

Health & Safety Training Modules



CIEH
Accredited training centre



CONSTRUCTION SKILLS
CERTIFICATION SCHEME

Welcome

We recognise the challenges for people and organisations in simply handling the pace of change and expectation without the prospect of absorbing new demands. We also recognise that training and development is an integral part of business compliance linking your need for change to the broader needs of the business.

Applicable courses are accredited by both the CIEH and MEOSH, delivered through distance learning, at client premises or at one of our 90 training suites throughout the UK

Our range of courses includes:

- Asbestos Awareness
- First Aid
- Fire Safety Awareness
- Fire Wardens
- General Introduction to Health & Safety
- Workplace Risk Assessment
- Management of Health & Safety
- Permit to Work
- Working at Heights
- Construction Safety
- Manual Handling
- DSE
- Stress at Work

We are now an accredited training centre for the construction industry CSCS training scheme. The Construction Skills Certification Scheme (CSCS) card is the industry's largest scheme and, at present, covers 220 occupations including trades, technical, supervisory and management.

The following modules detail the course content, expected outcome and who the courses are designed for within your workplace. The content of each individual course is further enhanced to include the specific requirements for your location(s) and/or policies, consequently you can be rest assured that our courses are not 'off the shelf' and whilst they do cover the statutory requirements as applicable, one of the key requirements is to ensure everyone complies with their employers policy and Management System, and maintains their duty of care.

Please spend some time reading through our course modules and contact us with your preferred dates. You are the client and we are here to provide you with the required level of service, consequently if you require any additional information please do not hesitate in contacting us.

Health & Safety has truly evolved to a New Level, and we thank you for your interest.

Stuart Harlow

Managing Director, New Level Safety Group

First Aid at Work (Qualified First Aider)

Content

Introduction	Internal Bleeding
Health & Safety Regulations	Bleeding from Body Orifices
Principles of First Aid	External Bleeding
Actions Plan	Minor Wounds
Summoning Help	Eye Wounds/Burns
Initial Assessment	Penetrating Chest Wound
Concussion	Amputations
Recovery Position	Crush Injuries
Artificial Ventilation	Concussion
Cardio Resuscitation	Compression
Obstructed Airway	Skull Fracture
Infant Variations	Stroke
Bandages & Dressings	Epilepsy
Top to Toe Survey	Diabetes
Choking	Poisons
Suffocation	Scalds/Burns
Hanging, Strangling, Throttling	Chemical Burns
Drowning	Electrical Shock
Inhalations of Fumes, Gas etc	Effects of Cold/Heat
Asthma	Injury to Bones/Joints
Hyperventilation	Dislocations
Shock	Fractured Jaw, Arms, Legs, Pelvis, Elbow, Ribs, Spine
Fainting	Angina
Anaphylactic Shock	Heart Attack

Learning Outcome

On completing this course candidates will be:

Appointed and qualified First Aiders for 3 years

Minimum Teaching Time: Minimum 32 hours (4 days)

Assessment Format: multiple choice question and Practical examination

Designed for: All Persons

QCA Accredited:

CIEH awarded:

MEOSH awarded:



First Aid at Work – Re Qualification

Content

Introduction	Internal Bleeding
Health & Safety Regulations	Bleeding from Body Orifices
Principles of First Aid	External Bleeding
Actions Plan	Minor Wounds
Summoning Help	Eye Wounds/Burns
Initial Assessment	Penetrating Chest Wound
Concussion	Amputations
Recovery Position	Crush Injuries
Artificial Ventilation	Concussion
Cardio Resuscitation	Compression
Obstructed Airway	Skull Fracture
Infant Variations	Stroke
Bandages & Dressings	Epilepsy
Top to Toe Survey	Diabetes
Choking	Poisons
Suffocation	Scalds/Burns
Hanging, Strangling, Throttling	Chemical Burns
Drowning	Electrical Shock
Inhalations of Fumes, Gas etc	Effects of Cold/Heat
Asthma	Injury to Bones/Joints
Hyperventilation	Dislocations
Shock	Fractured Jaw, Arms, Legs, Pelvis, Elbow, Ribs, Spine
Fainting	Angina
Anaphylactic Shock	Heart Attack

Learning Outcome

On completing this course candidates will be able to:

Appointed and re qualified First Aiders for 3 Years

Minimum Teaching Time: Minimum 16 hours (2 days)

Assessment Format: multiple choice question and Practical examination

Designed for: All Persons

QCA Accredited:

CIEH awarded:

MEOSH awarded:



