



Chartered Institute of Environmental Health (CIEH) Training Course Outlines



CIEH Level 2 Award in Manual Handling – Principles and Practice

Session

One day course

Frequency

Staff are required to attend every three years.

Who should attend?

This course is aimed at any employee who carries out manual handling activities.

Overview

This new CIEH qualification provides essential information about manual handling hazards and their control. To give you maximum flexibility this one day qualification gives two possible outcomes; Part 1 can be delivered as a half day programme for those who only wish to gain the CIEH Level 2 Award in Principles of Manual Handling. Those who need to learn about practical manual handling techniques can stay on for a further half day training session and assessment to gain the full CIEH Level 2 Award in Manual Handling – Principles and Practice.

Part 1 will allow learners to understand the risks associated with manual handling and make recommendations to manage those risks. Part 2 will allow learners to apply the principles of safer handling to a range of everyday manual handling tasks. The CIEH has developed this qualification to benefit anyone who has to carry out any manual handling activities at work by introducing them to the hazards of manual handling, the risks involved and the controls that are available to help prevent injury. The course will also teach learners techniques to lift, carry, push and pull objects safely within their individual capabilities with the aim of reducing the number of work related injuries associated with manual handling.

Course content

The training programme covers the following topics:

- Manual handling hazards, risks and controls
- How manual handling operations can cause injury and harm
- The scope of legal requirements and where guidance can be found
- The process for assessing manual handling risks
- The value of risk assessment and how it applies to safe manual handling practice
- Manual handling techniques – lifting loads from low levels/working at low levels/lowering from height/pushing loads/pulling loads/carrying/team handling

Qualification information

Assessment – 30 multiple choice questions plus practical assessment

Number of delegates

16 per session



CIEH Level 2 Award in Principles of Manual Handling

Session

Half day course

Frequency

Staff are required to attend every three years.

Who should attend?

It is aimed at those who carry out manual handling activities and enables employees to contribute to the development of safer manual handling methods and tasks.

Overview

This qualification introduces candidates to the hazards and risks involved in manual handling and outlines what to expect from a manual handling assessment. It will enable employees to develop safer manual handling techniques in the workplace.

This qualification can also be delivered with a practical addition as the Level 2 Award in Manual Handling – Principles and Practice.

Course content

The qualification covers the following topics:

- The process of manual handling in the workplace
- Manual handling injuries and the activities which cause them
- Manual handling assessment and control options
- Responsibilities imposed by the Manual Handling Operations Regulations

Qualification information

Assessment method – multiple choice test of 30 questions

Number of delegates

16 per session



Healthcare HR Solutions Safe Moving and Handling of People

Session

One day course

Frequency

Staff are required to attend on an annual basis

Who should attend?

This training programme is designed to provide essential knowledge and understanding of the safe process of moving people to prevent injury to themselves and the patient, also the legal requirements regarding the handling of people.

Overview

Outline to the students the main areas of safe moving and handling:

- Hazards – dealing with injuries that could be caused by unsafe practices
- Controls – understanding the tools that are available
- Legal compliance – dealing with the principles of Manual Handling and key legal requirements

Course content

- Health and Safety at Work 1974
- Manual Handling Regulations 2002
- Duty of Care
- Moving and handling assessments
- Basic principles of safer handling
- Organisation's handling policy
- Anatomy
- Unsafe moves
- Practical, including working with equipment and moving and transferring

Qualification information

On completion of the course the student will be awarded the Healthcare HR Solutions Attendance Certificate in Manual Handling.

Number of delegates

12 per session



CIEH Level 2 Award in Health and Safety in the Workplace

Session

One day course

Frequency

Every three years or undertake refresher within three years (see page 5)

Who should attend?

The course is aimed at any individual that requires Health and Safety awareness at work.

