

# iQHSE

## Training Catalogue 2018 Edition

ISO27001 Information Security

ISO9001 Quality Management

ISO14001 Environmental Management

ISO50001 Energy Management

ISO45001 Occupational Health and Safety

GDPR General Data Protection Regulation

**ndc**<sup>TM</sup>   
Training Services

In partnership with

**SOITRON**<sup>\*</sup>UK

0333 9398797 [www.ndcmanagement.co.uk](http://www.ndcmanagement.co.uk)

## ABOUT US

NDC is a market leader in ISO management systems auditing and training. We specialise in information security, quality, health, safety and environmental performance.

We deliver our hands-on courses on your premises, giving your staff practical experience specific to your company's working environment.

Our trainers are industry experts and passionate about what they do. Their priority is to ensure that our courses meet the specific needs of to your organisation.



Take your training and support beyond the classroom. Courses that display the Training + sign give you FREE access to our business compliance mobile applications. Learn how to use them in training and enjoy the full range of benefits in your workplace and on-site.

**For further details contact our training team on:  
0333 9398797 or email [info@ndcmanagement.co.uk](mailto:info@ndcmanagement.co.uk)**

## What's new for NDC?

The new General Data Protection Regulation (GDPR) will come into effect on 25th May 2018, having an impact on all business throughout the UK. Working in partnership with Soitron UK, we now offer specialist information and cyber security services to help you to meet the new regulatory requirements.

WELCOME



## PROTECTING YOUR DATA TOGETHER

NDC have partnered with IT and cyber security experts, Soitron UK, to offer you a comprehensive range of information security management services:



### Consultancy and Training

ISO27001 is the accepted global benchmark for information security management that helps to ensure compliance with GDPR. Our lead auditors can support you to implement and maintain the standard within your organisation and develop effective GDPR policies, audit checklists and protocols.



### IT Systems Development

Our partners at Soitron UK have the technical expertise to help you develop robust IT systems that comply with GDPR and protect data and customer information.

### Cyber Security

Soitron UK technical experts can test the security levels of your existing IT systems and develop safer systems, networks and users with the following services:

#### PENETRATION TESTING

Ethical hacking to test your system's security.

#### CYBER ESSENTIALS & CYBER ESSENTIALS PLUS

Government-backed programmes, designed to encourage businesses to achieve a baseline level of security that can be evidenced to stakeholders.

#### VULNERABILITY SCANS

Identify and act on weaknesses within your networks.

#### AWARENESS TRAINING

Raise awareness of cyber security issues and good practice within your organisation.



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# INFORMATION SECURITY



# GDPR AWARENESS

**DURATION: HALF DAY**

## COURSE OVERVIEW

The EU General Data Protection Regulation will come into force on 25th May 2018. This course will give you a solid understanding of the Regulation's legal requirements, practical application and the implications for your business.

## BENEFITS

Delegates will develop an understanding of:

- The legal requirements of GDPR
- The key differences between the Data Protection Directive 95/46/EC and GDPR
- Actions needed to comply with the regulatory requirements
- Next steps for your organisation

## COURSE CONTENT

### Module 1: Introduction to the GDPR

- What is the General Data Protection Regulation?
- Who has responsibilities under the GDPR?
- What information is subject to the GDPR?
- What are your responsibilities under the GDPR?

### Module 2: Lawful Basis for Processing:

- What is 'lawful basis for processing'?
- What are the six categories of lawful basis?
- Key changes in legislation relating to lawful basis?

### Module 3: Individual Rights:

- What are the individual rights under the GDPR?
- What are the requirements for responding to requests to apply individual rights?
- What type of processing requires a data impact assessment?

### Module 4: Managing Compliance:

- What does the Accountability Principle require?
- When are contracts required?
- What documentation must you keep?
- What triggers a data privacy impact assessment?
- Who must appoint a data protection officer?
- What type of breach must be notified to the ICO?
- Next steps

## GDPR AWARENESS



Cyber  
security

## PRICES

Open course: £165.00 per person + VAT

On-site training: £795.00 + VAT (max. 10 delegates)

## GDPR — IMPLEMENTATION

**DURATION : 2 DAYS**

### COURSE OVERVIEW

Developing an information security management system (ISMS) that complies with GDPR will bring you significant business benefits. This course shows you how to meet the GDPR requirements, increase stakeholder trust and support your business continuity plan.

*GDPR — Implementation* introduces you to the key concepts and principles of the GDPR. You will learn how to interpret the Regulation's requirements in relation to your operations and conduct a gap analysis of your existing systems. We will guide you through the steps to plan, implement and monitor an ISMS that will achieve consistent improvements in your information security and compliance with legislation.

### BENEFITS

This course will help your organisation to:

- Identify the key benefits of implementing an effective ISMS that complies with the GDPR.
- Develop a plan and determine the resources required for implementation.
- Use proven tools and techniques to support implementation.
- Implement a system that is responsive to the constantly evolving threats to information security, legislative changes and stakeholder requirements

### COURSE CONTENT

- Key concepts and requirements of the GDPR
- Implementing key concepts and requirements.
- Using the Plan-Do-Check-Act cycle.
- Documenting information to satisfy the GDPR requirements.
- Using gap analysis to conduct a baseline review of your current system.

## GDPR — IMPLEMENTATION



### PRICES

Open course: £225.00 per person + VAT

On-site training: £1,390.00 + VAT (max. 10 delegates)

We accept the following cards





## GDPR — INTERNAL AUDITOR

### DURATION: 2 DAYS

The EU General Data Protection Regulation will come into force on 25th May 2018. This course will give you a solid understanding of the Regulation's legal requirements, practical application and the implications for your business.

### COURSE OVERVIEW

This two-day course will help anyone responsible for managing their organisation's information security management system (ISMS) to remain consistently compliant against the GDPR requirements. With a hands-on approach to auditing, this course teaches the gap analysis skills needed to continually improve your ISMS.

### BENEFITS:

This course will help those with little auditing experience to:

- Develop and plan regular internal audits.
- Have confidence when being audited by ICO assessors.
- Be able to challenge any non-conformities, observations or corrective actions if justified.

### COURSE CONTENT

A series of workshops, presentations and role-plays on topics including:

- An overview of information security management system auditing.
- Planning an audit and setting objectives.
- Performing an audit.
- Human aspects of auditing.
- Reporting findings and non-conformity

## GDPR — INTERNAL AUDITOR



### PRICES

Open course: £225.00 per person + VAT

On-site training: £1,390.00 + VAT (max. 10 delegates)

# HEALTH & SAFETY

# ASBESTOS AWARENESS

## COURSE DURATION: HALF DAY

### COURSE OVERVIEW

Asbestos Awareness will provide delegates with the awareness and understanding needed to work with asbestos safely.

### WHO IS IT FOR?

This course is designed for:

- Those likely to disturb asbestos at work, such as engineers, maintenance personnel and contractors.
- Supervisors, managers and contract holders who may influence how asbestos work is carried out.

### COURSE CONTENT

- The types and properties of asbestos
- The health risks associated with asbestos exposure
- Types of material that can contain asbestos
- The duty to manage asbestos in non-domestic properties
- Safe work practices
- Control limits
- PPE and RPE uses and limitations.
- Accidental release and decontamination procedures.

## ASBESTOS AWARENESS

**DANGER ASBESTOS REMOVAL**

### PRICES

**Open courses:** £120.00 per person + VAT (group discounts available)

**On-site training:** £625.00 + VAT (max. 10 delegates)

## CONFINED SPACE TRAINING

### BREATHE EASY WITH EXPERT TRAINERS

Confined spaces are among the most hazardous working environments today, including sewers and pipelines, storage tanks, tunnels and silos. Entrants must receive appropriate confined space training and confidence in a provider is paramount.



NDC is now able to deliver a wide range of specialist confined space training in partnership with our preferred partner — Breathe Safety.

Here you will find listed Breathe Safety's core confined space courses. Get in touch to find out about the full range of courses, instruction in the use of breathing apparatus and face fit testing.

### ABOUT BREATHE SAFETY

As experts in the area of confined space entry, Breathe Safety can provide all the professional help needed up to confined space rescue team level. All courses can be delivered at Breathe Safety's fully equipped training centre or on-site, using their mobile confined space training vehicles.



We accept the following cards: worldpay





## EMERGENCY RESCUE & RECOVERY FROM CONFINED SPACES (CS04/CITY & GUILDS 6150-05)

**DURATION : 5 DAYS**

### COURSE OVERVIEW

#### CS04 (Breathe Safety Ltd accredited)

Our CS04 course equips delegates with the knowledge, skills and practical experience to perform rescue operations in a confined space environment. It starts with looking at medium and high risk confined spaces and the option to use working breathing apparatus before progressing into technical rescue and casualty care.

#### City & Guilds 6150-05

This course covers everything outlined in our CS04 course and provides delegates with a nationally recognised confined space rescue qualification. The 6150-05 course is followed by a full day's assessment of theoretical and practical knowledge by an assessor and to City & Guilds criteria.

**PLEASE NOTE:** City & Guilds written paper requires ability to read and answer examination in English in exam conditions. We require proof of basic life preservation/first aid courses (also available).

All our instructors are fully qualified assessors, trained first aiders and have expert industry knowledge. Both courses provide successful delegates with a qualification that is valid for three years.

### BENEFITS

#### For employers:

This qualification gives the advantage of a suitably trained rescue team that can maximise the chances of the survival/best possible outcomes for a casualty should the need arise.

#### For delegates:

You will:

- Develop the knowledge, skills and experience needed to work safely within high risk confined spaces.
- Qualify to operate or supervise a confined space rescue team.



