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Training Brochure



ACS Training Academy, part of the ACS Risk Group.

Unit 15, The Claremont Centre, Durham Street, Glasgow, G41 1BS

0141 427 5171 training@acsrisk.com www.acsrisk.com



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Health & Safety Training Course List

1. IOSH Managing Safely
2. IOSH Working Safely
3. IOSH Working Safely for Housing Associations
4. IOSH Health & Safety for Office Staff
5. Health & Safety for Senior Executives
6. Health & Safety for Managers
7. Health & Safety for Maintenance Staff
8. H&S Administrator, Roles and Responsibilities
9. Risk Assessment
10. Accident & Incident Investigation
11. COSHH Awareness
12. Working at Height & Safe Use of Ladders
13. Moving & Manual Handling
14. DSE Assessor
15. DSE Awareness
16. Sharps, Blood & Body Fluids
17. Legionella Awareness & Management
18. Fire Safety & Warden Training
- 19A. Asbestos Awareness
- 19B. Asbestos Minor Works (and notifiable non-licensed works)
20. Health & Safety for Committee Members

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ACS Health & Safety Training Courses

Legislation requires employers to provide whatever information, instructions and training is necessary to ensure, so far as is reasonably practicable, the health and safety of employees.

This simply means that as an employer you need to make sure that all your staff are trained well enough to be able to work safely.

ACS have been providing Health & Safety Training for many years and receive excellent feedback on the content and presentation of courses. We are confident that our training courses could assist you with valuable support in the continued development of staff competence.

ACS are now running a regular programme of Health & Safety Training courses at our new Training Academy in Glasgow.

However, we are still able to provide our training courses at your premises if this is more suitable to your needs. If you require any further information regarding training or Booking Forms, please contact our training department at training@acsrisk.com or phone 0141 427 5171.

We can also provide bespoke training courses. If you require this, please call us with a brief description of the training you require and we will assist with the developing and delivery of your training course.



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1. IOSH Managing Safely

This IOSH course is for employees who are required to 'manage' health and safety in the workplace, in order to ensure effective compliance with both the organisations own policy and also best practice in health and safety management.

The course aims to ensure that safety management requirements are appreciated by those employed as Line Managers, to enable them to effectively manage and implement health and safety within their departments.

Content:

- Understanding your responsibilities
- Recognised safety management systems
- Understanding hazards and assessing and controlling risk
- Investigating accidents and incidents
- Measuring performance
- Protecting our environment

More information:

- Managers, Supervisors & Team Leaders should attend
- Course lasts 4 full days (over 4 weeks)
- Lunch provided
- IOSH certificate awarded

Please check our training calendar for the date of the next open course.

To book places on the course, please complete the ACS Booking Form and send to training@acsrisk.com. Alternatively, if you require to speak to someone, please contact our training department on 0141 427 5171.

Open courses are held at ACS Training Academy in Glasgow. We can also provide training at your premises if this is more convenient. Please call our training department to discuss alternative arrangements.



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2. IOSH Working Safely

This IOSH course is ideal for introducing employees to why health and safety is important within the workplace and demonstrates how everyone can make a difference to their own wellbeing and that of others through everyday behaviours. The course is appropriate for all employees at all levels.

IOSH Working Safely is fun and interactive and focuses on best practice rather than legislation.

Content:

- Introducing working safely
- Understanding your responsibilities
- Defining hazard and risk
- Identifying common hazards
- Improving safety performance
- Protecting our environment

More information:

- Employees at all levels who require a good grounding in health & safety should attend
- Course lasts 1 full day
- Lunch provided
- IOSH certificate awarded

Please check our training calendar for the date of the next open course.

To book places on the course, please complete the ACS Booking Form and send to training@acsrisk.com. Alternatively, if you require to speak to someone, please contact our training department on 0141 427 5171.

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3. IOSH Working Safely for Housing Associations

Working Safely for Housing Associations is an IOSH accredited course that has been written by ACS staff specifically to address the needs of Housing Associations.

This course is suitable for all staff members of Registered Social Landlords, as a general introduction to health and safety in the workplace. *ACS is the only training provider in the UK accredited to provide this course.*

Content:

- Introducing working safely
- Compliance
- Defining hazards, risks, risk assessments and risk control
- Identifying common hazards and risk, identifying appropriate control measures
- Integrated hazards/ risk exercise

More information:

- All employees of RSL's who require a general introduction to health and safety in the workplace should attend
- Course lasts 1 full day
- Lunch provided
- IOSH certificate awarded

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4.IOSH Health & Safety for Office Staff

Our Health & Safety for Office Staff course is IOSH accredited and serves as a good introduction to health and safety within an office environment.

