TRAINING GUIDE

NEBOSH GENERAL CERTIFICATE IOSH
DIRECTING SAFELY IOSH MANAGING SAFELY
IOSH MANAGING SAFELY REFRESHER RISK
ASSESSMENT WORKSHOP COSHH SAFETY
MANAGEMENT FOR WORK RELATED DRIVING
ACCIDENT INVESTIGATION NEBOSH FIRE
SAFETY AND RISK MANAGEMENT COURSES
BASIC FIRE FIRST AID AT WORK FIRE WARDEN

RELAX... WE’VE GOT IT COVERED
CONTENTS

Introduction 4
Selecting the right course for you 6
NEBOSH Courses 8
IOSH Courses 10
ConstructionSkills Courses 12
First Aid Courses 14
CIEH Courses 16
General Health & Safety Courses 18
Management Courses 22
General Health & Safety Courses for Construction and Allied Industries 28
Health & Safety Management Courses 30
General Health & Safety Courses for the Construction & Allied Industries 32
Construction Design and Management (CDM) 36
Environmental Training 38
Plant Training 40
Other Services provided by SSG 42
INTRODUCTION

RELAX, WE’VE GOT IT COVERED

WHY CHOOSE SSG?

At SSG we pride ourselves in exceeding our clients expectations. Through our health, safety and environmental training and consultancy services we believe that we can make a positive difference to the management of safety in today’s workplace.

Years of experience have given us a unique perspective to health, safety and environmental management. We have developed a range of products and services that help companies overcome the challenges of providing a safe place of work. Experience has also given us one of the largest portfolios of health and safety training courses available.

Our aim is to develop rewarding partnerships with our clients through both innovation and exceptional customer service

Mark Salmon – SSG Managing Director

OUR TEAM

Our team works hard to develop rewarding partnerships with our Clients through their commitment to:
• promoting sensible and practical HSE management in the workplace
• thinking innovatively when devising solutions for our Clients
• providing a professional, personal and friendly service
• adding value

WHERE ARE WE?

We deliver courses and consultancy services nationally from our head office in Plymouth.

Many of our courses are scheduled to run regularly at one of our centres in the South West to include Truro, Plymouth, Exeter, Bridgewater and Bristol. Others are set up around the country based on demand to include Manchester and London.

WORKING WITH SSG

We always encourage ‘open’ communication with our Clients to ensure that we maintain a clear understanding of their exact requirements.

We invite you to contact us for an initial discussion to enable us to determine your specific training or consultancy requirements. We are always very happy to arrange a meeting to discuss your needs and to enable us to provide a more detailed proposal.

OUR PROMISE

At the heart of our customer service experience is our 5 star promise which ensures that high levels of care and attention are maintained at all times.

We promise to:
• Provide a friendly, professional service and deliver all our promises
• Respond to all enquiries quickly and efficiently
• Deliver a service that is straightforward and problem free
• Tailor a solution to meet your needs
• Listen, learn and improve all aspects of our service

OUR GUARANTEE

We actively demonstrate our commitment to providing the best customer service experience through our 100 % guarantee. This simply means if you genuinely feel that we did not meet your expectations we will either fix the problem; offer you an alternative service of equivalent value or give you your money back.

TAILORED AND PRIVATE COURSES

Should you have a group of delegates requiring training we do offer all our courses on a private course basis at a venue of your choice. Depending on the number of delegates this can work out more cost effective and the training can also be tailored specifically to your company needs.

Should you have a specific requirement that is not included in this guide please contact us – we will always be able to help.

BOOKING A COURSE

There are 4 easy ways to enquire about our consultancy services or book onto our training courses:
T: 08700 43 47 43
F: 08700 43 47 42
E: contact@ssg.co.uk
W: www.ssg.co.uk

SSG’s website is very comprehensive and allows online course bookings to be made. Please visit us at www.ssg.co.uk

Some of our courses are presented in association with Cornwall College. A copy of the College Charter is available on request should you require further information.
<table>
<thead>
<tr>
<th>Course</th>
<th>Director</th>
<th>Management</th>
<th>Supervisor</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abrasive Wheels</td>
<td></td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Accident Investigation</td>
<td></td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Asbestos Awareness</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Basic Fire</td>
<td>23</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Breathing Apparatus</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDM An Overview</td>
<td>30</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDM for Coordinators</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>CDM for Principal Contractors</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>CDM for Designers</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>CIEH Level 2 Award in Health and Safety in the Workplace</td>
<td>17</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>CIEH Principles of Manual Handling</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIEH Principles of CDM</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>CIEH Risk Assessment Principles and Practice</td>
<td>16</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIEH Stress Awareness</td>
<td>17</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confined Space Training</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>ConstructionSkills Health and Safety Awareness Course</td>
<td>13</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>ConstructionSkills Site Management Safety Training Scheme</td>
<td>12</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ConstructionSkills Site Management Safety Training Scheme Refresher</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>ConstructionSkills Site Supervisor Safety Training</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Cutsmart</td>
<td>19</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Display Screen Equipment</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drilling Safety Awareness</td>
<td>27</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Safety Awareness</td>
<td>25</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Awareness</td>
<td>39</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Warden Training</td>
<td>23</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Aid Appointed Person</td>
<td>15</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Aid At Work</td>
<td>14</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Aid Refresher</td>
<td>14</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Aid Skills Update</td>
<td>15</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health and Safety in the Office</td>
<td>27</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Health and Safety for Quantity Survey</td>
<td>29</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IOSH Directing Safety</td>
<td>10</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IOSH Managing Safety</td>
<td>10</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IOSH Managing Safety Refresher</td>
<td>11</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IOSH Managing Environmental Responsibilities</td>
<td>38</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IOSH Working Safety</td>
<td>13</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Managing Asbestos</td>
<td>29</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Managing Noise</td>
<td>21</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manual Handling (Kinetik Lifting Techniques)</td>
<td>22</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manual Handling Instructor Training</td>
<td>22</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>NEBOSH Certificate in Construction Safety and Health</td>
<td>9</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEBOSH Fire Safety and Risk Management</td>
<td>9</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEBOSH General Certificate in Occupational Safety and Health</td>
<td>8</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Roads and Streetswarks ACT Assessments</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PASMA Mobile Access Tower Training</td>
<td>33</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portable Appliance Testing</td>
<td>25</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk Assessment Workshop</td>
<td>16</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety in the Use of Woodworking Machinery</td>
<td>35</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Management for Work Related Driving</td>
<td>21</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scaffold Inspection</td>
<td>33</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signaling Lighting and Guarding Assessments</td>
<td>31</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Waste Management Plans</td>
<td>38</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working Safety at Heights</td>
<td>32</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Call us on 08700 43 47 43 for advice and guidance on selecting the right course.
I found the whole week very positive, informative and enjoyable

NEBOSH Fire Safety And Risk Management Delegate

NEBOSH NATIONAL GENERAL CERTIFICATE IN OCCUPATIONAL SAFETY & HEALTH

Duration
Presented over 10 days with an optional revision day (Distance learning option also available). The course is split into modules NGC1, NGC2 and NGC3. (See page 42).