## EMERGENCY RESCUE & RECOVERY FROM CONFINED SPACES (CS04/CITY & GUILDS 6150-05)

### COURSE CONTENT

In addition to CS02 Working in Medium Risk Confined Spaces (see relevant course):

- Rescue Team roles and responsibilities
- Safe use of rescue stretchers and casualty splinting devices
- Safe use of basic casualty care equipment
- Safe use and maintenance of resuscitation and defibrillation equipment
- Augmenting air supply
- Casualty assessment and basic life support for confined space casualties
- Practical application of rescue techniques in vertical and horizontal extractions

**PLEASE NOTE:** If no current 6150-03 certificate is held then two qualifications and certification will be required.

### PRICES

CS04: £595.00 per person + VAT

6150-05: £750.00 per person + VAT & £38 per certificate

Group/on-site courses on request (max. 8 delegates)

**PLEASE NOTE:** If no current 6150-03 certificate is held then two qualifications and certification will be required.



## MANAGEMENT AND SUPERVISION OF CONFINED SPACES (CS03)

**DURATION : 3 DAYS**

### **COURSE OVERVIEW**

Incorporating the CS02 course as the first two days, this course gives delegates the competencies to manage and supervise all work in confined spaces as well as a qualification to enter those confined spaces. It includes modules on accurately risk assessing work in confined spaces in line with the Confined Space Regulations 1997.

All our instructors are fully qualified assessors, trained first aiders and have expert industry knowledge. Successful delegates will be awarded a qualification that will be valid for three years.

### **BENEFITS**

#### **For employers:**

This qualification is suitable for supervisors and managers who need a full entry qualification, alongside the ability to manage projects that involve confined space environments. It is equally suitable for persons who undertake a lot of work in confined spaces and require a fuller understanding of all the factors involved in confined space working.

#### **For delegates:**

You will develop sound and practical knowledge and understanding of working within medium or high risk confined spaces and the ability to utilise escape breathing apparatus or working breathing apparatus. In addition to the CS02 qualification you will be able manage work in those confined spaces including formulating risk assessments and safe systems of work.



## MANAGEMENT AND SUPERVISION OF CONFINED SPACES (CS03)

### **COURSE CONTENT**

In addition to CS02 Working in Medium Risk Confined Spaces (see relevant course):

- Applying Water UK Policy for Work in confined spaces
- Risk assessment of work in confined spaces
- Working with Permits to Work
- Safe systems of work
- Selecting, installing and maintaining control measures, including hygiene procedures
- Creation, implementation and maintenance of rescue plans and emergency procedures
- Record and documents control



### **PRICES**

**Open courses:** £445.00 per person + VAT.

Group/on-site courses on request (max. 8 delegates)

We accept the following cards: worldpay



## WORKING IN HIGH RISK CONFINED SPACES CS02 OR CITY & GUILDS 6150-03

**COURSE DURATION: CS02 2 DAYS / 6150-03 3 DAYS**

### COURSE OVERVIEW

All staff involved with day-to-day operations in confined spaces, whether supervising or entering a confined space, must be appropriately trained in line with Regulation 4 of the Confined Space Regulations 1997. Our courses use a blend of theoretical and practical learning to equip delegates with the knowledge and skills to operate safely in high risk confined spaces.

Both courses provide successful delegates with a qualification that is valid for three years.

### CS02 (Breathe Safety Ltd accredited):

Our own CS02 course delivers all the knowledge, skills and practical experience necessary to work in confined spaces and use compressed air breathing apparatus safely.

### City and Guilds 6150-03:

This course provides a high risk entry qualification at a nationally recognised level. Very similar to our CS02 (Breathe Safety Ltd Accredited) course, the 6150-03 course is followed by a full day's assessment of theoretical and practical knowledge by an assessor against City & Guilds criteria.

**PLEASE NOTE:** The City & Guilds written paper requires that delegates are able to read and answer examination in English in exam conditions.

All of our instructors are fully qualified assessors, trained first aiders and have expert industry knowledge.

### BENEFITS

#### For employers:

Our courses will help you to meet your legal obligations and maintain a safe working environment in relation to Regulation 4 of the Confined Space Regulations 1997.

#### For delegates:

You will develop:

- The knowledge and practical skills to work safely in high risk confined spaces
- Awareness of potential dangers and how to respond safely in an emergency
- Understanding of how to work with breathing apparatus, pre-use checks, records and entry control.

## WORKING IN HIGH RISK CONFINED SPACES CS02 OR CITY & GUILDS 6150-03

### COURSE CONTENT

The following is in addition to Working in Medium Risk Confined Spaces (see relevant course):

- Overview of compressed air breathing apparatus
- Self-contained breathing apparatus (SCBA) theory — component parts, usage and maintenance
- Cylinder theory, including duration calculations
- SCBA pre-use checks, including donning and doffing procedures.
- Airline breathing apparatus theory and pre-use checks.
- Entry control for breathing apparatus work
- Practical use of working breathing apparatus in a high risk environment



### PRICES:

**CS02** (2 days): £295.00 per person plus VAT

**6150-03** (3 days): £490.00 per person

Group/on-site courses available on request (up to 8 delegates).



We accept the following cards



## WORKING IN MEDIUM RISK CONFINED SPACES (CS01/CITY & GUILDS 6150-02)

**DURATION : CS01 1 DAY / 6150-02 2 DAYS**

### **COURSE OVERVIEW**

#### **CS01 (Breathe Safety Ltd accredited):**

Our own CS01 course delivers all the knowledge, skills and practical experience necessary to work in medium risk confined spaces and use compressed air breathing apparatus safely.

#### **City and Guilds 6150-02:**

This course provides a medium risk entry qualification at a nationally recognised level. Very similar to our CS01 (Breathe Safety Ltd Accredited) course, the 6150-02 course is followed by a full day's assessment of theoretical and practical knowledge by an assessor against City & Guilds criteria.

**PLEASE NOTE:** The City & Guilds written paper requires that delegates are able to read and answer examination in English in exam conditions.

All our instructors are fully qualified assessors, trained first aiders and have expert industry knowledge.

### **BENEFITS**

#### **For employers:**

Our courses will help you to meet your legal obligations and maintain a safe working environment in relation to Regulation 4 of the Confined Space Regulations 1997.

#### **For delegates:**

You will develop:

- The knowledge and practical skills to work safely in medium risk confined spaces
- Awareness of potential dangers and how to respond safely in an emergency
- Understanding of how to work with breathing apparatus, pre-use checks, records and entry control



## WORKING IN MEDIUM RISK CONFINED SPACES (CS01/CITY & GUILDS 6150-02)

### **COURSE CONTENT**

- Understanding of the Confined Space Regulations 1997
- Overview of compressed air breathing apparatus
- Water UK Confined Spaces classifications
- Hazards & risks associated with confined space
- Identifying and controlling risks
- Safe use and interpretation of gas monitoring equipment
- Safe use and pre-use inspection of entry equipment
- Safe use of compressed air escape breathing apparatus
- Safe systems of work
- Reacting safely and effectively in an emergency situation

### **PRICES**

**CS01:** £150.00 per person + VAT

**6150:02:** £325.00 per person + VAT & £38 per certificate

Group/on-site courses on request (max. 8 delegates)

We accept the following cards: 





# CONSTRUCTION DESIGN MANAGEMENT (CDM) REGULATIONS 2015

**COURSE DURATION: 1 DAY**

## COURSE OVERVIEW

This intensive one-day course is designed to help plan for better health and safety performance when looking at new building projects, as required under the CDM Regulations. It looks at the full scope of the Regulations and their application and explores the duties of all parties.

## COURSE CONTENT

- Background to the CDM Regulations
- Duty-holder duties
- Implementing the Regulations
- Control of contractors
- Measuring safety performance
- Control of records
- Communication, participation and consultation

## WHO IS IT FOR?

- Clients
- CDM coordinators
- Designers
- Principal contractors and contractors.

## BENEFITS

Delegates will develop a better understanding of the process for regulatory compliance and how to apply the process in the workplace.

# CONSTRUCTION DESIGN MANAGEMENT (CDM) REGULATIONS 2015



## PRICES

**Open course:** £145.00 per person + VAT (group discounts available)

**On-site training:** £625.00 + VAT (max. 10 delegates)

## COURSE DURATION: 1 DAY

### COURSE OVERVIEW

Designed in line with the HSE's Approved Code of Practice, CoSHH Awareness explores the importance of effective CoSHH safety and how to put it into practice.

### BENEFITS

#### For employers:

Getting more staff qualified to carry out CoSHH risk assessments will help you to meet your legal obligations and maintain a safe working environment.

#### For delegates

You will develop sound and practical knowledge and understanding for day-to-day CoSHH management in the workplace.

### COURSE CONTENT

- Main legislation relating to CoSHH risk assessment
- CoSHH risk assessor core competencies
- CoSHH risk assessment process
- Control measures and appropriate systems of work
- The working environment and behavioural safety
- Risk assessment exercise
- Occupational health monitoring

## CoSHH AWARENESS



### PRICES

**Open course:** £125.00 per person + VAT (group discounts available)

**On-site training:** £625.00 + VAT (max. 10 delegates)



## COURSE DURATION: 1 DAY

### COURSE OVERVIEW

This practical course provides the knowledge and skills to conduct CoSHH risk assessments in line with the HSE's Approved Code of Practice and CoSHH Regulations.

### BENEFITS

#### *For employers:*

Getting more staff qualified to carry out CoSHH risk assessments will help you to meet your legal obligations and maintain a safe working environment.

#### *For delegates*

You will develop a sound and practical knowledge and understanding for day-to-day CoSHH management in the workplace.

### COURSE CONTENT

- Reasons for conducting suitable and sufficient risk assessments
- Legal duties
- The 5 steps to risk assessment
- Techniques for collecting risk assessment and recording findings
- MSDS sheets
- Control measures and safe systems of work
- Work exposure limits
- Risk assessment exercise
- Reporting findings

## CoSHH RISK ASSESSMENT



### PRICES

Open course: £120.00 per person + VAT (group discounts available)

On-site training: £625.00 + VAT (max. 10 delegates)

# EMERGENCY SPILL RESPONSE

**COURSE DURATION: HALF DAY**

## COURSE OVERVIEW

This course will equip participants with the knowledge and skills needed to deal with emergency chemical spillage, and to reduce the risk of chemical spills.

## WHO IS IT FOR?

Managers, employees and contractors of all grades who come into contact with hazardous chemicals.

## BENEFITS

Inducting your staff in the prevention and management of chemical spills can help you to:

- Develop an organisation-wide approach to chemical management.
- Meet your legal obligations.
- Reduce the risk of heavy fines and litigation claims in the event of a spill.
- Protect the health and wellbeing of your staff, contractors and the general public.
- Reduce your organisation's environmental impact.

