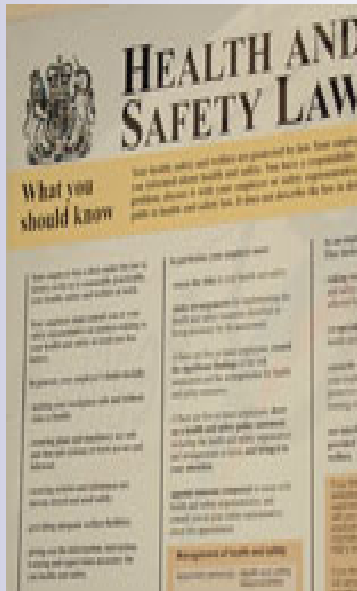




Health & Safety  
Cornwall



# TRAINING PACK





# Health & Safety Cornwall

As Chartered Practitioners in safety and health we pride ourselves in delivering courses in all subjects relating to health and safety, food and fire prevention which are up to date and entertaining as well as informative.

The benefits of such training are that organisations and businesses can feel confident that staff who undertake such training are trained to the highest level by professionals in related subjects to national standards. Our objective is not only to deliver quality training but to change hearts and minds so that health and safety becomes an integral part of everyone's work activity.

Unlike some other providers **A1 Health and Safety** do not just offer training by professionals but also provide expert advice so that students gain confidence to carry out their legal responsibilities on their own.

Lecturers at **A1 Health and Safety** are from a variety of specialised professional backgrounds. Most have previous enforcement experience either in health and safety, food or fire prevention. Other lecturers have specialised knowledge and experience in such subjects as occupational health, ergonomics, hazardous substances, construction and stress management.

**A1 Health and Safety's** aim is to provide informative, interesting training through the use of innovative state of the art equipment and material. Lecturers also offer workplace practical support to ensure skills taught are implemented to the highest standards.

**A1 Health and Safety** prices are competitive and all statutory training is tax deductible so there is no need to compromise on cost or training content.

At **A1 Health and Safety** our mission is to add value to your training needs whilst being the most beneficial training provider available.





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## Confidence and Assertiveness

Being assertive is something you may normally consider confident people do naturally. If you are trying to improve your confidence, then assertiveness training could really help you. Learning to act and speak in a more assertive way could help you overcome several obstacles in your life such as shyness, low self esteem and a lack of confidence.

This course includes:

- ◆ Get Motivated! - An examination of the underlying causes of low self esteem and confidence and looking at the ways to change the way you and others perceive you by changing your thought processes;
- ◆ Assertiveness – Learning how to say what you want;
- ◆ Stress – What it is and how to manage it;
- ◆ Overview & Course assessment

### Frequently asked questions:

**What is the course duration?**

1 day

**Is there a certificate gained at the end?**

Certificate of attendance issued by a Chartered Practitioner

**Who should attend?**

Staff at all levels up to management

**What does it cost?**

£100.00 per delegate

**Exam Fee?**

None

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## Time Management For Managers

Like money, time can be spent wisely - or unwisely. This course for managers teaches you how to budget time more effectively, so that you can make improvements to your working day, your output and your quality of life.

This course has been designed for use with team leaders and junior managers and is intended to help participants identify how to make the best use of time - and any habits they may need to break!

By the end of the course participants will be able to:

- ◆ Understand and apply the concept of SMART objectives;
- ◆ Describe the barriers that get in the way of effective time management;
- ◆ Understand the habits they have that might get in the way;
- ◆ Understand some basic principles and techniques for prioritising;
- ◆ Describe what makes effective delegation;
- ◆ Recognise the principles of running effective meetings;
- ◆ Make better use of their own (and others) time!

### Frequently asked questions:

What is the course duration?

1 day

Is there a certificate gained at the end?

Certificate of attendance issued by a Chartered Practitioner

Who should attend?

Team leaders and junior managers.

What does it cost?

£115 per delegate

Exam Fee?

None

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## Time Management For Non- Managers

Like money, time can be spent wisely - or unwisely. This course teaches you how to budget time more effectively, so that you can make improvements to your working day, your output and your quality of life.

This course has been designed for use with staff at all levels and is intended to help participants identify how to make the best use of time - and any habits they may need to break!