Intended for
Managers, supervisors, safety representatives and others involved in the management of employee safety.

Accreditation
Successful delegates will be awarded with the nationally recognised NEBOSH qualification.

Aims and objectives
Delegates will receive detailed training and will be given the opportunity to apply practical knowledge whilst gaining a clearer understanding of:

- The legal framework for the regulation of health & safety
- Key elements of a health & safety management system
- Roles and powers of enforcement agencies
- The efficiencies gained through safe working practices
- Management techniques used to improve safety culture

Course features
The course syllabus is divided into sixteen elements and includes:

- Health and safety foundations, policy and management systems
- Promoting a positive safety culture
- Risk assessment and control
- Common hazards including fire, chemicals, noise, vibration, work equipment and construction activities
- Incident investigation, recording and reporting
- Monitoring review and audit

Suggested follow on and complementary courses

NEBOSH FIRE SAFETY & RISK MANAGEMENT CERTIFICATE

Duration
The course is split into three units. Units NGC1, FC1 and FC2 should be completed to achieve the full qualification. FC1 and FC2 can be completed in this course over 4 ½ days

Intended for
Delegates with health and safety responsibilities (e.g. managers, supervisors and employee representatives) to meet their responsibilities under fire safety legislation.

Accreditation
Successful delegates will be awarded with the nationally recognised NEBOSH qualification.

Aims and objectives
Delegates will receive detailed training and will be given the opportunity to apply practical knowledge whilst gaining a clearer understanding of:

- Current fire safety legislation and industry best practice
- Principles of fire and explosion
- Causes and prevention of fire
- Roles and responsibilities

Course features
The course syllabus is divided into 6 Units, namely:

- Managing fire safety
- Principles of fire and explosion
- Fire protection in buildings
- Safety of people in the event of a fire
- Fire risk assessment

Suggested follow on and complementary courses

NEBOSH CERTIFICATE IN CONSTRUCTION SAFETY & HEALTH

Duration
This course is delivered over 17 days and includes NGC1, NCC1 and NCC2.

Intended for
The NEBOSH National Certificate in Construction Health and Safety provides a nationally recognised qualification for those with an interest in or responsibility for health, safety and welfare in construction work. The course provides an excellent introduction to the fundamentals of occupational health and safety.

Accreditation
Successful delegates will be awarded with the nationally recognised NEBOSH qualification.

Aims and objectives
The course syllabus is divided into twenty elements and includes:

- Health and safety foundations, policy and management systems
- Promoting a positive safety culture
- Risk assessment and principals of control
- Incident investigation, recording and reporting
- Monitoring review and audit
- Construction law and management
- Construction site hazards and control
- Movement of people and vehicle hazards and control
- Manual and mechanical handling hazards and control
- Work equipment hazards and control
- Electrical hazards and control
- Fire hazards and control
- Chemical and biological hazards and control
- Physical and psychological health hazards and control
- Working at height and control
- Excavations and confined spaces hazards and control
- Demolition hazards and control
- Construction health and safety practical application

Course features
The course comprises: formal training sessions, videos, highly participative classroom-based discussions and group and individual based exercises.

Suggested follow on and complementary courses

Call 08700 43 47 43 for more information or visit www.ssg.co.uk to book a course online

NEBOSH ACCREDITED COURSES
**IOSH COURSES**

SSG have the expertise, wide range of consultants and the ability to tailor their services to meet our requirements. SSG have always provided us with prompt attention, and have continued to deliver an excellent service.

Martyn Beale - Beale and Cole

---

**IOSH DIRECTING SAFELY**

**Duration**
This course is delivered over 1 day.

**Intended for**
The course should enable Directors and Senior Management from small and medium sized enterprises (SMEs) to review policy and strategies and where necessary introduce changes to enhance safety culture in the workplace.

**Accreditation**
This course is accredited by the Institution of Occupational Safety and Health (IOSH).

**Aims and objectives**
Delegates will receive detailed training and on completion will:
- Understand legislative requirements and penalties.
- Appreciate management of health and safety at a senior level.
- Be able to review policy and strategies and where necessary introduce changes to make their organisation operate more safely.
- Understand accident causation, prevention and the cost of absence through illness.

**Course features**
The course comprises of presentations and practical exercises. At the end of the course, delegates will undertake a short written assessment.

**Suggested follow on and complementary courses**

---

**IOSH MANAGING SAFELY**

**Duration**
This course is delivered over 4 days.

**Intended for**
Managing Safely is a 4 day course that is certificated by the Institution of Occupational Safety and Health (IOSH). Managers, supervisors and employees will gain the basic knowledge required to manage safety in their organisation.

**Accreditation**
This course is accredited by the Institution of Occupational Safety and Health (IOSH).

**Aims and objectives**
Course completion ensures a good understanding of:
- Legal requirements and management responsibilities.
- Risk assessment and control.
- Common workplace hazards.
- Reactive and proactive monitoring techniques.
- Management systems and policy.

**Course features**
Managing Safely introduces a completely new approach to health and safety training and offers all the basics in a high impact interactive package that uses: animations, videos, games, individual and group exercises.

**Suggested follow on and complementary courses**

---

**IOSH MANAGING SAFELY REFRESHER**

**Duration**
This course is delivered over 1 day.

**Intended for**
This refresher course is certificated by IOSH and intended for Managers, Supervisors and Employees who have previously attended the IOSH Managing Safely Course.

**Accreditation**
This course is accredited by the Institution of Occupational Safety and Health (IOSH).

**Aims and objectives**
Delegates will receive an overview of:
- Legal requirements and legislative update.
- Management responsibilities of health and safety.
- Management systems and policy.
- Risk assessment.
- Accident investigation.
- Stress in the workplace.

**Course features**
The course uses classroom presentations and individual and group exercises.

**Suggested follow on and complementary courses**
- NEBOSH General Certificate, Risk Assessment, CoSHH Assessment, Display Screen Equipment Assessment.

---

**IOSH WORKING SAFELY**

**Duration**
This course is delivered over 1 day.

**Intended for**
Working Safely is a one-day course for employees from any sector and provides a basic grounding in the essentials of health and safety management.

**Accreditation**
This course is accredited by the Institution of Occupational Safety and Health (IOSH).

**Aims and objectives**
Delegates attending this course will:
- Gain an awareness of the legal, moral and business implications of health and safety management.
- Be able to define hazards and risks and understand the impact on workplace safety.
- Understand common hazards in the workplace.
- Understand their role in improving safety performance.
- Appreciate the environmental impact of work activities.

**Course features**
Working Safely introduces a completely new approach to health and safety training and offers all the basics in a high impact interactive package that uses: animations, videos, games, individual and group exercises.

**Suggested follow on and complementary courses**

---

Call 08700 43 47 43 for more information or visit www.ssg.co.uk to book a course online.
CONSTRUCTIONSKILLS
TRAINING COURSES

CONSTRUCTIONSKILLS SITE
MANAGEMENT SAFETY TRAINING
SCHEME REFRESHER

Duration
This course is delivered over 2 days.

Intended for
This refresher course is designed specifically for the renewal of Site Management Safety Training Scheme Certificates every 5 years.

