- Machine construction
- Maintenance and daily checks
- Operation
- Safety
- Refuelling

Who should attend

This course is intended for any person operating or having responsibility for a dumper truck.

Assessment

The course is run by a tutor who specialises in this type of training. Successful participants will be awarded a certificate of training. Delegates will be continually assessed by the trainer and complete a test at the end of the course.

Dates	Dates arranged on application
Duration	1-3 days (dependant on experience of operatives)
No of delegates	4 maximum
Cost	£150.00 per person per day (open course) or £500.00 per day (closed course)

Verifier: Normandie Health and Safety
5 Year Certificate

IOSH Working Safely

Normandie Health & Safety Ltd are licensed providers of the Institution of Occupational Safety and Health course 'Working Safely'.

Course Objectives

This course is designed to train workers at all levels to ensure that their actions contribute to health and safety in the workplace and that their individual responsibilities are clearly understood.

Course Content

- Defining safe working, identifying hazards and risks, selecting and seeking advice on workplace precautions and assisting managers to prepare risk assessments
- Workplace precautions for sources of hazards, fire, manual handling, electricity, display screen equipment, chemicals and substances, work equipment, movement of people, poor house-keeping and noise
- Improving the organisations safety performance, including reporting relevant accidents and incidents, monitoring work activities, commenting on health and safety policy. Complying with requirements for control in safety management, co-operating with managers in safety activities, communicating on safety matters and identifying competencies required for safe working.

Who should attend

The course is designed for all employees, managers and employers to provide the foundations of a safety and health understanding.

Assessment

The course will be run by a registered tutor from SSG Consultancy and Training. At the end of the course there are multi choice and written papers. Successful candidates will be awarded a certificate from the Institution of Occupational Safety and health (IOSH) - a recognised qualification in health and safety.

Dates	Guernsey	30th March, 29th June, 2nd November
	Jersey	1st April, 1st July, 4th November
Duration		1 day
No of delegates		12 maximum
Cost		£140.00 per person



Courses can be run in-house—for more information call us on t+44(0)1481 253 953

**New for
2010**

Course Objectives

- This course is designed for Managers and Supervisors and Employees who have previously attended the IOSH Managing Safely Course.

Course Content

- Legal requirements and legal update
- Management responsibilities of health and safety
- Management systems and policy
- Risk assessment
- Accident investigation
- Stress in the workplace

Who should attend

Managers, Supervisors and employees who have previously attended the IOSH Managing Safely Course.

Assessment

The course will be run by tutors from SSG Training and Consultancy. The course uses classroom presentations and individual and group exercises. Candidates will be awarded a certificate from the Institution of Occupational Safety and Health (IOSH), a recognised qualifications for managers and supervisors.

Dates Guernsey 30th June

Duration 1 day

Cost £140.00

Verifier: IOSH



Course Objectives

To give delegates a thorough understanding of the safe operation and use of a Hydraulic Excavator.

Course Content

- Health & Safety Legislation
- Provision and Use of Work Equipment Regulations 1998 (UK)
- Lifting Operations, Lifting Equipment Regulations 1998, LOLER (UK)
- Employer/Employee responsibilities
- Machine construction
- Maintenance/daily checks
- Operating machine
- Safety precautions
- Refuelling
- Practical/oral test

Who should attend

The course is intended for Operatives. A certificate of training will be awarded to each successful candidate.

Assessment

A certificate of training will be issued to each successful candidate. Delegates will be continuously assessed by the trainer during course and complete a test at the end of the course. We advise that all delegates attend, or have attended a Site Safety Awareness course within the past two years.

Dates Dates arranged on application

Duration 1-10 days (dependent upon experience of the operatives)

No of delegates 4 maximum

Cost £200.00 per person per day (open course) or
£725.00 per day (closed course)

**Verifier: Normandie Health and Safety
5 Year Certificate**

Health and Safety law and the HSE ACOP'S Rider operated lift trucks—operator training, require that formal training in the safe operation of forklift truck operators is provided by the employer.

Course Objectives

This course is designed to meet the basic training elements defined in the ACOP for industrial counter balance lift trucks. The course does not include specific job training and familiarisation training as required in the ACOP.

