

Training Programmes and Courses 2011/2012

**West Yorkshire
Health and Safety
Training**



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**West Yorkshire
Health and Safety
Training**



West Yorkshire Health and Safety Training Limited
Sovereign House, Trinity Business Park, Wakefield WF2 8EF
t: 01924 331713 / 864758 f: 01924 331733

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**For course dates and costs
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CIEH/HABC Level 1 in health and safety in the work place

Overview

The new Level 1 award in Health and Safety is run as a half-day course. The Level 1 Health and Safety qualification has been designed to meet the needs of those who are entering the workplace for the first time, either as part of a work experience programme or at the start of employment, by providing an awareness of key health and safety issues and the part that they should play in keeping themselves and others free from harm at work. It will also benefit those who are starting a new job – as part of an induction programme.

Course content

- The importance of health and safety in the workplace
- Hazards and risks
- Workplace conditions
- Workplace procedures
- Legislation
- Legal responsibilities
- Accidents
- Fire safety
- Manual handling
- Safety signage
- Work equipment
- COSHH
- First aid

Outcomes

- Persons gaining this qualification will know that Health and Safety is the responsibility of everyone within a business, including contractors, visitors and suppliers. Syllabus areas are regarded by the Health and Safety Executive as being important to maintaining safe working procedures in the workplace.

Duration: Half day

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CIEH/HABC Level 2 Awards in Health and Safety in the Workplace

Who needs this qualification?

This new qualification is designed to ensure that all employees are aware of their own safety and the safety of colleagues, customers, contractors and the public. It can also be adapted to meet specific needs of different settings.

What subjects are covered?

- Legislation
- Health, Safety and Welfare
- The Workplace and Equipment
- Risk Assessment
- Manual Handling
- Hazardous Workstation Design
- Transport and Vehicles
- Noise and Vibration
- COSHH
- Ergonomics

Learning outcomes

- 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
- Understand the risks associated with manual handling
- Appreciate the nature and risks of hazardous substances
- Understand how workplace equipment and task design affect health and safety
- Understand the potential long term and short term effects of exposure to noise and vibration.

Duration: One day

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CIEH/HABC Level 3 Award in Health & Safety in the Workplace

Who needs this qualification?

Everyone working in a Supervisory Position.

Why is this training important?

Accidents and illness can result in disability, incapacity or death at work. The supervisor is in an ideal position to influence, monitor and train employees. They can also ensure that managers are informed and encouraged in to providing for better health & safety standards.

Learning Outcomes

- Demonstrate an understanding of main concepts of health and safety
- Show Awareness of the benefits of health & safety culture
- Explain rules and responsibilities of individuals, supervisors and management in health & safety
- Demonstrate an understanding of health & safety control and improvement strategies available to supervisors.
- Duration: Three day programme
- Assessment: Multi choice examination
- Prerequisite: Basic knowledge of health & safety issues, Level 2 award in health & safety in the workplace or equivalent.

Duration: Three days

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CIEH advanced/ Level 4 Certificate in Health and Safety in the Workplace

Who needs this qualification?

It is essential for all those who have an employment role that includes a responsibility for the management of health and safety issues, including:

Managers

Supervisors

Senior safety personnel

What subjects are covered?

Workplace safety

Occupational health and hygiene

Safe systems

Techniques of safety management

Education and training

Learning outcomes

Learning outcomes

- Manage health and safety in most businesses
- Develop auditing and monitoring programmes
- Design safe practices and procedures
- Liaise with enforcement offices
- Interpret legal requirements
- Train staff and establish risk assessment projects (with additional training where necessary).

Duration: Five days

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CIEH/HABC Level 2 Award in Health and Safety in Health and Social Care

Who needs this qualification?

This qualification is specifically targeted at employees working in hospitals, nursing and care homes in the public and private sector.

Why is this training important?

Employees gain an understanding of their health and safety responsibilities and those of their employers.

What subjects are covered?

- Legislation
- Health and safety
- Welfare
- Hygiene awareness and hazards
- Personal hygiene
- Cleaning

Learning outcomes

- Appreciate the nature of health and safety in a health and social care context
- Understand the scope of legislative requirements
- Understand the principles of accident prevention
- Understand the risks associated with poor welfare

Duration: One day

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CIEH/HABC Level 2 Award in Food Safety

Who needs this qualification?

