

System Training Health and Safety Courses



At System Training we offer a number of our own health and safety courses, each of which has been expertly designed to directly meet the needs of a range of businesses and their employees.

Not only promoting best practice, the courses provide individuals with essential health and safety expertise, in turn allowing them to maintain the high standards of working that are expected within an organisation.

The courses

Interactively delivered by highly qualified, experienced trainers, the SPA courses equip individuals with the skills, knowledge and understanding needed to work safely, effectively and in line with industry requirements.

On completion of each course, individuals will achieve a SPA card evidencing their newly attained, up-to-date, relevant abilities, whilst also demonstrating their competence to promote a positive health and safety culture throughout an organisation.

Benefits to the employer

- ▷ Highly trained, knowledgeable workforce
- ▷ Ensure legal compliance
- ▷ Improve staff retention
- ▷ Reduce the risk of an incident
- ▷ Promote cost-effectiveness

Benefits to the individual

- ▷ Take part in high quality training
- ▷ Develop your skills
- ▷ Expand your knowledge
- ▷ Work in a safe and healthy manner
- ▷ Reduce the risk of causing yourself harm

Skills
Funding
Agency



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Asbestos Awareness

Duration: ½ day

Aimed at those who may potentially disturb asbestos in their day-to-day work (or those who influence how work is carried out), this course provides individuals with a fundamental understanding of the health risks associated with asbestos, how to avoid these, and how to protect themselves and others.

It specifically raises individuals' awareness of the presence of (and their duty to manage) asbestos in non-domestic premises, whilst also offering guidance on how they can fulfil their obligations.

The course covers:

- ▷ An introduction to asbestos
- ▷ What is asbestos?
- ▷ Types and properties of asbestos
- ▷ Asbestos related diseases
- ▷ Who is at risk?
- ▷ Working with asbestos
- ▷ Examples of where asbestos can be found
- ▷ What to do if you discover asbestos
- ▷ Control of Asbestos Regulations and the duty to manage asbestos
- ▷ Permit to work
- ▷ HSE DVD – 'How are you today?'

Progression: IOSH qualifications; CIEH qualifications

Working at Height

Duration: ½ day

This course is suitable for anyone whose job requires them to work at height, in addition to the managers and supervisors responsible for such individuals.

It specifically provides learners with an essential awareness of the hazards associated with working at height, the necessary precautions to take, and ultimately the ways in which to consistently ensure they carry out duties safely and without risk of injury to themselves or others.

The course covers:

- ▷ Background statistics
- ▷ Employer and employee responsibilities
- ▷ The principles of safe working at height
- ▷ Types of equipment
- ▷ Visual checks
- ▷ Safe use of ladders, stepladders, trestles, mobile tower scaffolds, scaffolding, Mobile Elevated Working Platforms (MEWPs), harnesses, roof work and fragile roofs
- ▷ Preventing falls

Progression: IOSH Working Safely; IOSH Managing Safely



Practical Manual Handling

Duration: 1 day

Suitable for all staff who have to carry out manual handling activities at work (including both industrial and office workers), this course provides individuals with an essential understanding of related operational hazards and their control, in turn enabling them to apply the appropriate techniques to reduce the risk of injury.

The course specifically covers:

- ▷ An introduction to manual handling
- ▷ Back care awareness
- ▷ Reasons for back pain and injury
- ▷ Problem areas
- ▷ Size and cost of the problem
- ▷ Legislation
- ▷ Risk assessments
- ▷ Transferring the load

Progression: IOSH Working Safely; IOSH Managing Safely

Manual Handling Train the Trainer

Duration: 3 days

Delivered by a professional Back Care Advisor, this course equips individuals with the technical knowledge and skills needed to deliver effective manual handling training.

It specifically provides individuals with: an awareness of the various costs associated with bad practice; an understanding of the risk assessment process; and a framework to evaluate the training needs of staff within a business.

The course covers:

- ▷ An introduction to manual handling
- ▷ Reasons for back pain
- ▷ Size and cost of the problem
- ▷ Problem areas
- ▷ Back care awareness
- ▷ Manual handling assessment
- ▷ Instructional techniques
- ▷ Coaching and supervising
- ▷ Providing and receiving feedback
- ▷ Role of the trainer
- ▷ Practical delivery of sessions
- ▷ Applying, observing and evaluating techniques

Progression: IOSH Managing Safely



Display Screen Equipment Awareness

Duration: ½ day

Suitable for all users of Display Screen Equipment (DSE), this course provides individuals with a basic understanding of Health and Safety (Display Screen Equipment) Regulations 1992 and how to minimise the health risks associated with the prolonged use of DSE.

The course specifically covers:

- ▷ An introduction to DSE
- ▷ Legislation and terminology
- ▷ Hazards, effects and symptoms
- ▷ Health and safety for computer operators
- ▷ Are you sitting comfortably?
- ▷ Action planning

Progression: IOSH Working Safely; IOSH Managing Safely

Display Screen Equipment Assessor

Duration: 1 day

Aimed at anyone who is expected to carry out DSE assessments, this course equips learners with the necessary expertise to competently and confidently evaluate workstations, in turn ensuring that the risks associated with prolonged DSE use are significantly reduced.

The course specifically covers:

- ▷ DSE concerns
- ▷ Legislation and terminology
- ▷ Hazards, effects and symptoms
- ▷ Health and safety for computer operators
- ▷ Action to take to minimise risks
- ▷ Are you sitting comfortably?
- ▷ Risk assessment and analysis of workstations
- ▷ Practical guidance, common problems/issues
- ▷ Relevant guidance documents
- ▷ Practical assessment of DSE workstations

Progression: IOSH Managing Safely



Confined Spaces Awareness

Duration: ½ day

Aimed at all personnel who may work near a confined space, this course provides individuals with a fundamental understanding of associated hazards and the necessary precautions to take to ensure safety.

The course specifically covers:

- ▷ What is a confined space
- ▷ Hazards and risks
- ▷ Associated hazards
- ▷ Workplace precautions
- ▷ Control measures for working in confined spaces
- ▷ Safe systems of work
- ▷ Personal Protection Equipment (PPE)
- ▷ Emergency arrangements
- ▷ Emergency plan
- ▷ Confined space equipment

Progression: IOSH Working Safely; IOSH Managing Safely

Office Safety

Duration: ½ day

Suitable for all office staff, this course highlights the responsibilities of individuals in the workplace, in turn ensuring that they understand the importance of health and safety procedures, can identify key hazards, and are ultimately able to work in a safe and healthy manner.

The course specifically covers:

- ▷ The Health and Safety at Work etc. Act 1974
- ▷ Employer/employee responsibilities
- ▷ Accident and ill health prevention
- ▷ First aid and fire procedures
- ▷ Workplace health, safety and welfare
- ▷ Ergonomics and DSE
- ▷ Manual handling

Progression: IOSH Working Safely; IOSH Managing Safely