By the end of the course participants will be able to:

- ◆ Understand and apply the concept of SMART objectives;
- ◆ Describe the barriers that get in the way of effective time management;
- ◆ Understand the habits they have that might get in the way;
- ◆ Understand some basic principles and techniques for prioritising;
- ◆ Describe the importance of 'doing what matters';
- ◆ Make better use of time!

### Frequently asked questions:

**What is the course duration?**

1 day

**Is there a certificate gained at the end?**

Certificate of attendance issued by a Chartered Practitioner

**Who should attend?**

Staff at all levels up to management

**What does it cost?**

£115.00 per delegate

**Exam Fee?**

None

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## Problem Solving & Decision Making

Much of what managers and supervisors do is solve problems and make decisions. New managers and supervisors, in particular, often make solve problems and decisions by reacting to them. They are "under the gun", stressed and very short for time. Consequently, when they encounter a new problem or decision they must make, they react with a decision that seemed to work before. It's easy with this approach to get stuck in a circle of solving the same problem over and over again. Therefore:

This course has been designed for use with all levels of staff up to management level and is intended to help participants develop better problem solving and decision making skills, and encourage analytical thinking.

By the end of the course participants will be able to:

- ◆ Describe a process for problem solving;
- ◆ Describe techniques that will help an objective problem solving process;
- ◆ Describe how to use a creative thinking technique to generate ideas;
- ◆ Understand how to apply objective decision making to typical workplace scenarios.

### Frequently asked questions:

**What is the course duration?**

1 day

**Is there a certificate gained at the end?**

Certificate of attendance issued by a Chartered Practitioner

**Who should attend?**

All levels of staff up to management level.

**What does it cost?**

£95.00 per delegate

**Exam Fee?**

None

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## Managing For High Performance

This course has been designed for use with team leaders and junior managers and is intended to enable participants to identify what makes a high performance team and what they can be doing as managers to support the high performance.

It covers the performance management cycle: setting goals; monitoring and review; celebrating success.

By the end of the course participants will be able to:

- ◆ Describe what makes a high performance team;
- ◆ Understand the role of the team leader/manager/supervisor;
- ◆ Describe how to set SMART goals and the benefits of having them;
- ◆ Understand the importance of regular feedback and the need for it to be constructive;
- ◆ Suggest a range of solutions with dealing with poor performance in order to get things back on track.

### Frequently asked questions:

**What is the course duration?**

1 day

**Is there a certificate gained at the end?**

Certificate of attendance issued by a Chartered Practitioner

**Who should attend?**

Team leaders and junior managers

**What does it cost?**

£150.00 per delegate

**Exam Fee?**

None

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## First Time Leadership

As more and more companies move towards a flatter, team-based structure, team leaders are having to learn to combine a leadership role with full-time operational responsibilities.

This training course is aimed at developing core leadership skills in people who are new to this demanding role. It encourages your people to focus on what leaders do, rather than who they are, so they can break their new responsibilities into manageable and achievable stages of development

This course has been designed for use with staff to a new supervisory or team leader role and is intended to help participants identify what constitutes effective team leadership and understand the impact effective leadership can have in the workplace.

By the end of the course participants will be able to:

- ◆ Describe what leadership and management mean;
- ◆ Understand different leadership styles;
- ◆ Describe the skills and attributes of a good leader;
- ◆ Understand the impact the leader can have on motivation and therefore performance;
- ◆ Reflect on their own role as leaders and areas for development within it.

### Frequently asked questions:

#### What is the course duration?

1 day

#### Is there a certificate gained at the end?

Certificate of attendance issued by a Chartered Practitioner

#### Who should attend?

Staff to a new supervisory role or team

#### What does it cost?

£95.00 per delegate

#### Exam Fee?

None

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## Delivering A Great Service

Good customer service is the lifeblood of any business. You can offer promotions and slash prices to bring in as many new customers as you want, but unless you can get some of those customers to come back, your business won't be profitable for long.

Good customer service is all about bringing customers back. And about sending them away happy – happy enough to pass positive feedback about your business along to others, who may then try the product or service you offer for themselves and in their turn become repeat customers.

This course has been designed for use with staff at all levels and is intended to help participants identify what makes excellent customer service and the specific skills they will each need to be able to deliver great service.

By the end of the course participants will be able to:

- ◆ Describe what excellent customer service looks like;
- ◆ Understand how perception and reality might be different;
- ◆ Recognise the barriers that can affect good service;
- ◆ Describe the skills needed to deliver a great service;
- ◆ Understand the difference between skill and attitude;
- ◆ Explore areas for improvement within the workplace that might hinder excellent service.