Overview

The course aim is to provide essential knowledge and understanding of Health and Safety for employees working in the health service. In particular, the programme will enable them to:

- Work in a safe and healthy manner and contribute to improving Health and Safety within the organisation's policy
- Identify key hazards in their own workplace
- Understand the importance of safety rules and working procedures
- Report potential Health and Safety problems
- Be responsible for their actions

Course content

The qualification covers the following topics:

- Legislation
- Health
- Safety
- Welfare
- The workplace and workplace equipment
- Risk assessment
- Manual handling
- Hazardous substances
- Ergonomics and workstation design
- Transport and vehicles
- Noise and vibration

Qualification information

There is a short multiple choice test at the end of the course. Candidates must pass the test to achieve a Chartered Institute of Environmental Health Level 2 award in Health and Safety in the Workplace. Examinations are available in several different languages and can also be conducted orally.

- Multiple choice examination
- QCA Accredited

Number of delegates

16 per session



CIEH Level 2 Award in Health and Safety (Refresher)

Session

Half day course

Frequency

Every three years

Who should attend?

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

Course aims

Updating knowledge of Health and Safety in the Workplace to include:

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

Course content

The refresher qualification covers the following topics:

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

Qualification information

- Two hours remote completion of workbook followed by one hour discussion session
- Assessment – 30 multiple choice examination questions
- Prerequisite – CIEH Level 2 Award in Health and Safety in the Workplace
- Suggested progression – CIEH Level 3 Award in Health and Safety in the Workplace

Number of delegates

16 per session



CIEH LEVEL 2 Award in Principles of Risk Assessment

Session

One day course

Frequency

Every three years

Course aim

The overall aim is to raise employee awareness of the concept of risk assessment in a work environment.

Overview

The CIEH Level 2 Award in Principles of Risk Assessment is a new CIEH qualification designed to help improve the workplace culture for Occupational Health and Safety.

The main purpose of the course is to enable learners to understand the basic principles of risk assessment. This qualification will therefore give all employees the ability to contribute to the process and always act to protect their own Health and Safety and that of others.

Please note: The *CIEH Level 2 Certificate in Risk Assessment Principles and Practice* has become the *CIEH Level 3 Award in Risk Assessment Principles and Practice*. This Level 3 Award provides supervisors and managers with the necessary knowledge and skills to carry out risk assessments.

Outline programme

- Main causes of accidents and ill health, and their implications for people in the workplace
- Legal requirements for risk assessment
- Principles of risk assessment including hazards, risks and control measures, the five steps of risk assessment, the hierarchy of control, risk assessment review and record keeping

Qualification information

- Course duration – one day training programme
- Assessment method – 30 multiple choice question examination paper
- QCA accredited – yes

Number of delegates

16 per session



CIEH Level 3 Award in Risk Assessment Principles and Practice

Session

Enables supervisors, managers or those required, to carry out risk assessments

Overview

Employers and the self-employed have a legal duty to assess Health and Safety risks. Anyone carrying out a risk assessment needs to have the necessary knowledge and skills. This qualification ensures that supervisors and managers have the necessary depth of understanding to enable them to carry out risk assessments.

Outline programme

- Legislation
- Principles of risk assessment
- Prioritising risk
- Controls
- Documentation
- Monitoring controls
- Risk assessment in practice

Qualification information

- Designed for – supervisors, managers or people responsible for conducting risk assessments
- Course duration – 7 hours
- Total guided learning hours – 20 hours which is the estimated time candidates may take to complete both the taught element of the programme (7 hours) and the assignment
- Assessment method – assignment and self-evaluation
- QCA Accredited – yes

Number of delegates

16 per session



Healthcare HR Solutions Managers' Certificate in Health and Safety

Session

One day course

Frequency

Every three years

Who should attend?

The course is aimed at any individual with line managers' responsibilities under Health & Safety legislation to provide essential knowledge and understanding of Health and Safety.

Overview

This course has been designed to assist the busy manager to understand their duties under Health and Safety legislation.

