



**BURY
COLLEGE**

● **BUSINESS SOLUTIONS** ●

Health and Safety Training from Bury College Business Solutions

Improve Productivity • Increase Profitability • Inspire your Staff

The employers' choice. For all your company training needs.





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• BUSINESS SOLUTIONS •



Welcome

Bury College Business Solutions has a proven track record of successfully delivering high quality training. As one of the largest providers of professional and customised training programmes in the North West, we can offer affordable, flexible and responsive training solutions.

Your training investment may also be supported by our access to free and subsidised training for your employees.

We will work with you to ensure your company has trained staff who can lead, inspire others and increase your business performance. The training your company and employees receive can be personally tailored to meet your business needs.



**We have been recognised
by the Training Quality
Standard for our excellence
in employer training.**



Winners of the Customer Excellence Award





Meeting your training needs

Preventing accidents and ill health in the workplace is a key priority for all employers and employees.

Over 200 people are killed each year in accidents at work and over one million people are injured.

The Health and Safety at Work Act requires that you provide the necessary information, instruction, training and supervision to ensure, so far as is reasonably practicable, the health and safety at work of your employees.

We offer a wide range of accredited and non-accredited courses delivered by qualified health and safety practitioners. Our courses are designed to support your business understanding of health and safety legislation to ensure best practice.

Benefits of Health and Safety Training

Effective Health and Safety training will:

- Enable you to comply with the legal requirement to provide health and safety training to employees.
- Promote a positive health and safety culture in your workplace.
- Reduce your insurance premiums, as well as the costs of accidents that are not covered by your insurance, such as sick pay, production delays or repairs to plant or equipment.
- Protect workers from suffering caused by accidents and ill health.
- Reduce employee downtime, absences and sick leave.
- Help you improve morale and productivity in your business.
- Help you to build a positive reputation with your clients. The resulting good public relations can help to increase sales and generate more leads.



Courses available

Whether you are an operative, supervisor, someone with health and safety as part of your role or a health and safety manager looking to develop your career, we have a course to suit your training requirements.

	Job Role			
	Director	Management	Supervisor	Operative
NEBOSH/IOSH Accredited Courses				
NEBOSH National General Certificate	✓	✓		
NEBOSH National Certificate in Construction Health & Safety	✓	✓		
IOSH Managing Safely		✓	✓	
IOSH Working Safely				✓
Risk Assessment Training				
Risk Assessment			✓	✓
Basic Fire Awareness			✓	✓
The Control of Substances Hazardous Health		✓	✓	✓
Moving and Handling				
Manual Handling			✓	✓
Management of Occupational Health & Safety				
Behavioural Safety Culture	✓	✓	✓	✓
Accident Investigation		✓	✓	
CIEH level 2 Health & Safety				✓
First Aid				
Paediatric First Aid		✓	✓	✓
First Aid Awareness			✓	✓
HSE First Aid at Work			✓	✓

IOSH Managing Safely

The IOSH Managing Safely course is aimed at individuals who are required to manage safely and effectively in compliance with both their organisation's policy and best practice in health and safety.

What are the learning outcomes?

- Be up to speed with the practical actions you need to handle health and safety in your team
- Understanding your legal responsibilities and health and safety management systems
- Ability to carry out practical risk assessments and identify key legal requirements for health and safety
- Knowledge of the process and benefits of investigating accidents
- Ability to prepare a business case for managing safely

Duration 4 Days

IOSH Managing Safely - Re-certification

Ever-changing legislation increases the need for renewing the IOSH Managing Safely certification every three years.

Who should attend?

This course is designed for all those whose IOSH Managing Safely qualification is now due for renewal.

What are the learning outcomes?

Delegates will benefit from an update in legislation, reinforcement of key messages and additional topics.

Duration 1 Day

Please enquire for current prices.





NEBOSH National General Certificate in Occupational Safety and Health

The NEBOSH National General Certificate is the most widely held health and safety qualification in the UK. It helps managers, supervisors and employees from all types of organisations gain a broad understanding of key health and safety issues. Many people undertake this qualification as a first step in a career in health and safety as it provides a valuable overview and sound basis for further professional study.

Who should attend?