### Frequently asked questions:

#### What is the course duration?

1 day

#### Is there a certificate gained at the end?

Certificate of attendance issued by a Chartered Practitioner

#### Who should attend?

Staff at all levels

#### What does it cost?

£ 95.00 per delegate

#### Exam Fee?

None

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## Coaching Skills for Managers

Performance coaching (which expression includes life, career, fitness, business, executive, finance and any other category of coaching in the modern sense of the word) is about communicating in a way that enhances understanding, clarity, awareness, responsibility, self-belief and productive relationships.

This course has been designed for use with team leaders, supervisors and managers and is intended to help participants develop coaching skills to support and develop staff in the workplace.

By the end of the course participants will be able to:

- ◆ Describe what coaching is and what it is not!;
- ◆ Identify the skills that managers will need to be an effective workplace coach;
- ◆ Understand how to structure a coaching session with staff members;
- ◆ Understand how to coach for development and higher performance;
- ◆ Be able to suggest a useful framework for a coaching meeting.

### Frequently asked questions:

#### What is the course duration?

2 days

#### Is there a certificate gained at the end?

Certificate of attendance issued by a Chartered Practitioner

#### Who should attend?

Team leaders, supervisors and managers.

#### What does it cost?

£200.00 per delegate

#### Exam Fee?

None

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## Building the Team

There are many benefits to working in a team. Take combined skills for instance. A team has better combined skills than any one of its members. An idea expressed in a team can have a snowball effect, inspiring new ideas that the members might not have thought of on their own. They become a natural learning environment, training each other in new skills.

This course has been designed for use with a newly formed team in order to build better relationships and understanding between team members. Alternatively, it can also be used with a more established team to identify any weaknesses in the way the team work or develop a particular team-working element.

It contains fun elements to encourage better relationships and rapport within the team, as well as some strong key learning points about positive team-working.

By the end of the course, participants will:

- ◆ Know more about their colleagues;
- ◆ Be able to describe what makes a high performance team;
- ◆ Understand the importance of playing to different strengths and skills;
- ◆ Recognise the need for clear and effective communication.

### Frequently asked questions:

#### What is the course duration?

1 day

#### Is there a certificate gained at the end?

Certificate of attendance issued by a Chartered Practitioner

#### Who should attend?

People who work in teams.

#### What does it cost?

£95.00 per delegate

#### Exam Fee?

None

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## Communication Skills

Good communication skills are skills that facilitate people to communicate effectively with one another. Effectual communication engages the choice of the best communications channel, the technical know-how to use the channel, the presentation of information to the target audience, and the skill to understand responses received from others. Self development, interpersonal skills, mutual understanding, mutual cooperation and trust is also important to set a complete channel of most effective and winning communication skills.

The course has been designed for use with all levels of staff and is intended to help participants identify what makes effective communication and the specific skills they will need in order to be effective communicators.

By the end of the course participants will be able to:

- ◆ Describe barriers to communication and how to overcome them;
- ◆ Explain how to build rapport with others;
- ◆ Recognise the importance of listening and not making assumptions;
- ◆ Describe how to make communication clear and the importance of clarity;
- ◆ Understand that what is meant is not what is always understood (intention vs perception);
- ◆ Recognise the importance of asking open questions to clarify understanding;
- ◆ Describe their experience of a team activity and the key learning points about communication from that.

### Frequently asked questions:

#### What is the course duration?

1 day

#### Is there a certificate gained at the end?

Certificate of attendance issued by a Chartered Practitioner

#### Who should attend?

All levels of staff.

#### What does it cost?

£95.00 per delegate

#### Exam Fee?

None

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## Asbestos Awareness & the Control at Work Regulations 2006

Regulation 9 of the control of asbestos at work regulations 2002 requires employers to ensure that adequate information; instruction and training are given to their employees who are liable to be exposed to asbestos or who supervise such employees.

This course includes:

- ◆ History of asbestos;
- ◆ What is asbestos?;
- ◆ Why was asbestos so popular?;
- ◆ Why is asbestos a problem?;
- ◆ Asbestos related diseases;
- ◆ The hidden legacy of asbestos;
- ◆ The law relating to asbestos;
- ◆ Where you may find asbestos in a building;
- ◆ What you so do if you come across asbestos;
- ◆ Examples of asbestos containing materials (ACMs);
- ◆ Managing asbestos for those in control of premises.

