



# PRODUCT GUIDE

**Delivering Safety Training Courses Across the UK**





# IOSH MANAGING SAFELY

This three day course has been developed by the Institute of Occupational Safety and Health (IOSH) to address management training needs in the light of continuous development in health and safety legislation.

## EXAMINATION

A written assessment and practical risk assessment will be undertaken at the end of the course and both must be achieved to entitle the candidate to receive a Managing Safely Certificate issued by IOSH.

## CERTIFICATION

An IOSH 'Managing safely' certificate is awarded to all those who attend the course and successfully complete both the written and practical assessments.

## BENIFITS TO THE INDIVIDUAL

On completion of this course individuals will have increased health and safety awareness in the workplace and will be able to carry out risk assessments in a confident manner. They will also gain a nationally recognised certificate that can be used in all industries.

## BENIFITS TO THE ORGANISATION

This course provides managers within organisations with the skills to review their own departmental systems for safety, introduce new controls and implement changes as appropriate to make the department work more safely.

## COURSE TIMETABLE OPTIONS

We can run your course over three days in succession at your workplace or in one of our training venues.

We can run your course 1 day a week for 3 continuous weeks in your workplace or our training venue.

We can run your course over three Saturdays. (Workplace or training venue)

This 5-day course provides site managers with a comprehensive understanding of site safety management. It's ideal for those currently or soon to be responsible for managing construction sites, and a natural progression for site supervisors.

Delegates will learn their responsibilities for health, safety, and welfare management, and how maintaining a safe site promotes efficiency, productivity, and compliance with current legislation.

## **AT THE END OF THE COURSE YOU WILL BE ABLE TO**

- Implement all health, safety, welfare and environmental legislation affecting your daily work
- Implement new guidance and industry best practice
- State your duties and responsibilities with regards to health, safety, welfare and the environment

## **WHO WILL BENEFIT**

This course is for you if you're considering, or already have, responsibilities for planning, organising, monitoring, controlling and administering groups of staff e.g. site manager.

## **CERTIFICATION**

Upon successful completion of your course, you will receive a SMSTS CITB Site Safety Plus Certificate which is valid for five years. This qualification must be renewed by attending the SMSTS refresher course.

## **REFRESHER - 2 DAY**

This two day course will reinforce and update your knowledge and understanding of your legal responsibilities regarding health, safety welfare and environmental issues.

Our CITB Site Supervisor Safety Training Scheme is aimed at those in supervisory roles or those who are taking on the responsibilities of a supervisor.

Our highly experienced and highly qualified training instructors provide tailored training in a modern, up-to-date format to ensure that our courses help you achieve your goals. The CITB SSSTS course introduces you to health and safety, welfare and supervisory issues. Over the two days the course discusses the legal responsibilities relevant to work activities.

## **AT THE END OF THE COURSE YOU WILL BE ABLE TO**

- Health & safety law and how it applies to supervisors
- Your supervisory responsibilities in controlling site safety
- Risk assessments and the need for method statements
- Effective site inductions, toolbox talks and methods statement briefings
- Monitoring site activities effectively
- Time intervention when bad practice is identified

## **WHO WILL BENEFIT**

This course is for you if you're considering, or already have, responsibilities for planning, organising, monitoring, controlling and administering groups of staff e.g. site supervisor.

## **CERTIFICATION**

Upon successful completion of your course, you will receive an SSSTS CITB Site Safety Plus Certificate which is valid for five years. This qualification must be renewed by attending the SSSTS refresher course.

## **REFRESHER**

The refresher course is for delegates who have previously passed the two day Site Supervisor Safety Training Scheme course and can provide proof of attendance.



# HEALTH & SAFETY AWARENESS

This course is ideal for anyone working or starting out in construction or civil engineering. It covers common site hazards, safe working practices, and the responsibilities of both workers and employers.

After completing the course, delegates can take the CITB Health, Safety and Environment test to obtain their CSCS Green Labourer Card, proving basic health and safety competence.

