



SUBSIDISED COURSE SCHEDULE November to December 09

Appointed Person – First Aid	1 day	2 November	£35.00 <i>(non Member £95.00)</i>
Asbestos Awareness	½ day (AM)	3 November	£20.00 <i>(non Member £50.00)</i>
Abrasive Wheels	½ day (AM)	11 November	£20.00 <i>(non Member £50.00)</i>
First Aid at Work Qualifier*	3 days	16 to 18 November	£120.00 <i>(non Member £240.00)</i>
Safe Use of Mobile Towers	1 day	19 November	£35.00 <i>(non Member £95.00)</i>
First Aid at Work Refresher*	2 days	19 to 20 November	£80.00 <i>(non Member £180.00)</i>
H&S for Construction Site Operatives*	1 day	23 November	£35.00 <i>(non Member £75.00)</i>
H&S for Site Managers & Supervisors	1 day	26 November	£35.00 <i>(non Member £95.00)</i>
Effective Toolbox Talks*	1 day	3 December	£35.00 <i>(non Member £95.00)</i>
Manual Handling*	½ day (AM)	7 December	£20.00 <i>(non Member £50.00)</i>
Scaffold Appreciation	1 day	10 December	£35.00 <i>non Member £95.00)</i>

A synopsis of each Course appears overleaf (same order)

Costs shown are per delegate, and include all relevant manuals, reference materials, registration fees, along with refreshments and lunch where appropriate (except for Effective Toolbox Talks – where a copy of the GT700 is required, and this will be charged at cost, at £19.50). VAT is additional. (tba). Based on earlier requests from the membership, the courses will be spread across 3 venues/locations e.g. Banbury*, Stanton Harcourt and Milton Park, Didcot*. However, the nature of the courses will allow a degree of flexibility determined by Member requirements – to be discussed at the time of booking, dependent upon where the bulk of interest originates from.

NB There may have to be some small additional charges for the room hire/catering for the Banbury venue (tbc)

A collaborative initiative between The Oxfordshire Construction Training Group and
Safety Services (UK) Limited for the benefit of all Group Members

Appointed Person - First Aid

A First Aid Appointed Person is responsible for ensuring the First Aid box is kept complete and that in the event of an accident the emergency services are contacted and coordinated. This level of training is considered a minimum requirement for all workplaces and subject to the results of a risk assessment. High Risk Occupation such as construction should make provision for fully qualified first aiders. A number of trained Appointed Persons may be used to support and to deputise for the first aider in their short term absence.

Asbestos Awareness

The Control of Asbestos Regulations 2006 now places a statutory duty on employers to provide awareness training to all employees who might be exposed. The course satisfies the requirements of the Regulations providing information on asbestos, where it might be found, how it causes illness and the actions to take in the event of an accidental disturbance.

Abrasive Wheels

Current H&S guidance HSG17 requires that those responsible for changing abrasive disks are trained and authorised by the employer to do so. This course is designed to provide delegates with sufficient information to safely use abrasive wheel power tools and to recognize and understand the wheel markings in order to safely change wheels.

First Aid at Work – Qualifier

In high risk activities such as construction, fully qualified First Aiders may be required subject to a risk assessment in accordance with the Health and Safety (First Aid) Regulations 1981. Recent changes to first aid training have reduced the 4 day to a 3 day course. This course covers the practical skills needed by a First Aider in the modern workplace. It is designed to provide both confidence and knowledge in deal with first aid emergencies. Successful delegates will be awarded with a qualification which is valid for 3 years, after which a refresher course must be attended.

Suitable for nominated First Aiders or anyone requiring a comprehensive introduction to the subject.

Safe Use of Mobile Towers

A theoretical and practical training course to ensure that persons using mobile towers are aware of the risks involved and the appropriate action to take regarding the construction and use of mobile towers, in order to eliminate or reduce to an acceptable level those risks. Delegates will be trained to the HSE/PASMA 3T system which, if followed correctly, ensures those erecting the tower remain within suitable guardrails at all times.

First Aid at Work – Refresher

Updates the First Aid skills of those delegates who need to renew their statutory First Aid at Work Certificate. Delegates must provide current certification or certificates that have expired by no more than 28 days. Those whose certificates have expired by more than the 28 days must attend the 3-day Qualifier course again.

Suitable for those needing to renew their qualification or who those who wish to refresh their first aid skills and knowledge.

H & S for Construction Site Operatives

A one-day course for construction operatives to provide sufficient health and safety awareness to satisfy the legal requirements and to provide the basic underpinning knowledge for the CSCS Health and Safety Touch Screen test. The aims are to ensure delegates are informed of their legal duties and obligations, understand the potential for accidents, the associated costs and the importance of accident prevention, are provided with site and plant safety information and understand some of the controls that may be implemented to minimise common construction site risks.

H & S for Site Managers & Supervisors

To provide delegates with an overview of current H & S Legislation to ensure an understanding of their roles and responsibilities with regards to health and safety, thus enabling them to undertake their management duties in the day-to-day running/co-ordination of a site. Suitable as a refresher for those about to sit the CSCS Supervisors ' / Managers' Touch Screen test or anyone involved in Construction Management, either as a Developer, Principal Contractor, Site Manager, Supervisor, or Sub-Contractor.

Effective Toolbox Talks

To provide delegates with the confidence and background knowledge to carry out toolbox talks on site. Based on the GT700 (ConstructionSkills' Tool box talk manual), delegates will understand the importance of preparation and develop confidence in presentation technique through practical sessions during which they will present a talk of their choice.

Manual Handling

To provide an understanding of the structure of the back, the causes of pain, methods of assessing risk and adopting lifting techniques likely to avoid unnecessary damage to the back.

Scaffold Appreciation

Designed to ensure those responsible for the inspection of tube and fitting scaffold as required by the Work at Height Regulations 2005 are sufficiently familiar with current standards, such as BS EN 12811-1 and industry guidance such as NASC TG20-08. Suitable for Site and Contract Managers, Safety Advisers, operatives and anyone working off a scaffold system. Those delegates who go on to undertake formal inspections should have prior experience of working with scaffolding.