### Frequently asked questions:

#### Who is the awarding body?

A1 Health & Safety-Cornwall

#### What is the course duration?

1/2 day

#### Is there a certificate gained at the end?

Certificate of attendance issued by a Chartered Practitioner

#### Who should attend?

This course is a must for all company safety officers, management, maintenance staff or those that have an interest in general safety and is suitable preparation for those interested in obtaining the Royal Society for the Asbestos Inspection Procedures.

#### What does it cost?

£75.00 per delegate.

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## Stress Awareness Certificate

Pressure is part and parcel of all work and helps to keep us motivated. However, excessive pressure can lead to stress, which undermines performance and makes people ill.

This qualification raises awareness of the likely sources of work related stress and will enable employees to contribute to strategies which combat work related stress.

The course includes:

- ◆ Definitions of stress;
- ◆ Stress as an occupational health hazard;
- ◆ Identification of basic workplace stressors;
- ◆ Development of basic controls for work related stressors;
- ◆ Responsibilities imposed under UK legislation.

### Frequently asked questions:

#### Who is the awarding body?

Chartered Institute of  
Environmental Health

#### What is the course duration?

1 day

#### Is there a certificate gained at the end?

Certificate of attendance issued  
by a Chartered Practitioner

#### Who should attend?

This qualification is aimed at  
general workers and also serves  
as an introduction to the issue  
for more senior staff.

#### What does it cost?

£45.00 per delegate.

#### Exam fee?

£7.87

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## NEBOSH General Certificate

This course is designed for those needing a broad base of knowledge and understanding on which a basic level of competence in occupational safety and health can be developed. Such people include managers, supervisors, sole traders, directors, employee representatives and others involved in employee safety.

The course comprises of three parts:

- ◆ Unit NGC1 - The Management of Safety and Health
- ◆ Unit NGC2 - Controlling Workplace Hazards
- ◆ Unit NGC3 - Health and Safety Practical Assessment

Successful delegates will be awarded with the nationally recognised qualification.

### Frequently asked questions:

#### Who is the awarding body?

NEBOSH (The National Examination Board in Occupational Safety and Health)

#### What is the course duration?

This course is offered as a block release or as evening sessions, duration will depend on which session you request.

#### Is there a qualification gained at the end & is it curriculum authority accredited?

Yes - nationally recognised qualification.

#### Who should attend?

Managers, supervisors, directors, employee representatives and others involved in employee safety.

#### What does it cost?

Evening course: £685.00

Block release Course: £1100.00

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## Level 2 Award in Fire Risk Assessment

Employers have responsibility for ensuring the health, safety and welfare of their employees and others who may have access to the workplace. These general duties include safety in relation to fire hazards, both from the work processes and activities, as well as general fire safety in the workplace.

The risk assessment is to enable employers to identify, and then take steps to eliminate, reduce or control safety risks (including risks from fire), to make sure that nobody gets hurt or becomes ill.

The course includes:

- ◆ Principles and causes;
- ◆ Fire safety legislation;
- ◆ Identifying fire hazards;
- ◆ Fire risk assessments;
- ◆ Reviewing risk assessments.

### Frequently asked questions:

#### Who is the awarding body?

British Safety Council

#### What is the course duration?

1 day

#### Is there a qualification gained at the end & is it curriculum authority accredited?

Yes—Level 2

#### Who should attend?

Delegates who require a basic level of competence in undertaking fire risk assessments and have responsibility for ensuring the work complies with the Regulatory Reform (Fire Safety) Order 2005.

#### What does it cost?

£150.00 per delegate.

#### Exam Fee?

Online assessment fees payable directly to the British Safety Council following attendance of the one day course £30.00

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## Level 2 Award in Health and Safety in the Workplace

This qualification represents a foundation of knowledge required by everyone. It provides essential knowledge and understanding of health and safety for employees working in the business sector.

The course includes:

- ◆ Legislation;
- ◆ Health;
- ◆ Safety;
- ◆ Welfare;
- ◆ The workplace and work equipment;
- ◆ Risk assessment;
- ◆ Manual handling;
- ◆ Hazardous substances;
- ◆ Ergonomics and workplace design;
- ◆ Transport and vehicles;
- ◆ Noise and vibration.