The course provides an overview of office specific hazards and reinforces why proactive health & safety in the workplace is essential.

Content:

- Legislation
- Fire Safety
- Manual Handling
- DSE (Display Screen Equipment)
- Slips, trips and falls
- Office security

More information:

- Office staff should attend
- Course lasts 1/2 day
- IOSH certificate awarded

Please check our training calendar for the date of the next open course.

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5. Health & Safety for Senior Executives

Safety and health at work is fundamental to a successful organisation. In order to ensure this success, senior personnel should remain up-to-date with health and safety legal requirements and practices.

The course aims to provide senior employees, who are operating at policy and strategic levels, with an understanding of their joint and individual responsibilities relating to health and safety management within the organisation.

Content:

- Key legal aspects
- Corporate manslaughter
- Accident prevention
- Key health & safety issues
- Effective proactive management of safety and health
- Monitoring safety performance

More information:

- Directors, Senior Executives and Senior Staff should attend
- Course lasts 1/2 day
- ACS Physical Risk Control Ltd Certificate

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6. Health & Safety for Managers

Employees acting in a managerial or supervisory role bear responsibilities for health and safety as well as general management. In health and safety terms, each manager and supervisor is responsible for those people and activities they are expected to control and are accountable under law for their actions.

The course has been designed to enable those who manage others to understand their responsibilities relating to the day to day management of safety and health in the workplace.

Content:

- Legal Requirements
- Understanding your responsibilities
- Health and safety management
- Hazard identification/ risk control
- Accident investigation
- Measuring performance
- Employee training, information and guidance

More information:

- Line Managers and Supervisors should attend
- Course lasts 1/2 day
- ACS Physical Risk Control Ltd Certificate

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7. Health & Safety for Maintenance Staff

Maintenance is absolutely essential in the workplace. However, maintenance work itself proposes a significant risk to personnel. It is important that these employees are competent to undertake their work safely and without risk to themselves or others.

The course aims to provide delegates with an overview of the key regulations related to their day to day work together with an understanding of their responsibilities relating to work safety, including the reporting of accidents and incidents.

Content:

- Legal requirements and safe working practices
- RAMS (risk assessment and method statements)
- Work equipment / PPE
- COSHH (control of substances hazardous to health)
- Electricity at work
- Working at Height/ Manual Handling

More information:

- Employees undertaking maintenance work should attend
- Course lasts 1/2 day
- ACS Physical Risk Control Ltd Certificate

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8. H&S Administrator, Roles and Responsibilities

The role of the Health and Safety Administrator is an important role within an organisation in ensuring conformance of quality management.

This course aims to provide staff with an outline of the health and safety control manual and advice on good administration techniques and safety management requirements.

Content:

- Legal Requirements
- Safety Management Systems
- Health & Safety control manual
- Planning and co-ordinating the health and safety arrangements
- Record-keeping and data reporting
- Preparing for a Health & Safety audit

More information:

- Health & Safety administrators should attend
- Course lasts 1/2 day
- ACS Physical Risk Control Ltd Certificate

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9. Risk Assessment

The management of the Health & Safety at Work Regulations require every employer to undertake suitable and sufficient risk assessments of all work activities undertaken in the workplace. A wide range of Regulations also have a specific requirement for risk assessments to be carried out.

This course provides delegates with a general awareness of the concept of risk assessment

Content:

- Legislative requirement to carry out a risk assessment
- HSE five steps to risk assessment
- Hazards, risks and control measures
- The hierarchy of control
- Risk assessment review and record keeping
- Examples of specific types of risk assessments

More information:

- Employees with the responsibility for undertaking a risk assessment should attend
- Course lasts 1/2 day
- ACS Physical Risk Control Ltd Certificate

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10. Accident & Incident Investigation

The primary purposes of accident investigation are to improve the organisations health and safety performance by improving risk control, preventing recurrence and reducing financial losses.

This course will provide delegates with an understanding of how accidents and incidents occur in the workplace, why they must be reported, as well as why and how they should be investigated.

Content:

- Legislation related to accidents and incidents at work
- Recognise why accidents happen
- Accident reporting
- Accident investigation
- Understanding the difference between immediate and underlying causes

More information:

- Employees with responsibility for the investigation of accidents and incidents should attend
- Course lasts 1/2 day
- ACS Physical Risk Control Ltd Certificate

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11.COSHH Awareness

The Control of Substances Hazardous to Health Regulations (COSHH) requires employers to control the presence and use of hazardous substances in the workplace. Employers must assess the risks of work with hazardous substances and implement adequate risk controls.