## **AT THE END OF THE COURSE YOU WILL BE ABLE TO**

- The need to prevent accidents Health and safety law
- How your role fits into the control and management of the site
- Risk assessments and method statements
- Performing safely and asking for advice
- How to report unsafe acts to prevent an accident

## **WHO WILL BENEFIT**

This course benefits everyone highlighting potential hazards when working on site and provides practical advice on keeping yourself and your colleagues safe. It covers your individual and employer's responsibilities, including what you can do if you think anyone's health and safety is being put at risk.

## **CERTIFICATION**

Upon successful completion of your course, you will receive a Health & Safety Awareness CITB Site Safety Plus Certificate which is valid for five years.

This qualification must be renewed before the expiry date by retaking the course.

# SEATS

CITB Site Environmental Awareness Training Scheme (SEATS) focuses on construction site environmental issues. The course will bring your knowledge of sustainability and the environment up to date by covering various aspects of the subject and the legislation that goes with them.

With this knowledge, you will be able to identify, control, and reduce your work's environmental impact, therefore helping you work in a sustainable and environmentally conscious manner

## **AT THE END OF THE COURSE YOU WILL BE ABLE TO**

- The basic environmental knowledge that is required from major contractors
- Why the environment matters
- How to deliver best practice and legal compliance.
- Environmental management systems.
- How to be a good neighbour

## **WHO WILL BENEFIT**

SEATS is designed to provide Site Managers and Supervisors with an introduction to environmental issues on construction sites. The knowledge gained will equip you with the necessary environmental awareness that the sub-contract chain needs to prove to major contractors.

## **ASSESSMENT**

The tutor will assess your involvement and understanding throughout the day, and at the end of the course, you will complete a multiple-choice test.

## **ADDITIONAL INFORMATION**

The SSSTS course would complement this qualification. It may be beneficial to attend this course to develop your broader health and safety knowledge as a Site Supervisor



# TEMPORARY WORKS SUPERVISOR

The CITB Temporary Works Supervisor course is a one-day training programme that provides the essential knowledge and understanding required to carry out the role of a Temporary Works Supervisor.

Delegates will develop a clear understanding of their duties and how their role fits within the wider temporary works process, supporting safe and compliant operations on site.

## ENTRY REQUIREMENTS

There are no formal entry requirements for the TWSTC, however it is a training centre's responsibility to determine whether a learner is appropriate to attend the course. This may be achieved by requesting learners submit an Accreditation of prior experiential learning (APEL), or for learners to complete an initial assessment devised by the training centre. Learners are expected to have a working knowledge of the following legislation:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Corporate Manslaughter and Corporate Homicide Act 2007
- Construction (Design and Management) Regulations (CDM) 2015
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- The Personal Protective Equipment Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Work at Height Regulations 2005

## COURSE CONTENT

This training is essential for coordinators to learn the vast and varied elements of temporary works measures and controls. Delegates will review legal requirements, learn safety measures, ensure safety compliance, and understand procedures.

The course will take delegates through:

- Various forms of Temporary Works - what, when and why
- BS5975:2019 code of practice for temporary works procedures
- Regulations and Codes of Practice for all temporary works operations
- Temporary Works Supervisor role and duties
- Understanding the need for temporary works policy and procedure
- The background to temporary works Codes of Practice and relevant regulations including HASAWA, LOLER, PUWER, Work at Height & Management of Health and Safety at Work Regulations
- Awareness of the roles and responsibilities of designers and other parties identified in CDM Regulations 2015
- The importance of approved drawings, specifications, risk assessments and method statements
- Recognising the different levels of risks associated with varying temporary works schemes
- The delegation process from the TWC, including inspections, checks, hold points, load capacities and permissions
- The role of the Principal Contractor relating to hiring Temporary Works Supervisors (TWSs).

# TEMPORARY WORKS CO-ORDINATOR

The CITB Temporary Works Co-Ordinator course is a two-day training programme that provides the essential knowledge and understanding needed to carry out the role of a Temporary Works Co-Ordinator safely and effectively.

Delegates will gain a clear understanding of good risk and safety management practice that can be applied directly on site. The course builds confidence and competence in managing temporary works operations from planning through to completion.