### Frequently asked questions:

#### Who is the awarding body?

Chartered Institute of  
Environmental Health

#### What is the course duration?

1 day

#### Is there a qualification gained at the end & is it curriculum authority accredited?

Yes—Level 2

#### Who should attend?

Anybody working in any  
business sector.

#### What does it cost?

£45.00 per delegate.

#### Exam Fee?

£8.95

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## Level 2 Award in Principles of Manual Handling

Manual handling injuries can occur wherever people work and it is estimated that more than a third of all 'over-three-day' injuries are caused by manual handling activities.

Successful completion of this course will prepare delegates to look carefully at their own work activities and contribute to the development of safer methods of manual handling.

The course includes:

- ◆ The law relating to manual handling;
- ◆ The process of manual handling in the workplace;
- ◆ Manual handling injuries and the activities that cause them;
- ◆ Manual handling assessment and control options;
- ◆ Practical kinetic handling.

### Frequently asked questions:

#### Who is the awarding body?

Chartered Institute of  
Environmental Health

#### What is the course duration?

1/2 day

#### Is there a qualification gained at the end & is it curriculum authority accredited?

Yes—Level 2

#### Who should attend?

Delegates who carry manual  
handling at work.

#### What does it cost?

£32.00 per delegate.

#### Exam fee?

£8.95

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## Level 2 Award in Principles of Risk Assessment

The main purpose of this course is to enable delegates to understand the basic principles of risk assessment. This qualification will therefore give all employees the ability to contribute to the process and act always to protect their own health and safety and that of others.

This course includes:

- ◆ The main causes of accidents and ill health, and the implications for the people in the workplace;
- ◆ Legal requirements of risk assessments;
- ◆ Principles of risk assessment including:
  - Hazards, risks and control measures
  - The five steps of risk assessment
  - The hierarchy of control
  - Risk assessment review and record keeping.

### Frequently asked questions:

#### Who is the awarding body?

Chartered Institute of Environmental Health

#### What is the course duration?

1 day

#### Is there a qualification gained at the end & is it curriculum authority accredited?

Yes—Level 2

#### Who should attend?

Any employee

#### What does it cost?

£70.00 per delegate.

#### Exam Fee?

£9.25

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## Level 2 Award in Manual Handling Risk Assessment

Manual handling injuries can occur wherever people work and it is estimated that more than a third of all 'over-three-day' injuries are caused by manual handling activities. This course is designed to show delegates how to undertake manual handling risk assessments and how to apply the control procedures to eliminate/reduce the risk of injury.

The course includes:

- ◆ Manual handling legislation;
- ◆ Basic principles of anatomy and physiology;
- ◆ Identifying manual handling hazards;
- ◆ Identify and evaluate existing control measures;
- ◆ Manual handling risk assessments;
- ◆ Reviewing risk assessments.

### Frequently asked questions:

#### Who is the awarding body?

British Safety Council

#### What is the course duration?

1 day

#### Is there a qualification gained at the end & is it curriculum authority accredited?

Yes—Level 2

#### Who should attend?

Delegates who require a basic level of competence in undertaking manual handling risk assessments and applying control procedures to eliminate/reduce the risk of injury.

#### What does it cost?

£130.00 per delegate.

#### Exam fee?

Online assessment fees payable directly to the British Safety Council following attendance of the one day course £30.00

### Here to protect you and your staff

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## Level 2 Award in Control of Substances Hazardous to Health Risk Assessment

The Control of Substances Hazardous to Health Regulations 1999 (COSHH) require employers to control exposure to hazardous substances to prevent ill health.

This course provides formal recognition of an individual's ability to undertake a COSHH risk assessment.

The course includes:

- ◆ COSHH legislation;
- ◆ Forms and hazardous properties;
- ◆ How substances can cause harm;
- ◆ Classification systems and safety data sheets;
- ◆ Workplace exposure limits;
- ◆ Carrying out COSHH risk assessments;
- ◆ Reviewing risk assessments.

### Frequently asked questions:

#### Who is the awarding body?

British Safety  
Council

#### What is the course duration?

1 day

#### Is there a qualification gained at the end & is it curriculum authority accredited?

Yes—Level 2

#### Who should attend?

Delegates who require a basic level of competence in undertaking COSHH assessments and have responsibility for ensuring the work complies with the relevant legislation.

