

# Health, Safety & Environment Course Guide

*Improving business, creating excellence*



# Meet the team



**Ken Davies** Lecturer in HS&E

Ken has over 30 years' experience in health, safety and the environment in the aerospace and educational industries. He has spent the last 20 years delivering a range of qualifications at City of Wolverhampton College – from half day courses all the way up to degree level qualifications.

Ken has worked for a range of well-known organisations including Coca-Cola, the NHS and West Midlands Police.

Ken has a degree in Environmental Technology and the NEBOSH National General Certificate and a diploma in Safety Management. He is a chartered member of IOSH and a council member for BHSEA.



**Carrie Cottis** Client Services Administration Co-ordinator

With a degree and over 10 years' experience in Customer Service and Administration in a variety of settings, Carrie is the main point of contact for all health and safety course enquiries. She works closely with the related Awarding Bodies to develop our course materials, internal systems and examination procedures.

**City of Wolverhampton  
College provides Health,  
Safety & Environment  
courses accredited by IOSH,  
NEBOSH, ConstructionSkills  
and City and Guilds for people  
at all levels and abilities. All  
of the college's teaching  
team are drawn from  
industry and have hands-on  
experience in the application  
of their specialist subjects.**

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# OUR COURSES

## **NEBOSH National General Certificate**

This course is one of the UK's most popular health and safety qualifications. Offering a valuable overview of the core aspects of occupational health and safety, the course provides an excellent platform for individuals who are looking to build upon their knowledge and skills and take their career forward. Designed for managers, supervisors and employees who have health and safety responsibilities, the certificate will equip you with all you need to know about how to manage workplace risks effectively.

**Duration:** Five days with distance learning followed by NG1 online exam and NG2 practical risk assessment.

## **IOSH Managing Safely**

The IOSH Managing Safely<sup>®</sup> course is aimed at managers in any organisation or sector who are required to manage risk and resources. It aims to ensure that safety issues are appreciated by those who are employed as line managers and to enable these people to review their departmental systems for safety. The course also helps managers to introduce new controls and implement changes in order to reduce risks in the workplace.

**Duration:** Three days

**Most of our H&S courses take place in Telford but they can be delivered in other locations and, in many cases, online.**

### **IOSH Working Safely**

The IOSH Working Safely® course is aimed at people of all levels in any sector who need a grounding in the essentials of risk management. Delivered in a high-impact interactive package, this course covers all the basics and offers a completely new approach to health and safety training.

It focuses on why safety is important and how people can make a difference to their own wellbeing and that of others by changing their behaviour.

**Duration:** One day

### **Health & Safety Awareness - Site Safety Plus (CITB)**

This course is for those who work in, or are about to enter, the construction and civil engineering industry to help them understand the potential hazards that they face at work on site and to ensure that they contribute to the safety of the workplace. Units covered on the course include accident prevention and reporting, manual handling, working at height, personal protective equipment (PPE), emergency procedures and first aid, fire prevention and control, hazardous substances, electrical safety, noise and vibration and site safety transport. This course alongside the online test qualifies all candidates for the new CSCS Green Card.

**Duration:** One day

### **Site Supervisory Safety Training Scheme (SSSTS) – Site Safety Plus (CITB)**

This course is aimed at people who have, or are about to acquire, supervisory responsibilities. The qualification gives supervisors an understanding of health, safety, welfare, environmental and legal issues. It serves to highlight the importance of promoting safety in order to supervise in an effective manner.

**Duration:** Two days

## **Level 6 Diploma in Occupational Health and Safety Practice**

This is the UK's premier vocational qualification designed specifically for safety professionals who want to attain chartered status of IOSH (CMIOSH) through a practical, evidence-based route as opposed to an academic course.

It is intended for those who wish to forge a career in health and safety as advisors, managers or consultants. There are no entry requirements, but candidates must be aged 19 or over. Delegates are almost certainly already carrying out activities stated in the unit standards and they must also produce evidence to show their competence in these areas. The qualification meets the academic requirements for Graduate Membership of IOSH. With additional experience and initial professional development, those who gain the diploma can also attain Chartered Safety Practitioner status.

**Duration:** four days, completion of a portfolio plus one-day in-company assessment.

## **NEBOSH Environmental Awareness at Work**

This course will introduce your workforce to environmental issues and the role they play in improving organisational environmental performance

**Duration:** One day

## **Provision and Use of Work Equipment Regulations**

This course is designed for employees who have responsibility for implementing the Provision and Use of Work Equipment Regulations (PUWER) in relation to their organisation. It should assist organisations in identifying the steps they need to take in order to ensure full compliance with the regulations and thereby improve overall standards of Health and Safety, reduce accidents and control insurance costs.

**Duration:** Half day







### **Risk Assessment**

Risk assessments are vital to protect your workers and your business. Helping you to focus on the risks that really matter, the risk assessment course will provide you with all the skills you need to comply with the law. The course is intended to give managers and other employees who have responsibility for carrying out risk assessment in their workplaces an improved level of awareness of the legal and practical issues related to this task.