CIEH Foundation Certificate in Food Hygiene

Level: 1

Content

Food Poisoning
Bacteriology
Prevention of food contamination
Personal Hygiene
Premises, Equipment and pest control
Cleaning and disinfection
Legislation

Learning Outcome

On completing this course candidates will be able to:

Give first tier workers an appreciation of the fundamentals of good food hygiene practice

Minimum Teaching Time: Minimum 6 hours

Assessment Format: multiple choice question exam

Designed for: All Food Handlers

QCA Accredited:

CIEH awarded:

MEOSH awarded:

CIEH Foundation Certificate in Food Hygiene Update

Level: 1

Content

Hazards
Controls
Legal Compliance

Learning Outcome

On completing this course candidates will be able to:

deal with the problems that are at the heart of food safety, issues of prevention and control, principles of food safety legislation and key legal requirements.

Minimum Teaching Time: Minimum 2 - 3 hours plus examination time

Assessment Format: Multiple choice question exam

Designed for: For all food handlers who have the CIEH qualification or equivalent within the last 5 years

QCA Accredited:

CIEH awarded:

MEOSH awarded:

CIEH Principles of COSHH

Level: 1

Content

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

Course Outcomes

On completing this course candidates will be able to:

- identify the hazards associated with those substances, the risks and controls available and what to expect from a COSHH assessment.

Minimum Teaching Time: Minimum 2-3 hours

Assessment Format: Multiple choice question exam

Designed for: Appropriate for all employees

QCA Accredited: 

CIEH awarded: 

MEOSH awarded: 

CIEH Foundation Certificate in Stress Awareness

Level: 1

Content

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

Course Outcomes

On completing this course candidates will be able to:

identify likely sources of work-related stress, the range of symptoms and effects it can cause and the options available for its control.

Minimum Teaching Time: Minimum 4 hours

Assessment Format: Examination by assessment

Designed for: Appropriate for all employees

QCA Accredited:

CIEH awarded:

MEOSH awarded:

CIEH Certificate in Risk Assessment Principles and Practice (General)

Level: 2

Content

Legislation
Principles of risk assessment
Prioritising risk
Controls
Documentation
Monitoring controls
Risk assessment in practice

Learning Outcomes

On completing this course candidates will be able to:

contribute to the risk assessment programmes at their workplaces;
conduct risk assessments (assuming they have the necessary technical knowledge in relation to the activities/environments/issues being assessed);
organise and implement a risk assessment programme where this has not already been started;
participate in the identification of specific training needs for the activities being assessed;
assist employers in meeting legal requirements and promote improved standards of health and safety within their organisation.

Minimum Teaching Time: Minimum 7 hours

Assessment Format: Assignment and self-evaluation

Designed for: Supervisors or Managers who are responsible for conducting risk assessments

QCA Accredited:

CIEH awarded:

MEOSH awarded:

CIEH Principles of Manual Handling Certificate

Level: 1

Content

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.

Course Outcomes

On completing this course candidates will be able to:

identify the hazards of manual handling, the risks involved and controls available and what to expect from a manual handling assessment.

Minimum Teaching Time: Minimum 2-3 hours

Assessment Format: Multiple choice question exam

Designed for: Appropriate for all employees

QCA Accredited:

CIEH awarded:

MEOSH awarded:

CIEH Intermediate Certificate in Hazard Analysis Principles and Practice

Level: 2

Content

General introduction
Hazard analysis principles
Application of hazard analysis principles
Legal requirements

Learning Outcome

On completing this course candidates will be able to:

play an active part in the design of hazard analysis systems;
take responsibility for all, or elements of hazard analysis systems depending on the size, nature and complexity of the business;
manage the monitoring of controls and their periodic review;
assist in the formulation of more effective work practices;
identify the need for further advice and guidance in specialised food industry sectors or processes.

Minimum Teaching Time: Minimum 10 hours

Assessment Format: Assessment by examination or tailored assignment

Designed for: Managers and supervisors

QCA Accredited:

CIEH awarded:

MEOSH awarded:

Fire Awareness

Content

Introduction
Question Paper: The Burning
Question
Fire Prevention
Video: The Burning Question

Law and Legislation
Video: Types and Use of Fire
Extinguishers
Good Housekeeping
Means of Escape

Fire Safety Signs
Walk Around the Work Area
Syndicate's Presentations

Learning Outcome

On completing this course candidates will be able to:

Understand the principles of Fire and Fire Safety;
Assist in the formulation of more effective work practices;