This course will raise awareness of the key points in the identification, safe handling, use, storage and disposal of hazardous substances commonly found in the workplace.

Content:

- Legislation related to COSHH
- Identifying hazardous substances/
COSHH Risk Assessment
- Exposure routes and control
measures
- The hierarchy of control
- Personal Protective Equipment
(PPE)
- Accidents and emergencies

More information:

- Employees who as part of their work
are exposed to hazardous substances
should attend
- Course lasts 1/2 day
- ACS Physical Risk Control Ltd
Certificate

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12. Working at Height and Safe Use of Ladders

The Work at Height Regulations require everyone to work safely whilst working at height. The legislation requires employers to assess the risk from work at height and to organise and plan the work, so it is carried out safely.

This course is designed to promote safe work at height by raising awareness of the correct work techniques and safe work procedures in order to reduce the risks of falls.

Content:

- Legislative framework
- Defining work at height
- Hazards and risks associated with work at height
- Work at height equipment
- Use of ladders and platforms
- Maintaining equipment correctly

More information:

- Employees who use ladders or working platforms should attend
- Course lasts 1/2 day
- ACS Physical Risk Control Ltd Certificate

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13. Moving & Manual Handling

The Manual Handling Operations Regulations require employers to assess the risk of injury, so far as is reasonably practicable.

This training enables delegates to recognise how harm can be caused by incorrect manual handling and discusses a range of risk reduction and controls measures, enabling safe manual handling techniques.

Content:

- Legislative framework
- Common injuries caused by incorrect manual handling
- Good manual handling techniques
- General risk assessment guidelines
- Managing and controlling the risks
- Opportunity to undertake lifting tasks

More information:

- Employees who carry out manual handling tasks in the workplace should attend
- Course lasts 1/2 day
- ACS Physical Risk Control Ltd Certificate

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14.DSE Assessor

Trained DSE assessors in your workforce will provide a rapid and professional response to your DSE obligations and requirements, so if you've got the time and the manpower to do the DSE assessments yourselves then we can train staff to become DSE Risk Assessors.

The DSE Assessors course is designed for any company where employees are working at display screens and workstations for prolonged periods and need to be assessed for compliance with current regulations.

Content:

- Legislation related to DSE
- Health effects associated with poor DSE use
- Hazards, risk and risk assessment
- Principles and benefits of good ergonomics and design
- Risk assessment in practice

More information:

- Employees who are required to assess workstations and the working environments of employees who regularly use a computer at work should attend
- Course lasts 1/2 day
- ACS Physical Risk Control Ltd Certificate

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15. DSE Awareness

The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to assess both the workstation and the working environment of employees who regularly use a computer for work purposes.

This course will assist delegates to identify the hazards and risks associated with the use of their own display screen equipment and local environment. Training will involve setting up a workstation.

Content:

- Health effects associated with poor DSE use
- Understanding your DSE assessment
- How to set up a workstation
- Good posture and exercises

More information:

- Employees who are classed as DSE users
- Course lasts 1/2 day
- ACS Physical Risk Control Ltd Certificate

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16. Sharps, Blood and Body Fluids

Employers are required to manage the risk to employees from a "sharps" injury and/or exposure to blood/ body fluids whilst at work.

This course will increase knowledge and develop an understanding of blood-borne viruses including Hepatitis and HIV. The training will discuss good management and preventative measures and raise awareness of why good health and safety practices are important when potentially dealing with sharps, blood and body fluids.

Content:

- What the risks are
- Causes of exposure
- High risk body fluids
- General principles for dealing with sharps and spills
- Risk management
- Monitoring performance
- PPE (Personal Protective Equipment)

More information:

- Employees at risk from a sharps injury and/or exposure to blood/ body fluids should attend
- Course lasts 1/2 day
- ACS Physical Risk Control Ltd Certificate

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17. Legionella Awareness & Management

This course is designed for employees who are responsible for the day-to-day maintenance of water systems and management of legionella record log book. The 'Responsible Person' and 'Deputy Responsible Person' should also attend.

The course aims to provide a background knowledge of legionella to enable delegates to implement the monitoring requirements of water systems in their buildings/ organisations. This will also allow delegates to understand their legal duties and responsibilities and implement effective management of legionella.

Content:

- Legionella legislation
- Background and medical aspects
- Management of water systems
- Legionella risk assessment
- Competency requirements of staff and others
- Hygiene practices
- Management records

More information:

- All employees responsible for the maintenance of water systems/ legionella records should attend
- Course lasts 1/2 day
- ACS Physical Risk Control Ltd Certificate

Please check our training calendar for the date of the next open course.