## COURSE OBJECTIVES

By the end of the course, delegates will have an understanding of:

- How to reduce the risk of chemical spills.
- Organisational and personal legal responsibilities regarding chemical spills.
- Emergency preparedness procedures in the event of a chemical spill.
- Environmental implications in the event of a spill.

## COURSE CONTENT

- Introduction to emergency response
- Hot spots on your site (impact analysis)
- Hazardous waste regulations
- COMAH, CoSHH and other health & safety considerations
- Preventive measures, segregation & storage of materials, layers of protection
- Mitigating measures, including bunding, spill procedures and correct disposal
- Practical demonstration (groups of 4/5)

# EMERGENCY SPILL RESPONSE



## PRICES

**Open course:** £195.00 per person + VAT (group discounts available)

**On-site training:** £895.00 + VAT (max. 10 delegates)

We accept the following cards



## COURSE DURATION: 1 DAY

### COURSE OVERVIEW

This interactive one-day course teaches delegates how to carry out a fire risk assessment in line with the HSE's guidance.

### BENEFITS

This course supports employers to meet their legal obligations by equipping their named 'responsible person' with the necessary knowledge and skills to conduct fire risk assessments.

### COURSE CONTENT

- Main legislation relating to fire risk assessment
- Determining the responsible person
- The fire risk assessment process
- Control measures
- Case study and group exercise
- Emergency arrangements

## FIRE RISK ASSESSMENT



### PRICES

Open course: £120.00 per person + VAT (group discounts available)

On-site training: £625.00 + VAT (max. 10 delegates)



## HACCP (HAZARD ANALYSIS & CRITICAL CONTROL PLANNING)

**COURSE DURATION: 1 DAY**

### COURSE OVERVIEW

This course provides guidance for the implementation and management of a HACCP based system in the food, beverage and pharmaceutical industries.

### WHO IS IT FOR?

This course is primarily aimed at senior supervisors/managers working within the food manufacturing and pharmaceutical industry.

### BENEFITS

Product safety management systems built in accordance with the principles of HACCP have a clearly defined structure and bring about many benefits including:

- Customer and consumer confidence
- Increased management commitment
- Improvements in the working environment
- Enhanced relationships throughout the supply chain
- Improved record-keeping
- Opportunity to integrate with existing quality & safety management systems
- Legal protection
- Trading benefits

Course delegates will develop the knowledge and understanding necessary to be an integral part of an HACCP team and to manage the implementation of an HACCP-based system in the work environment.

### COURSE CONTENT

This advanced course covers:

- How to plan a HACCP system
- The importance of HACCP-based food safety management procedures
- Management and implementation of HACCP-based procedures
- Control measures to protect consumer safety
- Consequences of a risk to consumer safety
- Evaluation of the procedures

## HACCP (HAZARD ANALYSIS & CRITICAL CONTROL PLANNING)

### PRICES

**Open course:** £195.00 per person + VAT (group discounts available)

**On-site training:** £795.00 + VAT (max. 10 delegates)

We accept the following cards



## COURSE DURATION: HALF DAY

### COURSE OVERVIEW

This practical course aims to raise awareness of the potential injuries that are associated with poor manual handling practices. It is suitable for managers, supervisors and all members of staff who undertake any form of manual handling as part of their role.

### COURSE CONTENT

- Legal requirements
- Benefits of safe practice
- The anatomy of back pain
- Risk factors
- How to carry out safe manual handling
- Control measures and appropriate systems of work
- Practical exercise

### BENEFITS

To ensure delegates have a better understanding of:

- Their legal responsibilities.
- How to design safe manual handling operations.
- How effective manual handling operations can ensure safety.

## MANUAL HANDLING



### PRICES

Open course: £120.00 per person + VAT (group discounts available)

On-site training: £625.00 + VAT (max. 10 delegates)



# RISK ASSESSMENT

**COURSE DURATION: 1 DAY**

## COURSE OVERVIEW

This practical course provides the knowledge and skills to conduct general risk assessments in line with the HSE's Approved Code of Practice."

## BENEFITS

### *For employers:*

Getting more staff qualified to carry out CoSHH risk assessments will help you to meet your legal obligations and maintain a safe working environment.

### *For delegates*

You will develop a sound and practical knowledge and understanding for day-to-day risk management in the workplace.

## COURSE CONTENT

- Reasons for conducting suitable and sufficient risk assessments
- Legal duties
- The 5 steps to risk assessment
- Techniques for collecting risk assessment and recording findings
- Control measures and safe systems of work
- Risk assessment exercise
- Reporting findings

## RISK ASSESSMENT



## PRICES

**Open course:** £120.00 per person + VAT (group discounts available)

**On-site training:** £625.00 + VAT (max. 10 delegates)

We accept the following cards



# WORK AT HEIGHT

**COURSE DURATION: HALF DAY**

## COURSE OVERVIEW

Work at Height will provide delegates with a good understanding of the Working at Height Regulations 2005 and the impact of the Working at Height (Amendment) Regulations 2007.

### This course is designed for:

- Employees who are required to work at height.
- Those responsible for planning contracts that involve employees, contractors and sub contractors working at height.

## BENEFITS

Delegates will develop an understanding of:

- When the regulations apply
- The importance of the hierarchy of fall protection
- Actions needed to comply with the regulatory requirements

## COURSE CONTENT

- Legal obligations under the Work at Height Regulations 2007
- Applying the hierarchy of fall protection
- Avoiding work at height
- Collective fall prevention - Existing places of work
- Collective fall prevention - Work equipment
- Individual fall prevention
- Collective fall limitation
- The inspection of harnesses and lanyards
- Safe use of ladders

# WORK AT HEIGHT



## PRICES

Open course: £120.00 per person + VAT (group discounts available)

On-site training: £625.00 + VAT (max. 10 delegates)

# IOSH

### COURSE DURATION: 4 DAYS OR 1 DAY PER WEEK

#### COURSE OVERVIEW

This IOSH approved course will bring delegates up to speed in all aspects of health and safety management. It follows the IOSH Managing Safely syllabus and uses the latest course materials supplied by IOSH.

#### BENEFITS

Business owners, managers and supervisors will learn the core requirements of health and safety management, including their legal responsibilities, risk assessment and how to investigate accidents.

#### ASSESSMENT

Delegates will carry out a written assessment and practical exercise at the end of the course. All candidates that successfully pass the assessment will receive an IOSH Managing Safely Certificate.

#### COURSE CONTENT

- The legal, economic and moral reasons to manage safety.
- Assessing and controlling risk
- Your responsibilities
- Identifying hazards
- Measuring performance
- Waste and pollution control

## IOSH MANAGING SAFELY



#### PRICES

**Open course:** £475.00 per person + VAT (group discounts available)

**On-site training:** £2995.00 + VAT (max. 10 delegates)

## COURSE DURATION: 1 DAY

### COURSE OVERVIEW

This is an engaging one-day course that uses personal reflection, discussion and practical scenarios to keep employees' Managing Safely training up-to-date.

### ELIGIBILITY

This is a refresher course for managers and supervisors who have completed the Managing Safely course within the last three years.

### BENEFITS

This practical course focuses on using:

- Memorable and thought provoking facts and case studies.
- Clear examples and recognisable scenarios.
- Summaries to reinforce the key learning points.
- Checklists and other materials to try out and then use in the workplace

### ASSESSMENT

Delegates will carry out a written assessment and practical exercise at the end of the course. All candidates that successfully pass the assessment will receive a renewed IOSH Managing Safely Certificate.

### COURSE CONTENT

- Review of the IOSH managing safely principles
- Review of understanding and application in the workplace
- Building on management system knowledge and application
- Building on monitoring, auditing and reviewing practices

## IOSH MANAGING SAFELY REFRESHER COURSE



### PRICES

Open course: £125.00 per person + VAT (group discounts available)

On-site training: £945.00 + VAT (max. 10 delegates)



## COURSE DURATION: 1 DAY

### COURSE OVERVIEW

This IOSH approved course is for personnel at any level, in any sector, who need a grounding in health and safety and their legal responsibilities. It follows the IOSH Working Safely syllabus and uses the latest course materials supplied by IOSH.

### BENEFITS

Working Safely is an excellent introduction to why health and safety is important. It shows how everyone can make a difference to their own wellbeing, and that of others, through their everyday behaviour. Fun and interactive, the course focuses on best practice rather than legislation.

### ASSESSMENT

Delegates will carry out a written assessment and practical exercise at the end of the course. All candidates that successfully pass the assessment will receive an IOSH Working Safely Certificate.

### COURSE CONTENT

- The legal, moral and economic rationale for safe working
- Identifying common hazards and risks
- Improving safety performance
- Waste and pollution control



# IOSH WORKING SAFELY



### PRICES

**Open course:** £125.00 per person + VAT (group discounts available)

**On-site training:** £945.00 + VAT (max. 10 delegates)

### COURSE DURATION: 4 DAYS

### COURSE OVERVIEW

Risk assessments should identify workplace hazards and take steps to prevent, reduce and control them. This IOSH approved course offers the knowledge, skills and practical application of task-based risk assessments for general risks, CoSHH, display screen equipment (DSE), manual handling operations and work at height.

### ASSESSMENT

- Practical assessment at the end of each module.
- Closed book multi-format test paper at the end of the course.

Successful candidates will be awarded the IOSH certificate for Task-based Risk Assessment

### BENEFITS

Task-based Risk Assessment provides a convenient way for employers to meet their legal obligations in relation to risk assessing general risks, CoSHH, DSE, manual handling and work at height.

Developing a workforce of competent risk assessors leads to:

- Safer, more efficient working practices
- Reductions in work-related injury and ill health, and associated costs
- A reputation for being a health and safety conscious organisation.

### COURSE CONTENT

5 modules covering risk assessment for general risk, CoSHH, DSE, manual handling and work at height.

Core subjects covered:

- Legal responsibilities
- Understanding hazards
- The 5 Steps to Risk Assessment
- Controlling risks
- Practical application of risk assessment in the work place

## TASK-BASED RISK ASSESSMENT (IOSH APPROVED)



### PRICES

Open course: £475.00 per person + VAT (group discounts available)

On-site training: £2995.00 + VAT (max. 10 delegates)

We accept the following cards



# ISO CERTIFICATION

# ISO 9001: 2015 QUALITY MANAGEMENT SYSTEM — INTRODUCTION

**COURSE DURATION: 1 DAY**

## COURSE OVERVIEW

Whatever your industry, the marketplace is fierce and customers' demands are increasing. Delivering exceptional products and services is crucial for the survival and long-term success of your business. Adopting an internationally recognised quality management system (QMS) such as ISO 9001: 2015 can help you to increase customer satisfaction and rise above your competitors.