Minimum Teaching Time: Minimum 3 hours

Assessment Format: Assessment by examination or tailored assignment

Designed for: Appropriate for all employees

QCA Accredited: 

CIEH awarded: 

MEOSH awarded: 



Fire Marshall

Content

Introduction
Health and Safety Issues
Explanation of Day's Training
Video
Delegates Answer own Paper
Answer and Questions
Fire Precautions in the Work Place

Fire Safety Regulations 1999
Cost to Industry
Legislation
Duties and Responsibilities
Risk Assessment

Fire Detection and Warning
Means of Escape
Provision of Fire Equipment
Planning for an Emergency
Training Staff
What is Fire?
Maintenance and Testing of
Equipment
The Fire Triangle
The Fire Extinguisher Triangle
Classes of Fire
Transmission of Heat
Causes of Fire

Poor Housekeeping
Smoking Materials
Overloading of Electrical Circuits
Faulty Connections
Potential Risks
Closing Down Procedures
Fire Extinguishers and Codings

Stored Pressure
Hose Reel
Fire Blanket
On-Site Risk Assessment
Any Questions

Learning Outcome

On completing this course candidates will be able to:

Understand the principles of Fire and Fire Safety;
Play an active role in the event of an emergency;
Assist in the formulation of more effective work practices;

Minimum Teaching Time: Minimum 3 hours

Assessment Format: Assessment by examination or tailored assignment

Designed for: Appropriate for all employees

QCA Accredited: 

CIEH awarded: 

MEOSH awarded: 



General Health & Safety in the Workplace

Content

Health and safety at work
Health and safety law
Prevention of accidents and ill health
Risk assessment
First aid at work
Personal protective equipment (ppe)
Workplace health, safety and welfare
Work equipment
Electricity
Fire prevention
Occupational health
Hazardous substances
Ergonomics and workstation design
Manual handling

Course Outcomes

On completing this course candidates will be able to:

work in a safe and healthy manner and contribute to improving health and safety within an organisation's policy;
identify key hazards in their own workplace;
understand the importance of health and safety rules and working procedures;
report potential health and safety problems;
responsibilities of employers and employees;

Minimum Teaching Time: Minimum 6 hours

Assessment Format: multiple choice question exam

Designed for: All employees

QCA Accredited:

CIEH awarded:

MEOSH awarded:



Use of Display Screen Equipment

Content

Health and safety at work
Health and safety law
Review of H.S.E. regulations including employee and employer obligations
Ergonomics and it's application to the workstation
Anatomy, physiology, posture and the significance of exercise and leisure activities
Theory and practical demonstration
Theory Self Assessment Exercise

Course Outcomes

On completing this course candidates will be able to:

work in a safe and healthy manner and contribute to improving health and safety within an organisation's policy;
identify key hazards in their own workplace;
Provide general advice and guidance on the safe use of DSE;

Minimum Teaching Time: Minimum 3 hours

Assessment Format: multiple choice question exam / DSE Self Assessment

Designed for: All employees

QCA Accredited:

CIEH awarded:

MEOSH awarded:



Safety Coordinators

Content

Bespoke course to suit your company requirements, including but not necessarily limited to:

- Health and safety at work
- Company Health & Safety Policy
- Company Health & Safety Management System
- Roles & Responsibilities of the Safety Coordinator
- General Workplace Safety
- Fire Safety
- Manual Handling
- Use of DSE
- Workplace Inspections
- Safe use of electricity
- COSHH
- Accident Reporting / Investigation

Course Outcomes

On completing this course candidates will be able to:

- work in a safe and healthy manner and contribute to improving health and safety within an organisation's policy;
- identify key hazards in their own workplace;
- Provide general advice and guidance on workplace safety;

Minimum Teaching Time: Minimum 3 hours Maximum 8 hours (Modified to suit)

Assessment Format: multiple choice question exam

Designed for: Company Safety Coordinators

QCA Accredited:

CIEH awarded:

MEOSH awarded:



Department / Line Managers

Content

Bespoke course to suit your company requirements, including but not necessarily limited to:

- Health and safety at work
- Company Health & Safety Policy
- Company Health & Safety Management System
- Roles & Responsibilities of the Manager
- General Workplace Safety
- Fire Safety
- Safe System of Work
- New Starters
- Manual Handling
- Use of DSE
- Workplace Inspections
- Safe use of electricity
- COSHH
- Accident Reporting / Investigation

Course Outcomes

On completing this course candidates will be able to:

