



Food Excellence and Skills Training

# Training Programme and Bespoke Courses 2009/10

(Updated May 09)

## Health & Safety



We manage the catering and cleaning while you manage the real business of  
teaching and learning

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For more details please contact Client Services 01622 696050 or email [clientservices@kent.gov.uk](mailto:clientservices@kent.gov.uk)

# CIEH Level 1 Award in Health and Safety in the Workplace

This half day qualification acts as a punchy outline of the basics of health and safety that will protect both the candidate and their fellow workers in all areas of employment.

## Who needs this qualification?

This qualification will benefit those who are entering the workplace for the first time or starting a new job – as part of an induction programme. The qualification has also been designed to meet the needs of existing employee's by raising awareness of key health and safety issues and the part that everyone should play in keeping themselves and others free from harm at work.

## Subjects Covered

- Introduction to health and safety
- Workplace hazards and risks
- Workplace conditions
- Workplace procedures

## Outcomes

Successful completion of the training programme and assessment will enable candidates to understand:

- the importance of health and safety in the workplace
- the scope of hazards and risks in the workplace
- a range of workplace conditions that can affect health and safety
- the requirements relating to reporting, first aid, personal protection and personal hygiene.

**Duration:** The training time to cover the syllabus must be at least three hours and is typically covered in half a day.

**Assessment:** The candidates are assessed by an examination paper consisting of 15 multiple choice questions

**Prerequisite:** None

If you have a minimum of 8 students on one site we are happy to come to your premises to deliver the training. The cost will be £45 per person.

If you have fewer students, then join one of the pre programmed course venues where we deliver the training at a cost of £65 per person.

# CIEH Level 2 Award in Health and Safety in the Workplace

Employers are responsible for providing safe and healthy workplace conditions and the right systems and methods for safe activities. But employees also have a vital part to play in the equation. They need the right knowledge and the right attitude, which demands proper training in the basics of health and safety, as well as specific training for individual tasks.

## Who needs this qualification?

This new qualification is designed to ensure that all employees are aware of their own safety and the safety of customers, contractors and the public. The course is aimed at people working in a catering environment but would be suitable for all KCC employees.

## Subjects covered

- Legislation
- Health
- Safety & Welfare
- The workplace and workplace equipment
- Risk assessment
- Manual handling
- Hazardous substances
- Ergonomics and workstation design
- Transport and vehicles
- Noise and vibration

## 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 H&S
- Understand the potential effects of exposure to noise and vibration

**Duration:** One-day programme

**Assessment:** Multiple-choice examination

**Prerequisite:** None

If you have a minimum of 8 students on one site we are happy to come to your premises to deliver the training. The cost will be £65 per person.

If you have fewer students then join one of the pre programmed course venues, where we provide lunch and deliver the training at a cost of £100 per person.

# CIEH Level 2 Award in Principles of COSHH

## Who needs this qualification?

This qualification will benefit anyone working with hazardous substances in a workplace. The programme focuses on the information employees need to know regarding substance hazards and their control.

## Outcomes

Successful completion of the training programme and assessment will enable candidates to understand:

- The scope of hazardous substances in the workplace
- The range of legislation covering hazardous substances
- How hazardous substances adversely affect health
- Methods of identification for hazardous substances
- Sources of guidance available for safe use of hazardous substances
- The range of control measures available for the safe use of hazardous substances
- The purpose and content of COSHH assessments

## COURSE DETAILS

**Duration:** Half-day programme

**Assessment:** 30 question multiple-choice examination

**Prerequisite:** None

If you have a minimum of 8 students on one site we are happy to come to your premises to deliver the training. The cost will be £45 per person.

If you have fewer students then join one of the pre programmed course venues, where we provide refreshments and deliver the training at a cost of £65 per person.

# CIEH Level 2 Award in Principles of Manual Handling

## Who needs this qualification?

This qualification introduces candidates to the hazards and risks involved in manual handling and outlines what to expect from a manual handling assessment. It will enable employees to develop safer manual handling techniques in the workplace.

## Outcomes

This qualification covers the following topics:

- 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 DETAILS

**Duration:** Half-day programme

**Assessment:** 20 question multiple-choice examination

**Prerequisite:** None

If you have a minimum of 8 students on one site we are happy to come to your premises to deliver the training. The cost will be £45 per person.

If you have fewer students then join one of our pre programmed course venues, where we provide refreshments and deliver the training at a cost of £65 per person.