In our Introduction to ISO 9001:2015 QMS you will develop an understanding of the standard's key terms and definitions, and the ISO standardised high level structure. You will explore how to interpret and apply the key concepts and principles within your workplace, building on your existing processes.

## WHO IS IT FOR?

- Anyone who needs to understand ISO 9001: 2015 and how it works.
- Business owners and managers with responsibility for planning, implementing, maintaining, supervising, or auditing of an ISO 9001:2015 QMS.
- Stakeholders with an interest in quality management systems.
- Individuals pursuing a career in quality management.

## BENEFITS

This course will help your organisation to:

- Have a sound grasp of the key requirements and benefits of ISO 9001:2015.
- Interpret the requirements to manage quality and drive continual improvement.
- Bring quality into the heart of your organisational culture.
- Attract and retain customers by meeting their current and future needs

# ISO 9001: 2015 QUALITY MANAGEMENT SYSTEM — INTRODUCTION

## COURSE CONTENT

- Overview of ISO 9001:2015 QMS – Importance and benefits.
- Key requirements, terms and definitions of ISO 9001:2015.
- Structure of ISO 9001:2015.
- Main concepts:
  - Risk-based thinking
  - Process approach
  - Plan-Do-Check-Act
  - The 7 management principles

## PRICES

**Open course:** £225.00 per person + VAT (group discounts available)

**On-site training:** £895.00 + VAT (max. 10 delegates)

We accept the following cards: 





## COURSE DURATION: 2 DAYS

### COURSE OVERVIEW

Customer satisfaction is at the heart of any successful business. The best way to achieve exceptional customer service is to adopt an effective quality management system such as ISO 9001: 2015.

This course introduces you to the key concepts and principles of ISO 9001: 2015. You will learn how to interpret the standard's requirements in relation to your operations and conduct a gap analysis of your existing systems.

We will guide you through the steps to plan, document and monitor a QMS that will achieve consistent improvements in your customer service and products.

### WHO IS IT FOR?

- Business owners and managers with responsibility for planning, implementing, maintaining, supervising, or auditing of an ISO 9001:2015 QMS.

### BENEFITS

This course will help your organisation to:

- Identify the key benefits of implementing an effective QMS.
- Develop a plan and determine the resources required for implementation.
- Use proven tools and techniques to support implementation.
- Implement a system that is responsive to customer needs and market changes.

### COURSE CONTENT

- Key concepts and requirements of ISO 9001:2015.
- Implementing key concepts and requirements.
- Using the Plan-Do-Check-Act cycle.
- Documenting information to satisfy an ISO 9001:2015 audit.
- Using gap analysis to conduct a baseline review of your current system.

Download our ISO9001 Internal Auditor App for FREE!

## ISO 9001: 2015 QUALITY MANAGEMENT SYSTEM — IMPLEMENTING



### PRICES

Open course: £325.00 per person + VAT (group discounts available)

On-site training: £1795.00 + VAT (max. 10 delegates)

# ISO 9001: 2015 QUALITY MANAGEMENT SYSTEM — INTERNAL AUDITOR

## COURSE DURATION: 2 DAYS

### COURSE OVERVIEW

This two-day course will help anyone responsible for managing a Quality Management System (QMS) to remain consistently compliant against the requirements of ISO9001: 2015. With a hands-on approach to auditing, this course teaches the gap analysis skills needed to continually improve your QMS.

### WHO IS IT FOR?

- Business owners.
- New and existing auditors.
- Personnel with an interest in and responsibility for quality management.

### BENEFITS

This course will help those with little auditing experience to:

- Develop and plan regular internal audits.
- Have confidence when being audited by third party assessors.
- Be able to challenge any non-conformities, observations or corrective actions if justified.

### COURSE OBJECTIVES

Delegates will learn how to:

- Interpret the requirements of ISO9001: 2015.
- Plan an audit and set objectives.
- Perform an audit.
- Report findings and non-conformity.

### COURSE CONTENT

A series of workshops, presentations and role-plays on topics including:

- An overview of the ISO19001: 2015 updated series.
- Planning an audit and setting objectives.
- Performing an audit.
- Human aspects of auditing.
- Reporting findings and non-conformity.

## ISO 9001: 2015 QUALITY MANAGEMENT SYSTEM — INTERNAL AUDITOR



### PRICES

**Open course:** £325.00 per person + VAT (group discounts available)

**On-site training:** £1795.00 + VAT (max. 10 delegates)

We accept the following cards



# ISO 9001: 2015 QUALITY MANAGEMENT SYSTEM – LEAD AUDITOR

**COURSE DURATION: 5 DAYS**

## COURSE OVERVIEW

Our five-day CQI IRCA Lead Auditor qualification is designed to equip delegates with the skills and techniques of auditing and providing effective audit feedback.

## BENEFITS

Our hands-on course will give delegates the knowledge, skills and confidence to:

- Conduct thorough audits against the ISO 9001: 2015 standard requirements.
- Support the audited organisation to develop existing systems to meet audit requirements.
- Present constructive feedback that enables the audited organisation to move forward.
- The principles and practices of undertaking quality management system audits (in line with ISO 19011 guidelines and ISO 9001: 2015 standard requirements).
- The skills and techniques of auditing.
- How to effectively communicate audit findings to the management of the audited organisation.
- The principles of accreditation and certification schemes.

## COURSE OBJECTIVES

- The principles and practices of undertaking quality management system audits (in line with ISO 19011 guidelines and ISO 9001: 2015 standard requirements).
- The skills and techniques of auditing.
- How to effectively communicate audit findings to the management of the audited organisation.
- The principles of accreditation and certification schemes.

## Prior knowledge requirements (IRCA 2245)

**Before starting this course, delegates are expected to have prior knowledge of:**

- The Plan, Do, Check, Act (PDCA) cycle.
- The relationship between quality management and customer satisfaction.
- Commonly used quality management terms and definitions.
- The 8 Quality principles as given in ISO 9001 systems.
- The 'process approach' used in quality management.
- The model of a process-based quality management system.
- The structure and content of ISO 9001: 2015.

# ISO 9001: 2015 QUALITY MANAGEMENT SYSTEM – LEAD AUDITOR

## COURSE CONTENT

- Key elements of quality systems
- The audit preparation
- Reporting and follow-up
- Quality Management Systems development
- Requirements of ISO 9001: 2015
- Auditor skills and techniques for process auditing
- Examination – closed book

## PRICES

**Open course:** £1695.00 per person + VAT (group discounts available)

**On-site training:** Request a quote (max. 10 delegates)

# ISO 9001: 2015 QUALITY MANAGEMENT SYSTEM FOR DIRECTORS & SENIOR MANAGEMENT

**COURSE DURATION: HALF DAY**

## COURSE OVERVIEW

This course is designed to bring directors and senior management up to speed with the recent changes to ISO9001: 2015. In particular, it highlights the requirement for top-level management to demonstrate leadership and commitment.

## BENEFITS

The 2015 revision of ISO9001 requires significant management commitment and leadership. This short awareness course introduces this concept and how to best apply it in the workplace to get organisation-wide buy in.

## COURSE OBJECTIVES

Delegates will develop awareness of:

- The new requirements of the standard and framework.
- How to meet the requirements.

## COURSE CONTENT

- An overview of the structure of all future ISO standards.
- Understand the requirements of each section.
- The implications for top level management.
- ISO9001: 2015 leadership and commitment.
- Context of the organisation (internal & external).
- Objectives, organisational strategy and policy.



## ISO 9001: 2015 QUALITY MANAGEMENT SYSTEM FOR DIRECTORS & SENIOR MANAGEMENT

## PRICES

**On-site training: £695.00 + VAT (max. 10 delegates)**

We accept the following cards 





# ISO 14001: 2015 ENVIRONMENTAL MANAGEMENT SYSTEM — INTRODUCTION

**COURSE DURATION: 1 DAY**

## COURSE OVERVIEW

Managing your organisation's impact on the environment is no longer a moral choice but a business necessity. Adopting an effective environmental management system will help you to meet your legal responsibilities and thrive in changing environmental conditions.

In our Introduction to ISO 14001:2015 EMS you will develop an understanding of the standard's key terms and definitions, and the ISO standardised high level structure. You will explore how to interpret and apply the key concepts and principles within your workplace, building on your existing processes.

## BENEFITS

This course will help your organisation to:

- Have a sound grasp of the key requirements and benefits of ISO 14001: 2015.
- Interpret the requirements to manage environmental risk and drive continual improvement.
- Bring sustainability into the heart of your organisational culture.
- Demonstrate environmental commitment to key stakeholders.

## COURSE CONTENT

- Overview of ISO 9001:2015 QMS – Importance and benefits
- Key requirements, terms and definitions of ISO 9001:2015
- Structure of ISO 9001:2015
- Main concepts:
  - Process approach
  - Plan-Do-Check-Act
  - Lifecycle perspective
  - Aspects and impacts

# ISO 14001: 2015 ENVIRONMENTAL MANAGEMENT SYSTEM — INTRODUCTION



## PRICES

**Open course:** £225.00 per person + VAT (group discounts available)

**On-site training:** £895.00 + VAT (max. 10 delegates)

# ISO 14001: 2015 ENVIRONMENTAL MANAGEMENT SYSTEM — IMPLEMENTING

**COURSE DURATION: 2 DAYS**

## COURSE OVERVIEW

Environmental considerations are increasingly important to stakeholders. This two-day course will give you the expertise to implement an ISO14001: 2015 Environmental Management System (EMS) that will satisfy stakeholder needs and bring added business efficiencies.

## WHO IS IT FOR?

- Business owners and managers with responsibility for planning, implementing, maintaining, supervising, or auditing of an ISO 14001:2015 QMS.

## BENEFITS

This course will help your organisation to:

- Identify the key benefits of implementing an effective QMS.
- Develop a plan and determine the resources required for implementation.
- Use proven tools and techniques to support implementation.
- Implement a system that considers socio-economic needs and environmental conditions.
- Prepare for certification.
- Provide products and services that consistently meet customer and regulatory environmental requirements.