Accreditation
Successful delegates will be awarded with a ConstructionSkills certificate, which is valid for 5 years.

Aims and objectives
The 2 day refresher course aims to:
• Improve awareness of recent developments in the management safety in the construction industry.
• Identify measures that will improve the practical implementation of responsibilities established by new legislation and working practices.

At the end of the course delegates will be:
• Aware of and able to implement all updated safety legislation which affects them in their role as Manager.
• Be aware of and be able to implement new industry guidance and best practice.
• Be more aware of their duties and responsibilities with regards to health, safety, welfare and environment.

Course features
This course combines presentations, practical exercises, videos, and ongoing assessments and culminates in a group presentation.

Suggested follow on and complementary courses
NEBOSH Construction Certificate, Scaffold Inspection and First Aid at Work.

CONSTRUCTIONSKILLS HEALTH AND SAFETY AWARENESS

Duration
This course is delivered over 1 day.

Intended for
This general safety awareness course is certificated by ConstructionSkills and is aimed at individuals who are working within the construction industry.

Accreditation
Delegates who successfully complete this course will be issued with a ConstructionSkills certificate, which is valid for 5 years.

Aims and objectives
To ensure that all those given supervisory responsibilities understand:
• Their contribution to the safety of the workplace.
• Why they are carrying out their identified duties.
• What is expected of them.
• Their contribution to the safety of the workplace.

At the end of the course delegates will be able to:
• Understand the need to prevent accidents.
• Feel obliged to report unsafe acts to prevent an accident.
• Understand the importance of timely intervention when bad practice is identified.

Course features
The course is delivered through presentations, videos, classroom based discussion and group exercises.

Suggested follow on and complementary courses
ConstructionSkills Site Supervisor Safety Training Scheme, Manual Handling, Asbestos Awareness, Basic Fire, First Aid Appointed Person.

CONSTRUCTIONSKILLS SITE
SUPERVISOR SAFETY TRAINING SCHEME

Duration
This course is delivered over 2 days.

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

Accreditation
The course is accredited by ConstructionSkills and successful delegates will be awarded with a ConstructionSkills certificate, which is valid for 5 years.

Aims and objectives
To ensure that 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.

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

Course features
This course is delivered through presentations, videos, classroom based discussions and group exercises.

Suggested follow on and complementary courses
ConstructionSkills Site Management Safety Training, Risk Assessment, Scaffold Inspection, First Aid At Work.

Call 08700 43 47 43 for more information or visit www.ssg.co.uk to book a course online.
FIRST AID AT WORK

Duration
This course is delivered over 4 days.

Intended for
A wide range of persons from all industries including managers, supervisors, operatives, office staff or any person who has been selected to carry out the role of first aider.

Accreditation
This course is HSE approved and successful delegates will receive an SSG certificate on completion which is valid for 3 years.

Aims and objectives
Delegates will receive detailed training and will be given the opportunity to apply practical knowledge whilst ensuring that they have:
• A good understanding of the principles of first aid and diagnosis.
• The ability to make a correct assessment of illness or injury.
• The confidence and ability to provide the appropriate first aid when required.

Course features
The course will include: formal training sessions, highly participative classroom-based discussions, videos and various practical examples and exercises using manikins, bandages, dressings and other relevant equipment provided.

Suggested follow on and complementary courses
First Aid at Work Updates, First Aid at Work Refresher, IOSH Working Safely, IOSH Managing Safely.

FIRST AID AT WORK REFRESHER

Duration
This course is delivered over 2 days.

Intended for
Fully qualified first aiders, whether achieved through SSG or elsewhere, should attend this course in order to maintain their qualification and update their skills. This course must be attended every 3 years prior to certificate expiry otherwise delegates will have to re-attend the full 4 day course.

Accreditation
This course is HSE approved and certified by SSG.

Aims and objectives
Delegates attending this course will receive:
• An update of industry best practice and techniques.
• A refresher of previously attained skills including resuscitation, bleeding, and burns.
• A review of skills required for coping with emergency situations.

Course features
The course will include: formal training sessions, highly participative classroom-based discussions, videos and various practical examples and exercises using manikins, bandages, dressings and other relevant equipment provided.

Suggested follow on and complementary courses
First Aid Updates, First Aid at Work Refresher, IOSH Working Safely, IOSH Managing Safely.

FIRST AID APPointed PERSON

Duration
This course is delivered over 1 day.

Intended for
Any employee who has accepted the responsibilities of becoming a first aid appointed person.

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

Aims and objectives
Delegates will receive basic first aid training and will be given the opportunity to apply practical knowledge whilst ensuring that they have:
• A good understanding of the basic principles of first aid.
• The ability to respond confidently in an emergency when a fully trained First Aider is not present.
• The confidence and ability to provide the appropriate basic first aid when required.

Course features
The course content will include: the role of the Appointed Person, actions to take at the scene of an emergency, resuscitation, unconsciousness and dealing with minor injuries. The course will combine lectures, practical workshops and video presentations.

Suggested follow on and complementary courses
First Aid Skills Update, First Aid At Work, IOSH Working Safely

FIRST AID SKILLS UPDATE

Duration
This course is delivered over a ½ day.

Intended for
The course is suitable for any persons who qualified as first aiders, or those who have attended the 1 day First Aid Appointed Persons Course and are looking for a practical update session to refresh their skills within the certification period.

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

Aims and objectives
The course provides delegates with a chance to refresh their vital first aid skills and the confidence and ability to provide the appropriate basic first aid when required. Delegates will receive:
• A refresher in basic first aid theory.
• Practical skills in classroom scenarios.

Course features
Highly participative classroom-based discussions and various practical examples and exercises using manikins, bandages, dressings and other relevant equipment provided.

Suggested follow on and complementary courses
First Aid Refresher training when required.

Call 08700 43 47 43 for more information or visit www.ssg.co.uk to book a course online.
CIEH COURSES

CIEH PRINCIPLES OF MANUAL HANDLING

Duration
This course is delivered over 1/2 day.

Intended for
This course is designed for all employees who manage or use substances hazardous to health at work.

Accreditation
Certification is through the Chartered Institute of Environmental Health (CIEH).

Aims and objectives
Delegates who successfully complete this course will have an understanding of:
- Responsibilities imposed by the Control of Substances Hazardous to Health Regulations.
- COSSH assessments and control options.
- Definition and types of substances hazardous to health in the workplace.
- Health effects of hazardous substances and their causes.

Course features
The course is fully interactive and includes tutorials, and individual and group exercises.

Suggested follow on and complementary courses
CIEH Risk Assessment Principles and Practice, IOSH Managing Safely.

CIEH PRINCIPLES OF CoSHH

Duration
This course is delivered over 1/2 day.

Intended for
This qualification is designed for all employees who manage or use substances hazardous to health at work.

Accreditation
Certification is through the Chartered Institute of Environmental Health (CIEH).

Aims and objectives
Upon completion of this course delegates will have an understanding of:
- Responsibilities imposed by the Control of Substances Hazardous to Health Regulations.
- Manual handling assessment and control options.
- Manual handling injuries and the activities which cause them.
- COSHH assessments and control options.
- Management of hazardous to health at work.