Managers, supervisors and staff with health and safety among their day-to-day responsibilities. Safety professionals on their first level of formal training.

What are the learning outcomes?

- The NEBOSH Certificate enables the holder to apply for membership of the Institution of Occupational Safety and Health (IOSH) at Technician level (Tech IOSH)
- Nationally-recognised professional qualification acknowledged and requested by employers
- Provides a comprehensive understanding of key health and safety issues and legal requirements affecting the workplace

Course content:

The syllabus has three units, each of which is assessed separately:

NGC1 Management of Health and Safety

NGC2 Controlling Workplace Hazards

NGC3 Health and Safety Practical Application

Duration 5 Days NGC1, 6 Days NGC2 & NGC3

Please enquire for current prices.

NEBOSH National Certificate in Construction Health and Safety

Who should attend?

- Those with construction management responsibilities and those who are required to provide routine, day-to-day advice on health, safety and welfare in construction work
- Those concerned with the management of buildings, facilities managers, CDM co coordinators or those who need to ensure that contractors are working safely.

Who should attend?

If you've already passed NGC1 you can enter the three-week construction course (above) in its second week and convert your result into a NEBOSH National Certificate in Construction Health and Safety.

Course content:

The syllabus has three units covering general health and safety issues within the construction environment as well as specific construction industry issues.

NGC1 Management of Health and Safety

NGC2 Controlling Workplace Hazards

NGC3 Health and Safety Practical Application

Duration 7 Days for NGC2 and NGC3

Health & Safety in the workplace Level 2 Qualification – CIEH

This course is designed to ensure employees are aware of their own safety and the safety of other individuals in the workplace. The qualification will therefore benefit anyone in a work environment. Successful completion will provide learners with knowledge in the following areas; Legislation, Health, Safety, Welfare, Risk assessment, Manual handling, Hazardous substances, Ergonomics and workstation design, Transport and vehicles, and Noise and vibration.

Duration 1 Day

Risk Assessment

Risk assessments form the lynchpin of health and safety management and this course puts the emphasis on practical exercises, meaning that delegates will leave with the ability to perform risk assessments in their own organisations.

What are the learning outcomes?

- An understanding of the practical application of risk assessment techniques
- Hazard identification techniques and the ability to categorise and evaluate risk
- An understanding of the requirements for monitoring and reviewing risk assessments
- A thorough understanding of the specific requirements of lone, pregnant and young workers

Duration 3 hrs

Behavioural Safety

This course will provide delegates with practical guidance on instigating a sustainable change in workplace behaviour.

Who should attend?

Those seeking to gain a clear and practical understanding of how effective behaviour change can be achieved to promote a positive health and safety culture.

Duration 3 hrs

Accident Investigation

Effective accident investigation is not only a moral and legal duty, it also represents sound commercial sense, as identifying and addressing the root causes of accidents guards against future incidents.

Who should attend?

People with responsibility for investigating accidents at supervisory level including line managers, supervisors, and safety representatives.

What are the learning outcomes?

- A broad understanding of accident investigation
- Readily applicable accident investigation procedures
- How to collect, analyse and communicate data
- A robust understanding of RIDDOR
- An understanding of strategies to ensure the organisation learns from safety failure

Duration 3 hrs

Basic Fire Awareness

This course will provide employees with the necessary basic understanding of fire and fire procedures to assist the organisation with its legal obligations. The course is designed to provide a very cost effective way of training your staff with the minimum disruption to your work. This course meets the minimum requirements under the Regulatory Reform Order. Topics include, fire procedures in the workplace, responding to the fire alarm, responding to an outbreak of fire.

Duration 3 hrs

Introduction to CoSHH

This course will provide delegates with an understanding and introduction to the Control of Substances Hazardous to Health Regulations. Delegates will learn how to undertake and record a COSHH assessment and identify the actions required when dealing with hazardous substances.

This course is ideal for line managers, supervisors, safety representatives and anyone with responsibility for the control of exposure to chemical and biological hazards in the workplace.

Duration 6 hours

Manual Handling

If you are a supervisor or manager, this course is designed to bring you up to speed on the practical action needed to handle health and safety in your team:

Topics include: Assessing and controlling risk, Identifying hazards, Investigating accidents, Understanding your responsibilities, Measuring performance and Protecting the environment).