Course content

In particular the programme will enable them to help manage:

- Concepts of Health and Safety
- Accidents in the workplace
- Ill health in the workplace
- Legal provisions
- Health and Safety organisation and management
- Supervising Health and Safety

Qualification information

On completion of the course the student will be awarded the Healthcare HR Solutions Attendance Certificate.

Number of delegates

16 per session



CIEH Level 2 Award in the Principles of COSHH (Control of Substances Hazardous to Health)

Session

Half day

Frequency

Every three years

Who should attend?

All employees

Course aims

This qualification raises awareness of the likely sources of work-related stress. It is aimed at general workers and also serves as an introduction to the issue for more senior staff. The qualification will enable employees to contribute to strategies which combat work-related stress.

Course content

- Definitions of stress
- Stress as an occupational health hazard
- Identification of basic workplace stressors
- Development of basic controls for work related stressors
- Responsibilities imposed under UK legislation

Benefits of the course

By the end of the course the candidates will be able to:

- Explain what is meant by the term stress and in particular work related stress
- Explain the importance of controlling stress in the workplace
- Explain the typical stress related factors in the workplace
- Identify stress in colleagues and themselves
- Advise on and implement controls in the workplace to reduce stress
- Monitor colleagues and themselves in relation to stress at work

Qualification information

The assessment is by means of a review of the candidates own work practices and is designed to be completed under tutor supervision following the training.

- Assessment method – review of the student's own work practices, to be completed under trainer supervision following training

Number of delegates

16 per session



CIEH Level 2 Award in the Principles of COSHH (Control of Substances Hazardous to Health)

Session

Half day

Frequency

Every three years

Course aim

Successful completion will prepare candidates to look carefully at their own work activities and contribute to the safer use of hazardous substances in cooperation with their managers and supervisors.

Who should attend

This qualification is designed for those who use substances hazardous to health at work. It introduces candidates to substances, the risks and controls available, and outlines what to expect from a control of substances hazardous to health (COSHH) assessment. The qualification will prepare employees to contribute to the safer use of hazardous substances in their workplaces.

Course content

- Definition and types of substances hazardous to health in the workplace
- Health effects of hazardous substances and their causes
- COSHH assessments and control options
- Responsibilities imposed by the Control of Substances Hazardous to Health Regulations 2002

Course objectives

Successful completion will prepare students to look carefully at their own work activities and contribute to the safer use of hazardous substances in cooperation with their managers and supervisors:

- Explain what is meant by the term hazardous substance
- Explain how hazardous substances can cause ill health
- How to identify hazardous substances
- State the principles for controlling hazardous substances and apply these in a practical context
- Understand the value of a COSHH assessment
- Understand the main provisions of the regulations

Qualification information

- Assessment method – multiple choice test of 30 questions
- QCA Accredited – no

Number of delegates

16 per session



Healthcare HR Solutions Basic Fire Safety

Session

2 hours

Frequency

Annually

Who should attend?

All staff

Course content

- To understand the basic fire procedures in accordance with the regulations
- Risks of fire in the workplace
- Safety awareness
- Roles and responsibilities

Course objectives

Completion enables all staff to be equipped with the knowledge of the principles of fire prevention and spread. It also equips them with the knowledge of the evacuation procedures of the organisation and explains the need for specific knowledge in their own working areas, on site or off.

Qualification information

Candidates will receive the Healthcare HR Solutions Certificate of Attendance.

Number of delegates

20 per session



Healthcare HR Solutions Fire Warden Training

Session

3 hours

Frequency

Every two years (Basic Fire Safety must be completed annually)

Who should attend?

Site Fire Wardens

Course content

- Fire alarm systems and fire routines
- Roll of Fire Evacuation wardens
- Practical aspects/walk through of premises,
- Types of fire extinguishers
- Overall look at the fire procedures

Course objective

To give a clear understanding to delegates of their responsibilities, duties and roles as Fire Evacuation Wardens. The course also aims to cover the theoretical and practical implications, enabling delegates to undertake an efficient and orderly evacuation of the building in an emergency situation.