Anyone working in a catering, manufacturing or retail setting where food is prepared, cooked and handled.

Typical environments may include:

- Restaurants
- Pubs
- Supermarkets
- Retail outlets
- Food and drink manufacturers
- Hospitals
- Care and Nursing homes
- Schools
- Prisons
- What subjects are covered?
- Legislation
- Food Safety Hazards
- Temperature Control, Refrigeration, Chilling and Cold Holding
- Cooking, Hot Holding and Reheating
- Food handling
- Principles of Safe Food Storage, Cleaning
- Food Premises and Equipment

Learning outcomes

Employees who handle food will gain a firm grasp of the importance of food safety and knowledge of the systems, techniques and procedures involved.

They will have the confidence and expertise to deliver quality food safely to customers.

Refreshment of this qualification is recommended at least every three years.

Duration: One day

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CIEH/HABC, Level 3 Award in Supervising Food Safety in Catering.

In line with the National Standards reflecting specific needs, this qualification provides a thorough understanding of food safety procedures.

Who needs this Qualification?

Managers and supervisors in small medium and large catering, manufacturing or retail businesses. Particularly for those who have to develop or monitor HACCP-based food safety management procedures and systems.

Why is this training important?

Anyone working in a supervisory position in the food business is not only responsible but also accountable for food safety. It is therefore vital they are equipped with both the knowledge and the confidence to do their job effectively.

Learning outcomes

- Ability to implement and supervise a food safety management system.
- Understand food safety procedures.
- Understand the concept of food hazards and the risks associated with them.
- Understand the terminology with respect to supervising food safety.
- Understand the techniques involved in controlling and monitoring food safety.
- Appreciate the risks linked to cross-contamination.
- Understand the role temperature has to play in the control of food safety.
- Appreciate the importance of supervising high standards of cleanliness in food premises.
- Multiple choice examination
- Ofqual accredited
- Ofqual qualification reference 100/6075/3
- Suggested progression, CIEH Level 4

Duration: Three days

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CIEH Level 4 Award in Managing Food Safety in Catering 5 Day Course

Who needs this qualification?

From food business owners to trainers, from production Managers to hygiene auditors, this qualification meets the food industry's need for a high level, practical qualification with external accreditation.

Who needs this Qualification?

Managers, Supervisors and senior hygiene personnel such as:

Production Managers

Trainers

Owners or Managers of food businesses

Supervisors with intermediate food hygiene knowledge

Hygiene auditors

Shift Managers and Supervisors

This qualification is also suitable for those wishing to deliver CIEH food safety qualifications.

Why is training important?

Beyond being accountable it is important that everyone in a managing or supervising position to have mastered the principles of good practice in food safety, thus gaining the ability to guide and advise on the management of food hygiene in a food business.

The CIEH level 4 Award in Food safety has been designed as a five-day programme to provide an in-depth understanding of food safety with an emphasis on the importance of the management of systems and staff.

Learning outcomes

- Identify areas for legal compliance
- Design an improvement plan
- Deliver the CIEH Level 2 Award in Food Safety (with appropriate training skills).

Assessment

Two assignments and an examination

- OFQAL accredited
- OFQAL qualification reference. 500/1506/0

Prerequisite

- Recommended prior knowledge to the level of the CIEH level 3 Award in Food safety

Duration: Five days

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CIEH/HABC Level 2 Award in Conflict Resolution and Personal Safety

Who needs this qualification?

Appropriate for all employees in the public and private sector whose work brings them into contact with others including colleagues, customers, members of the public, patients or clients

Why is this training important?

It enables employees to protect themselves in the face of confrontational behaviour.

It provides employees with an understanding of:

- The terminology used in conflict resolution
- The laws that apply to businesses and staff
- How risk of conflict can be assessed
- Methods of defusing confrontational situations
- The importance of personal safety

What subjects are covered?

- Law
- Work environment
- Resolving confrontational situations
- Personal safety

Learning outcomes

- On completing this qualification candidates will understand.
- Terminology used in conflict resolution.
- Laws that apply to business and their employees.
- Concepts of a safe working environment and how the risk of conflict can be assessed.
- Use of appropriate methods to de-escalate a confrontational situation.
- Importance of personal safety.

