



***Health and Safety Training  
&  
Food Safety Training***

***2010***

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# Overview of course provision

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## Introduction

We take great pride in providing high quality training. We take the time to find out exactly what our clients need from their training then produce the training course around those requirements. During the training itself we use a range of techniques to help ensure delegates get the best from being there.

## Course presentation

The training is prepared and presented by qualified safety professionals who have both industry and training experience. Our training is enhanced by:

- ◆ Digital, power-point based presentations
- ◆ Media clips and videos
- ◆ Group work and practical exercises
- ◆ Comprehensive course notes
- ◆ Question and answer sessions

## Certificates

Each delegate that completes a course receives a certificate. Where an accredited course is held, presentation of a certificate will be subject to successful completion of any exams or assessment.

## Training records

We provide employers with a written training record for each course. They should be kept safely on file.

## Data protection

All data obtained from delegates is respected and is not passed to any third party.

## Types of courses offered

### Corporate courses

These are courses provided for a number of delegates from the same company. They are normally held at the company premises, or at a venue organised by the client.

### Public courses

Public courses are held less frequently than corporate courses and delegates will normally be from a number of different companies. Sometimes they can be organised on a 'hold and run' basis, in other words, we do not issue course dates, but rather wait until we have the required number of delegates and then we choose the dates, book a venue, then go ahead with the course.

## Types of training offered

### Accredited training

Accredited courses are courses provided by nationally recognised bodies such as the Institution of Occupational Safety and Health and the Chartered Institute of Environmental Health. Attendees who successfully meet the course requirements (normally an exam and/or a project) are awarded a nationally recognised certificate. The disadvantage with accredited courses is that we have to follow a set syllabus, but there is normally some scope to "personalise" the courses.

### **Certificated training**

These courses are devised by us, to suit a client's specific requirements and a certificate is provided to all delegates who complete the course. Not nationally accredited but the main advantage is that the syllabus can be specially tailored to meet clients' requirements.

## **Course fees, cancellation and changes**

We aim to give maximum flexibility to organisations that book our courses. Accordingly, we have the following cancellation and changes policy:

### **Booking forms**

Please download one from our website, or call us and we'll send you one.

### **Provisional Bookings**

Places will be held for 10 working days, to allow time for completion of the booking form. After this, places may be released to other parties.

### **Confirmation of Bookings**

We will provide confirmation of you booking within five working days of receipt of your completed booking form. Full joining instructions will be issued 14 days before the start date of the course.

### **Substitutions**

If the original delegate cannot attend a course, he or she may be substituted at any time up to the start date of the course at no additional cost.

### **Payments**

Full payment must be received BEFORE the start of the course.

### **Cancellation**

We aim to ensure that all of our courses run, but we reserve the right to cancel any course. Under these circumstances, a full refund will be immediately given. We will not be liable for any consequential loss or costs associated with the cancellation of any course.

If you have to cancel a place on the course, please let us know by email, letter or fax as soon as possible. The following cancellation policy will apply:

- Notice greater than 14 days – Full course fee refund
- Notice between 7 and 14 days inclusive – 50% refund
- Notice less than 7 days – No refund

**If you need a course that is not featured below, let us know and we'll produce one to your exact requirements**

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## **IOSH Managing Safely Course - 4 days**

### **Introduction**

Managing Safely is a course for managers and supervisors in any sector and any organisation. It's designed to give managers all they need to know to help them handle health and safety in their teams.

### **Who Should Attend?**

Managers, supervisors, safety representatives, any persons who need to be able to manage health and safety, or anyone who needs to have an understanding of health and safety management.

### **Course syllabus**

Module 1 -- Introducing Managing Safely  
Module 2 -- Assessing risks  
Module 3 -- Controlling risks  
Module 4 -- Understanding your responsibilities  
Module 5 -- Identifying hazards  
Module 6 -- Investigating accidents and incidents  
Module 7 -- Measuring performance  
Module 8 -- Protecting our environment

### **Assessment and Certification**

The course assessment consists of a written examination and a practical project. Successful delegates will be awarded the IOSH Managing Safety Certificate.