## COURSE CONTENT

- Key concepts and requirements of ISO 14001:2015
- Implementing key concepts and requirements
- Using the Plan-Do-Check-Act cycle
- Documenting information to satisfy an ISO 14001:2015 audit
- Using gap analysis to conduct a baseline review of your current system

**Download our ISO14001 Internal Auditor App for FREE!**

## ISO 14001: 2015 ENVIRONMENTAL MANAGEMENT SYSTEM — IMPLEMENTING



## PRICES

**Open course:** £325.00 per person + VAT (group discounts available)

**On-site training:** £1795.00 + VAT (max. 10 delegates)

We accept the following cards



## ISO 14001: 2015 ENVIRONMENTAL MANAGEMENT SYSTEM — INTERNAL AUDITOR

**COURSE DURATION: 2 DAYS**

## COURSE OVERVIEW

Businesses implementing an ISO 14001: 2015 EMS are required to undergo appropriate Internal Auditor training. Our course keeps pace with best practice and the changing requirements of Environmental Management System (EMS) monitoring.

## WHO IS IT FOR?

- Existing auditors wishing to refresh their knowledge.
- Newly appointed auditors.
- Environmental managers/ advisors.
- Quality managers.
- Integrated risk managers.
- Any other personnel involved in environmental management auditing.

## BENEFITS

This course will equip anyone with auditing responsibility with a thorough understanding of:

- The processes involved with auditing an ISO14001 EMS.
- How to identify areas of concern and areas for improvement
- How to reduce risk and reoccurrences of problems.
- How to align an EMS with the new updated ISO14001: 2015 standard.

## COURSE CONTENT

This course includes a high level of interactivity during presentations on:

- Requirements of ISO14001: 2015
- Interviewing styles
- Use of audit protocols
- Compliance verification strategies
- Case studies of current best practice
- Managing the on-site auditing process as team leader
- Maximising the effectiveness of the audit team

# ISO 14001: 2015 ENVIRONMENTAL MANAGEMENT SYSTEM — INTERNAL AUDITOR



## PRICES

**Open course:** £325.00 per person + VAT (group discounts available)

**On-site training: £1795.00 + VAT (max. 10 delegates)**

We accept the following cards 





## COURSE DURATION: 3 DAYS

### COURSE OVERVIEW

Our three-day CQI IRCA Auditor Conversion course is designed for existing lead auditors of other disciplines. It will equip delegates with the skills and techniques of auditing against ISO 14001: 2015 and how to communicate the findings of the audit effectively.

### COURSE OBJECTIVES

To support existing auditors of other management system standards to:

- Transfer their existing auditing knowledge and skills ISO 14001 framework.
- Understand the purpose of an EMS.
- Understand environmental risk management.
- Understand the purpose and content of ISO 14001.
- Conduct an EMS audit.

### COURSE CONTENT

- The purpose of an EMS.
- The requirements of ISO 14001.
- Summary of basic environmental legislation.
- Planning and conducting an EMS audit.

### BENEFITS

Candidates who attend will be able to:

- Carry out audits on an environmental management system.
- Plan environmental audits.
- Link legislation and environmental aspects in relation to an EMS audit.
- Understand the requirements of the ISO 14001 standard.

### Prior knowledge requirements (IRCA 2245)

**For delegates wishing to progress to become a CQI IRCA registered Lead Auditor:**

Must have attended and passed an CQI IRCA certified Auditor/Lead Auditor course relating to another management standard, e.g. QMS, OH&S, ISMS. Evidence of this needs to be provided to CQI IRCA on application.

The course is also available to any delegate who requires skills and knowledge to understand and audit against EMS requirements.

## IRCA EMS ISO 14001:2015 CONVERSION



### PRICES

**Open course:** £995.00 per person + VAT (group discounts available)

**On-site training:** Request quote (max. 10 delegates)



## BS EN OHSAS18001: 2007 HEALTH & SAFETY MANAGEMENT SYSTEM — INTRODUCTION

**COURSE DURATION: 1 DAY**

### COURSE OVERVIEW

Work related injuries and illness present a huge burden on employers. Losses from early retirements, staff absence, litigation and higher insurance premiums can suddenly make your profitable business an unviable business.

Adopting an effective health and safety management system will help you to meet your legal responsibilities, achieve operational excellence become more attractive to your stakeholders.

In our Introduction to BS EN OHSAS 18001: 2007 you will develop an understanding of the standard's key terms and definitions. You will explore how to interpret and apply the key concepts and principles within your workplace, building on your existing processes.

### WHO IS IT FOR?

- Anyone who needs to understand BS EN OHSAS 18001: 2007 and how it works.
- Business owners and managers with responsibility for planning, implementing, maintaining, supervising, or auditing a health and safety management system.
- Quality managers, environmental managers and advisers
- Integrated risks managers

### BENEFITS

This course will help your organisation to:

- Have a sound grasp of the key requirements and benefits of BS EN OHSAS 18001: 2007.
- Interpret the requirements to manage risk and drive continual improvement.
- Bring health and safety into the heart of your organisational culture.
- Demonstrate health and safety commitment to key stakeholders.



## BS EN OHSAS18001: 2007 HEALTH & SAFETY MANAGEMENT SYSTEM — INTRODUCTION

### COURSE CONTENT

- Overview of BS EN OHSAS 18001: 2007 – Importance and benefits.
- Key requirements, terms and definitions of BS EN OHSAS 18001: 2007.
- How to identify and assess hazards, implement controls and monitor performance.
- How to implement a framework that meets the needs of your organisation.
- Next steps for pursuing certification.

Download OHSAS18001 App for FREE

### PRICES

**Open course:** £225.00 per person + VAT (group discounts available)

**On-site training:** £895.00 + VAT (max. 10 delegates)

## BS EN OHSAS18001: 2007 HEALTH & SAFETY MANAGEMENT SYSTEM — IMPLEMENTING

**COURSE DURATION: 2 DAYS**

### COURSE OVERVIEW

Implementing a BS EN OHSAS18001: 2007 health and safety management system will support you to create a safer, legally compliant working environment and achieves business efficiencies.

This course introduces you to the key concepts and principles of BS EN OHSAS18001: 2007. You will learn how to interpret the standard's requirements in relation to your operations and conduct a gap analysis of your existing systems. We will guide you through the steps to plan, document and monitor a health and safety management system that will achieve consistent improvements in your safety performance and compliance with legislation.

### WHO IS IT FOR?

- Business owners.
- Managers and supervisors with health and safety responsibilities.

### BENEFITS

This course will help your organisation to:

- Identify the key benefits of implementing an effective OHSMS.
- Review existing arrangements against the standard's requirements
- Develop a plan and determine the resources required for implementation.
- Use proven tools and techniques to support implementation.
- Prepare for certification
- Prepare for transition to the new ISO 45001 Series

## BS EN OHSAS18001: 2007 HEALTH & SAFETY MANAGEMENT SYSTEM — IMPLEMENTING

### COURSE CONTENT

- Requirements of BS EN OHSAS18001: 2007
- Implementation process and PDCA
- Identification of legal and other requirements
- Requirements of the new ISO45001 Series
- The initial status review
- Implementation planning
- Implementing the system
- Monitoring and measurement
- Management system review



### PRICES

**Open course:** £325.00 per person plus VAT (ask about our discounted rates for groups)

**On-site training:** £1795.00 plus VAT (up to 10 delegates)

We accept the following cards



## BS EN OHSAS18001: 2007 HEALTH & SAFETY MANAGEMENT SYSTEM — INTERNAL AUDITOR

**COURSE DURATION: 2 DAYS**

### COURSE OVERVIEW

Internal auditing is the key to maintaining compliance and developing good practice within your organisation. This course provides the knowledge and skills needed to conduct effective internal audits for BS OHSAS 18001.

### WHO IS IT FOR?

- Existing auditors wishing to refresh their knowledge.
- Newly appointed auditors.
- Health and safety managers/ advisors.
- Quality managers.
- Environmental managers/advisors.
- Integrated risk managers.
- Any other personnel involved in occupational health and safety auditing.

### BENEFITS

This course will equip anyone with auditing responsibility with a thorough understanding of:

- The processes involved with auditing OH&S management systems.
- How to identify areas of concern and areas for improvement.
- How to reduce risk and reoccurrences of problems.

### COURSE OBJECTIVES

Delegates will develop the knowledge and skills to:

- Conduct internal audits.
- Conduct external audits with suppliers.

## BS EN OHSAS18001: 2007 HEALTH & SAFETY MANAGEMENT SYSTEM — INTERNAL AUDITOR

### COURSE CONTENT

- Overview of health and safety management system auditing
- BS OHSAS 18001:2007 requirements
- Auditor competence, knowledge and skills
- The audit process
- Scheduling and planning
- Conducting the audit
- Reporting the audit
- Close out of findings
- Identification of effective corrective action



### PRICES

**Open course:** £325.00 per person + VAT (group discounts available)

**On-site training:** £1795.00 + VAT (max. 10 delegates)



## BS EN OHSAS18001: 2007 HEALTH & SAFETY MANAGEMENT SYSTEM — IRCA OHSAS CONVERSION

**COURSE DURATION: 3 DAYS**

### COURSE OVERVIEW

Our three-day IRCA Auditor Conversion course is designed for existing lead auditors of other disciplines. It will equip delegates with the skills and techniques of auditing against OHSAS 18001: 2007 and how to communicate the findings of the audit effectively.

### Benefits

Candidates who attend will be able to:

- Carry out audits on health & safety management systems.
- Plan health & safety audits.
- Link legislation and health & safety risks in relation to an OHSAS audit.
- Understand the requirements of the OHSAS 18001 standard.

### Prior knowledge requirements (IRCA 2245)

Delegates wishing to progress to become a CQI IRCA registered Lead Auditor must have attended and passed an CQI IRCA certified Auditor/Lead Auditor course relating to another management standard, e.g. QMS, EMS, ISMS.

Evidence of this must be provided to CQI IRCA on application.

The course is also available to any delegate who requires skills and knowledge to understand and audit against OHSAS requirements.