Duration: One day

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EFAW, Emergency First Aid at Work Certificate HSE Approved.

Who needs this qualification?

Staff wishing to take on the roll of Emergency First Aider.

Anyone wishing to enhance their CV.

Taking part in a first aid course may be the most important decision you can make in your life.

What subjects are covered?

- Introduction to First Aid
- Emergency Action Plan
- Unconscious Patient
- CPR
- Heart Attack
- Stroke
- Asthma
- Diabetes
- Fitting
- Recovery Position
- Choking
- Bleeding control and shock
- Scalds and Burns
- Soft Tissue Injury
- Eye Injury
- Spinal Injury

Learning outcomes

- Candidates gain an understanding of emergency first aid and will feel confident in taking charge of a first aid situation if someone becomes injured or unwell.

Duration: One day

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First aid at Work course

Who needs this Qualification?

People wishing to become qualified as First aiders

Learning outcomes

- Aims of First Aid and Dealing with an Emergency
- The student will be able to list the aims of first aid and discuss the actions involved when dealing with a serious incident.
- Cardio Pulmonary Resuscitation (CPR)
- The student will be able to identify the need and perform effective CPR to Resuscitation Council (UK) standards on a resuscitation manikin.
- Recognition and treatment of regurgitation.
- Use of face shields the student can recognise and treat an unconscious casualty who regurgitates and use a face shield device whilst performing CPR.
- Unconscious Patient
- The student should be able to recognise, examine and apply the appropriate level of care to an unconscious patient in simulated situations.
- Hypoxia and chest injuries
- The student can list the causes, signs and symptoms of Hypoxia, and describe treatment of a chest injury.
- The respiratory system
- The student will be able to describe the basic of the respiratory system.
- Chocking
- The student is able to recognise chocking and demonstrate effective treatment.
- Asthma and hyperventilation
- The student can list signs, symptoms and treatment
- Bleeding and minor injuries
- The student should be able to recall the basic structure of the circularity system, takes pulse and state when blood loss becomes critical. Treatment for a bleeding wound or minor injury.
- Shock (including Anaphylactic)
- The student can identify types of shock and apply treatment.
- Heart conditions
- Student can recognise symptoms and demonstrate the treatment for angina & heart attack.
- Stroke
- The student can recognise symptoms of a stroke, Know that it is a medical emergency and state the treatment necessary.
- Burns and scalds
- The student can list the causes recognise the severity and state how to treat burns or scalds effectively.
- Poisoning
- The student can describe the dangers, methods of entry into the body and treatment for a patient who has been poisoned.
- Duration: Three days
- Assessment: A written test and independent assessor practical test.
- Certification: HSE Approved FIRST AID AT WORK Certificate.

Duration: Three days

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Paediatric First Aid Course

The 2 day Paediatric course is designed for people whose occupation involves the care of infants or children, in schools, nurseries and child care environments

This course meets the requirements of the Early years foundation statutory framework.

The paediatric course teaches you to provide emergency care and first aid for children of all ages and infants of less than a year old.

Course content

- Scene Safety
- Primary Assessment
- CPR – Adult, Infant ,Child
- Effective Face Shield Use
- Dealing with Bleeding
- Conscious and unconscious choking Adult, Infant, Child
- Recognising and treating shock
- Spinal injury Management
- Injury Assessment
- Illness Assessment
- Bandaging and splinting
- Treatment and recognition of specific illness

Course information

- 12 hours learning (2 days)
- Certified HSE approved Course
- Qualification valid for 3 years
- Courses can be available evenings and weekends
- Maximum group size 12 candidates

Duration: Two days

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Principles of Manual Handling Certificate

Who needs this qualification?

Appropriate for all employees. Manual Handling is the movement or support of any items using physical effort and includes the use of mechanical aids such as trucks and trolleys.

What subjects are covered?

- The process of manual handling in the workplace
- Manual handling injuries and the activities which cause them
- Manual handling assessment and control options
- Responsibilities imposed by the manual handling operations regulations

Learning outcomes

- On completing this qualification candidates will be able to:
- Identify the hazards of manual handling
- Identify the risks involved and controls available
- Identify what to expect from a manual handling assessment

Duration: Half day

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Asbestos Awareness training

Overview

This course is designed for companies and individuals who may come into contact with asbestos in construction or demolition.