Course features
The course is fully interactive and includes tutorials, and individual and group exercises.

Suggested follow on and complementary courses
CIEH Risk Assessment Principles and Practice, IOSH Managing Safely.

CIEH STRESS AWARENESS

Duration
This course is delivered over 1/2 day.

Intended for
This course is designed to raise awareness of the likely sources of work-related stress and strategies for control.

Accreditation
Certification is through the Chartered Institute of Environmental Health (CIEH).

Aims and objectives
Having attended this course delegates will have an understanding of:
- Stress as an occupational health hazard.
- Development of basic work stressors.
- Development of basic controls for work related stressors.
- Stress as an occupational health hazard.

Course features
The course features tutor presentations, individual and group exercises and is followed up by a review of the students own work practices to be completed under trainer supervision following training.

Suggested follow on and complementary courses
CIEH Intermediary Level 3 Health and Safety Awareness, IOSH Managing Safely.

CIEH LEVEL 2 AWARD IN PRINCIPLES OF RISK ASSESSMENT

Duration
This course is delivered over 1 day.

Intended for
This course is designed for all employees who need to understand the principles of risk assessment and carry out practical assessments in the workplace.

Accreditation
Certification is through the Chartered Institute of Environmental Health (CIEH).

Aims and objectives
Delegates who successfully complete this course will have a better understanding of:
- The legal requirements for risk assessment.
- The main causes of accidents and ill health and their implications for people in the workplace.
- The legal requirements for risk assessment.
- The 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.

Course features
The course features individual and group exercises and is assessed through a multiple choice style question paper.

Suggested follow on and complementary courses
CIEH Risk Assessment Principles and Practice, IOSH Managing Safely.

CIEH LEVEL 2 AWARD IN HEALTH AND SAFETY IN THE WORKPLACE

Duration
This course is delivered over 1 day.

Intended for
This course is designed to raise awareness of the likely sources of work-related stress and strategies for control.

Accreditation
Certification is through the Chartered Institute of Environmental Health (CIEH).

Aims and objectives
On completing this qualification candidates will be able to:
- Understand the principles of accident prevention.
- Understand that risk assessment is an important technique for accident and ill health prevention.
- Appreciate the nature and risks of hazardous substances.
- Understand how workplace equipment and task design affect health and safety.

Course features
This course uses presentations, classroom based discussion, group and individual exercises.

Suggested follow on and complementary courses
IOSH Managing Safely, Risk Assessment, Manual Handling, Basic Fire
RISK ASSESSMENT WORKSHOP
Duration
This course is delivered over 1 day.

Intended for
This course is aimed at managers, supervisors, safety representatives and any other person with the responsibility of carrying out risk assessments.

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

Aims and objectives
This one-day workshop will give delegates a clear understanding of:
- Legislative requirements.
- Hazard and risk identification.
- Risk elimination, reduction and control in the workplace.
- Practical preparation of risk assessments.
- Practical implementation of control measures.

Course features
Formal training sessions involving highly participative classroom-based discussions will be used in conjunction with individual and group practical projects and coaching in the risk assessment process.

Suggested follow on and complementary courses
Risk Assessment Workshop, IOSH Managing Safely, ConstructionSkills courses.

CoSHH ASSESSMENT WORKSHOP
Duration
This course is delivered over 1 day.

Intended for
Any person with responsibilities for carrying out CoSHH assessments. Such people may be Safety Representatives, Supervisors, Safety Managers or Production Managers.

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

Aims and objectives
Delegates will gain a clear understanding of:
- Legislative requirements and responsibilities.
- Chemical forms and properties.
- Health effects and bodily responses to exposure.
- The CoSHH assessment process and how to conduct workplace CoSHH assessments.

Course features
Formal training sessions involving highly participative classroom-based discussions, videos, and group / individual exercises in accident investigations.

Suggested follow on and complementary courses
Risk Assessment Workshop, IOSH Managing Safely.

DISPLAY SCREEN EQUIPMENT
Duration
This course is delivered over 1 day.

Intended for
This course has been designed to benefit managers, supervisors and all DSE users through a combination of theoretical and practical training in carrying out DSE assessments.

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

Aims and objectives
Delegates attending this course will be able to:
- Understand and interpret legislative requirements.
- Recognise and advise on the problems associated with the use of display screen equipment.
- Carry out a DSE assessment and set up workstations correctly.
- Identify and implement the necessary measures to protect the health of users of such equipment.

Course features
The course includes interactive presentations and projects along with a practical DSE assessment session.

Suggested follow on and complementary courses
Risk Assessment Workshop, IOSH Managing Safely.

ACCIDENT INVESTIGATION WORKSHOP
Duration
This course will be delivered over 1 day.

Intended for
The course is designed for anyone who is required to carry out accident or incident investigations in the workplace.

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

Aims and objectives
On completion of the course delegates will:
- Understand accident causation and prevention.
- Be able to investigate the scene of an accident.
- Understand the techniques required to interview victims and witnesses.
- Be able to determine direct and root causes of accidents.
- Understand how to prepare reports and make recommendations to prevent recurrence.

Course features
The course comprises formal training sessions, highly participative classroom-based discussions, videos, and group / individual exercises in accident investigations.

Suggested follow on and complementary courses
Risk Assessment Workshop, IOSH Managing Safely.

SSG have really helped get our health and safety up to speed.
C. Tickle – Riverford Organic Vegetables

Call 08700 43 47 43 for more information or visit www.ssg.co.uk to book a course online
SAFETY MANAGEMENT FOR WORK RELATED DRIVING

Duration
This course is delivered over 1 day.

Intended for
This course is intended for transport / fleet managers and managers of company drivers. The course is accredited by SSG and delegates attending will receive an SSG certificate.

Aims and objectives
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 an appreciation of the management and workplace controls necessary to control occupational road risk.

Course features
The course comprises formal training sessions, highly participative classroom-based discussions, videos, and group / individual exercises.

Suggested follow on and complementary courses
Risk Assessment, IOSH Managing Safely, NEBOSH General Certificate.

Call 08700 43 47 43 for more information or visit www.ssg.co.uk to book a course online

MANAGING NOISE

Duration
This course is delivered over 1 day.

Intended for
Anyone wanting knowledge of prevention, awareness and the practical skills to deal with managing noise in the workplace.

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

Aims and objectives
On completion of training, delegates will:
• Understand the responsibilities of employers and employees
• Understand the effects of exposure
• Appreciate the need for control of exposure and selection of personal hearing protection

Course features
This course develops a better understanding of the Noise at Work Regulations, how to prevent/control exposure and includes practical examples of personal hearing protection equipment.

Suggested follow on and complementary courses
IOSH Managing Safely, Risk Assessment.

SAFETY MANAGEMENT FOR WORK RELATED DRIVING

Duration
This course is delivered over 1 day.

Intended for
This course is intended for transport / fleet managers and managers of company drivers. The course is accredited by SSG and delegates attending will receive an SSG certificate.

Aims and objectives
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 an appreciation of the management and workplace controls necessary to control occupational road risk.