#### What does it cost?

£130.00 per delegate.

#### Exam Fee?

Online assessment fees payable directly to the British Safety Council following attendance of the one day course £30.00

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## Level 2 Award in Conflict Resolution and Personal Safety

Both verbal and physical work related violence has serious consequences for employees and the organisations for which they work for. For employees, violence can cause pain, distress and even disability or death.

Prevention of conflict is important in order to resolve difficult situations before they escalate from disagreement to conflict to violence.

The course includes:

- ◆ The law;
- ◆ The work environment;
- ◆ Resolving confrontational situations;
- ◆ Personal safety.

### Frequently asked questions:

#### Who is the awarding body?

Chartered Institute of  
Environmental Health

#### What is the course duration?

1 day with assignment

#### Is there a qualification gained at the end & is it curriculum authority accredited?

Yes—Level 2

#### Who should attend?

Anybody who has to deal with the public. It will also help staff and Managers to recognise potential problems before they arise and develop the skills to defuse conflicts before they escalate.

#### What does it cost?

£75.00 per delegate.

#### Exam Fee?

£10.75

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## Level 2 Award in Display Screen Equipment Risk Assessment

The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to assess both the workstation and the working environment of employees who regularly use computer workstations.

This course provides formal recognition of an individual's ability to undertake such assessments.

The course includes:

- ◆ Display screen equipment legislation;
- ◆ Health effects and causes relating to display screen equipment;
- ◆ Ergonomic principles;
- ◆ Workstations;
- ◆ Carrying out display screen equipment risk assessments;
- ◆ Reviewing risk assessments.

### Frequently asked questions:

#### Who is the awarding body?

British Safety Council

#### What is the course duration?

1 day

#### Is there a qualification gained at the end & is it curriculum authority accredited?

Yes—Level 2

#### Who should attend?

Delegates who require a basic level of competence in undertaking DSE assessments and have responsibility for ensuring the work complies with the relevant legislation.

#### What does it cost?

£130.00 per delegate.

#### Exam Fee?

Online assessment fees payable directly to the British Safety Council following attendance of the one day course £30.00

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## Level 2 Award in Food Safety in Catering

This course is aimed at anyone in the catering industry where food is prepared, cooked and served. It is relevant to all catering operations e.g. hotels, pubs, restaurants, contract catering, fast food outlets, hospitals, care homes, schools, armed forces and people operating a food business from home.

The course includes:

- ◆ The law regarding food safety;
- ◆ Hazards associated with food preparation and their prevention;
- ◆ Temperature control, storage, cooking and cooling of food;
- ◆ Design and cleaning of food premises.

### Frequently asked questions:

#### Who is the awarding body?

Chartered Institute of  
Environmental Health

#### What is the course duration?

1 day

#### Is there a qualification gained at the end & is it curriculum authority accredited?

Yes—Level 2

#### Who should attend?

Anybody working in the  
catering industry where food is  
prepared and cooked.

#### What does it cost?

£55.00 per delegate.

#### Exam Fee?

£8.95

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## Level 2 Award in Food Safety in Catering (Refresher)

All candidates who have taken the CIEH Level 2 Award in Food Safety in Catering are recommended to take a refresher course every three years after completion to remind them of their responsibilities towards food safety, keep their knowledge up-to-date and become aware of any changes in legislation.

This refresher qualification covers the following topics:

- ◆ Responsibilities for food safety;
- ◆ Personal hygiene;
- ◆ The work environment;
- ◆ Product safety.

**Please note: Results will not be processed without evidence of prior successful completion of the Level 2 Award in Food Safety in Catering**

### Frequently asked questions:

#### Who is the awarding body?

Chartered Institute of Environmental Health

#### What is the course duration?

1 day

#### Is there a qualification gained at the end & is it curriculum authority accredited?

Yes—Level 2

#### Who should attend?

Anybody working in the catering industry where food is prepared and cooked.

#### What does it cost?

£35.00 per delegate.

#### Exam Fee?

£8.95

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## Level 2 Award in Food Safety in Manufacturing

This qualification is designed for all those requiring food hygiene training in a manufacturing industry and follows the new National Occupational Standards.