## **IOSH Working Safely Certificate - 1 day**

### **Introduction**

The aims of this one day course are to improve the general health & safety awareness of delegates and give them an understanding of why they should work safely.

### **Who Should Attend?**

Individual employees, managers, supervisors, safety representatives and anyone who requires an introduction to health and safety.

### **Course syllabus**

Module 1 - Introducing working safely  
Module 2 - Defining hazard and risk  
Module 3 - Identifying common hazards  
Module 4 - Improving safety performance  
Module 5 - Protecting our environment

### **Certification**

All successful delegates will be issued with the IOSH Working Safely certificate.

## **CIEH Level 4 Award in Health & Safety in the Workplace - 5 days**

### **Introduction**

Health and safety legislation places a legal duty on all to ensure an adequate level of awareness and safety competence of persons with responsibility for Health and Safety. This is an in-depth and very interesting course that covers numerous health and safety issues.

### **Who Should Attend?**

Managers, supervisors, safety representatives, any persons with Health and Safety responsibility.

### **Course syllabus**

- Workplace safety
- Occupational health and hygiene
- Safe systems
- Techniques of safety management
- Education and training

Assessment is by means of two written assignments and a final exam paper.

## **CIEH Level 3 Award in Health and Safety in the Workplace – 3 days**

### **Introduction**

Accidents and illness can result in disability, death or incapacity for work. The supervisor is in an ideal and very responsible position to influence, monitor and train employees.

### **Who Should Attend?**

All supervisors and safety representatives.

### **Course syllabus**

- Concepts of safety
- Accidents
- Ill health
- Legal provisions (UK)
- Organisation & management
- Supervision of safety and health

Assessment is by way of a 60 question multiple choice examination. To pass each delegate must achieve 60% of the possible marks.

***This course has now been updated and is a level 3 course.***

## CIEH Level 2 Award in Health and Safety in the Workplace – 1 day

### Introduction

The aims of the course are to improve the general health & safety awareness of delegates while outlining the legal duties of employers, employees and suppliers, and to aid comprehension of the general risk assessment requirement of the Management of Health & Safety at Work Regulations. **This qualification has now replaced the CIEH Foundation Certificate in Health & Safety in the Workplace.**

### Who Should Attend?

All employees, managers, supervisors, safety representatives or anyone who requires a general introduction to health and safety.

### Course syllabus

- 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

Assessment is via a 30 question multiple choice exam paper

## CIEH Level 1 Award in Health and Safety in the Workplace 1 day

### Introduction

This new course has been designed to provide an awareness of key health and safety issues to new starters in the workplace.

### Who should attend?

Those who are entering the workplace for the first time, either as part of a work experience programme or at the start of employment.

### Course syllabus

- The importance of health and safety in the workplace
- Hazards and risks
- Workplace conditions
- Workplace procedures

Assessment is via a 15 question multiple choice exam paper

## **CIEH Foundation Certificate in Stress Awareness – 1 day**

### **Introduction**

Stress is increasingly a factor in the loss of working days and reduction in employee effectiveness. This qualification seeks to advise and guide those interested in protecting themselves and their workforce from the damaging effects of stress.

### **Who should attend?**

Appropriate for all employees - especially those dealing with the public, working to targets or deadlines, providing services, training, supervising or managing.

### **Course syllabus**

- 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

Course comprises a ½ day of content plus a ½ day of practical activities, including the development of a stress action plan.

## **CIEH Certificate in Risk Assessment Principles and Practice – 1 day**

### **Introduction**

A properly implemented programme of risk assessments can assist in the prevention of injuries, fatalities, property damage incidents and other losses. This not only helps to prevent human loss and suffering but also assists the effective management and finance of any business or organisation.

### **Who should attend?**

Anyone with a responsibility to carry out or understand risk assessments, such as team leaders, supervisors, managers and anyone who contributes to the risk assessment process.

### **Course syllabus**

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

## CIEH Principles of Manual Handling Certificate - ½ day

### Introduction

The Manual Handling Operations regulations 1992 place a legal duty on all employers to ensure that their employees are adequately trained to perform any manual aspects of their work duties safely

### Who should attend?

Anyone who has to lift and move loads as part of their job.