To book places on the course, please complete the ACS Booking Form and send to training@acsrisk.com. Alternatively, if you require to speak to someone, please contact our training department on 0141 427 5171.

Open courses are held at ACS Training Academy in Glasgow. We can also provide training at your premises if this is more convenient. Please call our training department to discuss alternative arrangements.

18. Fire Safety & Warden Training

The Fire (Scotland) Regulations require employers to provide training for employees, giving them essential fire safety knowledge and information. This Act also allocates the responsibilities for fire safety to any person who has control of any extent of a workplace or business.

This course provides all employees with an understanding of the importance of fire safety in the workplace, and outlines the key functions of Fire Marshals. This course is also ideal for those responsible for fire management and includes the assessment of risk of fire and outlines their duties.

Content:

- Legislative framework
- Legal duties of managers
- Roles and responsibilities of the Fire Marshal
- Fire Evacuation Strategy
- Causes on fire / Fire Triangle
- Understanding the Fire Risk Assessment

More information:

- All employees, including fire marshals and managers should attend
- Course lasts 1/2 day
- ACS Physical Risk Control Ltd Certificate

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19A. Asbestos Awareness

The Asbestos Awareness course provides delegates with a general awareness of the hazards and risks associated with asbestos.

Training covers the key legal and practical implications for those who may come across asbestos in the course of their work and provides examples of the different asbestos materials and discusses the actions that should be taken on discovering asbestos.

Content:

- Origins, types, properties & uses
- Asbestos related diseases
- Real risk and perceived risk
- Changes in the 21st Century
- The mesothelioma cycle
- Asbestos registers & how to prevent disease

More information:

- Employees such as maintenance workers / handy person who may come across asbestos in the course of their work should attend
- Course lasts 1/2 day
- UKATA Certificate
- CPD points

Our UKATA-accredited courses run on the last Wednesday of each month.

All UKATA training provided by ACS now includes CPD points.

To book places on the course, please complete the ACS Booking Form and send to training@acsrisk.com. Alternatively, if you require to speak to someone, please contact our training department on 0141 427 5171.

Open courses are held at ACS Training Academy in Glasgow. We can also provide training at your premises if this is more convenient. Please call our training department to discuss alternative arrangements.

19B. Asbestos Minor Works

(and notifiable non-licensed works)

This course provides an overview of asbestos materials, their properties and uses, and risks associated with disturbing them. Asbestos "minor works" and "notifiable non-licensed works" are explained, together with how to carry out work safely and in legal compliance.

An important element of this course is the practical session carried out by delegates.

Content:

- Asbestos Awareness (see previous page)
- Review of licensed, non licensed and notifiable non-licensed works
- Requirements for contractors carrying out above works
- Overview of works (work area, people, waste)
- Practical session to be carried out by trainees

More information:

- Employees such as maintenance workers / handy person who may come across asbestos in the course of their work should attend
- Course lasts 1 full day
- UKATA Certificate
- CPD points

Our UKATA-accredited courses run on the last Wednesday of each month.

All UKATA training provided by ACS now includes CPD points.

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20. Health & Safety for Committee Members

This course is designed specifically for Health & Safety Committee Members. It provides an appreciation of their role and discusses the key functions of a health and safety committee within an organisation.

The course provides those persons making decisions relating to health and safety within the organisation with an understanding of the legal framework in the UK and what can happen when things go wrong.

Content:

- Legal framework
- Function of a health and safety committee
- Powers of the authorities
- Health & safety penalties
- Health & safety management systems
- Monitoring safety performance

More information:

- Committee Members should attend
- Course lasts 2 hours and can be carried out in the evening if this is more appropriate.
- ACS Physical Risk Control Ltd Certificate

This course is not available as an open course. However, we can arrange for this training to be provided at your premises at a time that suits your committee members, including evenings.

To enquire about this training, please contact us at training@acsrisk.com. Alternatively, if you require to speak to someone, please contact our training department on 0141 427 5171.

ACS eLearning Academy

In early 2016, ACS launched ACS eLearning Academy. We already have a range of courses available, which have received excellent feedback from our clients.

We currently have Awareness and Management level courses available in Fire Safety, Legionella and Asbestos. We also have IOSH Working Safely and IOSH Managing Safely available online.

On our website, you can watch an introductory video from our Managing Director, Prof Roger Willey, and try a free demo of our courses.



You can visit our website by following this URL:

<https://acs-elearningacademy.com>

If you have any enquiries regarding our eLearning service, please contact our eLearning department on enquiries@acs-elearningacademy.com or phone the office on 0141 427 5171.