

BPIf

HEALTH AND SAFETY TRAINING COURSES

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WITH HSE
REGULATIONS



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ACCIDENTS HAPPEN! PROTECT YOURSELF, YOUR EMPLOYEES AND YOUR CLIENTS

As an employer you have a duty of care to ensure the health and safety of personnel within your premises, and the law comes down heavily on those companies who breach legislation and fail to comply with regulation.

Did you know that in 2014:

- There were over 80,000 injuries reported in the UK
- 28% of these injuries were caused by slips or falls
- 24% of these injuries were caused through handling, lifting or carrying
- 133 workers were fatally injured
- 4.7 million days were lost due to reported workplace injury

Coupled with the fact that there were 636 prosecutions with a conviction rate of 94%, it is clear that employers need to take every precaution to protect themselves as well as their employees.

Regardless of legislation, promoting and maintaining good health and safety policies in the workplace helps to recruit and retain the best staff, reduce sickness levels and improve productivity and profitability.

To help members, the BPIF have developed a flexible range of training courses aimed at providing a safe and secure environment, ensuring legislative compliance.

Exclusively for BPIF members, an annual Health and Safety Management Package has been created. This allows members to pick and mix up to 8 days consultancy services or training courses from 17 available modules.

In addition, certified courses by The Institution of Safety and Health and The Chartered Institute of Environmental Health are available upon request.

MANAGING SAFETY TRAINING

The Health and Safety at Work etc Act 1974 states that employers have a duty to ensure the provision of information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees.

Employers with more than 5 employees are also required to undertake and record significant findings of risk assessments as outlined by The Management of Health and Safety at Work Regulations 1999.

The BPIF offer a range of courses for managers and supervisors as well as certification from The Institution of Occupational Safety and Health (IOSH).

These courses bring delegates up to speed on the practical actions they need to take to ensure good health and safety practices within their teams including:

- Introduction to applicable legislation
- Health and safety duties of all employees
- Hazard and risk identification
- Risk assessments
- Importance of following procedures
- Investigating accidents and incidents

Course	Duration	Location	Course Cost*
IOSH Managing Safely	3 days	Off-site	£500
Manager/Supervisor Safety Awareness	1 day	On-site	£650
Staff Workplace Safety Awareness	1 day	On-site	£650
Risk Assessment	1 day	On-site	£520

*Prices quoted for on-site courses are all inclusive; maximum delegate numbers apply and will be stated at the point of enquiry. Off-site courses will take place at a BPIF specified venue and are subject to availability; prices quoted are per delegate.

FORKLIFT TRUCK TRAINING

Forklift Truck Manager/Supervisor Awareness

The Provision and Use of Work Equipment Regulations 1998 (PUWER) states that employers must ensure that all people who use, supervise or manage work equipment have received adequate training, which includes:

- The correct use of the equipment
- Any risks from its use
- Precautions to be taken

The HSE Approved Code of Practice also states that employers have a responsibility to provide adequate supervision and it is therefore essential that supervisors have themselves sufficient training and knowledge to recognise safe and unsafe practices in their working environment.

The BPIF Forklift Truck Manager/Supervisor Awareness Course covers the following:

- Relevant legislation
- Types of lift truck
- Lift truck attachments
- Role of the supervisor
- Operator selection and training
- Safe site
- Lift truck stability
- Other hazards
- Safe operating procedures
- Safety rules

Forklift Truck Operation

Forklift truck operators, even those who are trained and experienced, need to be routinely monitored and, where necessary, retested or given refresher training to make sure they continue to operate them safely.

Automatic refresher training or a retest after a set period of time (e.g. 3-5 years) is the best way to make sure employees stay competent.

The BPIF offer the following Forklift Truck Training Courses that meet with the HSE Approved Code of Practice for Rider Operated Lift Trucks covering the following areas:

- Health and safety responsibilities
- Basic principles of stability
- Operators safety code and legislation
- Pre-use inspection procedures
- Traction battery maintenance and charging
- Manoeuvring in restricted areas
- Manoeuvring on sloping surfaces
- Laden and unladen pallet handling
- Lorry loading and unloading techniques
- Pallet racking systems and bulk stacking
- Final theoretical and practical

Course	Duration	Location	Course Cost*
Forklift Truck Manager/Supervisor Awareness	1 day	On-site	£520
Forklift Truck – Novice	3 days	On-site	£975
Forklift Truck – Semi-Skilled	2 days	On-site	£650
Forklift Truck – Refresher	1 day	On-site	£325

*Prices quoted for on-site courses are all inclusive; maximum delegate numbers apply and will be stated at the point of enquiry.

FIRST AID TRAINING

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

A First Aid Needs Risk Assessment will identify the level of first aid cover your workplace requires.

The BPIF offer First Aid Training covering:

- Understanding roles and responsibilities of a First Aider
- How to assess an incident
- How to manage and assist in various emergency workplace situations including but not limited to:
 - Unresponsive casualties
 - Choking
 - External bleeding
 - Shock
 - Minor injuries
 - Injury to bones and muscles
 - Suspected head, chest and spinal injuries
 - Burns and scolds
 - Eye injury
 - Anaphylaxis

Course	Duration	Location	Course Cost*
First Aid at Work	3 days	Off-site	£150
Emergency First Aid	1 day	Off-site	£65

*Off-site courses will take place at a BPIF specified venue and are subject to availability; prices quoted are per delegate.