### Course syllabus

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

## CIEH Level 2 Award in the Principles of COSHH – ½ day

### Introduction

This qualification introduces candidates to the inherent risks in substances and the controls available.

### Who should attend?

Appropriate for all employees who use substances hazardous to health in any workplace.

### Course syllabus

- 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

Assessment is via a 30 question multiple choice exam paper

## Risk Assessment – 1 day

### Introduction

Regulation 3 of the Management of Health and Safety at Work Regulations places a legal duty on all employers to produce a “suitable and sufficient” risk assessment(s) of their work activities.

### Who is the course for?

Managers, supervisors, safety representatives or any persons who will be expected to carry out or have an understanding of risk assessment.

### Course syllabus

- Background to the law and statutory duties concerning risk assessment
- Accident statistics and costs
- Theory of risk assessment
- Applying control measures
- Risk assessment reviews and monitoring
- Records and documentation

\* This course can be run as a half-day workshop, depending on a client’s requirements. Please give us a call or email to discuss this.

## Manual Handling Assessor – 1 day

### Introduction

The Manual Handling Operations regulations 1992 place a legal duty on all employers to avoid carrying out manual handling operations. If this is not possible, a risk assessment of the operation must be carried out.

### Who is the course for?

Managers, supervisors, safety representatives or any persons who will be expected to carry out or have an understanding of manual handling risk assessment.

### Course syllabus

- Background to the law and statutory duties concerning manual handling
- Anatomy of the spine and the results of poor manual handling techniques on the body
- Safe manual Handling techniques
- Hazard identification and risk evaluation
- Assessment methodology
- Applying control measures and ergonomics
- Manual Handling Assessment exercise
- Records and documentation

## General Health and Safety Awareness Course – 1 day

### Introduction

By law all employees have to be provided with 'information, instruction, supervision and training'. This course is a good start point and is very general in nature.

### Who is the course for?

Anyone at all levels in an organisation that has not received any health and safety training and required a good overview of health and safety issues in the workplace.

### Course syllabus

To be agreed with the client, but would include a general overview of:

- Accident statistics and costs
- Overview of relevant legislation
- Risk appreciation
- General issues: housekeeping, monitoring, accident reporting, first aid requirements etc.

\*this course can be run as a half-day workshop. Please email or call for details

## Safe Use and Maintenance of Chainsaws – 1 day

### Introduction

Chainsaws can be extremely dangerous and this course is designed to provide both theory and practical training for persons who use chainsaws at their workplace. It does not include working at height with chainsaws.

### Who is the course for?

Anyone who uses a chainsaw during their work. It would particularly useful for land managers, farmers, estates staff etc.

### Course syllabus

- Course overview
- Equipment safety and maintenance
- Site risk assessment
- Personal protective equipment
- Organising the work task
- Pre-work checks
- Safe handling of the chain saw
- Practical assessment

## Health and Safety for Work Placement Visitors – 1 day

### Introduction

Work placements can be at risk because they may be unfamiliar with the workplace they are being introduced to.

### Who is the course for?

Anyone who is involved in visiting workplaces and assessing them for health and safety prior to placing persons in that workplace. Particularly suitable for agency managers and educational staff who work for organisations that find people work or work experience.

### Course syllabus

- Background to health and safety law
- Risk assessment
- Workplace visits and inspections
- Documentation

## Hazardous Substances (COSHH) Assessor - 1 day

### Introduction

COSHH Regulations place a legal duty on all employers to carry out risk assessments of all substances used during work processes or created by the work process itself.

### Who should attend?

Managers, supervisors, safety representatives, any persons who are required to carry out hazardous substance risk assessments.

Also, anyone working with hazardous substances, such as maintenance personnel, persons with responsibility for purchasing substances or engaging contractors who use hazardous substances would benefit from this course.

### Course syllabus

- Background to the law and statutory duties concerning hazardous substances
- Routes of entry into the body and ill health effects
- Hazardous substance categories and classification
- Material Safety Data Sheets (MSDS)
- Workplace Exposure Limits
- COSHH assessment methodology
- Practical COSHH assessment exercises

## Use and Maintenance of Work Equipment - 1 day

### Introduction

The Provision and Use of Work Equipment Regulations 1998 and various other regulations written under Health and Safety at Work Act 1974, place legal duties on employers to ensure the safety of any machinery used at work.