Duration 3 hrs

Please enquire for current prices.





First Aid Training

Are you aware that First Aid is a legal requirement for all employers? Bury College Business Solutions offers First Aid courses at a range of levels, providing learners with the practical skills and confidence required to deal with first aid emergencies. Our training courses are a combination of theoretical knowledge and practical sessions, providing each delegate with a well-balanced training experience written and designed to promote confidence.

Which course is for me?

The HSE suggest the following numbers of First Aid personnel to be available at all times people are at work;

Occupational Area	Numbers employed at one location	Suggested number of first aiders	Suggested course
Low Hazard e.g. Office, Shops, Libraries	Less than 25	At least 1 Appointed Person	1 Day Basic First Aid
	25-50	1 Trained First Aider	3 Day First Aid at Work
	More than 50	1 Additional First Aider for every 100 employees	3 Day First Aid at Work
Higher Hazard e.g. Engineering, Construction, Warehousing	Less than 5	At least 1 Appointed Person	1 Day Basic First Aid
	5-50	1 Trained First Aider	3 Day First Aid at Work
	More than 50	1 Additional First Aider for every 50 employees	3 Day First Aid at Work

First Aid Awareness

Who should attend and what will they learn?

This one day course is aimed at individuals who want to develop their skills in basic First Aid and would like or need the status of Appointed Person in accordance with the Health and Safety (First Aid) Regulations. The course will provide learners with the confidence and knowledge to assess emergency situations and administer appropriate first aid.

Course duration/assessment

1 day with continuous assessment by a qualified trainer. The certificate is awarded by Bury College upon completion.

First Aid at Work Qualification (HSE approved course)

Who should attend and what will they learn?

This course is aimed at individuals who want to develop their skills in First Aid and would like or need the status of workplace nominated first aider. Learners will be provided with the confidence and knowledge required to deal with a first aid emergency in the workplace. This qualification will also enable the learner to perform Cardio Pulmonary Resuscitation (CPR) as necessary.

Course Duration/Assessment

3 days, either 3 continuous days in one week or 1 day per week over 3 weeks, with a final exam based assessment. The certificate is awarded by the HSE and is valid for 3 years.

Please enquire for current prices.

Paediatric First Aid

This course is designed to equip candidates with the relevant knowledge needed to look after and care for babies and young children. Once achieved, this certificate is valid for three years.

Topics include:

- Special needs of infants and children
- Behavioural characteristics
- Guidelines on seeking medical aid
- Preventing disease transition during and after an emergency
- Primary assessment
- CPR
- Bleeding/wounds
- Choking and burns

Duration 1 Day for 2 Weeks or 1 Evening for 4 Weeks

“As a growing company it is essential for our continued development to invest in our people. We have seen a definite return on our investment in training, employees have contributed to the growth of our company and many have received promotions as a direct result.”

Melanie Rigby, Training Manager at Expert Logistics

Bespoke Training

Bury College Business Solutions can develop tailor-made Health and Safety programmes to meet your specific company training needs.

Benefits of our bespoke training package:

- A free training needs analysis, which enables us to provide a training programme that is right for you, your employees and your business.
- You will receive personal attention through the allocation of an individual point of contact to respond to your business needs.
- We will help you to source the most cost-effective training solution to meet your needs and where appropriate will advise you on and provide access to funding to help you reduce your training costs.
- We will work with you to integrate your organisation's cultures, values and policies into your bespoke training programme.

- Training can often take place in your workplace, at our town centre training facilities or online. It may be delivered in group or individual sessions, depending on your preferred option and the type of training taken.
- Our Business Advisors will measure the impact of our training to ensure that your business receives the results that you expect.

“ The training provided by Bury College Business Solutions is very flexible. It is encouraging to use a college which is very responsive to our specific business needs and always looks for ways to deliver training that suits our industry. The training received has improved workforce retention by making our employees feel more valued and motivated. ”

Ann S Barnes, HR Manager, Pennine Telecommunications





The employers' choice. For all your company training needs.

To book onto a Health and Safety course, or for further information
please contact one of our Business Development Advisors.

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