Course Content

- Operators responsibilities
- Current legislation including LOLER
- Forklift truck safety policies
- Operational safety code
- Daily safety checks
- Vehicle sympathy
- Refuelling/recharging
- Basic hydraulic system
- Practice manoeuvring and stacking
- Load safety requirements

Who should attend

This course is designed for Managers, Operatives and Safety Reps.

Assessment

The course will be run by a RTITB approved trainer. On completion of training successful candidates will be awarded a certificate of training.

Dates	Dates arranged on application
Duration	1-5 days (dependent on experience of operatives)
No of delegates	3 maximum
Cost	£450.00 per day

Verifier: RTITB Registered Trainer
5 Year Certificate

Note: Training for other types of lift truck is also available through Normandie Health & Safety Ltd i.e. Telescopic Handler and Reach Truck. As the trainer will be utilising client premises and equipment the client should make sure that suitable insurance is in place for any damage or liabilities arising from the activity.

Course Objectives

This course is designed for Managers and Supervisors who need to manage safely and effectively. The course equips candidates with the knowledge and skills required to:-

- Apply effective management practices to health and safety issues
- Set practicable objectives and monitor progress
- Recognise hazards and identify control measures
- Understand behavioural factors affecting performance
- Ensure that adequate training and supervision is provided for all employees
- Investigate incidents and take appropriate remedial action
- Communicate effectively on health and safety issues
- Understand legal responsibilities and how to comply

Course Content

- Health and Safety Law
- Recognition and Control of Workplace Hazards
- Human factors and safety performance
- Effective communication

Who should attend

Any managers or supervisor required to manage safely and effectively in order to comply with statutory requirements, organisational policy and industry best practice.

Assessment

The course will be run by tutors from SSG Training and Consultancy. At the end of the course there will be a written multi-choice paper and a practical assessment involving a short work related project. Successful candidates will be awarded a certificate from the Institution of Occupational Safety and Health (IOSH), a recognised qualifications for managers and supervisors.

Dates	Guernsey	9th - 12th March, 23rd - 26th November
	Jersey	8th -11th June
Duration		4 days
No of delegates		12 maximum
Cost		£625.00 per person

Verifier: IOSH



Courses can be run in-house—for more information call us on t+44(0)1481 253 953



Health & Safety in the Office

Course Objectives

To provide delegates with a basic grounding in the essentials of health and safety management within an office based environment.

Course Content

- Relevant Health & Safety legislation and how it applies to an office environment.
- Hazard and risk identification.
- Common office hazards such as slips, trips, fire, manual handling and electricity.
- The identification of the principles of an ergonomic design and layout of a workstation.

Who should attend

Any employee working in offices including supervisors and safety specialists.

Assessment

The course uses presentations, classroom based discussion, group and individual exercises.

The course is accredited by SSG and delegates will receive an SSG certificate.

Dates	Guernsey	31st March, 26th May, 22nd November
	Jersey	Dates arranged upon application

Duration 1 day

No of delegates 14 maximum

Cost £140.00 per person

Verifier: SSG



Harness Awareness

Course Objectives

The course is designed to provide delegates with a thorough understanding of the basic rules for use of body harnesses.

Course Content

Generally the course will be run by lectures, videos, overhead projection, demonstrations, hand-outs and written assessment including:-

- Basic rules for PPE
- Fall Arrest Protection
- The pendulum effect
- Safe use of harnesses and lanyards
- Harness/lanyard inspection
- European standards for fall arrest equipment
- Lanyard attachment and free fall calculation
- Care and maintenance of a harness and equipment
- Fitting of harness and equipment (practical)
- Course assessment (theory & practical)

Who should attend

The course is designed for managers, supervisors, operatives who work at height using body harnesses.

Assessment

Written and practical assessments will be made by the tutor. Successful candidates will be awarded a certificate or training.

Dates Dates arranged on application

Duration 1 day

No of delegates 8 maximum

Cost £100.00 per person (open course)
£450.00 per day (closed course)

Verifier: Normandie Health and Safety
3 Year Certificate

Lorry Loader

Only authorised and fully trained drivers/operatives should be allowed to use the loader crane on the vehicle. An operator should always be fully conversant with loader crane controls and safety systems.

Course Objectives

On successful completion of training and the operating test, the individual will be able to operate the lorry loader in accordance with the manufacturers requirements.