Qualification information

Candidates will receive the Healthcare HR Solutions Certificate of Attendance.

Number of delegates

16 per session



CIEH Level 2 Award in Emergency First Aid at Work

Session

One day course

Frequency

The Health and Safety Executive strongly recommends that all first aiders undertake an annual refresher course, and candidates must re-qualify every three years.

Who should attend?

Designed for first aiders in lower-risk work environments, this qualification introduces candidates to:

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

Course content

Delegates will cover a range of suitable first aid subjects including:

- Roles and responsibilities of a first aider
- Assessment and management of first aid incidents
- Management of an unconscious casualty
- Management of a casualty who is not breathing normally
- Management of a casualty who is choking
- Management of a casualty who has a bleeding injury
- Management of a casualty who is in shock

Qualification information

Assessment method – practical assessment plus an examination consisting of 15 multiple choice questions. In the practical assessment, candidates will be tested on the following five elements:

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

Course materials

The course book, *Principles of Emergency First Aid at Work*, outlines the skills required for first aiders in lower risk workplaces to manage first aid calmly and confidently.

Number of delegates

12 per session



Healthcare HR Solutions Display Screen Equipment

Session

3 hours

Frequency

Every three years

Who should attend?

Users of Display Screen Equipment

Aims

This half day course is designed to ensure that delegates understand how to comply with the Health and Safety (Display Screen Equipment) Regulations and have a better understanding of risks associated with the use of Display Screen Equipment whilst at work.

Course syllabus

- Display Screen Equipment – “What is it?”
- Health Hazards associated with DSE
- Health and Safety Legislation
- Employers’ duties under the DSE Regulations
- Portable DSE
- Home Workers
- Practical Workshop

Qualification information

Candidates will receive the Healthcare HR Solutions Certificate of Attendance.

Number of delegates

16 per session



IOSH Managing Safely

Session

Four days plus exam day

Frequency

Every three years

Who should attend?

Any person who has to manage risk and resources within their organisation. The 'Managing Safely' course is for those required to manage safely and effectively in compliance with both their organisation's policy and best practice in Health and Safety.

Aims

To ensure that safety requirements are appreciated by people employed as line managers and to enable them to review their own departmental systems for safety, introducing new controls or implementing changes as appropriate, to ensure safety in the workplace.

Course content

On successful completion of the course, delegates should be able to:

- Explain 'working safely'
- Explain the component parts of a recognised safety management system such as HSG65, BS8800, and OHSAS 18001
- Identify the data and techniques required to produce an adequate record of an incident and demonstrate the procedure for an accident investigation, recognising the human factors involved
- Describe statutory requirements for reporting and procedures for checking for non-reporting
- Describe methods of basic trend and epidemiological analysis for reactive monitoring data
- Define 'hazard' and 'risk' and describe the legal requirements for risk assessment
- Demonstrate a practical understanding of a quantitative risk assessment, techniques and the data required for records
- Describe workplace precaution hierarchies
- Prepare and use active monitoring checklists and implement schedules for active monitoring, recording results and analysing records
- Outline the main provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999
- Outline relevant Health and Safety legislation, codes of practice, guidance notes and information sources such as the Health and Safety Executive

Qualification information

- An IOSH 'Managing Safely' Certificate is awarded to all those who attend and successfully complete both the written and practical assessments
- Understanding of the course material is evaluated by means of a 45 minute written assessment paper consisting of 20 multi-format questions and a practical assessment

Number of delegates

12 per session



CIEH Level 3 Award in Health and Safety in the Workplace

Session

Four days

Frequency

Every three years

Who should attend?

Supervisors, owners, team leaders or managers responsible for Health and Safety

Overview

This course examines Health and Safety from a supervisory/managerial perspective. Supervisors have both a legal and moral responsibility to look after the Health and Safety of employees. This qualification will enable managers and supervisors to improve the Health and Safety culture of their organisation, whatever its size or activity.