Course features
The course comprises formal training sessions, highly participative classroom-based discussions, videos, and group / individual exercises.

Suggested follow on and complementary courses
Risk Assessment, IOSH Managing Safely, NEBOSH General Certificate.

Call 08700 43 47 43 for more information or visit www.ssg.co.uk to book a course online
**BASIC FIRE**

**Duration**
This course is delivered over a ½ day.

**Intended for**
Anyone wanting knowledge of prevention, awareness & practical skills to deal with the threat of fire.

**Accreditation**
This course is accredited by SSG and successful delegates will receive an SSG certificate.

**Aims and objectives**
On completion of training, delegates will:
- Understand the requirements of the Regulatory Reform Order and the Health and Safety at Work Act 1974
- Understand the principles of fire risk assessments
- Appreciate how fire spreads and methods of extinguishing
- Understand the need for fire plans and what action to take in the event of fire
- Have practical ability to use water, CO₂ foam and powder extinguishers and fire blankets.

**Course features**
This course develops a better understanding of how to prevent or tackle a fire and includes a practical training session on how to use various fire extinguishers.

**Suggested follow on and complementary courses**
Fire Warden, IOSH Working Safely.

---

**FIRE WARDEN**

**Duration**
This course is delivered over 1 day.

**Intended for**
Those taking on the responsibilities of Fire Warden within an organisation.

**Accreditation**
This course is accredited by SSG and successful delegates will receive an SSG certificate.

**Aims and objectives**
On completion of the course delegates will be able to:
- Understand the requirements of relevant legislation, principles and applications of fire risk assessments
- Identify fire hazards in the workplace
- Monitor and review fire risk assessments
- Take appropriate and effective action if a fire occurs in their area of responsibility
- Arrange and monitor regular fire evacuation drills and maintain escape routes
- Understand the basics of manual / automatic fire detection / emergency lighting systems and operation of fire fighting equipment
- Carry out regular inspections, examination and weekly tests of active and passive fire precautions.

**Course features**
A balance of lectures, fire risk assessment principles and application, syndicate work, video presentation and 'hands on' demonstration to equip delegates with the necessary knowledge and skill to carry out their delegated duties.

**Suggested follow on and complementary courses**
IOSH Managing Safely, NEBOSH Fire Safety and Risk Management.

---

For details of NEBOSH Fire Safety & Risk Assessment go back to page 9.

---

Call 08700 43 47 43 for more information or visit www.ssg.co.uk to book a course online.
GENERAL HEALTH AND SAFETY COURSES

MANUAL HANDLING

Duration
This course is delivered over a ½ day.

Intended for
This course is designed for anyone undertaking manual handling operations of any kind, in any industry.

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

Aims and objectives
Delegates will complete this course will gain:

• A greater awareness of the principles of safe kinetic handling.
• An understanding of the biomechanics of lifting.
• A significant reduction in the risk of harm occurring through manual handling tasks.
• A reduction in the likelihood of sick leave due to back related pain and injury.

Course features
The course is delivered through formal training, videos, participative classroom-based discussions and group and individual based practical exercises.

Suggested follow on and complementary courses
Manual Handling Instructor Training.

MANUAL HANDLING INSTRUCTOR

Duration
This course is delivered over 3 days.

Intended for
Managers or Supervisors who are responsible for teams undertaking manual handling operations. Delegates must have previously attended a manual handling training course or must be experienced in this field.

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

Aims and objectives
This course has been designed to incorporate instructional techniques with a detailed knowledge of safe manual handling practices whilst covering:

• Current issues concerned with manual handling.
• The biomechanics of the spine and what can go wrong.
• Principles of moving loads.
• Manual Handling – Teaching Others.
• Basic principles of teaching and learning.

Course features
The course is delivered through formal training, videos, participative classroom-based discussions and group and individual based practical exercises. Course members will be required to present a short training session on the subject of Manual Handling.

Suggested follow on and complementary courses
Risk Assessment, IOSH Managing Safely, NEBOSH General Certificate.

PORTABLE APPLIANCE TESTING

Duration
This course is delivered over 1 day.

Intended for
Persons required to carry out portable appliance testing. HSE guidance requires that a competent person test all portable electrical appliances and tools on a regular basis in accordance with manufacturers recommendations, the risks associated with usage and the likelihood of damage.

Many organisations find it cost effective to provide a member of staff with the competence to carry out these tests.

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

Aims and objectives
On completion of training, delegates will:

• Understand the relevant sections of the Electricity at Work Regulations 1989.
• Be able to use a portable test station and determine whether items are safe to use.
• Understand how to record results and maintain records.

Course features
This one-day course provides both theoretical information and practical training in the use of test equipment and the testing process for portable appliances.

Suggested follow on and complementary courses
Portable Appliance Testing, IOSH Working Safely.

ELECTRICAL SAFETY

Duration
This course is delivered over 1 Day.

Intended for
This course is ideally suited to those who may have little or no experience or professional qualifications associated with electricity and / or working with electricity.

Accreditation
The course is accredited by SSG and delegates attending will receive a SSG certificate.

Aims and objectives
On completion of the training, delegates will have an understanding of:

• The regulations relevant to electrical safety.
• How to reduce the risk of harm occurring through exposure to electricity at work.
• The causes of electrical failure and are aware of the necessary preventative measures to be taken.

Course features
The course incorporates: formal training sessions, highly participative classroom-based discussions and practical exercises.

Suggested follow on and complementary courses
Portable Appliance Testing, IOSH Working Safely.

Safety is of paramount importance to Brittany Ferries. Working in partnership with SSG has helped ensure that we achieve the highest level of workplace safety in everything that we do.

C. Kemp - Health and Safety Manager - Brittany Ferries

Call 08700 43 47 43 for more information or visit www.ssg.co.uk to book a course online.
GENERAL HEALTH AND SAFETY COURSES

GENERAL HEALTH AND SAFETY

IN THE OFFICE

Duration
This course is delivered over 1 day.

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

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

Aims and objectives
On completing this qualification candidates will be able to:
• Understand 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.

Course features
Topics covered include an explanation of safety legislation and the common risks associated with work related driving, risk assessment and simple strategies for reducing driving risk. The course is presented through presentations, workshops, videos and discussion.

Suggested follow on and complementary courses
Risk Assessment Workshop, Safety Management for Work Related Driving.

HEALTH AND SAFETY

DRIVER SAFETY AWARENESS

Duration
This course is delivered over 1/2 day.

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

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

Aims and objectives
Delegates will receive detailed instruction and will be given the opportunity to apply practical knowledge while gaining a clearer understanding of:
• Relevant health and safety legislation and how it applies to an office environment.
• Hazard and risk identification.
• Common office hazards such as slips and trips, fire, manual handling and electricity.
• The identification of the principles of an ergonomic design and layout of a workstation.

Course features
This course uses presentations, classroom based discussion, group and individual exercises.

Suggested follow on and complementary courses
IOSH Managing Safety, Risk Assessment, Display Screen Equipment Assessments.

Call 08700 43 47 43 for more information or visit www.ssg.co.uk to book a course online.
MANAGING ASBESTOS

Duration
This course is delivered over 1 day.

