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ADULT COURSES
SAFETY



SOUTHAMPTON
ENGINEERING
TRAINING
ASSOCIATION



Level 2 Award in Principles of Manual Handling

This qualification will benefit anyone who has to carry out any manual handling activities at work by introducing them to the:

- hazards of manual handling
- risks involved
- controls that are available to help prevent injury.

Candidates will be able to look carefully at their own work activities and contribute to the development of safer working practice in co-operation with their supervisors and managers.

The Level 2 Award in Principles of Manual Handling programme is not intended to train candidates to carry out manual handling risk assessments, but it will help them to understand and contribute to the development of such assessments.

Successful completion of the training programme for the CIEH Level 2 Award in Principles of Manual Handling will enable candidates to understand:

- that manual handling operations can be hazardous to health
- how manual handling operations can cause injury and harm
- the scope of legal requirements with regard to manual handling operations in the workplace.
- the process for assessing risks from manual handling and the factors that need to be considered in a manual handling risk assessment
- the value of risk assessment and how it applies to safe manual handling practice.

The training time to cover the syllabus must be at least three hours and is typically covered in half a day.

Level 2 Award in Health and Safety in the Workplace

This qualification will benefit anyone in a work environment as it provides candidates with an understanding of health and safety that will enable them to contribute to any risk-assessment based health and safety management system.

Successful completion of the training programme and assessment will enable candidates to understand:

- health and safety requirements placed on employers and employees
- hazard and risk and the main causes of harm to workers
- health, safety and welfare provisions in the workplace
- the importance of following safe systems of work, procedures and rules
- hazards and controls in respect to both safety and occupational health risks
- how their own actions can reduce risks to health and safety

The training time to cover the syllabus must be at least six hours and is typically covered in one day.

Level 2 Award in Principles of Risk Assessment

This qualification will benefit anyone in a work environment as it raises candidates' awareness of the concept of risk assessment. It is designed to help improve the workplace culture for occupational health and safety by enabling candidates to understand the basic principles of risk assessment.

Successful completion of the training programme and assessment will enable candidates to understand the:

- main causes of accidents and ill health, and the implications they have 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 and risk assessment review and record keeping.

The training time to cover the syllabus must be at least six hours and is typically covered in one day.

Level 2 Award in Principles of COSHH

This qualification will benefit anyone working with hazardous substances in a workplace and the programme focuses on the information employees need to know regarding substance hazards and their control.

Successful completion of the training programme and assessment will enable candidates to understand:

- the scope of hazardous substances in the workplace
- the range of legislation covering hazardous substances
- how hazardous substances adversely affect health
- methods of identification for hazardous substances
- sources of guidance available for the safe use of hazardous substances
- the range of control measures available for the safe use of hazardous substances
- the purpose and content of COSHH assessments.



The training time to cover the syllabus must be at least three hours and is typically covered in half a day.



A Client/Contractor Safety Group (CCNSG) Safety Passport

This course provides a basic awareness of health and safety for contractors who work on a variety of sites. CCNSG safety passport holders will have the background knowledge to work more safely and with less risk to themselves or others after an appropriate site induction.

The course is split into the following and after successful completion the student will be issued with the safety passport, which is valid for three years.

The CCNSG National Course covers the following objectives:

- Safe Behaviour at Work
- Safe Place of Work
- Confined Space Entry
- Excavations
- Permit to Work Systems
- Safe Use of Access Equipment & Working at Heights
- Site Transport
- Protecting the Environment
- Safe Lifting and Manual Handling
- Safe Systems of Work
- Asbestos
- Hazardous Substances
- LOLER
- PUWER
- Electricity
- Isolation
- Hand-Arm Vibration
- Noise

Duration: Two days.

A Client/Contractor National Safety Group (CCNSG) Safety Passport Update/Renewal Course

This course is designed for all personnel who have already been trained on the two day course and who need to renew their passport for a further three years. The course aims to bring basic knowledge of health and safety up to date following recent changes in legislation, reinforce existing learning and improve safety awareness since the initial course.

Duration: One day.

A Client/Contractor National Safety Group (CCNSG) Supervisor Course

Designed for delegates who already hold the CCNSG safety passport, this one-day course is designed to highlight some basic management skills for the working Supervisor. This will assist them in controlling aspects of safety within their working environment.

The course has been designed to be informative and interactive, moving on from the legalistic and legislative aspects already covered on the 2-day basic course.

Duration: One day.

Chartered Institute of Environmental Health (CIEH) Basic Health and Safety Certificate

This course is designed to provide essential knowledge and understanding of health and safety for employees working in any sector of business, whether manufacturing, commerce, public sector or the service industries.

The basic health and safety certificate acts as a foundation of knowledge required by everyone and is an ideal basis for more detailed CIEH modules.

Duration: One day.





Power Press Regulations (PUWER)

Power Presses are dangerous machines and legislation exists governing their safe use. The 'health & safety at work Act (1974)' and the 'provision and use of work equipment regulations (1998)' set out requirements for both employers and employees in this respect, which supersede all previous legislative requirements.

All personnel involved in the use of power presses should receive training in their safe use following the guidance contained in the health & safety executive's approved code of practice 'L112 – safe use of power presses'. This course provides the necessary underpinning theoretical knowledge to supplement the practical knowledge, training and supervision provided in the workplace, which will enable the appointment of persons by their employers to maintain or set power presses.

Please note: This course does not substitute the necessary in-house assessment of competence by an employer of their staff, following satisfactory performance and assessment of practical skills.

Safe Use of Woodworking Machinery (*approved code of practice PUWER regulations 1998*)

On completion of the course, the delegates will be aware of the safe use of woodworking machinery and its application to the safe use of woodworking machines in general and circular, cross-cut and narrow band saws, surface planer, high speed fixed-head router and hollow chisel mortice machines specifically.

Safe Use of Abrasive Wheels

This course deals with the safety aspects of changing abrasive wheels and conforms to the requirements specified in the schedule to the safe use of abrasive wheels. It allows staff to use abrasive wheels whilst in your employment.

Duration: *One half day for portable angle grinders.*

Duration: *One day for portable angle grinders & fixed machines.*