## AIMS

To ensure that all those given temporary works coordinating responsibilities understand the:

- Need for and duties of a TWC
- Roles of others
- Use of BS 5975:2019 in relation to the role
- Importance of the 4Cs: communication, coordination, co-operation and competence
- Need for risk management. 2.2

## OBJECTIVES

- At the end of the course delegates should:
- Understand the duties of a TWC and roles of others
- Have a detailed knowledge and understanding of BS 5975:2019
- Understand how to manage risk
- Implement the 4Cs effectively in the workplace.

## WHO SHOULD ATTEND

This CITB TWC course is for managers, supervisors, agents and personnel on-site with responsibility for managing and coordinating all forms of temporary works. We recommend that delegates attending the course have background knowledge of temporary works.



# 1b, 3a & 3b

The IPAF 1b (Static Boom), 3a (Mobile Vertical) & 3b (Mobile Boom) course instructs an operator to prepare and safely operate various types of Mobile Elevating Work Platforms (MEWPs) including scissor lifts or boom lifts.

## CANDIDATE REQUIREMENTS

Candidates will be required to have a level of literacy that enables them to fully understand safety notices and manufacturer's instruction manuals.

Candidates also need to be physically fit, in good health and should not have problems with eyesight or hearing as the course involves the operating of MEWPs.

For the practical session candidates will need suitable PPE including: hard hat with a chin strap (preferable), eye protection and footwear along with a hi-vis jacket/vest, harness and lanyard, with short adjustable lanyard.

## AT THE END OF THE COURSE YOU WILL BE ABLE TO

- Fully aware of the relevant Health and Safety regulations
- 
- Able to manoeuvre the machine as required
- 
- Fully aware of accident prevention and control
- 
- Able to drive the MEWP proficiently and safely
- 
- Fully aware of the needs regarding personal protection
- 
- Able to correctly position and carry out the required tasks in a correct and proper manner

## ASSESSMENT

Candidates will undertake a written test and practical assessment at the end of the course. The licence is internationally accepted and is valid for 5 years.

## CERTIFICATION

Successful candidates will receive the IPAF qualifications tested on , and an IPAF Certificate of Training for these.

# Harness Use & Inspection

This course teaches delegates how to correctly inspect and use a safety harness when operating a Mobile Elevating Work Platform (MEWP). Proper training is essential, as incorrect fitting or equipment selection can be fatal.

## CANDIDATE REQUIREMENTS

Anyone who operates or uses a MEWP

## AT THE END OF THE COURSE YOU WILL BE ABLE TO

- Be aware of the relevant legislation and guidance
- Be able to identify and select the correct form of Personal Protective Equipment (PPE) against falls from height when working from a MEWP
- Understand how to check, use, maintain and store a harness and lanyard
- Be able to fit and adjust a harness and lanyard

## ASSESSMENT

The IPAF Safety Harness Use & Inspection course will require all students to complete a written assessment and practical training.

## CERTIFICATION

Delegates successfully completing the course will have the Harness (H)| category added to their Powered Access Licence (PAL) - valid for 5 years.



# Tower For Users

The course will provide delegates with the expertise and knowledge of current relevant legislation and be able to dismantle, erect and inspect Mobile Access Towers (MATs) safely, as per the manufacturer's instructions. Attendees are also given practical guidance on the use of Personal Protective Equipment (PPE) as well as grounding in the regulations and legislation applicable to aluminium towers.

## CANDIDATE REQUIREMENTS

Delegates must have basic literacy to understand safety notices and manuals, be physically fit for assembling and dismantling mobile towers, and ideally have some knowledge of safe working at height.

For the practical session, suitable PPE is required — including head, eye, hand, and foot protection (a hard hat with chin strap is recommended).

## AT THE END OF THE COURSE YOU WILL BE ABLE TO

- Fully aware of the relevant Health & Safety regulations
- Fully aware of accident prevention and control
- Fully aware of the needs regarding Personal Protective Equipment
- Able to assemble the platform as required
- Able to dismantle the platform proficiently and safely
- Able to correctly position and carry out the required tasks in a correct and proper manner.