Course Content

- Identify the basic construction, purpose and function of component and the purpose and use of all controls and gauges
- Identify and comply with manufacturers instructions in accordance with the operators handbook and other information sources i.e. duty charts and LOLER
- Carry out all pre-use and running checks of the carrier vehicle, lifting appliances and attachments
- Explain the safe working loads and duties chart for the loader
- Configure the lorry loader and carrier vehicle for site and road travel
- Manoeuvre the carrier vehicle into position in order to carry out the lifting of vehicle loads
- Set up the carrier vehicle to carry out lifts from minimum and maximum radius
- Use the correct attachment for lifting of various loads
- Lift and place loads at various radius
- Secure various loads on vehicle bed in accordance with best practice

Who should attend

Persons who operate lorry loaders.

Assessment

Candidates will complete a theory and practical test at the end of the course.

Dates	Dates arranged on application
Duration	1-4 days (dependent on experience of operatives)
No of delegates	4 maximum
Cost	£220.00 per person per day £800.00 per day (fully inclusive closed course)

Verifier: RTITB Registered Trainer
5 Year Certificate

Fire Risk Assessment (Basic)

Course Objectives

To provide delegates with the knowledge & understanding to undertake basic fire risk assessments in offices, small retail and similar sized premises.

Course Content

- Key legal requirements in connection with fire risk assessment
- Recognise and define basic terminology relating to the principles of fire risk assessment
- Fire risk assessment methodology, and appropriate sources of guidance
- Application of the (HSE) 5 step approach to the process of fire risk assessment
- Documentation of a fire risk assessment
- Identification and application of effective 'follow up' actions subsequent to a fire risk assessment

Who should attend

The training will benefit managers and others who are responsible for conducting or reviewing basic fire risk assessments for offices, small retail and similar sized premises.

Assessment

A written fire risk assessment will be set and candidates need to successfully pass this project in order to be certified.

Dates	Dates arranged on application
Duration	1 day
No of delegates	12 maximum
Cost	£135.00 per person

Verifier: SSG



Courses can be run in-house—for more information call us on t+44(0)1481 253 953

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Driver Safety Awareness

Course Objectives

To provide delegates with an explanation of safety legislation and the common risks associated with work related driving, risk assessments and simple strategies for reducing driving risk.

Course Content

On completing this qualification candidates will be able to:

- Understanding how health and safety legislation applies to company driving activities
- Understand the risks associated with work related driving
- Appreciate how driver attitude and behaviour affects road risk
- Understand how they can reduce their risk of being involved in an accident

Who should attend

Delegates who undertake driving as part of their normal working activities.

Assessment

The course is presented through presentations, workshops, videos and discussion.

The course is accredited by SSG and delegates will receive an SSG certificate.

Dates Dates arranged on application

Duration ½ day

No of delegates 12 maximum

Cost £ 125.00 per person

Verifier: SSG



New Roads & Street Works Act 1991

Course Objectives

To achieve accreditation as required by the NRSWA in Streetworks, Excavation and Reinstatement of the standards prescribed by City and Guild's of London.

Course Content

Unit

- 001 Avoidance of underground apparatus, plans, diagrams, apparatus, use of equipment.
- 002 Signing, lighting and guarding, code of practice, co-ordination, procedures.
- 003 Excavation in the Highway. Road types, materials, specifications and techniques.
- 004 Reinstatement and compaction of backfill.
- 005 Reinstatement of sub-base and road base in non-bituminous materials. Road types, specification, material types.
- 006 Reinstatement of cold-lay bituminous materials. Types of materials. Specification, laying practices.
- 007 Reinstatement of hot lay bituminous material.
- 008 Reinstatement of concrete slabs (rigid carriageways).
- 009 Reinstatement of modular surfaces and concrete footways.

Who should attend

Operatives. Supervisors are able to attend a supervisory level course which can be taught in conjunction with the operatives course.

Assessment

The delegate will have to demonstrate competence by undertaking practical exercises related to the unit that is being assessed, e.g. for unit 3 excavation, the delegate will have to dig a hole of the required size in such a way that meets the requirements of the specification and that shows safe working methods. The delegate will also have to answer correctly a few brief questions to prove competence in the subject. The course will presume that the candidates have experience of excavation and reinstatement in the highway.