Intended for
This course has been designed and targeted at those with a responsibility for commercial buildings.

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

Aims and objectives
Delegates will complete this training with a better understanding of:
• The potential location where asbestos may be present.
• Health issues associated with exposure.
• Surveys and specialist removers.
• How to manage asbestos in the workplace.

Course features
The course comprises: formal training sessions, highly participative classroom-based discussions, and practical group and individual exercises.

Suggested follow on and complementary courses
Risk Assessment Workshop.

HEALTH & SAFETY FOR QUANTITY SURVEYORS

Duration
This course is delivered over 2 days.

Intended for
A two-day course specifically aimed at estimators and quantity surveyors with site involvement in either a resident or occasional capacity.

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

Aims and objectives
On completion of training, delegates will:
• Gain an overview of current legislation and industry standards
• Have a better understanding of construction site hazards and risks
• Understand the duties placed on the employer/employee under statutory legislation
• Appreciate the site implications and impact (morally, legally and financially) of decisions made

Course features
This course develops a better understanding of how to practically apply health and safety on site and the efficiency linked with safe working practices.

Suggested follow on and complementary courses
ConstructionSkills Site Management Safety Training Scheme, NEBOSH Certificate in Construction Safety and Health.

Call 08700 43 47 43 for more information or visit www.ssg.co.uk to book a course online.
**CONFINED SPACE**

**Duration**
This course is delivered over 1 day.

**Intended for**
This course is a must for anyone required to work within confined spaces. Managers and supervisors of operatives working in confined spaces would also benefit from attendance.

**Accreditation**
Delegates who successfully complete this course will receive a certificate from Devon and Somerset Fire and Rescue Service.

**Aims and objectives**
Delegates will gain:
- A knowledge of the relevant legislation governing confined space working.
- A practical and theoretical understanding of all the procedures and potential risks involved in confined space works.
- Practical experience and role-playing in search and rescue and use of equipment.

**Course features**
This course delivers theoretical and practical training and is essential for persons required to enter and work within a confined space. The training is provided in partnership with Devon and Somerset Fire and Rescue Service and takes place in facilities designed specifically for the purpose. All training is aligned to the high standards required by the Confined Spaces Regulations 1997.

**Suggested follow on and complementary courses**
- Breathing Apparatus, Confined Space, City and Guilds NVQ in Utility Operations (5831 Confined Space), Risk Assessment, Accident Investigation.

---

**BREATHING APPARATUS**

**Duration**
This course is delivered over 1 day.

**Intended for**
This course is a must for anyone required to use breathing apparatus. Managers and supervisors of operatives working in confined spaces where breathing apparatus is needed would also benefit from attendance. Delegates must have previously attended the Confined Space Course.

**Accreditation**
Delegates who successfully complete this course will receive a certificate from Devon and Somerset Fire and Rescue Service.

**Aims and objectives**
Delegates attending this course will gain an understanding of:
- The physiology of breathing.
- Types and uses of breathing apparatus.
- Servicing and maintenance requirements.
- Problems of heat and humidity.
- The use of safety lines.
- Search and control procedures.
- Confidence and knowledge in the practical use of breathing apparatus.
- Heat and humidity.
- Practical exercises in search and rescue and casualty handling.

**Course features**
This course delivers theoretical and practical training and is essential for persons required to use breathing apparatus. The training is provided in partnership with Devon and Somerset Fire and Rescue Service and takes place in facilities designed specifically for the purpose.

**Suggested follow on and complementary courses**
- Confined Space, City and Guilds NVQ in Utility Operations (5831 Confined Space), Risk Assessment, Accident Investigation.

---

**NEW ROADS AND STREETHWORKS – CITY AND GUILDS 6156 ASSESSMENTS**

**Duration**
Course delivery takes a maximum of 4 days

**Intended for**
UK law requires that there must be a qualified Operative present under the supervision of a qualified Supervisor in most cases of excavation or reinstatement on public roads or footpaths. This course enables either experienced Supervisors or Operatives to be assessed to City & Guilds 6156.

**Accreditation**
Delegates attending this course can get SSG or City and Guilds 6156 certification.

**Aims and objectives**
This course includes both operative and supervisor modules such as:
- Operatives
  - 001 - Location and avoidance of underground apparatus
  - 002 - Signing, lighting and guarding - can be completed separately
  - 003 - Excavation in the highway
  - 004 - 009 Reinstatement modules to include compaction and backfill; sub-base and road base; hot lay; cold lay; concrete slabs; modular surfaces and footways.
- Supervisors
  - 010 - Monitoring of Signing, Lighting and Guarding
  - 011 - Monitoring Excavation in the Highway
  - 012 - 016 Monitoring of Reinstatement modules to include compaction and backfill; sub-base and road base; hot lay; cold lay; concrete slabs; modular surfaces and footways.

**Accreditation**
Delegates attending this course get SSG or City and Guilds 6156 certification.

**Aims and objectives**
Delegates who successfully complete the assessments and subsequent portfolio are eligible for City and Guild certification.

**Course features**
A portfolio is required for each candidate in order for the Assessor to complete the assessment in line with the requirements of City & Guilds. The course includes both taught and practical aspects.

**Suggested follow on and complementary courses**
City and Guilds New Roads and Streetworks 6156 Assessments.

---

**SIGNING, LIGHTING AND GUARDING ASSESSMENTS**

**Duration**
Course delivery can take up to 1 day to deliver.

**Intended for**
The course is an assessment of an operator’s or supervisor’s ability to understand and perform a series of tasks relevant to signing, lighting and guarding.

SSG can also provide a one-day training course for candidates with limited experience to enable them to be assessed at a later date having gained more on site experience.

**Accreditation**
Delegates who successfully complete the assessments and subsequent portfolio are eligible for City and Guild certification.

**Aims and objectives**
Delegates will gain a knowledge of the procedures and potential risks involved in the tasks such as:
- Operative modules - 002 - Signing, lighting and guarding
- Supervisor Modules - 010 - Monitoring of Signing, Lighting and Guarding

**Course features**
A portfolio is required for each candidate in order for the Assessor to complete the assessment in line with the requirements of City & Guilds. The course includes both taught and practical aspects.

**Suggested follow on and complementary courses**
City and Guilds New Roads and Streetworks 6156 Assessments.

---

The services provided by SSG have in my experience been outstanding in terms of quality throughout.

B. Scott - CIS UK

Call 08700 43 47 43 for more information or visit www.ssg.co.uk to book a course online.
SCAFFOLD INSPECTION

Duration
This course is delivered over 1 day.

Intended for
This training is essential for all persons who inspect scaffold and management responsible for employees working from scaffold.

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

Aims and objectives
Delegates will receive detailed training and will be given the opportunity to apply practical knowledge whilst gaining a clearer understanding of:
- The relevant legislation.
- Management responsibilities for work associated with scaffold.
- The requirements of a scaffold inspection in accordance with legislative requirements.

Course features
The course uses classroom presentations and individual and group exercises. A range of teaching aids is used throughout the day including a scale model scaffold, individual scaffold components, videos and reference material.

Suggested follow on and complementary courses
PASMA, ConstructionSkills Site Supervisor Safety Training Course, ConstructionSkills Site Management Safety Training Scheme.

