



COSAFE LIMITED

**Examples of our
training
programmes**

Training

Our courses bring together our trainers' wealth of knowledge in the particular subject to ensure the content that is required by the HSE and legislation is delivered. Learners can put this into practice in their work activities for safer and healthier working.

We provide the courses at realistic prices and our enthusiastic trainers make them fun and engaging.

Training programmes include:

- General health and safety awareness
- Health and safety for responsible persons
- Asbestos awareness
- Confined spaces
- Safe driving at work, including intelligent and economical driving
- Risk assessments
- Fire marshal / warden
- Fire safety awareness
- First aid at work
- Emergency first aid at work
- Automated external defibrillator
- DSE assessor
- Pregnant worker assessor
- Bariatric worker assessor
- Advanced DSE assessor, including pregnant worker and bariatric worker

We can also arrange training in more specific subjects such as Legionella Awareness and Legionella Risk Management for Responsible Persons, to ILM level through Legionella Risk Management experts HYDROP E.C.S.

Courses can either be run at your site or, if you prefer, we can arrange suitable external venues to suit your requirements.

Upon completion of the training, each candidate will undertake a short written test to confirm that the necessary level of knowledge and understanding of the subject has been attained.

A COSAFE LIMITED certificate of attendance will be awarded to every candidate who completes the sessions.

The courses can be tailored and targeted to provide candidates with the appropriate level of skill and knowledge. This includes 'Operator' level of skill, which will enable candidates to undertake the relevant work activity in accordance with your Safe Systems of Work.

COSAFE LIMITED

4 Esmond Court, Prospect Road,
New Barnet, Herts., EN5 5AJ
T: +44(0)20 8440 6088
E: info@cosafeltd.com
W: www.cosafeltd.com
Company Registration Number: 6350588

Example training programmes

Advanced workstation assessor training programme – 1-day

Course Content

- Regulations detailed (including equipment, environment, work routines, eyesight, information and training)
- Health risks
- Anatomy and physiology impacts when using DSE
- Typical Musculoskeletal Disorders and actions to manage symptoms
- Equipment solutions and their applications
- User anthropometric measurement and chair selection
- Sit-stand desk application, pros and cons
- Ergonomic considerations
- Optimum posture and neutral limb positions
- Information and training
- Ill health management
- Workstation analysis
- Practical workstation assessing at workstations around the office
- Knowledge review tests

Duration

The course duration is 6 hours, (7 hours with breaks).

Certification

Candidates' learning will be assessed through a written knowledge review.

Seminars on DSE Workstations, including hot-desking and agile working – 1-hour

Outline

- Health and safety law
- Musculoskeletal Disorders – MSDs
- Workstation set-up
- Knowledge quiz

Aims and Objectives

- To provide an understanding of the employee's duty in protecting their own health and safety
- To provide an understanding of the health risks associated with computer workstations (DSE – Display Screen Equipment)
- To explain the causes of musculoskeletal disorders and recognise their development
- To demonstrate neutral posture and limb positions
- To provide participants with the ability to effectively adjust their equipment in a hot-desking and agile working environment



First Aid at Work (FAW) – 3 days

(the content is also the same but summarised for the requalification 2-day course)

Course content

This three day course, designed for those companies who have carried out a risk assessment and have decided first aiders ARE required, offers a basic curriculum in a range of first aid competencies needed in a workplace, giving students the ability to administer first aid safely, promptly and effectively to a casualty.

It includes training in how to:

- Assess the situation and circumstances in order to act safely, promptly and effectively in the event of an emergency
- Administer first aid to a casualty who is unconscious
- Administer CPR (Cardio-pulmonary resuscitation)
- Administer first aid to a casualty:
 - Who is choking
 - Who is wounded and bleeding
 - Who is suffering from shock
 - With burns and scalds
 - With injuries to bones, muscles and joints including spinal injuries
 - With eye injuries
 - With sudden poisoning
 - In anaphylactic shock
- Recognise the presence of major illness and provide appropriate first aid

Students will also gain the ability to maintain simple factual records (according to RIDDOR) and provide written information to a doctor or hospital if required. They will also gain knowledge on the importance of:

- Personal hygiene in first aid procedures
- The legal framework of first aid provision at work
- The use of first aid equipment provided in the workplace
- The role of first aiders in emergency procedures

Successful candidates will be able to act as first aiders in the work place.

Candidates will be assessed in written and practical format by qualified assessors. The certificate will be valid for 3 years, after which time candidates will need to re-train so that they can maintain their competence. Refresher training is, however, recommended annually by the HSE.



Emergency First Aid at Work (EFAW) – 1-day (the content is also the same for the requalification 1-day course)

This one day course will allow successful attendees to be first aiders within the workplace (where a risk assessment has identified a lower level of need than for the FAW course). Topics covered, as stipulated by the HSE, are:

- Understand the role of the first aider including reference to the use of available equipment and the need for recording incidents and actions
- Understand the importance of basic hygiene and preventing cross infection
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
- Administer first aid to a casualty who is unconscious and / or in seizure;
- Administer CPR (Cardio-pulmonary resuscitation)
- Administer first aid to a casualty who is wounded or bleeding and or / in shock
- Administer first aid to a casualty who is choking
- Provide appropriate first aid for minor injuries

Duration

7 hours, including a 15-minute morning break, 30-minute lunch break and a 15-minute afternoon break.