Dates Dates arranged on application

Duration 1-8 days (depending on units selected)

No of delegates 8 maximum (unit 2/10—6 delegates maximum)

Cost Dependant on units selected.

Verifier: City and Guilds
5 Year Certificate



Courses can be run in-house—for more information call us on t+44(0)1481 253 953 19

Mobile Elevated Working Platforms (MEWPs)

Course Objectives

The course is designed to cover the safe operation of either MEWP BOOM or MEWP SCISSOR LIFTS.

Course Content

Candidates will be taught and tested in the following aspects of MEWPs:-

- Operators responsibility
- Siting and stability
- Safe working
- Routine inspection
- Accidents, near misses and dangerous occurrences
- Wind
- Travelling to and from the workplace
- Movement by road

Who should attend

The course is aimed at operators of MEWP BOOM and MEWP SCISSOR LIFT equipment items.

Assessment

The course is run by an NPORS approved trainer and there will be a theory and practical test. A certificate of training and ID card will be issued to successful candidates.

Dates	Dates arranged on application
Duration	1 day
No of delegates	4 maximum
Cost	£450 per day (provisional—closed course)

Verifier: Normandie Health and Safety

Note: The trainer will use the clients equipment and premises for this training and the client is responsible for ensuring the correct insurance is in place for any damages or liabilities arising from the training.

Display Screen Equipment—Workstation Assessors Course

The Health and Safety (Display Screen Equipment) Regulations 1992 were introduced with the aim of preventing ill-health to people who habitually use display screen equipment as part of their normal work.

Course Objectives

To provide delegates with adequate training and knowledge to assess and evaluate workstation risks and advise on suitable controls to reduce risk of injury.

Course Content

- Describe the legal requirements for risk assessment
- Outline the main requirements of the DSE Regulations
- Identify factors involved in workstation assessments
- Use a simple risk assessment proforma for DSE workstation assessments
- Identify practical solutions to eliminate or minimise risks

Who should attend

The course is designed for anyone responsible for assessing workstations.

Assessment

Delegates will be assessed at the end of the course and complete a multiple choice test. Successful delegates will be awarded a certificate of training.

Dates	Guernsey	19th May, 13th October
	Jersey	30th March, 29th September
Duration	1 day	
No of delegates	12 maximum	
Cost	£150.00 per person	

Verifier: Normandie Health and Safety
3 Year Certificate

Directing Safely

Course Objectives

Normandie Health & Safety Ltd are licensed providers of the Institution of Occupational Safety and Health course 'Directing Safely'. Directing Safely for small and medium sized enterprises aims to ensure that health and safety is appreciated by people at the most senior levels. The course reflects the principals embodied:-

- HSE's successful Health & Safety Management (HSG65)
- The Turnbull Report
- The DETR/HSC's 'Revitalising Health & Safety' strategy statement.

The course aims to provide directors/owners of small to medium enterprises with an understanding of the moral, legal and business case for proactive health and safety management and to give guidance on the effective management of risk.

Course Content

On successful completion of Directing Safely, delegates should be able to:-

- Understand the importance of strategic health and safety management and its integration into other business management systems
- Identify accident causes and plan for prevention through risk assessment and control strategies
- Appreciate the consequences of failing to manage health and safety effectively
- Understand the importance of consultation and communication with employees on health and safety issues
- Appreciate the significance of performance monitoring for continual improvement of health and safety management

Who should attend

Directing safely—for small and medium sized enterprises is intended for people with strategic responsibility for determining and implementing effective health and safety management within an organisation. The term 'small and medium sized enterprises' applies to organisations with fewer than 250 employees.

Assessment

Understanding of the course material is evaluated by means of a multi-choice assessment paper and a project. Successful completion of the programme results in the award of an IOSH certificate.

Dates Dates arranged on application

Duration 1 day

No of delegates 12 maximum

Cost £175.00 per person

Verifier: IOSH



Safe Digging and Cable Avoidance Techniques

This course covers the necessary elements for establishing a safe system of work as required under Channel Islands legislation and the UK Electricity at Work Regulations 1989.

Course Objectives

This course is designed for Managers, Supervisors, Operatives and Safety Reps. To give candidates an in-depth understanding of the legal obligations associated with and safe methods of planning digging operations.