## ASSESSMENT

At the end of the theory session delegates take a short test and on passing this, enables them to continue with the practical session in the afternoon. An assessment is then conducted at the end of the session.

## CERTIFICATION

Delegates successfully completing the course will receive a PASMA certificate and photo card - which is valid for 5 years.

# TOWERS FOR USERS & LOW LEVEL ACCESS

Work with mobile access towers or low-level access equipment? This one-day course combines both Towers for Users & Low-Level Access training, allowing delegates to earn two qualifications in a single day instead of 1.5 days.

## CANDIDATE REQUIREMENTS

Delegates must be literate, physically fit, and able to assemble and dismantle mobile access towers. No formal qualifications are needed, though knowledge of safe working at height is helpful. Suitable PPE – including head, eye, hand, and foot protection (preferably a hard hat with chin strap) – is required for the practical session.

## AT THE END OF THE COURSE YOU WILL BE ABLE TO

- How to safely assemble, dismantle, alter and move this equipment
- How to safely use this equipment
- How to inspect this equipment
- How to identify hazards relating to their use
- What legislation, regulations and guidance are applicable to these towers

## ASSESSMENT

At the end of the theory session delegates take a short test and on passing this, enables them to continue with the practical session in the afternoon with an assessment conducted at the end of the session.

## CERTIFICATION

Delegates successfully completing the course will receive a PASMA certificate and photo card - which is valid for 5 years.



# EMERGENCY FIRST AID AT WORK

The aim of this one day qualification course is to benefit delegates by enabling them to attain the knowledge and practical competencies needed to deal with a range of emergency first aid situations and/or take on the role of emergency first aider in the workplace. The course conforms to HSE guidance.

## CANDIDATE REQUIREMENTS

This course is designed for people who want to receive training in emergency first aid. It is especially suited for nominated first aiders in smaller, low risk working environments, such as small offices. The course covers first aid protocols for adult casualties only.

## COURSE LEARNING

- Adult Resuscitation (CPR)
- Burns & Scalds
- Chocking Adult
- Communication and Casualty Care
- Defibrillator Prompts and How To Respond (Theory Based)
- Defibrillator Pad Placement (Theory Based)
- Minor and Severe Bleeding
- Role Of The First Aider (Including Knowledge Of Health and Safety Regulations)
- Seizures
- Shock
- Unresponsive Adult

## ASSESSMENT

Continuous observation by the trainer and written assessments.

## CERTIFICATION

Upon completion of the course, you will obtain a certificate that will remain valid for 3 years

# FIRST AID AT WORK

This course is designed for people who want to receive our most thorough first aid training. It is most suited to those working in high-risk environments, such as building sites or warehouses.

## TOPICS COVERED IN THE FIRST AID AT WORK COURSE

- Adult resuscitation (CPR)
- Allergic reaction
- Asthma
- Bone, muscle and joint injuries
- Burns and scalds
- Chest pains
- Choking adult
- Communication and casualty care
- Defibrillator prompts and Defibrillator pad placement (theory based)
- How to respond (theory based)
- Eye injuries
- Fainting
- Head injuries
- Low blood sugar
- Managing an emergency
- Minor and severe bleeding
- Poisons and what to do if someone has been poisoned
- Role of the first aider (Including knowledge of health and safety regulations)
- Seizures
- Shock
- Spinal injuries
- Stroke
- Unresponsive adult

## ASSESSMENT

Continuous observation by the trainer and written assessments.

## CERTIFICATION

Upon completion of the course, you will obtain a certificate that will remain valid for 3 years

# FORKLIFT TRUCKS

## WHAT WE OFFER

- Counterbalance
- Reach
- Pallet Truck (rider and pedestrian)
- Pallet Stacker (rider and pedestrian)
- Sideloader
- Medium and High Level Order Picker
- VNA Man-Up
- VNA Man-Down
- Bendi/Flexi
- MEWP Articulated Boom
- MEWP Scissorlift
- Multi Directional Lift Truck
- Skid Steer (Bobcat)
- Lorry Mounted Forklift (Moffet Mounty)
- Tow Tractors

# PLANT TRUCKS

## WHAT WE OFFER

- Rough Terrain Masted
- Rough Terrain Telescopic
- Loading shovel

# PLANT TRUCKS

## WHAT WE OFFER

- Slinger - Signaller
- Overhead Crane
- Vehicle Banksman
- Lorry Mounted Crane

# SAFE USE OF ABRASIVE WHEELS

This course provides essential knowledge on the safe use of abrasive wheels. Delegates will learn how to select, inspect, and mount abrasive wheels correctly and understand the required PPE and safety precautions before use.