### Who should attend?

Managers, supervisors, safety representatives and anyone who buys uses or maintains machinery in their workplace.

### Course Syllabus

- Background to the law concerning work equipment
- Types of machinery accidents
- Machinery hazards
- Dangerous parts of machinery
- Principles of guarding – hierarchy of controls
- Machine maintenance
- Control systems
- Safety devices, warnings and labels
- Useful documentation
- Purchasing work equipment
- Disposal or sale of work equipment

## Display Screen Equipment (DSE) Assessor - 1 day

### Introduction

The Display Screen Equipment Regulations 1992, places legal duties on employers to ensure that competent person(s) conduct adequate risk assessment and provide information, instruction and training for all DSE users and their workstations.

### Who should attend?

Anyone who is required to carry out DSE risk assessments in the workplace.

### Course syllabus

- Background to the law and statutory duties concerning DSE
- Overview of the Regulations
- Health hazards associated to use of DSE
- Workstation assessment methodology
- Applying control measures or remedial actions
- Correct Postural techniques
- Workstation layout and positioning of equipment
- Eye examinations and provision of corrective appliances
- Records and documentation

## Selection and Management of Contractors – 1 day

### Introduction

Employers are required to ensure that any contractors engaged by them are competent to carry out the work. For this reason, knowledge of typical systems used to select and manage contractors is essential.

### Who Should Attend?

Anyone who has the role of selecting, appointing and managing contractors in a workplace.

### Course syllabus

- Background and overview of relevant law
- Selection of contractors
- Verification of competence
- Pre-work planning
- Risk assessment, contractors rules and method statements
- Monitoring the contractors
- Records, notifications and documentation
- End of work review and continuous improvement

## First Aid Appointed Persons Course - 1 day

### Introduction

It is a legal requirement to appoint one or more appointed persons in the workplace when it is occupied by employees. Although by law the appointed persons do not have to be trained, it is preferable. This course provides a very useful one-day overview of the important role the appointed person plays in the workplace.

### Who is this course for?

This course is for anyone who may take up the role of appointed person, but is also suitable as a good introduction for those who are considering attending the four day first aider's course.

### Course syllabus

- First aid legislation and levels of cover required
- Taking control of an incident
- Protecting the injured person
- Breathing, bleeding, breaks and burns
- CPR
- First aid equipment
- Practical exercises
- Written test

We also provide the four day, HSE approved first aid course. Please call or email for details.

## First Aid Marshall/Wardens Course - 1 day

### Introduction

Some workplaces have large volumes of people who may need to evacuate quickly and safely in an emergency. This normally leads to the use of fire marshalls or fire wardens (the two terms mean the same thing). These employees need to know about the basics of fire and also what to do if an evacuation is needed.

### Who is this course for?

This course is for anyone who is or will become a fire marshall or fire warden.

### Course syllabus

Our syllabus follows the training requirements of the Regulatory Reform (Fire Safety) Order 2005, but as the requirements of clients and their workplaces can differ, we provide syllabuses to suit.

Please call or email us and we will be pleased to provide a syllabus after we have found out a little about your requirements and workplace.

## Manual Handling Awareness – ½ day

### Introduction

The Manual Handling Operations Regulations 1992 place a legal duty on all employers to ensure that their employees are adequately trained to perform any manual aspects of their work duties safely.

### Who is this course for?

Anyone who is required to lift and handle loads as part of their job.

### Course syllabus

- Background to the law and statutory duties concerning Risk Assessment
- Overview of the Regulations
- Physiology of the spine and the effects of poor manual handling technique on the body
- Safe manual Handling techniques and HSE guidelines to weights
- Practical kinetic lifting and handling exercises

**This course can be provided for employees who move people or for those who move objects**

## Display Screen Equipment (DSE) Awareness – ½ day

### Introduction

The use of DSE can cause medical problems in users. In most cases, if dealt with early, problems can be completely eliminated. If left too late, they can be debilitating. This course provides attendees with the necessary information to help ensure problems are identified and dealt with as they occur.