The course includes:

- ◆ Legislation;
- ◆ Food safety and hygiene hazards;
- ◆ Temperature control;
- ◆ Refrigeration, chilling and cold holding;
- ◆ Cooking, hot holding and reheating;
- ◆ Food handling;
- ◆ Principles of safe storage;
- ◆ Cleaning;
- ◆ Food premises and equipment.

### Frequently asked questions:

#### Who is the awarding body?

Chartered Institute of  
Environmental Health

#### What is the course duration?

1 day

#### Is there a qualification gained at the end & is it curriculum authority accredited?

Yes—Level 2

#### Who should attend?

Anybody working in the food  
manufacturing industry.

#### What does it cost?

£55.00 per delegate.

#### Exam Fee?

£8.95

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## Level 2 Award in Food Safety in Manufacturing (Refresher)

All candidates who have taken the CIEH Level 2 Award in Food Safety in Manufacturing are recommended to take a refresher course every three years after completion to remind them of their responsibilities towards food safety, keep their knowledge up-to-date and become aware of any changes in legislation.

This refresher qualification covers the following topics:

- ◆ Responsibilities for food safety;
- ◆ Personal hygiene;
- ◆ The work environment;
- ◆ Product safety.

**Please note: Results will not be processed without evidence of prior successful completion of the Level 2 Award in Food Safety in Manufacturing**

### Frequently asked questions:

#### Who is the awarding body?

Chartered Institute of  
Environmental Health

#### What is the course duration?

1 day

#### Is there a qualification gained at the end & is it curriculum authority accredited?

Yes—Level 2

#### Who should attend?

Anybody working in the food  
manufacturing industry.

#### What does it cost?

£35.00 per delegate.

#### Exam Fee?

£8.95

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## Level 2 Award in Food Safety in Retail

This qualification is designed for all those requiring food hygiene training in a manufacturing industry and follows the new National Occupational Standards.

The course includes:

- ◆ Legislation;
- ◆ Food safety and hygiene hazards;
- ◆ Temperature control;
- ◆ Refrigeration, chilling and cold holding;
- ◆ Cooking, hot holding and reheating;
- ◆ Food handling;
- ◆ Principles of safe storage;
- ◆ Cleaning;
- ◆ Food premises and equipment.

### Frequently asked questions:

#### Who is the awarding body?

Chartered Institute of  
Environmental Health

#### What is the course duration?

1 day

#### Is there a qualification gained at the end & is it curriculum authority accredited?

Yes—Level 2

#### Who should attend?

Anybody working in the food  
manufacturing industry.

#### What does it cost?

£55.00 per delegate.

#### Exam Fee?

£8.95

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## Level 2 Award in Principles of COSHH

This qualification is designed to introduce candidates to substances hazardous to health in the workplace, the risks and controls available and outlines what to expect from a control of substances hazardous to health (COSHH) assessment form.

The course includes:

- ◆ Definition and types of substances hazardous to health in the workplace;
- ◆ Health effects of hazardous substances and their causes;
- ◆ COSHH assessment and control options;
- ◆ Responsibilities imposed by the COSHH Regulations 2002.

### Frequently asked questions:

#### Who is the awarding body?

Chartered Institute of  
Environmental Health

#### What is the course duration?

1 day

#### Is there a certificate gained at the end?

Certificate of attendance issued  
by a Chartered Practitioner

#### Who should attend?

This qualification is designed  
for those who use substances  
hazardous to health at work.

#### What does it cost?

£40.00 per delegate.

#### Exam fee?

£8.00

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## **Level 3 Award in Health & Safety in the Workplace** Examines health and safety from a supervisory perspective

Supervisors have both a legal and moral responsibility to look after the health and safety of employees.

This qualification will enable Managers and Supervisors to improve the health and safety culture of their organisation.

The course includes:

- ◆ Concepts of health and safety;
- ◆ Accidents in the workplace;
- ◆ Ill health in the workplace;
- ◆ Legal provisions (UK only);
- ◆ Health and safety organisation and management;
- ◆ Supervising health and safety.

### **Frequently asked questions:**

#### **Who is the awarding body?**

Chartered Institute of  
Environmental Health

#### **What is the course duration?**

3 days

#### **Is there a qualification gained at the end & is it curriculum authority accredited?**

Yes—Level 3

#### **Who should attend?**

Managers and  
supervisors who want to  
improve the health and safety  
of their organisation

#### **What does it cost?**

£265.00 per delegate.