Course Content

- Relevant legislation
- Recognition of equipment
- Reasons for using equipment
- The use of plans
- Video "Live or Dead"
- Practical use of the Cable Avoidance Tool
- Practical use of Generator Signal Unit
- Emergency procedures
- Reporting of accidents
- Introduction of the sond (mouse)
- Use of plans and careful planning techniques

Who should attend

The course is designed for Managers, Supervisors, Operatives and Safety Reps, in order to comply with statutory requirements, organisational policy and industry best practice.

Assessment

The course will be run by a UK Tutor from Normandie Health & Safety. Delegates will be continuously assessed during the course and complete a practical and theoretical test at the end of the course.

Dates Dates arranged on application

Duration ½ - 1 day (dependent on experience of operatives)

No of delegates 8 maximum

Cost £90.00 per person (provisional—open course) or
£675.00 per day (provisional—closed course)

Verifier: Normandie Health & Safety
5 Year Certificate

Courses can be run in-house—for more information call us on t+44(0)1481 253 953

Scaffold Safety Inspection (Basic)

Course Objectives

This course is designed for Supervisors, Engineers, Foreman and Agents and will benefit those that have a duty to inspect basic scaffolds for safe use and to cover relevant legislation.

Course Content

The candidate will develop an understanding of the appropriate safety requirements for scaffolding:-

- Health and Safety Legislation
- Current Legislation/Guidance Notes
- Practice Industry Based Standards
- Erection and Dismantling Techniques
- Scaffold Types Terms and Uses
- Scaffold Ties
- Working Platform Safety
- Inspection of Scaffolding
- Practical Inspection of Standing Scaffold

Who should attend

This course is intended for any person who has responsibility for inspecting basic scaffolds.

Assessment

The course is run by a UK Tutor who specialises in this type of training. Successful participants will be awarded a certificate of training. Delegates will be assessed by a theory test and will be required to complete and pass a practical exercise.

Dates	Guernsey	9th March, 19th October
	Jersey	8th March, 18th October

Duration 1 day

No of delegates 8 maximum

Cost £160.00 per person

Verifier: Astra Training Services

3 Year Certificate

Control of Substances Hazardous to Health (COSHH)

Course Objectives

The course is designed for those people who use hazardous substances at work and introduces students to the hazards associated with those substances, the risks and controls available and what to expect from a COSHH assessment. **The course is not designed to train students on how to carry out COSHH assessments nor to provide detailed training on working with hazardous substances.**

Course Content

- Definition and types of substances hazardous to health in the workplace
- Health effects of hazardous substances and their causes
- COSHH assessments and control options
- Responsibilities imposed by the Control of Substances Hazardous to Health Regulations 2002

Who should attend

This course is intended for any person who uses hazardous substances at work.

Assessment

The course is run by an CIEH registered trainer. Candidates will be assessed by way of a multi choice paper. Successful participants will be awarded a CIEH Principles of COSHH certificate.

Dates	Guernsey	26th May
	Jersey	14th April

Duration ½ day

No of delegates 12 maximum

Cost £60.00 per person

Verifier: CIEH

Note: Specialist training courses can be organised for personnel who are required to conduct COSHH assessments. Contact Normandie to arrange a course that can be tailored to your needs.



Course Objectives

Channel Islands Law require that all persons undertaking work with asbestos or who are liable to be exposed to asbestos should be given training in order to safeguard their health. Other people who also play a part in preventing exposure, such as surveyors, supervisors and managers should also be trained. The course is designed to provide essential information to allow persons to safeguard their own health, the health of co-workers and any staff they might be responsible for. By the end of the half-day delegates should have a basic understanding of asbestos, the dangers of exposure, relevant legal requirements and how asbestos affects their work. **It is not designed to give persons a level of competency in asbestos work.**

Course Content

- The properties and uses of asbestos
- An appreciation of where asbestos may be found in relation to their work
- The health risks from asbestos
- Asbestos regulation
- What to do if asbestos is found unexpectedly
- The safe methods of working with asbestos cement materials and other low-hazard material
- Where to get further advice and guidance
- How to carry out work activities without risks to people
- Pro-active and re-active monitoring

Who should attend

The course is designed for anyone who wishes to increase their knowledge of asbestos issues.

Assessment

The course is run by a local tutor who has had great experience dealing with Asbestos issues in the Channel Islands. There is no formal assessment. Candidates will be issued a certificate of attendance.