Those people at risk include; general maintenance staff, plumbers, electricians, carpenters, painters etc., caretakers, roofers and scaffolds, shop fitters, telecom engineers, computer engineers, building surveyors, fire and burglar alarm installers, construction workers, heating and ventilation engineers.

Course content

- Identifying forms of asbestos
- The history of asbestos
- The health effects from exposure to asbestos
- Identifying the Locations of Asbestos
- The asbestos surveys used and the implications
- Personal protective equipment and enclosure

Outcomes

- This course will enable the delegate to identify where asbestos may be found and what safe actions must be taken to reduce exposure

Duration: Half day

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Risk assessment

Overview

A properly implemented programme of risk assessments can assist in the prevention of injuries, fatalities, property damage incidents and other losses. No previous training is required; this is an entry level course. Delegates will gain the knowledge and theory of how to conduct practical and pragmatic risk assessments. Course includes workshop sessions to put the theory into practise

Course content

- Legal requirements and when risk assessments have to be carried out
- Identifying hazards and assessing risk
- Creating a matrix
- Controlling risk and hierarchy of control
- Recording and reviewing
- Control measures
- Content, layout, recording and distribution
- Reviewing and development

Outcomes

- The course will enable participants to undertake and prepare risk assessments.

Duration: Half day

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Principles of COSHH

Overview

Designed for those responsible for the Control of Substances Hazardous to Health (COSHH) at work, as well as employees who use hazardous substances in manufacturing, cleaning, healthcare, transport, utilities and offices. This qualification will prepare employees to contribute to the safer use of hazardous substances in co-operation with their managers and supervisors.

Course content

- Definition and types of hazardous substances found in the workplace
- Health effects of hazardous substances and their causes
- Routes of entry and possible exposures
- Coshh assessment and control options
- Responsibilities imposed by the COSHH Regulations

Outcomes

- Identify the hazards associated with those substances
- Identify the risks and controls available to deal with the substances
- Identify what to expect from a COSHH assessment
- An understanding of the COSHH Regulations

Duration: Half day

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HABC/ CIEH Level 2 Award in Fire Safety Principles

Who needs this qualification?

People wishing to take the role of
Fire Warden- Fire Marshal

Why is this training important?

It gives the candidates a knowledge and
understanding of fire risk and control.

What subjects are covered?

- The understanding of how fires are caused and provide examples of components of the fire triangle
- Identify the hazards during or after a fire, including products of combustion.
- The characteristics of fire and smoke spread
- The difference methods used to identify and control fire hazards and identify relevant limiting factors associated with these.
- Define the term “Means of escape” and identify the typical components such as compartmentation and protected routes.
- Methods of fire detection and raising the alarm
- How fires are extinguished and state the safe operating parameters for the use of portable fire-fighting equipment.
- Identifying the common fixed fire-fighting systems and state where they might be used e.g Pressurised gas systems and water/foam dry and wet systems

Duration: One day

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Substance misuse awareness training

Overview

This workshop has been designed to deliver age appropriate substance misuse education, providing activities that are informative, interactive and fun. Within schools, drug and alcohol education is often delivered by police or teachers. Young people sometimes see this as a barrier to their learning and feel that their learning experience is just another 'don't do drugs' statement.

Course content

- Identification of the most commonly used drugs
- Effects of misusing drugs and alcohol
- Drugs and the law
- Drugs and paraphernalia display box
- Keeping yourself safe
- Case study
- Advice and support agencies
- Review key learning

Outcomes

- Provide participants with a basic understanding of the effects, risks and harms associated with substance misuse.
- Develop effective strategies to introduce, manage and support the recovery of clients who misuse substances.