#### **Exam Fee?**

£34.00

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## Level 3 Award in HACCP for Catering

EU legislation requires food businesses to have a documented food safety management in place, based on HACCP principles.

This qualification has been created to help caterers comply with EU legislation and provides a thorough understanding of how HACCP based procedures can be applied in a catering context.

The course includes:

- ◆ Polices, controls and standards;
- ◆ Codex principles of HACCP;
- ◆ Food safety management tools.

### Frequently asked questions:

#### Who is the awarding body?

Chartered Institute of Environmental Health

#### What is the course duration?

1 day

#### Is there a qualification gained at the end & is it curriculum authority accredited?

Yes—Level 3

#### Who should attend?

Small - medium sized business owners, managers and supervisors

#### What does it cost?

£170.00 per delegate.

#### Exam Fee?

£25.20

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## Level 3 Award in Risk Assessment Principles and Practice

A properly implemented programme of risk assessments can assist in the prevention of injuries, fatalities, property damage incidents and other losses. This not only helps to prevent human loss and suffering but also assists the effective management and finance of any business or organisation.

Apart from the corporate and personal benefits arising from risk assessment, employers and the self employed have a legal duty to assess health and safety risks. Anyone carrying out a risk assessment needs to have the necessary knowledge and skills. This qualification ensures that supervisors and managers have the necessary depth of understanding to enable them to carry out risk assessments.

The course includes:

- ◆ Current legislation;
- ◆ Principles of risk assessment;
- ◆ Prioritising risk;
- ◆ Controls;
- ◆ Documentation;
- ◆ Monitoring controls;
- ◆ Risk assessment in practice;
- ◆ Risk assessment assignment.

### Frequently asked questions:

#### Who is the awarding body?

Chartered Institute of  
Environmental Health

#### What is the course duration?

1 day and assignment

#### Is there a qualification gained at the end & is it curriculum authority accredited?

Yes-level 3

#### Who should attend?

Supervisors or managers responsible for conducting risk assessments.

#### What does it cost?

£140.00 per delegate.

#### Exam Fee?

£26.00

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## Level 3 Award in Preparing to teach in the Lifelong Learning Sector (PTLLS)

This qualification is designed for anyone entering teaching or training roles or already in these roles that need to achieve the minimum threshold status as a teacher in the lifelong learning sector.

By the end of 2010, anyone who teaches courses that are publically funded will have to be qualified. This qualification introduces the knowledge and skills required by teachers to develop and deliver programmes, give learning support and take responsibility in managing the learning process in post-16 education.

On successful completion of the course delegates should be able to:

- ◆ Understand their own role, responsibilities and boundaries in relation to teaching;
- ◆ Understand appropriate teaching and learning approaches within a specialist area;
- ◆ Demonstrate their session planning skills - plan, deliver, observe and evaluate a micro-teaching session;
- ◆ Understand how to deliver inclusive sessions that motivate learners;
- ◆ Understand the use of different assessment methods;
- ◆ Understand and analyse the need for accurate record keeping and procedures that can be adopted – including internal and external assessment information.

### Frequently asked questions:

#### Who is the awarding body?

Chartered Institute of Environmental Health

#### What is the course duration?

30 GLH over 10 evening sessions

#### Is there a qualification gained at the end & is it curriculum authority accredited?

Yes-level 3

#### Who should attend?

All persons who teach or wish to teach in the lifelong learning sector.

#### What does it cost?

£350 per delegate

#### Exam Fee?

Included in costs.

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## Level 4 Award in Health & Safety in the Workplace

Key personnel in organisations need the skills and knowledge to manage health and safety; simply being aware is not enough.

This qualification is designed for those working in any business, regardless of their product or service range. It is essential for all those who have a role that includes responsibility for the management of health and safety issues, including managers, supervisors and senior safety personnel.

The course includes:

- ◆ Health and safety management;
- ◆ Health and safety culture;
- ◆ Workplace and work equipment;
- ◆ Hazardous agents;
- ◆ Legislation.

### Frequently asked questions:

#### Who is the awarding body?

Chartered Institute of Environmental Health

#### What is the course duration?

5 days

#### Is there a qualification gained at the end & is it curriculum authority accredited?

Yes-level 4

#### Who should attend?

Owners, managers, supervisors and senior safety personnel.

#### What does it cost?

£ 650 per delegate

#### Exam Fee?

£ 42.20

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