



Client Services

Cleaning & Waste Management



Food Excellence and Skills Training

Training Programme and
Bespoke Courses
2010/11

Health and Safety



Children, Families & Education



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Health & Safety

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For more details please contact Client Services 01622 696050 or email 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 £55 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 £75 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 £75 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 £110 per person.

CIEH Level 2 Award in Health and Safety in the Workplace (Refresher)

Who needs this qualification?

All candidates who have taken the CIEH Level 2 Award in Health and Safety in the Workplace are encouraged to take a refresher course three years after completion.

- Refresh your candidates' knowledge of health and safety
- Complete your CIEH Level 2 Health and Safety in the Workplace qualification portfolio
- Encourage best practice within the workplace

Subjects covered

The refresher qualification covers the following topics:

- Responsibilities for health and safety
- Understand hazard, risk and main causes of harm in the work environment
- Systems, procedures and rules necessary for adequate health and safety in the workplace
- Appreciation of how workplace equipment and task design can affect health and safety

Duration: Half-day programme

Assessment: 30 multiple choice examination questions

Prerequisite: CIEH Level 2 Award in Health and Safety in the Workplace

Suggested progression: CIEH Level 3 Award in Health and Safety in the Workplace

PLEASE NOTE:

Results will not be processed without prior evidence of successful completion of the Level 2 Award in Health and Safety in the Workplace.

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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 £75 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 £55 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 £75 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 £55 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 £75 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, of all abilities, 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 “back to basics” 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 £75 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 £110 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 £75 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 £110 per person.

CIEH Level 2 Award in Emergency First Aid at Work

Who needs this qualification?

The CIEH Level 2 Award in Emergency First Aid at Work is accredited by Ofqual, and will enable successful candidates to act as a first aider in the workplace and deal with first aid issues calmly and confidently.

Programme

Successfully completing the CIEH Level 2 Award in Emergency First Aid at Work course will qualify candidates to become a first aider in their workplace.

This qualification introduces candidates to:

- The roles and responsibilities of a first aider
- The legal requirements for first aid provision
- The importance of accurate incident reporting
- First aid equipment and its safe use
- The need to minimise the risk of infection
- The importance of assessing an incident
- Undertaking a primary survey
- When and how to call for help

Duration: One day programme

Assessment: practical assessment plus an examination consisting of 15 multiple choice questions

In the practical assessment, candidates will be tested on the following five elements:

- Recovery position
- Cardiopulmonary resuscitation
- Choking
- Bleeding
- Shock

Prerequisite: None

In addition to receiving a certificate, each successful candidate will receive a wallet-sized ID card, stating that they are a qualified first aider.

The HSE strongly recommends that all first aiders (FAW and EFAW) also complete a half-day refresher course annually.

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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 £110 per person.

The British Institute of Cleaning Science Cleaning Operators' Proficiency Certificate

Who needs this qualification?

The BICSc Operator Proficiency Certificate Schemes are intended to set an objective standard assessment of operators in the cleaning industry. The COPC consists of a number of different tasks from which the candidate can choose the 10 which are most suited to their training needs to qualify to the first level. Therefore this qualification is suitable for any one who undertakes cleaning tasks as part of their day to day work.

Subjects covered

Chemical competence
Storage of equipment
Mop sweeping
Suction Cleaning
Wall Washing
Window Cleaning
Cleaning toilets etc

COURSE DETAILS

Duration: The training is delivered in the learner's usual place of work. This can be done on a one to one basis or in groups of up to 4 learners per trainer. Training will take up to 6 hour depending on the level of experience the learner has already achieved. The learner will be using all their usual equipment and chemicals so these must fully meet the BICSc standards, for example colour coded, fit for purpose, clean & sufficient and electrical equipment is PAT tested.

Assessment: The learner will be assessed on the 10 tasks. This will be carried out on the same site as the training but on a different date. This will take up to 3 hours.

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

COST: 1 learner = £450
2 learners = £500
3 learners = £550
4 learners = £600 (equivalent to £150 per learner)

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

Booking Procedure



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For more details please contact Client Services on 01622 696050 or email clientservices@kent.gov.uk



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