Duration: One day

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Customer service

Over view

We make a profound difference by a blend of determination, attitude and a burning desire to succeed. Our customer service training courses are inspirational, enjoyable and successful, elevating delegates and their organisations to greater business effectiveness. We believe in diversity and excellence. That's why we have produced training solutions for a multitude of companies across a wide variety of business sectors

Course content

- Why how we perform matters
- What's different about good performance
- Performance standards
- Turn complaints into opportunities
- Listening skills
- Assertiveness
- Effective communications
- Internal clients
- Customer-focused organisations
- First contact
- Customer rapport
- Develop a reputation for reliability
- Managing expectations

Outcomes

- Stand head and shoulders above the competition
- Exceed customer expectations and encourage repeat business
- Increase business through word of mouth recommendations
- Attract higher quality staff and improve staff retention

Duration: One day

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PTLLS - Preparing to Teach in the Lifelong Learning Sector

Overview

An Award in Preparing to Teach in the Lifelong Learning Sector that covers the basics of teaching in continuing and adult education, including how to plan lesson's, motivate learners and use a variety of training and assessment methods. The Award is for new trainers/teachers to the Lifelong Learning Sector and also suits people working in the area already who need to upgrade their PTC to the minimum threshold status as a teacher within a FE College, adult and community learning centre, work-based learning or training organisations and want to gain official qualifications.

Learning Outcomes

Successful candidates will be able to:

- Understand their own role, responsibilities and boundaries of role in relation to teaching.
- Understand appropriate teaching and learning approaches within a specialist area Demonstrate their lesson planning skills.
- Plan, deliver a teaching session.
- Understand appropriate teaching and learning approaches within a specialist area
- Understand how to deliver inclusive sessions that motivate learners
- Understand the use of different assessment methods
- Understand and analyse the need for accurate record keeping and assessments.

Assessment

There are 6 assignments to be completed of which one will be a micro teaching session. All 6 assignments must be passed in order to receive the award.

Duration: Four days

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Patient moving and handling

Overview

This course is designed for health care workers who need to be trained to safely move and handle patients under the Safety, Health and Welfare at Work 2005 and Manual Handling Regulations 1993 and 2007.

Course content

- Legislation regarding manual handling with reference to the workplace
- How your back works anatomy of the musculo-skeletal system and mechanisms of injury
- Risk assessment
- The basic lifting techniques (animate and inanimate loads)
- Introduction to patient handling concepts
- Ergonomics and Risk Assessment
- Lifting equipment and Risk Assessment
- Practical Workshop of Moving and Handling Methods used

Duration: Half day

For course dates and costs
please call Julie on 01924 331713 / 864758 or
email: more@wyhealthandsafety.co.uk

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Protection of vulnerable adults and elder abuse

Overview

This training course is aimed at raising awareness of the importance of Safeguarding Vulnerable People including elderly. Staff completing this course will be in a better position to implement their company adult protection policy and the procedures they should follow.

Course content

- Types of abuse
- Who is a vulnerable adult?
- Who is an abuser?
- Recognising abuse: signs & symptoms
- Guidelines for dealing with abuse
- Department of Health – ‘No Secrets’
- Dealing with Disclosure

Outcomes

- The different types of abuse they may come across
- The definition of a vulnerable adult and an abuser
- Sign and symptoms relating to abuse
- How to deal with abuse
- Legislation relating to abuse
- How to report cases of abuse

Duration: Half day

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Safeguarding Vulnerable groups

Overview

This one day course is aimed at delegates requiring safeguarding vulnerable adults awareness.

This training course is aimed at raising awareness of the importance of Safeguarding Vulnerable People. Staff undertaking this safeguarding of vulnerable adults e-learning course will have the knowledge and understanding to recognise abuse and implement their company adult protection policy and the procedures they should follow.

Course content

- Roles and boundaries
- Danger, harm and abuse
- Social norms and values
- Legislation
- Applying learning to practise

Outcomes

- The different types of abuse and the recognition features of each one
- How to deal with the disclosure of abuse and the process to follow
- The legislation they may need to be aware of with regards to an abuse situation
- Identify the support available following disclosure

Duration: Half day

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Dementia awareness training

Overview

This dementia training course is aimed at all staff working in the care environment who work with older people with dementia. A general understanding of the issues associated with Dementia will be established. Attendees of this dementia course will gain under-pinning knowledge of the below issues and therefore will be able to put this into practice where necessary.