Course content

- Concept of Health and Safety
- Accidents in the workplace
- Ill health in the workplace
- Legal provisions (UK only)
- Health and Safety organisation and management
- Supervising Health and Safety

Qualification information

- Assessment method – multiple choice examination
- QCA Accredited – yes
- Recommended prerequisites – *CIEH Level 2 Award in Health and Safety* or equivalent
- Suggested progression on completion – *CIEH Level 4 Award in Health and Safety in the Workplace*

Number of delegates

12 per session



CIEH Level 2 Award in Environmental Principles and Best Practice

Session

One day

Frequency

Every three years

Who should attend?

This qualification provides an awareness of key environmental concepts and an introduction to environmental management systems.

Overview

Environmental issues impact on every organisation. The rising costs of energy and raw materials, growing awareness of stakeholders and increasing environmental legislation are forcing organisations to address their own environmental performance.

Many organisations have identified that tackling environmental issues can bring benefits to their business including reduced waste and utility costs, reduced liabilities and access to new markets and investors. This qualification has been designed for all members of staff whose activities could have a significant impact on the environment, or supervisors or managers who are being introduced to environmental issues for the first time.

Course content

The qualification covers the following topics:

- Environmental impacts and sustainability
- Understanding environmental aspects
- Principles of environmental law
- Energy use and carbon management
- Resource efficiency and waste minimisation
- Water management
- Pollution prevention and emergency planning
- Environmental management systems

Qualification information

- Assessment – 30 multiple choice question exam paper
- Ofqual Accredited – yes
- Suggested progression – *CIEH Environmental Management Certificate*

Number of delegates

12 per session



CIEH Level 2 Award in Conflict Resolution and Personal Safety

Session

One day

Frequency

Every three years

Who should attend?

The course will be available for all visitor operations staff at all levels of seniority, with priority focus on those who:

- Work in sites located in particularly high risk areas
- Are required to function as lone workers
- Have involvement in hospitality functions and running special events

Overview

Work related violence is on the rise and yet employers have a duty of care to provide a safe place of work. This is not easy in environments where the potential for conflict and aggression is high. Zero tolerance initiatives and commitment to prosecution have brought improvements in organisations like the NHS, London Underground and many pubs and clubs that now work together to monitor and bar known troublemakers. Yet high staff turnover and a lack of training mean many people are still vulnerable to physical and psychological damage. The costs to businesses can be very high indeed.

Course content

Specific areas the course should aim to cover:

- Introduction to terminology around conflict resolution
- Legislation
- The work environment
- Resolving confrontational situations
- Personal safety

Qualification information

- Assessment method – multiple choice examination
- QCA Accredited – yes

Number of delegates

16 per session



Healthcare HR Solutions Mattress Evacuation training

Session

Two hours

Frequency

Annually

Who should attend?

People working in a care environment with non-ambulant, vulnerable or frail service users looking to implement safer, faster evacuation procedures.

Overview

This course covers the basics of fire awareness followed by a practical session focusing on moving vulnerable people from danger zones quickly and safely.

Course content

- How to use and set up the 'ski' evacuation sheet
- Sensible ergonomic layouts
- Harnessing techniques
- Manual handling issues
- Horizontal and vertical evacuation

Qualification information

Healthcare HR Solutions In House Certificate awarded

Number of delegates

12 per session



Healthcare HR Solutions is also able to offer many other courses as requested, both CIEH and IOSH accredited as well as bespoke training requirements.

Please call 0333 200 4701 for further details.

Courses with CIEH are accredited courses (candidates that achieve the required standard will receive an accredited certificate) through the Chartered Institute of Environmental Health.

Courses with IOSH are accredited courses (candidates that achieve the required standard will receive an accredited certificate) through the Institution of Occupational Safety and Health.

Non CIEH/IOSH accredited courses will receive the Healthcare HR Solutions certificate.