Certification

Candidates will be assessed in written and practical format by qualified assessors. The certificate (either hard-copy or electronic, to the client's preference) will be valid for 3 years, after which time the candidates will need to re-train so that they can maintain their competence. Refresher training is, however, recommended by the HSE.

Automated External Defibrillator (AED) - ½-day

Our course will include the essential skills that an AED operator needs, giving learners the confidence in knowing what to do in a cardiac arrest emergency where an AED is available.

No previous first aid training is required to attend this course.

The content of the course includes:

- The first aider's role
- Responsibilities for installations of AEDs
- Managing emergencies
- Communication and casualty care
- Heart conditions and chest pains
- Familiarisation of AEDs
- Aed maintenance requirements
- Using an AED
- The chain of survival
- Treatment of an unconscious casualty
- Resuscitation (CPR)
- Actions following the use of an AED

Duration

The course duration is 3.5 hours.

Certification

Candidates' learning will be assessed through continuous evaluation by the trainer and qualified assessor. The certificate will be valid for 1 year, after which time candidates will need to re-train so that they can maintain their competence.



Fire Marshal / Warden - ½-day

Course outline

- Fire regulations
- Marshal / warden responsibilities
- What is fire
- Classes of fire
- Fire extinguishers types, uses and theory
- Rules for fighting fires
- Action on discovering fires
- Fire prevention and survival
- Safety signs
- Routine fire checks
- Fire drills
- Evacuation routes
- Assembly points
- Practical training



Duration

The course duration is 3.5 hours, including a 15-minute break.

Certification

Candidates' learning will be assessed through a written knowledge review and a certificate, either hard-copy or electronic to suit your requirements, will be issued for each attendee.

Fire Safety Awareness - ½-day

Course outline

- Fire regulations
- Chemistry of fire and how fires spreads
- Classes of fire
- Fire extinguishers types, uses and theory
- Rules for fighting fires
- Action on discovering fires
- Fire prevention and survival
- Safety signs
- Fire drills
- Evacuation routes
- Assembly points
- Practical training

Duration

The course duration is 3.5 hours, including a 15-minute break.

Certification

Candidates' learning will be assessed through a written knowledge review and a certificate, either hard-copy or electronic to suit your requirements, will be issued for each attendee.

Manual Handling - ½-day

Course outline

- Introduction to manual handling and regulations
- Health risks
- Kinetic lifting techniques and healthy manual handling
- Managing risk (e.g. mechanisation, avoiding handling where possible, process design and load management)

Duration

The course duration is 3.5 hours.

Certification

Candidates' learning will be assessed through a written knowledge review.



General Risk Assessor Training Programme – 1-day

Training programme outline

The course will provide candidates suitable qualification for carrying out 'suitable and sufficient' assessments of the risks related to your specific work activities, which contributes towards your organisation's compliance with the legal requirements.

No previous training or qualification in health and safety is required.

Course content

The course covers:

- Introduction to the applicable regulations
- Risk assessment process
- Objectives of risk assessments
- The five stages of a risk assessment
- Risk assessment reports
- Typical Hazards found in the workplace and their affect
- Risk
- Control measures and suitable priority
- Practical exercises

Duration

The course duration is 6 hours (7 hours with breaks).

Assessment and Certification

Candidates' learning will be assessed through observation of their participation plus through a written knowledge review. A certificate, either hard-copy or electronic to suit your requirements, will be issued for each attendee.

Health and Safety at Work, Responsible Person Awareness Training

Training is provided in line with the latest applicable health and safety law and guidance.

Course outline

- Reasons for managing health and safety
- Health and safety law
- Employer and employee responsibilities and duties
- Candidate exercise: health and safety law - list of applicable topics at your workplace
- Enforcement of health and safety law and the authorities' involvement
- Hazard and risk definitions
- Candidate exercise: hazard - list of hazards at your workplace
- Accidents and near misses: causes, prevention, investigation and reporting
- Health and safety documents
- Awareness of how to implement the applicable health and safety arrangements, including:
 - Fire
 - First aid
 - DSE
 - Lone working
- Risk assessments and the five steps
- Candidate exercise: carry out a basic risk assessment at the workplace
- Safe methods of work
- Communication of health and safety matters to all in the workplace
- Health and Safety committee involvement
- Group exercise: review of the company's current arrangements and general guidance

Duration

3-days (can be tailored for 2-days). Start and finish times: 09:30 to 17:00, including a 30-minute lunch break plus a 15-minute morning break and a 15-minute afternoon break

Course Objectives

To provide:

- an awareness of Health and Safety Law
- an understanding of responsibilities for managing health and safety in the workplace
- an understanding of how to identify risk and implement safe methods of work
- an understanding of how to define the necessary applicable responsibilities and duties
- an understanding of how to implement the necessary arrangements in the workplace
- an understanding of the necessary documents

Assessment and Certification

Candidates' learning will be assessed through observation of their participation in the group and individual exercises, plus through a written knowledge review at the end of the programme. A certificate of attendance-will be issued for each attendee on completion of the programme.