FIRE MARSHALL TRAINING

The Regulatory Reform (Fire Safety) Order 2005 states that the employer's designated responsible person must appoint and provide adequate training for one or more competent persons to assist in undertaking preventive and protective fire measures in the workplace.

The responsible person must:

- Carry out a fire risk assessment of the premises and review it regularly
- Tell staff or their representatives about the risks identified
- Put in place and maintain appropriate fire safety measures
- Plan for an emergency
- Provide staff information, fire safety instruction and training

The BPIF Fire Marshall Training Course covers the following:

- Introduction to applicable legislation
- Roles and responsibilities of a Fire Marshall/Warden
- Fire hazards and associated risks
- How fire risk is controlled in the workplace
- Delivery can be supported by your own Fire Evacuation Procedure

Course	Duration	Location	Course Cost*
Fire Marshall Training	½ day	On-site	£325

*Prices quoted for on-site courses are all inclusive; maximum delegate numbers apply and will be stated at the point of enquiry.

MANUAL HANDLING TRAINING

Incorrect manual handling is one of the most common causes of injury at work. It causes work-related musculoskeletal disorders (MSDs) which account for over a third of all workplace injuries.

The Manual Handling Operations Regulations 1992, as amended in 2002 apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying and require employers to:

- Avoid the need for hazardous manual handling, so far as is reasonably practicable
- Assess the risk of injury from any hazardous manual handling that can't be avoided
- Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable

The BPIF provide a comprehensive Manual Handling Course consisting of an initial classroom theory session followed by one-to-one training in the workplace.

The course covers the following:

- Introduction to applicable legislation
- Identifying risks and types of injuries
- Manual handling risk assessment
- Reducing and controlling risks
- Manual handling techniques
- One-to-one training and observation in the workplace

Course	Duration	Location	Course Cost*
Manual Handling in the Workplace	½ day	On-site	£325

*Prices quoted for on-site courses are all inclusive; maximum delegate numbers apply and will be stated at the point of enquiry.

SAFE WORKING AT HEIGHT TRAINING

Falls from height are one of the biggest causes of workplace fatalities and major injuries. Working at Height Regulations 2005 specify that it is an employer's duty to ensure that people working at height have sufficient skills, knowledge and experience.

These courses are aimed at anyone who works at height using ladders/steps but are also applicable to managers and supervisors of staff who may be required to use ladders/steps in the workplace in order to raise awareness of the risks.

The BPIF Safe Working at Height Courses cover:

- Introduction to applicable legislation
- How to handle, erect, lower and use different types of ladders in the workplace
- How to identify potential hazardous situations on the ground and above
- The importance of correct storage and inspection requirements
- The duties and responsibilities of both employees and employer with regard to ladder use and inspection

Course	Duration	Location	Course Cost*
Safe Working at Height	1 day	On-site	£520
Safe Use of Ladders	½ day	On-site	£390

*Prices quoted for on-site courses are all inclusive; maximum delegate numbers apply and will be stated at the point of enquiry.

BPIF HEALTH AND SAFETY MANAGEMENT PACKAGE

Exclusively for BPIF members, we have developed a health and safety package at a fixed price of £4,800 per annum, giving print providers access to 8 days health and safety support or training and the opportunity to make substantial savings on annual individual training course costs.

This 8 day allowance can be made up of a combination of training courses and consultancy services but only a maximum of 3 days may be used for consultancy services.

The following courses and services are available in the package:

		Max Delegates	Duration
Training Courses	Forklift Truck – Novice	3	3 days
	Forklift Truck – Semi-Skilled	3	2 days
	Forklift Truck – Refresher	3	1 day
	Forklift Truck Operator Manager/Supervisor Awareness	10	1 day
	Manager/Supervisor Safety Awareness	15	1 day
	Staff Workplace Safety Awareness	15	1 day
	Managing Safely (not IOSH certified)	10	3 days
	Risk Assessment	10	1 day
	Fire Marshal	10	½ day
	Emergency First Aid	12	1 day
	First Aid at Work	12	3 days
	Manual Handling in the Workplace	10	½ day
	Safe Working at Height	10	1 day
	Safe Use of Ladders	10	½ day
Consultancy Services	Health & Safety Consultancy Support Services	-	-
	Holistic Auditing of Health & Safety Compliance	-	-
	One-to-one Display Screen Equipment Assessments	-	-

Please note: Half day courses should be selected for completion on the same day as another half day course or this will class as a full day's allowance. Consultancy services will be discussed to determine requirements and an estimated timescale for completion will be agreed upon. Services and training can be undertaken as required but must be completed within 12 months of contract agreement. BPIF members pay 25% up front with the remaining balance paid in 6 equal monthly payments.

GETTING STARTED

Contact Phil Pateman, BPIF Consultancy Services Director, to register your interest. A BPIF Health & Safety Consultant will then contact you to discuss your needs.

A contract of engagement detailing services and costs* will be submitted to you for approval. Individual training courses must be paid in full prior to course commencement; BPIF members undertaking the BPIF Health & Safety Management Package pay 25% up front followed by 6 monthly payments. Upon receipt of a signed contract of engagement and either initial or full payment, your BPIF health and safety training will commence.

Bespoke courses are available upon request for a tailor-made health and safety solution.

*All costs quoted are exclusive of VAT

TO GET STARTED PLEASE CONTACT

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