WORKING SAFELY AT HEIGHTS

Duration
This course is delivered over 1/2 day.

Intended for
This course is suitable for roof workers, scaffolders, trade persons, steel workers, powered access operators and all persons required to work at heights.

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

Aims and objectives
Delegates will receive detailed awareness training and will be given the opportunity to apply practical knowledge whilst gaining a clearer understanding of:
- The relevant legislation that governs working at heights including the Working Safely at Height Regulations 2005.
- Safety when working on roofs.
- Access issues including working on scaffold, portable towers and mobile elevated work platforms.
- Protection measures including safety nets and edge protection.
- What is required from employees in order to work safely at height.

Course features
The course comprises formal training sessions, highly participative classroom-based discussions, videos and group / individual exercises.

Suggested follow on and complementary courses
PASMA, ConstructionSkills Site Supervisor Safety Training Scheme.

PASMA MOBILE ACCESS TOWER TRAINING

Duration
This course is delivered over 1 day.

Intended for
The course is intended for any person required to erect, use, inspect or dismantle a portable access tower during the course of their work.

Accreditation
The course is accredited by PASMA. Delegates will be assessed during the practical training session in their abilities to interpret the manufacturer’s instructions and correctly erect and dismantle the tower. Successful delegates will receive a competency certificate and an encapsulated PASMA Photo Card that can be used to demonstrate their skills and knowledge.

Aims and objectives
Delegates will receive detailed classroom and practical training and will gain a clear understanding of:
- Relevant legislative requirements.
- Industry best practice and guidance for the use of portable towers.
- Potential hazards associated with the use of portable towers.
- The safe erection and dismantling of portable towers.

Course features
The course comprises formal training sessions, highly participative classroom-based discussions, videos, practical assessment on the interpretation of theoretical information and instructions in the erection of a portable tower.

Suggested follow on and complementary courses
Scaffold Inspection, ConstructionSkills Site Supervisor Safety Training Scheme, ConstructionSkills Site Management Safety Training Scheme.

Call 08700 43 47 43 for more information or visit www.ssg.co.uk to book a course online.
ABRASIVE WHEELS

Duration
This course is delivered over ½ a day.

Intended for
This half-day course is essential for those who are required to mount abrasive wheels and incorporates hands-on tuition and assessments with best practice health and safety guidance.

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

Aims and objectives
After completing this course delegates will:
• Appreciate the legal requirements and obligations of operators and employers with respect to their “Duty of Care”.
• Have an understanding of the requirements of the Provision and Use of Work Equipment Regulations 1998.
• Understand the principles of electrical safety of portable tools.
• Appreciate the types and adjustments of guards.
• Understand the personal protective equipment requirements.
• Understand the storage and care requirements of abrasive wheels.
• Have sufficient practical and theoretical information to mount abrasive wheels safely.

Course features
The course comprises formal presentations and practical based instruction.

Suggested follow on and complementary courses
ConstructionSkills Health and Safety Awareness, Basic Fire, Manual Handling.

SAFETY IN THE USE OF WOODWORKING MACHINERY

Duration
This course is delivered over 1 day.

Intended for
This course is ideally suited to anyone who uses woodworking equipment in the workplace. It is strongly advised that those who supervise and manage others using woodworking machinery attend this course.

The course is not intended to teach operators how to use woodworking machinery but how to use it safely.

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

Aims and objectives
Delegates who complete this course will understand:
• The provisions of the health and safety legislation relevant to the use of woodworking equipment.
• Employers and employees health and safety responsibilities.
• The common hazards and risks associated with woodworking equipment.
• How to put into place appropriate control measures.

Course features
The course combines formal training sessions, highly participative classroom-based discussions and group exercises.

Suggested follow on and complementary courses
Risk Assessment Workshop.

ASBESTOS AWARENESS

Duration
This course is delivered over a ½ day.

Intended for
This course is ideally suited to carpenters, plumbers, heating and ventilation engineers, maintenance workers, cable installers (phone, computer, alarms), shop fitters, demolition and construction workers; in fact anyone who could be exposed and at risk from asbestos.

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

Aims and objectives
Delegates who complete this training will:
• Gain a clearer understanding of the potential ill health effects of exposure to asbestos.
• Be better able to identify common areas where asbestos could be found.
• Be able to assist in asbestos identification.
• Understand the action to take upon discovery.
• Have a greater awareness of the main types of asbestos likely to be found within their workplace.
• Have a greater awareness of many of the products within which asbestos was originally included.

Course features
The course comprises formal training sessions, highly participative classroom-based discussions, and practical exercises.

Suggested follow on and complementary courses
ConstructionSkills Site Supervisor Safety Training, ConstructionSkills Health and Safety Awareness.
CONSTRUCTION DESIGN AND MANAGEMENT

CDM: AN OVERVIEW

**Duration**
This course is delivered over 1 day.

**Intended for**
Any duty holder under the CDM Regulations who requires an overview of the requirements of the CDM regulations.

**Accreditation**
The course is certificated by SSG and successful delegates will receive an SSG certificate.

**Aims and objectives**
The course provides a detailed summary of the Construction (Design and Management) Regulations 2007 and includes:
- An update on the legislative changes.
- An outline of the roles and responsibilities of each duty holder.
- A detailed look at the ACOP publication.

**Course features**
The course comprises: formal training sessions, highly participative classroom-based discussions and group and individual exercises.

**Suggested follow on and complementary courses**
CDM for Coordinators, CDM for Principal Contractors, CDM for Designers, NEBOSH Certificate in Construction Safety and Health, ConstructionSkills courses.

CDM FOR COORDINATORS

**Duration**
This course is delivered over 1 day.

**Intended for**
This course has been specifically designed for those delegates who would like a complete understanding of the role played by CDM Coordinator and the responsibilities to be undertaken under the Construction (Design and Management) Regulations 2007.

**Accreditation**
The course is accredited by SSG and successful delegates will receive SSG certification.

**Aims and objectives**
The course provides a detailed overview of legislation, roles and responsibilities the various elements of the regulations but looks in more detail at:
- The information contained within the Pre Construction Information Pack
- The production of the Health and Safety File
- The requirement for a CDM Coordinator to check competencies of project parties.

**Course features**
The course comprises of a formal training session, highly participative classroom-based discussions and group and individual exercises.

**Suggested follow on and complementary courses**

CDM FOR PRINCIPAL CONTRACTORS

**Duration**
This course is delivered over 1 day.

**Intended for**
This course has been specifically designed for those delegates who would like a complete understanding of the role undertaken by the Principal Contractor in relation to the Construction (Design and Management) Regulations 2007.

**Accreditation**
The course is accredited by SSG and successful delegates will receive SSG certification.

**Aims and objectives**
The course provides a detailed overview of legislation, roles and responsibilities and the various elements of the regulations but looks in more detail at:
- The information contained within the Construction Phase Health and Safety Plan
- The production of the Health and Safety File
- The competencies required of a Principal Contractor

**Course features**
The course comprises: formal training sessions, highly participative classroom-based discussions and group and individual exercises.