### COURSE CONTENT

- The purpose of an OHSAS
- OHSAS 18001 requirements
- Summary of basic health & safety legislation
- Planning and conducting an OHSAS audit

## BS EN OHSAS18001: 2007 HEALTH & SAFETY MANAGEMENT SYSTEM — IRCA OHSAS CONVERSION



### PRICES

**Open course:** £995.00 per person + VAT (group discounts available)

**On-site training:** Request quote (max. 10 delegates)

We accept the following cards





# ISO 27001: 2013 INFORMATION SECURITY MANAGEMENT SYSTEM - INTRODUCTION

## COURSE DURATION: 1 DAY

### COURSE OVERVIEW

ISO 27001: 2013 is the accepted global standard for effective information security management. Implementing ISO 27001 can bring you peace of mind that you are protecting your business and your customers' data in line with good practice and GDPR requirements.

In our Introduction to ISO 27001: 2013 ISMS you will develop an understanding of the standard's key terms and definitions, and the ISO standardised high level structure. You will explore how to interpret and apply the key concepts and principles within your workplace, building on your existing processes.

### COURSE OBJECTIVES

This course is aimed at anyone who needs to understand ISO 27001: 2013 and how it works, such as:

- Business owners and managers with responsibility for planning, implementing, maintaining, supervising or auditing of an ISO 27001: 2013 ISMS
- Stakeholders with an interest in information security management systems
- Individuals pursuing a career in information security management

### BENEFITS

This course will help you to:

- Have a solid grasp of the key requirements and benefits of ISO 27001: 2013
- Interpret the requirements to manage your information security and drive continual improvement
- Implement a robust ISMS that meets GDPR requirements
- Bring information security into the heart of your organisational culture
- Attract and retain customers by delivering information security assurance

## ISO 27001: 2013 INFORMATION SECURITY MANAGEMENT SYSTEM - INTRODUCTION


### COURSE CONTENT

- Overview of ISO 27001: 2013 ISMS - Importance and benefits
- Key requirements, structure, terms and definitions
- Main concepts - Risk based thinking, process approach, Plan-Do-Check – Act
- Needs and expectations of interested parties
- Business continuity planning:
  - encryption of personal data
  - ability to restore and recover information and data in a timely manner
- Next steps for pursuing certification.

### PRICES

**Open course:** £225.00 per person + VAT (group discounts available)

**On-site training:** £895.00 + VAT (max. 10 delegates)

We accept the following cards 



# ISO 27001: 2013 INFORMATION SECURITY MANAGEMENT SYSTEM - IMPLEMENTATION

**COURSE DURATION: 2 DAYS**

## COURSE OVERVIEW

Implementing an ISO27001: 2013 information security management system is considered best practice for protecting your critical and sensitive data and information. Achieving certification to this standard will ensure GDPR compliance, increase stakeholder trust and support your business continuity plan.

This course introduces you to the key concepts and principles of ISO27001: 2013. You will learn how to interpret the standard's requirements in relation to your operations and conduct a gap analysis of your existing systems. We will guide you through the steps to plan, document and monitor an ISMS that will achieve consistent improvements in your information security and compliance with legislation.

## WHO IS IT FOR?

This course is aimed at business owners and managers with responsibility for planning, implementing, maintaining, supervising, or auditing of an ISO 27001:2013 ISMS.

## BENEFITS

This course will help your organisation to:

- Identify the key benefits of implementing an effective ISMS.
- Develop a plan and determine the resources required for implementation.
- Use proven tools and techniques to support implementation.
- Implement a system that is responsive to the constantly evolving threats to information security, legislative changes and stakeholder requirements.

## COURSE CONTENT

- Key concepts and requirements of ISO 27001:2013.
- Implementing key concepts and requirements.
- Using the Plan-Do-Check-Act cycle.
- Documenting information to satisfy an ISO 27001:2013 audit.
- Using gap analysis to conduct a baseline review of your current system.

## ISO 27001: 2013 INFORMATION SECURITY MANAGEMENT SYSTEM - IMPLEMENTATION



## PRICES

**Open course:** £325.00 per person + VAT (group discounts available)

**On-site training:** £1795.00 + VAT (max. 10 delegates)

We accept the following cards: 





# ISO 27001: 2013 INFORMATION SECURITY MANAGEMENT SYSTEM — INTERNAL AUDITOR

**COURSE DURATION: 2 DAYS**

## COURSE OVERVIEW

This two-day course will help anyone responsible for managing an Information Security Management System (ISMS) to remain consistently compliant against the requirements of ISO27001: 2013. With a hands-on approach to auditing, this course teaches the gap analysis skills needed to continually improve your ISMS.

## WHO IS IT FOR?

- Business owners
- New and existing auditors
- Personnel with an interest in and responsibility for information security management.

## BENEFITS

This course will help those with little auditing experience to:

- Develop and plan regular internal audits.
- Have confidence when being audited by third party assessors.
- Be able to challenge any non-conformities, observations or corrective actions if justified.

## COURSE OBJECTIVES

Delegates will learn how to:

- Interpret the requirements of ISO27001: 2013.
- Plan an audit and set objectives.
- Perform an audit.
- Report findings and non-conformity.

## COURSE CONTENT

A series of workshops, presentations and role-plays on topics including:

- An overview of information security management system auditing.
- Planning an audit and setting objectives.
- Performing an audit.
- Human aspects of auditing.
- Reporting findings and non-conformity

# ISO 27001: 2013 INFORMATION SECURITY MANAGEMENT SYSTEM — INTERNAL AUDITOR

## PRICES

**Open course:** £325.00 per person + VAT (group discounts available)

**On-site training:** £1795.00 + VAT (max. 10 delegates)

## ISO45001 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT STANDARD — PREPARING FOR TRANSITION

**COURSE DURATION: 1 DAY**

### COURSE OVERVIEW

This one-day course will guide you through the transition from OHSAS18001 to ISO45001. We will introduce you to the concepts and requirements of the new standard and how they differ from OHSAS18001. In particular, you will learn the importance of process-based thinking and how to demonstrate its application. This course goes beyond supporting you to comply with legislation by exploring how to best apply the requirements for maximum business benefit.

### COURSE CONTENT

- Interpreting ISO 45001 requirements
- Key differences between ISO45001 and OHSAS 18001:2007 and the implications
- Revising existing processes and implementing changes
- The significance of organisational context
- Adopting a 'risks and opportunities' approach
- Process-based thinking
- New documentation requirements
- Meeting auditor expectations
- Achieving a smooth transition

### WHO IS IT FOR?

- Business owners and managers responsible for managing the transition from OHSAS18001:2007 to ISO45001.
- Business owners and managers who wish to learn about the potential impact of ISO 45001 on their existing occupational health and safety management systems.


## ISO45001 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT STANDARD — PREPARING FOR TRANSITION



### PRICES

**Open course:** £225.00 per person + VAT (group discounts available)

**On-site training:** £895.00 + VAT (max. 10 delegates)

We accept the following cards: 





## ISO 45001 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM - INTRODUCTION

**COURSE DURATION: HALF DAY**

### COURSE OVERVIEW

ISO 45001 is the first international standard for occupational health and safety. Adopting its framework will help your organisation to reduce workplace risks, create safer working conditions, meet legal responsibilities and achieve operational excellence.

In our Introduction to ISO 45001, you will develop an understanding of the standard's key terms and definitions. You will explore how to interpret and apply the key concepts and principles within your workplace, building on your existing processes.

### BENEFITS

This course will help your organisation to:

- Have a sound grasp of the key requirements and benefits of ISO 45001
- Interpret the requirements to manage and drive continual improvement
- Bring occupational health and safety into the heart of your organisational culture
- Attract and retain stakeholders by demonstrating occupational health and safety excellence.

### COURSE CONTENT

- Overview of ISO 45001
- Key differences between ISO 45001 and BS OH SAS18001
- Key requirements, terms and definitions
- Structure of ISO 45001
- Main concepts:
  - Risk-based thinking
  - Process approach
  - Plan-Do-Check-Act
  - The 7 management principles
- Next steps for pursuing certification.

## ISO 45001 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM - INTRODUCTION



### PRICES

**Open course:** £225.00 per person plus VAT (group discounts available)

**On-site training:** £895.00 plus VAT (up to 10 delegates)

# ISO 45001 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM - IMPLEMENTATION

**COURSE DURATION: 2 DAY**

## COURSE OVERVIEW

Implementing an ISO 45001 occupational health and safety management system (OHSMS) will support you to create a safer, legally compliant working environment and achieves business efficiencies.

This course introduces you to the key concepts and principles of ISO 45001. You will learn how to interpret the standard's requirements in relation to your operations, and conduct a gap analysis of your existing systems.

We will explain how to plan, document and monitor your OHSMS to achieve consistent improvements in your safety performance and compliance with legislation

## BENEFITS

This course will help your organisation to:

- Identify the key benefits of implementing an effective OHSMS
- Review existing arrangements against the standard's requirements
- Develop a plan and determine the resources required for implementation
- Use proven tools and techniques to support implementation.
- Prepare for certification

## COURSE CONTENT

- Key concepts and requirements of ISO 45001
- Implementation process and Plan-Do-Check-Act
- Documenting information to satisfy an ISO 45001 audit
- Using gap analysis to conduct a baseline review of your current system
- Monitoring and measurement
- Management system review

## ISO 45001 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM - IMPLEMENTATION



## PRICES

**Open course:** £325.00 per person + VAT (group discounts available)

**On-site training:** £1795.00 + VAT (max. 10 delegates)

We accept the following cards



## ISO 45001 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM – INTERNAL AUDITOR

**COURSE DURATION: 2 DAYS**

### COURSE OVERVIEW

Our three-day CQI IRCA Auditor Conversion course is designed for existing lead auditors of other disciplines. It will equip delegates with the skills and techniques of auditing against ISO 14001: 2015 and how to communicate the findings of the audit effectively.

### BENEFITS

This course will help those with little auditing experience to:

- Develop and plan regular internal audits
- Have confidence when being audited by third party assessors
- Be able to challenge any non-conformities, observations or corrective actions if justified

### COURSE CONTENT

- Overview of ISO 45001
- Planning an audit and setting objectives
- Performing an audit
- Human aspects of auditing
- Reporting findings and non-conformity



## ISO 45001 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM – INTERNAL AUDITOR

### PRICES

**Open course:** £325.00 per person + VAT (group discounts available)

**On-site training:** £1795.00 plus VAT (up to 10 delegates)



## ISO 50001: 2011 ENERGY MANAGEMENT SYSTEM — INTRODUCTION

**COURSE DURATION: 1 DAY**

### COURSE OVERVIEW

This one-day course provides the essential foundations for planning an ISO50001: 2011 Energy Management System. Designed for organisations who are considering implementation, it introduces delegates to the concepts, requirements and benefits of this globally recognised standard.