### Who is the course for?

Anyone who uses DSE and anyone who manages work areas in which DSE is used.

### Course syllabus

- Background to the law concerning DSE
- Health hazards associated with the use of DSE
- Correct Postural techniques
- Workstation layout and positioning of equipment
- Eye examinations and provision of corrective appliances
- DSE self assessment

## Hazardous Substances Awareness (COSHH) – ½ day

### Introduction

Anyone who works with substances such as chemicals or biological hazards, such as vomit or faeces must be given appropriate information about the hazards they may face from the substances.

### Who is the course for?

Anyone who's work brings them into contact with hazardous substances.

### Course syllabus

- Health hazards
- Toxicity of substances
- Routes of entry
- Controlling harm
- Working with hazardous substances
- The purpose of COSHH assessments
- Safe storage of substances

## Incident Investigation – ½ day

### Introduction

The aim of incident investigation is to establish a cause or causes and then ensure the event never happens again. This course will enable delegates to investigate incidents and the necessary information and “tool kit” is provided to all attendees.

### Who is the course for?

Anyone who will be required to carry out incident investigation.

### Course syllabus

- Incidents v accidents – definitions
- The accident scene
- RIDDOR requirements
- Accident causation
- Interview techniques
- Records and documentation
- Case study

## Safe Use of Ladders and Stepladders – ½ day

### Introduction

Falls from height is a major cause of harm in the workplace. Work at height is now governed by specific regulations. This course provides an overview of how work at height can be carried out safely.

### Who is the course for?

Anyone who carried out work at height or manages those that work at height.

### Course syllabus

- The good old day slideshow
- Statistics
- Fall speed versus reaction time
- Overview of relevant legislation
- Safe use of ladders and stepladders

## Confined Space Awareness – ½ day

### Introduction

The confined spaces regulations make it a legal requirement that entry into confined spaces is planned to ensure the safety of persons working in them. This is a general course that provides an overview of the risks involved in working in confined spaces and the controls required for the safety of workers.

### Who is the course for?

Anyone who manages or carries out confined space work.

### Course syllabus

- Overview of relevant legislation
- Specific definitions
- Hazards of confined space work – case studies
- The need for risk assessment
- Safe systems of work
- Permits to work
- Case studies

**Please note that this course does not necessarily mean that delegates are competent to work in confined spaces – further training may be required**

## Safety in Hot Work – ½ day

### Introduction

For obvious reasons, hot work such as welding or grinding in high risk work areas must be strictly controlled. This course uses a risk assessment basis to enable delegates to take the necessary precautions before carrying out hot work.

### Who is the course for?

Anyone who manages or carries out hot work.

### Course syllabus

- Overview of relevant legislation
- Explanation of permit to work systems
- Basic fire awareness (including the spread of fire)
- Case studies
- Short break
- Risk appreciation
- Pre-work checks (using developed hot work procedures)
- Practical assessment in a work area

## Abrasive Wheels – ½ day

### Introduction

Anyone who uses or maintains abrasive wheels must be competent to do so. This course covers many aspects of that requirement and ensures that attendees carry out practical work to consolidate the theory during the course

### Who is the course for?

Anyone who uses or changes abrasive wheels.

### Course syllabus

- Risks involving abrasive wheels
- Relevant legislation
- Types of abrasive wheels
- Safe changing
- Guarding requirements
- General equipment safety
- Practical assessment

## Introduction to Health and Safety Law – ½ day

### Introduction

This is a general course that focuses specifically on health and safety legislation. The course can be adapted to suit the specific requirements of delegates.

### Who is the course for?

Anyone who needs an understanding of current health and safety legislation.

### Course syllabus

- Types of legislation
- The Health and Safety at Work etc Act 1974
- The 1992 “Six Pack”
- Recent legislation
- Forthcoming legislation

## Fire Awareness – ½ day

### Introduction

Fire can be devastating and this course is very general in nature and focuses on what employees can do concerning fire prevention.

### Who is the course for?

Anyone who needs general information about fire prevention.