## CANDIDATE REQUIREMENTS

Operatives who need training on how to correctly select, inspect and mount abrasive wheels safely without the risk of personal injury. This course contains some practical activity that will require a minimum level of fitness.

## THIS COURSE WILL ENABLE DELEGATES TO

- Identify the health and safety requirements for abrasive wheel operation
- Carry out a risk assessment and implement control measures, including emergency procedures
- Understand the characteristics of abrasives and their uses
- Understand how to handle and store abrasive wheels
- Understand how to select and check abrasive wheels before use
- Identify the main components and understand their functions
- Mount an abrasive wheel or a diamond wheel
- Operate and carry out maintenance on the equipment in a safe and appropriate manner.

## ASSESSMENT

Delegates need to pass a written test to successfully complete this course and receive certification.

## CERTIFICATION

The successful delegates will receive a certificate valid for 3 years, after which a refresher training will be necessary.



This course provides delegates with a thorough understanding of the use of Cable Avoidance Tools (CAT) and Signal Generators (Genny), highlighting their vital role in preventing accidents and service damage on site.

## **THIS COURSE WILL ENABLE DELEGATES TO**

- Work in accordance with HSG47 – Avoiding Danger from Underground Services
- Safely operate cable and pipe detection equipment
- Interpret and use gas, electricity, water, and telecoms service plans
- Identify both damaged and undamaged underground services using ground-penetrating radar (GPR)
- Understand relevant utility service guidelines
- Accurately locate underground services using CAT and Genny equipment
- Produce plans showing detected services
- Demonstrate knowledge of appropriate PPE requirements

## **ASSESSMENT**

Delegates need to pass a written assessment to successfully complete this course and receive certification.

## **CERTIFICATION**

The successful delegates will receive a certificate valid for 3 years, after which a refresher training will be necessary.

# FIRE MARSHAL

The fire marshal course covers the hazards and risks associated with fire in the workplace. It helps delegates understand how fire risk is controlled in the workplace, understand the principles and practice of fire safety management at work and gives a detailed understanding of the role of the nominated fire marshal.

It also teaches the delegates about the different types of fire extinguisher, how and when to use them in the correct situation.

## CANDIDATE REQUIREMENT

Suitable for those who are responsible for overseeing fire safety, designated fire marshals and anyone who needs to know how to use a fire extinguisher.

## THIS COURSE WILL ENABLE DELEGATES TO

- Hazards and risks associated with fire in the workplace
- How fire risk is controlled in the workplace
- The role of the nominated fire warden
- Fire-related laws and regulations
- The duties of employers and employees with respect to fire safety in the workplace
- The causes of fire in the workplace, and components of the fire triangle
- The hazards during or after a fire, products of combustion
- Types of portable and fixed fire-fighting equipment and how to use them safely

## ASSESSMENT

Delegates need to pass a written test to successfully complete this course and receive certification.

## CERTIFICATION

The successful delegates will receive a certificate valid for 3 years, after which refresher training will be necessary.

# VEHICLE MARSHAL

Traffic Marshal training ensures that an organisation meets its legal requirements and reduces the risk of costly accidents when carrying out common, but dangerous, reversing manoeuvres. The job of the vehicle marshal is to guide drivers and make sure reversing areas are free of pedestrians.

## CANDIDATE REQUIREMENT

This course is designed for anyone involved in guiding, loading, or unloading vehicles on site. It helps reduce the risk of accidents during reversing and manoeuvring, especially in confined areas.

Participants will learn safe working practices to prevent injury, avoid costly damage, and stay compliant with current health and safety legislation.