- work in a safe and healthy manner and contribute to improving health and safety within an organisation's policy;
- identify key hazards in their own workplace;
- Provide general advice and guidance on workplace safety;

Minimum Teaching Time: Minimum 3 hours Maximum 8 hours (Modified to suit)

Assessment Format: multiple choice question exam

Designed for: Company Managers

QCA Accredited:

CIEH awarded:

MEOSH awarded:



Asbestos Awareness

Content

Bespoke course to suit your company requirements, including but not necessarily limited to:
Health and safety at work
Company Asbestos Management Plan
Identifying Asbestos
Health Risks
Legal Requirements
Dealing with Asbestos
Emergency Procedures
Building Contractors

Course Outcomes

On completing this course candidates will be able to:

work in a safe and healthy manner and contribute to eliminating risk of exposure to asbestos.
identify key hazards in their own workplace;
understand the principles and requirements of your Asbestos Management Plan

Minimum Teaching Time: Minimum 4 hours

Designed for: Duty Holders / All persons with a responsibility for building fabric and maintenance

QCA Accredited:

CIEH awarded:

MEOSH awarded:



Course Fees

Course Ref	Course Description	Fee
NLS01	First Aid at Work	£1500.00
NLS02	First Aid at Work – Re Qualification	£950.00
NLS03	Food Hygiene	£675.00
NLS04	Food Hygiene – Update	£675.00
NLS05	COSHH	£675.00
NLS06	Stress Awareness	£675.00
NLS07	Risk Assessment	£675.00
NLS08	Manual Handling	£675.00
NLS09	Hazard Analysis	£675.00
NLS010	Fire Awareness	£675.00
NLS011	Fire Marshall	£675.00
NLS012	General Health & Safety Awareness	£675.00
NLS013	DSE	£675.00
NLS014	Safety Coordinators	£675.00
NLS015	Line Managers	£675.00
NLS016	Asbestos Awareness	£675.00

All courses are enhanced to include the requirements of your Health and Safety Management system and policies.

A maximum of 15 delegates per course, making the cost per delegate extremely reasonable

Fees are based on us providing training at your company premises and include all course material, examination fees and certificates.

Courses can be held externally at one of 750 prime training locations throughout the world including 90 training suites within the UK. Further details are available on request.

All fees are exclusive of travel expenses and VAT

Lecturer Profile:

Dave Barrett is a highly motivated and experienced trainer at all levels. Dave has generated and facilitated training courses with successful results, demonstrating flexibility to meet the needs of the client business with over 30 years experience training personnel in a variety of professions.

Since 1997, Dave has provided training courses to an array of industries including:

Tourist Industry	Hoteliers	MoD
Education & Welfare	Construction Industry	Retail Outlets
Child & Infant Care	British Heart Foundation	Property Developers
City Farms	Food Industry	Visa Europe
Ordnance Survey	Premier Travel Inn	McDonalds Restaurants

Documented references are available on request

Delivered modules include:

First Aid	General Health & Safety	Food Hygiene
Fire Marshall	Manual Handling	Fire Awareness
Workplace Risk Assessment	DSE	Stress Awareness

Prior to 1997, Dave provided global training of Military and Civilian personnel in a wide variety of subjects. From 1987 to 1997, Dave was a warrant officer with the Grenadier Guards and after completing active service in the Gulf, he successfully went on to train the entire Royal Household for Royal Duties and Ceremonial occasions in London. Promoted to Regimental Sergeant Major, Dave assumed responsibility for Health & Safety.

Awards include:

CIEH CPD Certificate – Stress Awareness	2003
ILM Member	2003
Qualified First Aid Instructor	2002
City & Guilds Certificate – Teaching Competence	2000
St. Johns Ambulance – Service Medal of Order	1998
Trainers' Charter – Certificate of Accreditation	1998
MoD – First Aid Training Centre Casualty Simulation	1997
City & Guilds NVQ – Candidate Training / Performance Assessment	1997
NEBOSH Certificate	1996
Institute of Environmental Health – Advanced Food Hygiene	1995
IIRSM	1993



Registration Form

Company Name	
Company Address	
Postcode	
Your Name	
Your Position	
Telephone No	
Email Address	

Please list the required courses and preferred dates. We shall contact you to discuss your details further, agree any specific requirements and provide you with fully inclusive costs. Please note that the costs quoted overleaf include any amendment to our course material to include your specific requirements.

Course Reference	Preferred date(s)	Location In house at Company Premises or external location

Signed.....

Name.....

Position..... Date /...../2006

Please return by:
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Email: training@newlevelsafety.com
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