### Course syllabus

- What is fire and the fire triangle
- Fire spread
- Case study
- Arson
- Fire prevention

## Stress Prevention and Management – ½ day

### Introduction

Stress is a major cause of ill-health in the workplace and its consequences can be devastating. This course should ideally help employers prevent it from occurring in the first place or if this is not possible, manage stress issues to minimise its effects.

### Who is the course for?

Members of staff who will be required to manage workplace stress or anyone who needs to learn about the prevention and management of stress.

### Course syllabus

- What is stress?
- Myths and facts
- Legal overview
- Consequences of stress
- Sources of stress
- Stress management
- Risk assessment

## Lone Working in the Community – ½ day

### Introduction

People who work alone are vulnerable to harm for the very reason that they work alone in the community. The course is therefore centred on lone working and in particular the risks involved and the controls recommended to reduce the risk of harm.

### Who is the course for?

Anyone who works alone in the community or anyone who supervises lone workers.

### Course syllabus

- Risk appreciation
- Practical exercise
- Law pertaining to lone working
- Employers and employees responsibilities
- Video case study

Delegates will be provided with sample lone working policies and procedures during the course.

## Violence and Aggression in the Workplace – ½ day

### Introduction

Some employees who carry out a people facing role can be subject to violence and aggression. This course provides an overview of why this occurs and what to do about it.

### Who is the course for?

Anyone who works in or anyone who supervises persons who work in a client facing role, such as council employees, community workers and medical staff.

### Course syllabus

- Case studies
- Anger and fear
- The aggressor's perspective
- Verbal and non-verbal cues by the aggressor
- What to do if confronted
- Case study

Delegates will be provided with sample policies and forms during the course

## Safety Briefing for Directors and Senior Managers – ½ day

### Introduction

Directors and senior managers must be sure of what their responsibilities are under health and safety law and what problems can arise when they fail to manage health and safety accordingly.

### Who is the course for?

Directors, senior managers and anyone who has organisational health and safety responsibility.

### Course syllabus

- Overview of relevant law in relation to Directors duties
- HS(G)65
- Policies and procedures
- Competent person support
- Management planning
- The typical health and safety management cycle

## Developing Permit to Work Systems and Method Statements – ½ day

### Introduction

Permits to work are used to control high risk work activities, such as hot work, work at height, confined spaces work etc. Method statements are used in many industries, again as a control measure to detail the correct and safe sequence for work operation.

### Who is the course for?

Anyone who uses or issues permits to work and anyone who produces or used method statements.

### Course syllabus

- Overview of safe systems of work
- The purpose of permits and method statements
- Where risk assessment fits in
- Use of the documents in practice

Document templates will be provided to all delegates during the course.

## **Level 1 Awards in Induction into Food Safety Awareness for Catering/Manufacturing/Retail - 1/2 Day**

### **Introduction**

These programmes have been developed as a sector specific training and the courses are tailor made to meet the needs of your organisation.

### **Who Should Attend?**

Suitable for a variety of candidates, including new employees with minimal or no prior food safety knowledge, employees handling low-risk or wrapped food or those who work front of house, such as waiting or check out staff, as well as back of house such as kitchen porters or warehouse staff.

### **Course syllabus**

- a) Introduction to Food safety
- b) Personal Hygiene
- c) Cleaning
- d) Contamination

### **Certification**

A 15 question multiple choice examination and successful candidates will be issued with a certificate.

## **Level 2 Awards in Food Safety in Catering/Manufacturing/Retail – 1 day**

### **Introduction**

These courses address the sector specific needs in the food industry and are designed to increase the training effectiveness in different organisations.

### **Who Should Attend?**

Designed for anyone working in a catering, manufacturing or retail setting where food is prepared, cooked and handled.

### **Course syllabus**

- Legislation and Food safety hazards
- Temperature control
- Refrigeration, chilling and cold holding
- Cooking, hot holding and reheating
- Food handling
- Principles of safe food storage
- Cleaning
- Food premises and equipment

### **Certification**

A multiple choice examination and successful candidates will be issued with a certificate.

## Level 2 Award in Healthier Food & Special Diets – 1 day

### Introduction

A qualification in good nutrition this course is designed for organizations that wish to be more 'health aware' especially suitable for organizations involved in care and retail.