**Suggested follow on and complementary courses**

CDM FOR DESIGNERS

**Duration**
This course is delivered over 1 day.

**Intended for**
The course would benefit any person who prepares designs for construction work or arranges for others under their control to prepare designs as described in the Construction (Design and Management) Regulations 2007 Approved Code of Practice.

**Accreditation**
The course is accredited by SSG and delegates attending will receive SSG certification.

**Aims and objectives**
The course provides a detailed overview of legislation, roles and responsibilities and the various elements of the regulations but looks in more detail at:
- The importance of the health and safety information contained within the design brief and its impact on the construction phase and lifetime maintenance of the property
- Designers duties for domestic and non domestic projects
- The health and safety knowledge required of a Designer

**Course features**
The course comprises: formal training sessions, highly participative classroom-based discussions and group and individual exercises.

**Suggested follow on and complementary courses**
CDM for CDM Coordinators, NEBOSH Certificate in Construction Safety and Health.

Call 08700 43 47 43 for more information or visit www.ssg.co.uk to book a course online.
**ENVIRONMENTAL TRAINING**

**SITE WASTE MANAGEMENT PLANS**

**Duration**
This course is delivered over 1 day.

**Intended for**
This course is aimed at managers, supervisors, health, safety and, environmental representatives or any other person with the responsibility for onsite environmental management and construction site management.

**Accreditation**
The course is accredited by SSG and delegates who complete this course will receive an SSG certificate.

**Aims and objectives**
Delegates will receive detailed training and will be shown the practicalities of putting together an environmental waste plan. Delegates will gain a clear understanding of:
- How the construction industry impacts on the environment.
- Environmental legislation.
- Environmental hazard identification.
- Environmental best practice on site.
- Construction Waste Plans and their importance.
- How to prepare, conduct and record a construction waste plan.

**Course features**
The course comprises: formal training sessions, videos, highly participative classroom-based discussions and group and individual based exercises.

**Suggested follow on and complementary courses**
IOSH Managing Environmental Responsibilities, ConstructionSkills Site Management Safety Training Scheme, Risk Assessment.

**IOSH MANAGING ENVIRONMENTAL RESPONSIBILITIES**

**Duration**
This course is delivered over 4 days.

**Intended for**
This course is aimed particularly at middle and senior management professionals but will also benefit those in health and safety positions who need to cover environmental issues in compliance with their organisation’s environmental policy, legislation and best practice.

**Accreditation**
The course is accredited by the Institution of Occupational Safety and Health (IOSH) and delegates who successfully complete this course will be awarded an IOSH certificate.

**Aims and objectives**
On successful completion of the course delegates will:
- Have an understanding of organisational impacts on the environment.
- Be able to prepare a financial, legal and moral case incorporating environmental considerations.
- Have an outline overview of environmental legislative control.
- Understand water pollution and its control.
- Understand land pollution and its control.
- Understand air pollution and its control.
- Apply environmental management principles to their own organisation.
- Carry out an environmental review.
- Understand the requirements and functions of environmental management systems (e.g. ISO 14001).

**Course features**
The course comprises of presentations, group discussions, videos, group and individual exercises. On completion, delegates will undertake a short assessment and conduct a small project within their own workplace and work practices.

**Suggested follow on and complementary courses**
NEBOSH National General Certificate, NEBOSH Environmental Diploma.

**ENVIRONMENTAL AWARENESS**

**Duration**
This course is delivered over a 1/2 or 1 day depending on requirements.

**Intended for**
All delegates looking to gain an in-depth understanding of environmental impact created by their workplace activities.

**Accreditation**
This course is certificated by SSG.

**Aims and objectives**
Successful delegates will have a better understanding of:
- Specific environmental issues relating to their work activities
- Roles and responsibilities and the importance of complying with the organisation’s environmental policy
- The benefits of good environmental management
- Environmental legislations and the authorities responsible for its enforcement
- How to minimise the environmental impact of their work activities

**Course features**
The course is delivered through formal training sessions and highly participative classroom-based discussions.

**Suggested follow on and complementary courses**
Site Waste Management Plans, IOSH Managing Environmental Responsibilities.

Call 08700 43 47 43 for more information or visit www.ssg.co.uk to book a course online.
CONSTRUCTION PLANT COMPETENCE SCHEME

CONSTRUCTION PLANT COMPETENCE SCHEME (CPCS)

Introduction
The CPCS scheme was launched in 2003 and is the industry’s largest scheme for Plant Operators, with over 200,000 cards issued.
SSG are pleased to be able to provide training, NVQ assessments and testing to enable operators to obtain either their Red Trained Operator Card or Blue Competence Card.

Our services include:
• Foundation training for novice operators
• Refresher training for semi skilled operators
• NVQ assessments
• Arrangement of the CPCS technical tests
• Arrangement of ConstructionSkills Health and Safety touch screen test

REQUIREMENTS FOR OBTAINING AND MAINTAINING A CPCS CARD

1) Moving Directly to a Blue Competence Card
An operator will be required to:
• Have a relevant S/NVQ in the category of plant required
• Have passed the ConstructionSkills Health and Safety test in the last 2 years
• Pass the CPCS technical test. A tailored training programme under the CPCS syllabus would be available if required.
A Blue Competence Card is valid for five years.

2) Obtaining a Red Trained Operator Card – ‘Stepping Stone’ to a Blue Card
An operator will be required to:
• Have passed the ConstructionSkills Health and Safety test in the last 2 years
• Carry out any training necessary to bring them up to the standard required to pass the CPCS technical test
• Pass the CPCS technical test
A Red Trained Operator Card is valid for two years.

3) Moving from a Red Trained Operator Card to a Blue Competence Card
An operator will be required to:
• Have passed the ConstructionSkills Health and Safety test in the last 2 years
• Have achieved the relevant S/NVQ in the specified category before the Trained Operator Card expires.

4) Renewing a Blue Competence Card
Every 5 years an operator will be required to:
• Record 300 operating hours in the logbook or pass a CPCS Practical Technical Test through a CPCS test centre or on site.
• Record all ongoing health and safety training and manufacturers updates in your logbook.
• Pass the CPCS Theory Technical Test through a CPCS test centre or on site.
• Have passed the Construction Skills Health and Safety Test within the last 2 years.

General Information
SSG are able to provide a site and equipment for training purposes alternatively training can be conducted on the Client’s site providing it meets the required training specification. All CPCS testing (except for renewals) must be done at a CPCS test centre. SSG will make all the necessary arrangements for these tests to take place.
SSG offer many categories under the scheme – please see below for some of the category codes available. For more information on any of the above information, please contact our Plant Administration Team on 08700 43 47 43.

Call 08700 43 47 43 for more information or visit www.ssg.co.uk to book a course online
At Kingfisher we are committed to the health and safety of all our team members. When we were introduced to the SAFE Scheme Platinum package we could clearly see the instant benefits it would have for our people. We have worked closely with SSG to establish a positive approach to health and safety within our working environment and feel this system will make our life a lot easier.

John Harrison - Kingfisher (Brixham) Ltd

Call 08700 43 47 43 for more information or visit www.ssg.co.uk to book a course online