### WHO IS IT FOR?

- Business owners and managers with a responsibility for or interest in improving energy performance and energy efficiency within an organisation.
- Business owners or managers who have implemented or managed an EMS such as ISO14001 and want to introduce ISO50001 as part of an integrated management system (IMS).

### BENEFITS

Delegates will learn how to use, develop and manage energy policies and procedures that will:

- Reduce your energy costs and performance.
- Meet environmental targets and legal requirements.
- Improve industry and customer recognition.
- Build awareness and understanding of efficient energy management.

### COURSE CONTENT

- Overview of ISO 50001: 2011 – Importance and benefits
- Key requirements, terms and definitions of ISO 50001: 2011
- Structure of ISO 50001: 2011
- Main concepts:
  - Risk-based thinking
  - Process approach
  - Plan-Do-Check-Act
  - The 7 management principles


## ISO 50001: 2011 ENERGY MANAGEMENT SYSTEM — INTRODUCTION



### PRICES

**Open course:** £225.00 per person + VAT (group discounts available)

**On-site training:** £895.00 + VAT (max. 10 delegates)

We accept the following cards 





## COURSE DURATION: 2 DAYS

### COURSE OVERVIEW

Implementing an ISO 50001: 2011 Energy Management System will support you to reduce energy costs, meet environmental targets and achieve legal compliance.

This course introduces you to the key concepts and principles of ISO 50001: 2011. You will learn how to interpret the standard's requirements in relation to your operations and conduct a gap analysis of your existing systems. We will guide you through the steps to plan, document and monitor an energy management system that will achieve consistent improvements in your energy efficiency and compliance with legislation.

### WHO IS IT FOR?

- Business owners and managers with a responsibility for or interest in improving energy performance and energy efficiency within an organisation.
- Business owners or managers who have implemented or managed an EMS such as ISO14001 and want to introduce ISO50001 as part of an integrated management system (IMS).

### BENEFITS

This course will help your organisation to:

- Identify the key benefits of implementing an effective EnMS.
- Review existing arrangements against the standard's requirements
- Develop a plan and determine the resources required for implementation.
- Use proven tools and techniques to support implementation.
- Prepare for certification

### COURSE OBJECTIVES

By the end of this course delegates will be able to:

- Interpret ISO50001 requirements.
- Identify the resources needed to implement ISO50001.
- Define, plan and implement a ISO50001 energy management system.
- Develop energy policies, processes, targets and measuring techniques.

## ISO 50001: 2011 ENERGY MANAGEMENT SYSTEM — IMPLEMENTING

### COURSE CONTENT

- Interpreting requirements of ISO 50001: 2011
- Implementation process and PDCA
- Meeting environmental targets and legal requirements
- Best practice & achieving efficiencies
- The initial status review
- Implementation planning
- Implementing the system
- Monitoring and measurement
- Management system review
- Integrating ISO 50001 with other management systems.
- Preparing for certification



### PRICES

**Open course:** £325.00 per person + VAT (group discounts available)

**On-site training:** £1795.00 + VAT (max. 10 delegates)

## ISO 50001: 2011 ENERGY MANAGEMENT SYSTEM — INTERNAL AUDITOR

**COURSE DURATION: 2 DAYS**

### COURSE OVERVIEW

Becoming an internal auditor will help you review and improve your organisation's energy management system. This two-day course guides you through the elements of auditing based on ISO50001: 2011.

**Through discussion and hands-on exercises, you'll learn how to:**

- Apply the ISO50001 standard to your organisation.
- Plan, conduct and report on an internal audit.
- Review the effectiveness of an energy management system to:
  - Reduce energy costs.
  - Reduce carbon emissions.
  - Enhance your reputation.
- Integrate ISO50001 audits with other management systems such as ISO14001 and ISO19001: 2015.

### WHO IS IT FOR?

- New and existing internal auditors
- Managers and senior supervisors with responsibilities for planning, implementing, monitoring and auditing of an EnMS

### BENEFITS

This course will equip anyone with auditing responsibility with a thorough understanding of:

- The processes involved with auditing an EnMS.
- How to identify areas of concern and areas for improvement.
- How to reduce risk and reoccurrences of problems.

## ISO 50001: 2011 ENERGY MANAGEMENT SYSTEM — INTERNAL AUDITOR

### COURSE CONTENT

- Overview of energy management system auditing
- ISO 50001: 2011 requirements
- Auditor competence, knowledge and skills
- The audit process
- Scheduling and planning
- Conducting the audit
- Reporting the audit
- Close out of findings
- Identification of effective corrective action

### PRICES

**Open course:** £325.00 per person + VAT (group discounts available)

**On-site training:** £1795.00 + VAT (max. 10 delegates)

We accept the following cards



## INTEGRATED MANAGEMENT SYSTEMS (IMS) — INTERNAL AUDITOR

**COURSE DURATION: 2 DAYS**

### COURSE OVERVIEW

Equip your team with the skills to conduct internal audits against the requirements of each ISO standard. This course will support you to achieve legal compliance and develop a greater understanding of your organisation's IMS.

**This course has a strong emphasis on:**

- How to prepare for certification or recertification.
- The planning of your internal audit programme.
- Identification of hazards, risks, impacts and aspects.

### BENEFITS

Delegates will develop an understanding of each ISO standard, ensuring that every clause is identified and covered to meet the requirements of a third party audit.

On day two, a group exercise involving an internal audit of the workplace ensures that delegates put learning objectives into practice.

### COURSE CONTENT

- The features of an integrated management system (IMS).
- Clauses of the standards and how they are aligned.
- How to assess hazards, risks, impacts and aspects.
- Evaluation of legal compliance and legal registers.
- How to prepare for internal and external audits.
- Developing your internal audit programme.
- Practical internal audit group exercise and review of findings.
- Managing non-conformities.

## INTEGRATED MANAGEMENT SYSTEMS (IMS) — INTERNAL AUDITOR



### PRICES

**Open course:** £325.00 per person + VAT (group discounts available)

**On-site training:** £1795.00 + VAT (max. 10 delegates)

# FIRE & FIRST AID



## CPR & AUTOMATED EXTERNAL DEFIBRILLATOR (AED) TRAINING

### DURATION: HALF DAY

### COURSE DESCRIPTION

A cardiac arrest can happen to anyone, anywhere, at any time - including your workplace. A person's chance of survival falls by about 10% for each minute that passes without defibrillation.

This course will give you the confidence to act quickly and effectively and teaches defibrillator operators how to perform CPR.

Organisations that wish to train their staff in CPR and AED on their own premises can also add oxygen therapy to their workplace training package.

**Defibrillators are very simple to operate. No previous training is required.**

### WHO IS IT FOR?

This course is particularly suited to:

- Individuals wishing to develop their first aid skills
- Members of an organised first aid scheme
- Healthcare workers - this course will serve as a basic module.

### ASSESSMENT

Assessment will take the form of continuous observation. Successful candidates will receive a certificate that is valid for one year.

### COURSE CONTENT

- The role of the first aider
- Managing an emergency
- Communication and casualty care
- Chest pains
- AED overview and operation (any type)
- Treatment of an unresponsive casualty
- Resuscitation (CPR).



## CPR & AUTOMATED EXTERNAL DEFIBRILLATOR (AED) TRAINING

### PRICES

**On-site training:** £350.00 + VAT (max. 8 delegates)

## EMERGENCY FIRST AID AT WORK (QCF)

**DURATION: 1 DAY**

### COURSE DESCRIPTION

This hands-on course teaches the knowledge and practical skills required of an emergency first aider. Delegates will have plenty of opportunity to practice assessing an incident and attending to a range of casualties.

### COURSE CONTENT

- Role and responsibilities of a first aider
- Safe assessment of an emergency situation
- Managing an unresponsive casualty who is breathing normally
- Managing an unresponsive casualty who is not breathing normally
- Dealing with:
  - Minor injuries
  - Choking
  - Shock (anaphylaxis)
  - External bleeding.

### Suitable For

A nationally recognised qualification for those who provide first aid in a range of emergency situations in the workplace. It is also ideal for people who have a specific responsibility to provide basic first aid in voluntary and community activities.

### Pre-Course Requirements

Delegates must be at least 14 years of age to register for this course.

## EMERGENCY FIRST AID AT WORK (QCF)



### PRICES

**Open course:** £50.00 per person + VAT

**On-site training:** £425.00 + VAT (max. 12 delegates)

We accept the following cards



## EMERGENCY PAEDIATRIC FIRST AID (QCF)

**DURATION: 1 DAY**

### **COURSE DESCRIPTION**

Delegates will acquire the knowledge and develop the skills needed to handle a range of paediatric first aid situations.

### **COURSE CONTENT**

- Role and responsibilities of the paediatric first aider
- Safe assessment of an emergency situation
- Administering first aid for infant or child who:
  - Has minor injuries or wounds
  - Has a foreign body airway obstruction
  - Has external bleeding
  - Is suffering from shock (anaphylaxis)

### **Suitable For**

- Parents or family members who want to acquire key paediatric first aid skills.
- Those working with children who are not required to comply with Ofsted's Childcare Register or EYFS requirements.

### **Pre-Course Requirements**

Delegates must be at least 14 years of age on the first day of training.

## EMERGENCY PAEDIATRIC FIRST AID (QCF)



### **PRICES**

**On-site training: £425.00 + VAT (max. 12 delegates)**



## FIRST AID AT WORK (QA)

**DURATION: 3 DAYS**

### COURSE DESCRIPTION

Delegates will acquire the knowledge and develop the skills needed to deal with a range of first aid situations.

### Course Objectives

To understand the role and responsibilities of a first aider, be able to assess an incident and manage an unresponsive casualty who is breathing normally and a casualty with external bleeding. Training on CPR, managing a heart attack, choking, head and spinal injuries, fractures and anaphylaxis is also covered.