### Who should attend?

Suitable for all employees

### Course syllabus

- The relationship between nutrition, diet and health
- The nutritional requirements of different population groups
- Current policy, legislation and voluntary guidelines
- The effects of food processing on nutrient content
- Nutrition labelling

### Certification

A multiple choice examination and successful candidates will be issued with a certificate.

## Level 3 Awards in Food Safety Supervision in Catering/Manufacturing/Retail – 3 days

### Introduction

Changes in legislation effective from January 2006 have placed greater onus and accountability on anyone in the food business with supervisory responsibility. It is therefore vital they are equipped with both the knowledge and confidence to do their job effectively.

### Who should attend?

A must for anyone managing or supervising in medium and large manufacturing or catering businesses

### Course syllabus

- Legislation
- Supervisory management
- Temperature control (chilling, cooking)
- Cleaning
- Contamination control
- Applying and monitoring good hygiene practices
- Implementing good food safety procedures
- Contributing to the safety training of others

### Certification

A multiple choice examination and successful candidates will be issued with a certificate.

## Intermediate Certificate in Food Safety (Refresher) – 1 Day

### Introduction

The overall aim of this programme is to remind candidates how to supervise food safety to control contamination and safeguard the health of consumers. The programme will also update candidates on recent changes in food safety legislation.

### Who should attend?

Designed for supervisors who hold an Intermediate or Level 3 certificate in Food Safety.

### Course syllabus

- Terminology in respect of supervising food safety
- Key points of UK and European legislation that apply to food safety in a food business
- Concept of food hazards and the risk associated with them
- Role temperature plays in the control of food safety
- Importance of supervising high standards of cleanliness in food premises
- Techniques involved in controlling and monitoring food safety.

### Certification

A multiple choice examination and successful candidates will be issued with a certificate.

## Level 3 Award in Implementing Food Safety Management Procedures – 1Day

### Introduction

EU legislation requires all businesses producing food to have a documented food safety management system in place, based on Hazard Analysis and Critical Control Point (HACCP) principles.

### Who should attend?

For business owners and managers of small and medium sized catering and hospitality businesses

### Course syllabus

- The 12 steps in the HACCP process
- Controls required to ensure food safety
- Use of a management tool such as the FSA's *Safer Food Better Business* pack

### Certification

By assignment with Certificate issued to successful candidates

## Level 3 Award in HACCP for Food Manufacturing – 1 Day

### Introduction

This programme is designed to ensure candidates develop the requisite knowledge and practical skills to implement a HACCP plan in their workplace.

### Who should attend?

For business owners and managers.

### Course syllabus

- The HACCP process and its role within food manufacturing
- How to develop, monitor and evaluate HACCP-based systems

### Certification

By assignment requiring the development of a HACCP plan with Certificate issued to successful candidates

## Level 4 Award in Food Safety in Catering – 5 Days

### Introduction

A high level practical qualification enabling senior managers, auditors and trainers to set the highest standards in the food industry.

### Who is the course for?

From food business owners to trainers, from production managers to hygiene auditors, these sector specific qualifications meet industry's need for a high level practical qualification.

### Course syllabus

- Bacteriology
- Food-borne illnesses
- Physical contamination of food
- Food storage, temperature control and preservation
- Design and construction of food premises and equipment
- Cleaning and disinfection
- Pest control
- Personal hygiene
- Training strategies
- Legislation
- Management control techniques

### Certification

By completion of 2 assignments and a written examination. Successful delegates will be issued with a detailed certificate

## **Level 4 Award in Food Safety Management for Manufacturing – 5 Days**

### **Introduction**

A high level practical qualification enabling senior managers, auditors and trainers to set the highest standards in the food industry.

### **Who is the course for?**

From food business owners to trainers, from production managers to hygiene auditors, these sector specific qualifications meet industry's need for a high level practical qualification.

### **Course syllabus**

- Bacteriology
- Food-borne illnesses
- Physical contamination of food
- Food storage, temperature control and preservation
- Design and construction of food premises and equipment
- Cleaning and disinfection
- Pest control
- Personal hygiene
- Training strategies
- Legislation
- Management control techniques

### **Certification**

By completion of 2 assignments and a written examination. Successful delegates will be issued with a detailed certificate.