# CIEH Level 2 Award in Manual Handling Principles & Practice

## Who needs this qualification?

This new CIEH qualification provides essential information about manual handling hazards and their control. The CIEH has developed this qualification to benefit anyone who has to carry out any manual handling activities at work by introducing them to the hazards of manual handling, the risks involved and the controls that are available to help prevent injury. The course in addition will teach learners techniques to lift, carry, push and pull objects safely within their individual capabilities with the aim of reducing the number of work-related injuries associated with manual handling.

Part 1 will allow learners to understand the risks associated with manual handling and to make recommendations to manage those risks.

Part 2 will allow learners to apply the principles of safer handling to a range of everyday manual handling tasks.

## Outcomes

The training programme covers the following topics:

- manual handling hazards, risks and controls
- how manual handling operations can cause injury and harm
- the scope of legal requirements and where guidance can be found
- the process for assessing manual handling risks
- the value of risk assessment and how it applies to safe manual handling practice
- manual handling techniques – lifting loads from low levels/working at low levels/lowering from height/pushing loads/pulling loads/carrying/team handling

## COURSE DETAILS

**Duration:** one-day programme

**Assessment:** 30 multiple choice questions plus practical assessment

**Prerequisite:** None

If you have a minimum of 8 students on one site we are happy to come to your premises to deliver the training. The cost will be £65 per person.

If you have fewer students then join one of our pre programmed course venues, where we provide lunch, refreshments and deliver the training at a cost of £100 per person.

# CIEH Level 2 Award in Principles of Risk Assessment

## Who needs this qualification?

This qualification is designed to raise awareness of risk assessment, and thereby, improve occupational health & safety in the workplace. The course is suitable for any employee.

## Programme

- Main causes of accidents and ill health, and their implications for people in the workplace
- Legal requirements for risk assessment
- Principles of risk assessment including
  - hazard, risk and control measures
  - the five steps of risk assessment
  - the hierarchy of control
  - risk assessment review and record keeping

## COURSE DETAILS

**Duration:** One day programme

**Assessment:** 30 question multiple-choice examination

**Prerequisite:** None

If you have a minimum of 8 students on one site we are happy to come to your premises to deliver the training. The cost will be £65 per person.

If you have fewer students then join one of the pre programmed course venues, where we provide refreshments and deliver the training at a cost of £100 per person.

# NVQ Level 2 Award in Cleaning & Support Services

## Who needs this qualification?

The course is suitable for anyone involved in school cleaning, caretaking or site management. This NVQ is delivered in the workplace, giving school support staff the opportunity to gain a nationally recognised qualification.

## Subjects covered

2 mandatory units plus 5 from a list of optional units for example -

- Promote and maintain service delivery
- Health and safety
- Team working
- Positive working relationships with customers
- Use of resources
- Cleaning

## COURSE DETAILS

**Duration:** Flexibility can be used to meet the needs of the individual student.

**Assessment:** by way of a personal portfolio of evidence demonstrating understanding and application of the NVQ performance criteria

**Prerequisite:** None but the candidate should be employed in a caretaking or cleaning role

**COST:** An application will be made for Government funding

# Level 2 or 3 Support Work in Schools

## Who needs this qualification?

Everyone who works in a school has a part to play in raising standards and giving children a better start in life. If you are one of the 20,000+ school support staff in Kent, the SWiS qualification could help you do your job more effectively and gives you a nationally recognised award, certificate or diploma.

## Subjects covered

The SWiS programme will build on your existing skills and experience and fill any gaps in your knowledge.

Each level includes at least two mandatory units. One unit explores the school environment as a place of work – school values and policies, and roles and responsibilities of the people who work there.

The other unit is designed to help you respond effectively to the needs of children and young people, focusing on how you can contribute to pupils' development and well-being.

You can also choose one or more optional units to tailor the qualifications to your role and to the needs of your school. There is a wide range of units to support your work in a variety of areas, including catering and site maintenance. Therefore the qualification is suitable for Kitchen staff, Midday Supervisors, Caretakers, Learning Support, Technicians etc.

## COURSE DETAILS

**Duration:** Flexible to meet the needs of the learner

**Assessment:** Wherever possible training and assessment will take place in your school. Assessment might include keeping a personal log of aspects of your work, producing evidence of your skills or understanding, or inviting your training mentor to provide a statement.

**Prerequisite:** None

**COST:** An application will be made for Government funding