### Suitable For

A nationally recognised qualification designed for those providing first aid in a range of emergency situations at work. Ideal for people who have a specific responsibility for basic first aid in voluntary and community activities.

### Pre-Course Requirements

Delegates must be at least 16 years of age on the first day of the training.

### COURSE CONTENT

- First aider role and responsibilities
- Assessing an incident
- Managing an unresponsive casualty who is breathing normally
- Managing a casualty with external bleeding
- CPR
- Managing a heart attack, choking, head and spinal injuries, fractures and anaphylaxis

## FIRST AID AT WORK (QA)



### PRICES

**Open course:** £200.00 per person + VAT

**On-site training:** £1300.00 + VAT (max. 12 delegates)

We accept the following cards





## FIRST AID AT WORK ANNUAL REFRESHER (QAR)

**DURATION: 3 HRS**

### **COURSE DESCRIPTION**

HSE guidelines state that employers should ensure their first aiders remain competent to perform their role. As such, it is strongly recommended that first aiders undertake annual refresher training to practise their skills and update their knowledge on the latest first aid procedures.

This refresher course is designed to develop first aider confidence and competence. It provides the opportunity to practice essential first aid procedures such as managing an unresponsive casualty, CPR, wounds and bleeding and treating shock.

### **COURSE CONTENT**

- Review of first aid theory
- Updates to any new national guidelines on administering first aid
- Practical revision of first aid techniques including:
  - Managing an unresponsive casualty
  - CPR
  - Wounds and bleeding
  - Treating shock

### **Suitable For**

A nationally recognised qualification designed for those providing first aid in a range of emergency situations at work. Ideal for people who have a specific responsibility to provide basic first aid in voluntary and community activities.

### **Pre-Course Requirements**

Delegates must be at least 16 years of age to register for this qualification.

## FIRST AID AT WORK ANNUAL REFRESHER (QAR)



### **PRICES**

**On-site training:** £325.00 + VAT (max. 12 delegates)

## FIRST RESPONSE EMERGENCY CARE (QCF) L3

**DURATION: 5 DAYS**

### COURSE DESCRIPTION

FEC 3 is approved by the Security Industry Authority (SIA). Delegates will gain the knowledge, skills and competencies needed to deal with a wide range of pre-hospital care emergencies. On completion, delegates will be able to provide pre-hospital trauma care at the scene of an incident.

### COURSE CONTENT

- Emergency first responder roles and responsibilities
- Safe assessment of an emergency situation
- How to manage:
  - An unresponsive casualty who is breathing
  - Poisoning
  - Casualties of a road traffic accident
  - Blocked airways
  - External bleeding
  - Fractures
- Administering oxygen
- Effective handover procedures

### Suitable For

Specifically designed for those seeking a career in the emergency or ambulance services or in the event medical sector and for those employed in high risk workplaces.

### Pre-Course Requirements

Delegates must be at least 18 years of age on the first day of training and have successfully completed the QA Level 3 Certificate in First Response Emergency Care (QCF) or a QA recognised equivalent before they can begin the QA Level 4.

## FIRST RESPONSE EMERGENCY CARE (QCF) L3



### PRICES

**Open course:** £495.00 per person + VAT

**On-site training:** £3500.00 + VAT (max. 12 delegates)

We accept the following cards



# FIRE MARSHAL

**DURATION: HALF DAY.**

## COURSE DESCRIPTION

This course provides the knowledge and skills needed to perform the way of designated fire marshal (fire warden). You will learn about fire regulations, fire prevention, the different types of fire extinguisher and how to use them correctly.

## WHO IS IT FOR?

This course is suitable for:

- Anyone responsible for overseeing fire safety
- Designated fire marshals
- Anyone who needs to know how to use a fire extinguisher.

## ASSESSMENT

Assessment will take the form of continuous observation. Successful delegates are awarded a recognised certificate that is valid for three years.

## COURSE CONTENT

- Action on discovering a fire
- Common causes of fire
- Fire drills and evacuation
- Fire safety legislation
- Fire safety precautions
- The chemistry of fire
- The role of fire marshal
- Using fire extinguishers

# FIRE MARSHAL



## PRICES

On-site training: £450.00 + VAT (max. 12 delegates)

# ONLINE LEARNING



## NDC ONLINE HIGH QUALITY VIDEO COURSES

Abrasive Wheels.....	100 mins*
Asbestos Awareness .....	65 mins*
Asbestos Awareness for Architects and Designers .....	75 mins*
Control of Substances Hazardous to Health (CoSHH).....	125 mins*
Display Screen Equipment Awareness.....	50 mins*
Assessing Display Screen Equipment.....	110 mins*
Basic Fire Safety Awareness.....	60 mins*
Basic Fire Safety Awareness for Care Homes .....	60 mins*
Fire Marshal.....	220 mins*
Fire Marshal for Care Homes .....	220 mins*
Fire Extinguisher.....	25 mins*
Level 2 Food Safety - Manufacturing.....	75 mins*
Level 2 Food Safety - Catering .....	75 mins*
Level 2 Food Safety - Retail .....	75 mins*
Level 1 Food Safety - Manufacturing.....	50 mins*
Level 1 Food Safety - Catering .....	50 mins*
Level 1 Food Safety - Retail .....	50 mins*
Basic Legionella Management .....	75 mins*
Manual Handling.....	75 mins*
Working at Height.....	105 mins*
Emergency First Aid at Work - Online Annual Refresher.....	150 mins*
Working Safely .....	150 mins*

## ONLINE HIGH QUALITY VIDEO COURSES



### ABRASIVE WHEELS

Duration 100 min\*

*Approved by IIRSM and CPD\**

This course is aimed at anyone who uses abrasive wheels, or employs people who use abrasive wheels as part of their work. It covers different types of AW, safety in their use and how to identify the type of wheel.

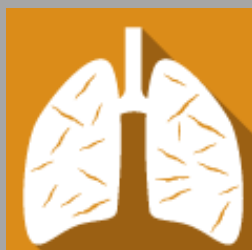


### ASBESTOS AWARENESS

Duration 65 min\*

*Approved by IIRSM and CPD*

As well as informing you about the risks of working with asbestos, the course will deliver a lot more information about: Recognising asbestos, where it's used, minimising the risks, and the legislation about working with asbestos.



### ASBESTOS AWARENESS FOR ARCHITECTS AND DESIGNERS

Duration 75 min\*

*Approved by IIRSM and CPD*

As well as informing you about the risks of working with asbestos, the course will deliver a lot more information about: Recognising asbestos, where it's used, minimising the risks, and the legislation about working with asbestos. This course is a variation on the Asbestos Awareness course that contains specific information for designers and architects.



### CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Duration 125 min\*

*Approved by IIRSM and CPD*

This course covers what you need to know about the Control of Substances Hazardous to Health. It's aimed at anyone who is exposed to Substances Hazardous to Health at work, as well as line managers with responsibility for such people.



### DISPLAY SCREEN EQUIPMENT AWARENESS

Duration 110 min\*

*Approved by IIRSM and CPD*

This course is aimed at users of display screen equipment (DSE). When DSE equipment is not set up correctly, users are at increased risk from certain disorders. As an employee, you share the responsibility to keep people safe at work. That means providing relevant training and ensuring that rules are adhered to.



### ASSESSING DISPLAY SCREEN EQUIPMENT

Duration 110 min\*

*Approved by IIRSM and CPD*

This course is aimed at companies who employ users of display screen equipment (DSE). It is intended to be completed by those who will be assessing the DSE set up of employees. DSE is a term that covers a wide range of equipment. If equipment like this is not set up correctly, users are at increased risk from certain disorders.



### BASIC FIRE SAFETY AWARENESS

*Approved by IIRSM and CPD*

Duration 60 min\*

This course explains, in brief, why fires occur and what actions you must take to help prevent them starting and the actions you must take when they do. By completing this course you will be making your workplace a safer environment.



### BASIC FIRE SAFETY AWARENESS FOR CARE HOMES

*Approved by IIRSM and CPD*

Duration 220 min\*

This course explains, in brief, why fires occur and what actions you must take to help prevent them starting and the actions you must take when they do. By completing this course you will be making your workplace a safer environment. This course is a variation on the Basic Fire Awareness course that contains information that is specific to employees of care and residential homes.



### FIRE MARSHAL

*Approved by IIRSM and CPD*

Duration 220 min\*

The main outcome of this training course is to provide you with the knowledge to carry out the functions of a fire marshal. Please note this course also contains all of the content in the Basic Fire Awareness and Fire Extinguisher courses. **This course requires Adobe Flash Player.**



### FIRE MARSHAL FOR CARE HOMES

*Approved by IIRSM and CPD*

Duration 220min\*

This course is a variation on the Fire Marshal course that contains information that is specific to employees of care and residential homes. Please note this course also contains all of the content in the Basic Fire Awareness and Fire Extinguisher courses. **This course requires Adobe Flash Player.**



### FIRE EXTINGUISHER

*Approved by IIRSM and CPD*

Duration 25 min\*

Learn how to identify the different types of fire extinguishers that might be installed within your workplace and what situations they might be used in. At the end of the final module you will be presented with a simulation that will test what you've learnt. **This course requires Adobe Flash Player.**



### LEVEL 2 FOOD SAFETY - MANUFACTURING

*Approved by IIRSM and CPD*

Duration 75 min\*

Food safety combines a number of practices to reduce health hazards. These include pre-mises hygiene, personal hygiene, risk control, pest control and waste management. This level 2 course is about minimising the level of potential hazards in a food manufacturing setting.



# iQHSE

## Training Catalogue 2018 Edition

ISO27001 Information Security

ISO9001 Quality Management

ISO14001 Environmental Management

ISO50001 Energy Management

ISO45001 Occupational Health and Safety

GDPR General Data Protection Regulation

NDC Global Auditors Ltd  
Windmill Hill Business Park  
Whitehill Way  
Swindon  
Wilts  
SN5 6QR  
T: 0333 9398797  
E: [info@ndcmanagement.co.uk](mailto:info@ndcmanagement.co.uk)

**ndc**<sup>TM</sup>   
Training Services

In partnership with

**SOITRON**<sup>\*</sup>UK

0333 9398797 [www.ndcmanagement.co.uk](http://www.ndcmanagement.co.uk)