Dates	Guernsey	12th February, 14th May, 11th November
	Jersey	Dates arranged on application
Duration	½ Day	
No of delegates	16 maximum	
Cost	£60.00 per person (provisional)	

Verifier: Normandie Health and Safety

NOTE: Courses specifically tailored for clients can be arranged on application



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Course Objectives

This course is designed to provide course delegates with a thorough understanding of basic slinging requirements for those appointed to properly discharge these responsibilities.

Course Content

Generally the course will be run with lectures, films, overhead projection and practical exercises, training handouts and assessment.

- Current Legislation including LOLER
- Marking of safe working load
- Testing and examination
- Safety precautions
- Movement and stacking of loads
- Slinging and load movement
- Correct use of lifting equipment
- Instructions of Authorised Slingers
- Personal Protection
- Recommend crane signals
- Practical use of lifting equipment and lifting demonstration

Who should attend

The course is designed for those who undertake the role of Slinger/Signaller as part of their normal duties.

Assessment

This course is run by a UK Tutor who specialises in this type of training. Successful participants will be awarded a certificate of training.

Dates	Dates arranged on application
Duration	1—3 days (dependent on experience of operative)
No of delegates	4 maximum
Cost	£220.00 per person per day (open course) or £750.00 per day (Fully inclusive—closed course)

Verifier: Stokenchurch Safety Services

5 Year Certificate

Courses can be run in-house—for more information call us on t+44(0)1481 253 953

Course Objectives

To provide delegates with an understanding of the UK Work at Height Regulations 2005 and on practical solutions to comply with this legislation.

Course content

- Work at Height Regulations 2005
- Appreciation of fall hazards
- Working at height risk assessments
- Method Statements
- Flat and sloping roofs safety
- Fragile roof safety
- Risk control measures
- Rescue procedures

Who should attend

The course is designed for persons who plan work at height & are responsible for conducting risk assessments.

Assessments

There are two written assessments and successful candidates will receive a certificate of training in working at height awareness.

Dates	Guernsey	15th April, 4th November
	Jersey	29th April, 28th October

Duration 1/2 days

No of delegates 12 maximum

Cost £70.00 per person

Verifier: Normandie Health and Safety

Course Objectives

Accident and Incidents are a barometer of an organisations health and safety performance. This course is designed to provide key staff with a thorough understanding of the human and economic costs of accidents and their underlying root causes, along with the key skills required to carry out effective accident investigations and make recommendations to minimise the risk of recurrence.

Course Content

- Identify the true costs of accidents
- Recognise the multiple causes of accidents
- Conduct effective accident investigations
- Make recommendations to minimise recurrence
- The triangle of loss
- Models of accident and investigation causation
- Objectives of investigation
- Managing the accident scene
- Gathering information
- Analysing the data
- Making recommendations
- Record keeping
- Post investigation actions

Who should attend

Persons who are responsible for conducting accident investigations at work.

Assessment

An accident scenario project will be required to be successfully complied by the candidate.

Dates Dates arranged on application

Duration 1 day

No of delegates 8 maximum

Cost £175.00 per person

Verifier: SSG

General Health & Safety



Food Hygiene



CIEH Level 1 Award in Food Safety

Course Objectives

The new CIEH Level 1 awards in food safety are run as half-day courses, suitable for a variety of candidates, including new employees with minimal or no prior food safety knowledge, employees handling low risk or wrapped food or those who work front of house, such as waiting or check out staff, as well as back of house such as kitchen porters or warehouse staff.

Course Content

- Food Safety (food hygiene, hazards, responsibilities)
- Personal Hygiene
- Cleaning
- Contamination

Who should attend

New employees & employee handling low risk food. The level 1 awards are sector specific and the training programme has been developed to allow courses to be tailored to meet the needs of staff working in catering, manufacturing or retail environments.

Assessment

15 multiple choice question examination.

Dates Dates arranged upon application

Duration 1/2 day

No of delegates 12 maximum

Cost £40.00 per person

Verifier: CIEH

3 Year Certificate

**New for
2010**

FSA Safer Food Better Business Pack (SFBB) Coaching

Course Objectives

The aim of this training is to assist Managers/Supervisors who have chosen to use the SFBB pack as their food safety management system (FSMS).