Course content

- Overview of Dementia, including prevalence and causes
- The signs and symptoms of dementia
- Important early indicators
- What is Dementia?
- Incidence and prevalence of dementia
- How the brain works and Causes of the disease
- Types of dementia
- Diagnosis, assessment and treatment of dementia
- Person Centred Care
- Medication used to treat dementia
- The impact of dementia
- Communication & its problems
- Hallucinations & delusions
- Incontinence
- Eating problems associated with dementia

Outcomes

- Recognise the signs and symptoms of dementia
- Aware of applications which may be of practical benefit to the patient and care giver

Duration: Half day

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HIV/AIDS Awareness Training

Overview

outline of an awareness course, the content can also take account of infection control procedures where relevant, however the nature of this component will depend on the nature of the possible exposure (e.g. handling disposed needles will be very different to first aid) also any laid down guidelines which they are following.

Course content

- HIV/AIDS - the basics - Establishing the facts and dispelling the myths concerning the difference between HIV and AIDS, the HIV antibody test.
- An opportunity to discuss and develop awareness on the affects of HIV and AIDS.
- Considering attitudes and prejudices which may affect practise

Outcomes

- The course covers the transmission of HIV and Social Implications which will enable participants to explore some personal and professional issues.

Duration: Half day

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Child protection awareness training

Overview

Anyone who works with children: for instance, project workers, youth departments, youth programmes, family support, hostel workers, child minders, parent and toddler groups, play groups, workers in the community, church leaders, volunteers and teachers in fact anyone who wants to understand the importance of child protection awareness.

Course content

- What is child protection?
- Definitions
- Types of abuse and protection
- What is 'Every Child Matters'?
- Finding out about abuse
- What can you do?
- How do you feel?
- Protecting children – and you
- Responding and reporting
- CRB disclosures, policies & procedures
- Working with others
- Case studies

Outcome

- Provides an introduction to child protection helping you to recognise potential abuse and know what to do if you believe a child is at risk. The course aims to define child protection, looks at the different types and signs of abuse including neglect and provides information on responding, recording & reporting strategies. It also looks at: how to make your working environment safe for children, including safe practises; who to approach or report to; what actions to take and which legislation applies in this area; an introduction to 'Every Child Matters' and understanding your role and feelings

Duration: One day

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Infections control (including C Difficile & MRSA)

Overview

This Infection Control course is aimed at all staff working in the care environment. Individuals will understand the importance of why we need to have infection control measures implemented in the workplace. At the end of this Infection Control training course the candidate will be able to state the obligations and responsibilities that should be performed when dealing with infection control issues. In addition, they will be able to demonstrate and explain hand washing techniques along with having an understanding of maintaining a clean environment

Course content

- The meaning and importance of infection control
- Legislation and management of infection control in the UK
- Practising infection control
- Universal precautions
- Infection and its causes
- How infection spreads
- How to fight infection
- Making and breaking the chain of infection
- Personal health and hygiene, including hand washing techniques
- Keeping a clean working environment.

Outcomes

- Training requirements
- Cleaning correctly
- Dealing with spillages
- Biohazard kits
- Handling sharps
- Specimens
- Protective equipment (PPE)
- Disposable gloves
- Aprons
- Masks
- Food hygiene
- Personal hygiene
- Laundry and linen
- Clinical waste
- Communicable diseases

Duration: Half day

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HABC APLH Level 2 Award for Personal Licence Holders

Overview

The law requires alcohol sales on licensed premises to be made or authorised by a personal licence holder. Individuals applying for a personal licence must hold an accredited licensing qualification such as the HABC Level 2 Award for Personal Licence Holders (NCPLH).

The qualification is accredited by both Ofqual and the Secretary of State at the Department of Culture, Media and Sport, and has been designed to meet the statutory requirements of the Licensing Act 2003. Furthermore, whilst comprehensively covering the full framework as set down by the Government, the HABC PLH qualification is extremely straight-forward, user-friendly and free from unnecessary jargon. It also provides excellent value for money without compromising on quality.

The aim of the HABC PLH qualification is to provide candidates with essential knowledge of the legal framework surrounding the sale of alcohol in England and Wales. This includes key information on the responsibilities of personal licence holders, duties of the Designated Premises Supervisor, the role of licensing authorities and police powers regarding licensed premises.

Outcomes

- Achievement of the qualification forms an essential part of the personal licence application and will enable those selling or authorising alcohol sales to operate both legally and responsibly.

Duration: One day

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