**Duration:** half day

### **Control of Substances Hazardous to Health Awareness**

This course is designed for managers, safety officers or employees who have responsibility for implementing the Control of Substances Hazardous to Health Regulations (COSHH) in relation to their organisation. The course will assist organisations in identifying the steps they need to take in order to ensure full compliance with the regulations and thereby improve overall standards of health and safety, reduce accidents and control insurance costs.

**Duration:** half day

*The college is very supportive and I get a very swift response from my tutor to any enquiries I might have. In fact, other colleagues who have studied the same qualification elsewhere have not had as much tutor involvement to help them understand the requirements of the course.*

**Emma Osborne**  
HSE Coordinator,  
Nuclear Engineering Services







### **Manual Handling Awareness**

The Manual Handling Operations Regulations 1992 (amended in 2002), apply to a wide range of activities that involve lifting, lowering, pushing, pulling and carrying of loads. The course is suitable for anyone looking to increase their awareness and skills in manual operations. The course is ideal for delivery as part of an employee induction programme or as part of an ongoing training scheme.

**Duration:** half day

### **Working at Heights**

This course will enable organisations to be compliant with the Working at Height Regulations. It will encourage staff to consider the risks associated with working at height, plan ahead using risk assessment and follow safe procedures while undertaking work.

Work at Height Regulations place a duty on employers, managers, self employed people and anyone supervising staff in the workplace, as they apply to all work at heights where there is a risk of a fall liable to cause personal injury.

**Duration:** half day

### Display Screen Equipment

This course is intended for managers, safety officers or other employees who have responsibility for staff who use display screen equipment (DSE) on a regular basis and are therefore required to carry out the assessment of such workstations. It may also be suitable for the individual users of display screen equipment, if they are actually required to carry out their own work station self assessments.

**Duration:** half day

### Confined Spaces

This course is suitable for people who may have the need to work in 'Confined Spaces' such as sewers and tanks and/or 'Restricted Spaces' such as lofts and plant rooms.

The aim is to manage work in these spaces and reduce potential risks.

An overview of current legislation and controls is the basis for this session.

Would suit maintenance people, construction workers etc.

**Duration:** half day



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# RESETTLEMENT

DELIVERING ACCREDITED  
QUALIFICATIONS FOR YOU

01952 610101 [www.wolvcoll.ac.uk](http://www.wolvcoll.ac.uk)

*"The training was very worthwhile. The tutors were fantastic and their delivery was very clear and well organised. The facilities were great and the whole experience was very positive. I would definitely do further courses with the college."*

James Hancock, owner of  
J.J. Hancock Painting Contractors

### **Fire Marshal / Warden Training**

This course aims to ensure anyone with fire responsibilities knows how to perform their duties if a fire were to happen. It is suitable for current Fire Marshals/Wardens and new staff taking on the responsibility. Delegates will learn how their organisation satisfies fire health and safety arrangements and all duties placed upon the Fire Marshal / Warden. Course will include an introduction to Health and Safety, general Health and Safety Law practices, Fire Marshal / Warden duties, monitoring and reviewing assessments, recording and communicating fire drills.

**Duration:** half day

### **IOSH Managing Safely Refresher**

This course provides continued support and a 'refresher' to managers/supervisors in dealing with Health and Safety issues in the workplace. Delegates must hold a valid IOSH Managing Safely Certificate (recommended within the last 3-5 years) there will be opportunity to revise key management responsibilities from the IOSH Managing Safely course and to update on relevant good practice guidance, legislation and standards.

**Duration:** One day

### **IOSH Fire Safety for Managers**

This course is at the cutting edge of fire safety training for managers and supervisors, in any sector and any organisation who require an awareness of fire safety. Candidates will cover employer responsibilities, fire and fire safety measures, assessing fire risks and creating a fire safety culture. It is a practical programme with step-by-step guidance leading to an improvement in the awareness and appreciation of fire safety measures organisation-wide.

**Duration:** One day

### **UKATA Asbestos Awareness**

This course is for anyone who has the potential to disturb asbestos containing material (ACM) such as caretakers, plumbers, maintenance engineers etc. The course aims to raise awareness of the dangers, potential locations, uses and associated health problems linked to asbestos. It also covers relevant legislation and how to handle and work safely with asbestos.

**Duration:** half day - four hours

### **Face Fit Testing Service**

This is a service whereby our expert can arrive at your location to check, authorise and test the use of half face/ full face masks used in any industry. This is a legal requirement where employers are using such PPE as a control measure stated within a Risk Assessment or Safe System of Work.

**Costs:** Please enquire as this is dependent on the number of fit test procedures required and location/pass/fail etc.

Please ask us for a quote.



### **Bespoke Health & Safety Courses**

We can design courses to meet your company or industry specific needs in terms of application of Health and Safety requirements in the workplace.

### **In-Company Training**

Many of our courses can also be delivered in-company.

Please contact us for further information. Our experienced tutor Ken, is also available to discuss individual company requirements and also help prospective candidates choose suitable courses for their role and career direction. See meet the team!

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