Course Content

- Legal requirements
- Completion of the SFBB pack
- Responsibilities of training additional staff

Who should attend

Persons involved in implementing food safety management systems (FSMS) within their Organisation. (Recommended for businesses with less than 5 employees).

Assessment

Candidates will be awarded a certificate of attendance.

Dates Dates arranged on application

Duration 2 Hours

No of delegates 12 maximum

Cost £30.00 per person (open course)
£150.00 (closed course)

Verifier: NHS



CIEH Level 3 Award in Food Safety

Course Objectives

The Food and Drugs (Food Hygiene) (Amendment) Order 2007 has placed greater onus and accountability on anyone in the food business with supervisory responsibility. It is therefore vital they are equipped with both the knowledge and confidence to do their job effectively. In response to the requirements of the Sector Skills Councils and the Qualifications and Curriculum Authority (QCA), the CIEH have launched new sector specific awards In food safety which will replace the CIEH Intermediate in Food Safety.

Course Content

- Legislation
- Supervisory management
- Temperature control (chilling, cooking)
- Cleaning
- Contamination and control
- Applying and monitoring good hygiene practices
- Implementing good food safety procedures
- Contributing to the safety training of others

Who should attend

This course is designed for Managers and supervisors in medium to large manufacturing or catering businesses.

Assessment

Multiple choice examination

Dates	June 1st, 8th & 15th (full days) June 29th (Revision) and 6th July (Exam) or October 4th, 11th & 18th (full days) October 25th (Revision) & November 1st (Exam)
Duration	3 days & 1/2 day for revision and 1/2 day for examination
No of delegates	12 maximum
Cost	£350 per person

Verifier: CIEH
3 Year Certificate



CIEH Level 2 Award in Food Safety

Course Objectives

Training providers have identified a growing need to make learning more relevant to specific business environments to increase effectiveness. This new qualification equivalent to the 'foundation' level has been developed for the catering, retail and manufacturing industries, this qualification replaced the CIEH Foundation Certificate in Food Hygiene.

Course Content

- Legislation
- Food safety hazards
- Temperature control
- Refrigerating, chilling and cold heating
- Cooking, hot holding and reheating
- Food handling
- Principles of safe food storage
- Cleaning
- Food premises and equipment

Who should attend

Anyone working in the catering, retail or manufacturing industries. Employees who handle food will gain a firm grasp of the importance of food safety and knowledge of the systems, techniques and procedures involved. They will have the confidence and expertise to deliver quality food safety to customers. Refreshments of this qualification is recommended at least every 3 years.

Assessment

Multiple-choice examination.

Dates	Guernsey	15th Feb, 12th April, 21st June, 13th Sept, 29th Nov
Duration		1 day
No of delegates		12 maximum
Cost		£60.00 per person (open course) £450.00 per day & CIEH fees (closed course)

Verifier: CIEH
3 Year Certificate



**New for
2010**

CIEH Level 2 Award in Food Safety Refresher

Course Objectives

Employees who have taken the CIEH Level 2 Award in Food Safety are recommended to take a refresher course three years after completion to:

- Refresh your knowledge of food safety
- Complete the CIEH Level 2 Food Safety qualification portfolio
- Encourage best practice in the workplace

Course Content

- Responsibilities for food safety
- Personal Hygiene
- The work environment
- Product safety

Who should attend

Employees who have previously taken the CIEH Level 2 Award in Food Safety (Catering, Retail or Manufacturing).

Assessment

Multiple choice examination.

Dates Dates arranged on application

Duration 1/2 day

No of delegates 12 maximum

Cost £60.00

Verifier: CIEH



**New for
2010**

CIEH Level 2 Award in Health & Safety in Health and Social Care

Course Objectives

An introduction to health and safety adapted for health and social care. This provides candidates with a good understanding and knowledge of health and safety in the health and social care sector.

Course Content

The qualification covers the following topics:

- Legislation
- Health
- Safety
- Welfare
- Hygiene Awareness
- Hygiene Hazards
- Personal Hygiene
- Cleaning

Who should attend

Employees in the health and social care sector.

Assessment

Multiple choice examination.

Dates Dates arranged on application

Duration 1 day

No of delegates 12 maximum

Cost £95.00

Verifier: CIEH