## THIS COURSE WILL ENABLE DELEGATES TO

- Identify relevant legislation and guidance
- Correctly demonstrate approved signals
- Identify hazards associated with signalling operations
- Explain why effective communication is needed between driver and banksman.

## ASSESSMENT

Delegates need to pass a written test to successfully complete this course and receive certification.

## CERTIFICATION

The successful delegates will receive a certificate valid for 3 years, after which a refresher training will be necessary.

# WORKING AT HEIGHT

This course provides an overview of the hazards of working at height and the safety measures required to prevent accidents. Delegates will learn how to carry out pre-use checks, correctly fit and use equipment, inspect PPE, and understand the key requirements of the Work at Height Regulations 2005.

## CANDIDATE REQUIREMENT

There are no formal requirements for taking this course but to stay safe and work in line with legislation, you need to follow the course content fully.

## THIS COURSE WILL ENABLE DELEGATES TO

- Understand related legislation
- Gain knowledge of the roles, duties and responsibilities of those working at height, as well as those working alongside them
- Have a better understanding of the associated and relevant safety equipment

## ASSESSMENT

Delegates need to pass a written test to successfully complete this course and receive certification.

## CERTIFICATION

The successful delegates will receive a certificate valid for 3 years, after which a refresher training will be necessary.



# UKATA ASBESTOS AWARENESS

The UKATA asbestos awareness course covers all the information you need to be more aware of asbestos. This includes history, properties and uses of asbestos. Coupled with the health effects from exposure and more importantly how to avoid the risks. You will also find out about guidelines set out in Regulation 10 of the Control of Asbestos Regulations 2012.

## CANDIDATE REQUIREMENT

In the UK, it is a legal requirement for anyone working with or around asbestos materials to be sufficiently trained in safety practices and precautions before they carry out any work.

## THIS COURSE WILL ENABLE DELEGATES TO

- How to make suitable & sufficient assessments about the risk of exposure to asbestos
- Safe work practices & control measures, including and explanation of the correct use of control measures, protective equipment
- Selection & appropriate use of protective equipment
- Waste handling procedures
- Emergency procedures
- Relevant legal requirements
- Circumstances when non-licensed work may be notifiable

## ASSESSMENT

Following completion of the modules by your tutor there will be a short multiple choice test to assess your sufficient assessments about knowledge.

## CERTIFICATION

Successful candidates will receive a UKATA Asbestos Awareness certificate, control measures that is valid for 1 year.

# MANUAL HANDLING

This course aims to promote effective control of 'Manual Handling Risks' and provide instruction in 'Manual Handling Techniques'.

## WHO SHOULD ATTEND

Whether you work in a shop, on site or in an office this course will be beneficial to you.

Having the correct manual handling technique is important in all walks of life.

## WHAT YOU WILL LEARN

- Explain what is meant by the term "Manual Handling"
- Explain how Manual Handling can cause injury
- State the principles for controlling Manual Handling Risks and apply these in a practical context
- Demonstrate a general understanding of conducting a Manual Handling Assessment
- Demonstrate an understanding of the main provisions of the Manual Handling Regulations. 1992

## COURSE CONTENT

- Introduction to manual handling
- What is manual handling?
- Health and Safety at work act 1974
- Management of Health & Safety at Work Regulations 1999
- Manual Handling Regulations 1992
- Personal Protective Equipment Regulations 1992
- Manual handling injury causation's
- Accident Statistics
- Basic human anatomy
- The Spine
- Hierarchy of Control
- Hazard Identification & Risk Assessment
- Correct Handling Techniques.
- Theory Test

# **ONSITE COURSE OPTION**

**We can deliver any of our training courses directly at your premises for your convenience.**

**Please note that for IPAF and PASMA courses, it is the client's responsibility to ensure all required equipment and machinery are available.**

**A suitable indoor space must be provided for the theory session, along with a flat, safe area for the practical training.**

# OUR LOCATIONS

**Blackburn**

**Leeds**

**Manchester Training Centre**

**Sunderland**

**Wigan**

**Chorley**

**London**

**Nottingham**

**Trafford Park**

**Wirral**

**Bristol**





# Get In Touch

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