

# Health & Safety Certification & Services Ltd

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HSE/ITSSAR National Training Provider No 3:10005

Registered in England No 06991213

Certification, Training & Consultancy Services - Industrial - Construction - Warehousing - Timber - Staff - Supervisory - Management - Policy Formulation

## Access Tower

## TRAINING, CERTIFICATION & SERVICES



**A NATIONAL SERVICE with LOCAL TRAINERS  
and INDIVIDUAL CARE**

Central Administration Office

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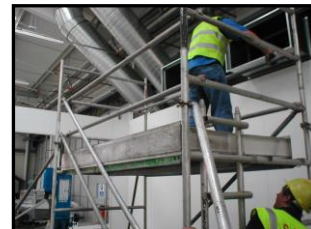
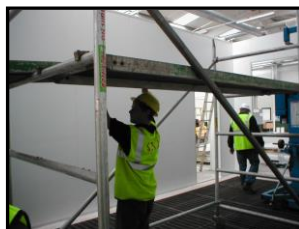
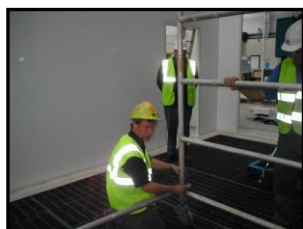
NATIONAL Coverage with LOCAL Knowledge and INDIVIDUAL care



## Access Tower Training

| Access Towers / Alloy / Steel /Mobile Scaffold |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                            |                                                                                     |                   |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------|
| Description                                    | The course is designed to comply with the legislative requirements of persons involved in construction, and working at heights with access towers. This course will enable operators to undertake safety inspections, safely erect, use, move and dismantle access towers covering both of the recognised advanced guardrail and TTT methods these are the only 2 methods approved by HSE.. This course fully complies with the <b>Working at Height Regulations, PUWER, HASAWA, MHASAW etc etc</b> , and can include the host company’s own systems and procedures, and any additional safeguards. |                                                                                                                                                            |  |                   |
|                                                | This course can also be applied to specific access systems such as Easy Dec, LOBO and low level staging etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                            |                                                                                     |                   |
| Brief Content                                  | Responsibilities / Regulations<br>Safe working at height<br>Safety Inspections<br>Recognition of components and their application<br>Provision of bracing, ties, kick boards and hand rails etc.<br>Identification of safe ground & environmental conditions.                                                                                                                                                                                                                                                                                                                                       | Erection & dismantling<br>Use of outriggers<br>Safe operating from towers<br>Repositioning erected towers<br>Reporting Procedures<br>Risk Assess Tower Use | Availability                                                                        | On Site           |
|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                            | Examinations                                                                        | Knowledge         |
|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                            | Certification                                                                       | HSE               |
|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                            | Duration                                                                            | 1 Day             |
|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                            | Course Style                                                                        | Knowledge & Skill |
| Notes                                          | In Company courses will be tailored to the working environment<br>Company systems/policies can be included within this course.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                            |                                                                                     |                   |
|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | A Training room suitable for the number of delegates will be required.<br>Reduced rates are available for multi-site or multi-course bookings.             |                                                                                     |                   |

(Safe Use)



### Associated Courses

Scissor Lift

Boom Elevated

Ladders

Harness Use

Working At Heights



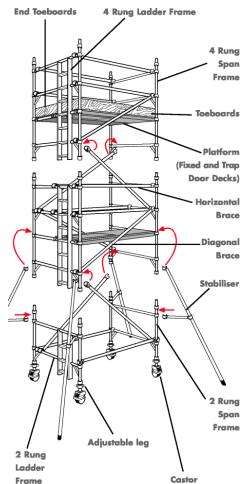
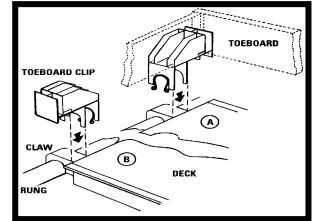
This brochure is not an exhaustive account of our Access Tower Training services, nor does it cover the entire range of Operator or Instructor courses.





## Access Tower Training Division

HSCS has over 25 years experience of offering Access Tower, operator and instructor training with associated services. Our staff have been instrumental in developing recognised, and adopted, training programmes, safe systems of work, Risk Assessments, manuals for managers, supervisors, operators and trainers. Our Access Tower instructors trainers and Tutors are at the forefront of creating and developing National training courses.



We are a fully Accredited Training Provider (no 3:10005) for both operators and instructors, all HSCS staff delivering Access Tower training and associated services are fully qualified Tutors, Trainers and Instructors to the recognised standards. In addition to delivering cost effective quality training and services, HSCS specialists staff work closely with the HSE, and accrediting bodies, to design and develop Health & Safety standards and courses, by being part of standards committees, lead bodies and advising HSE inspectors and EHO's.

Our **National Coverage**, is exactly that, from the South of England to the North of Scotland and from the East Coast to the West of Wales. With instructors, tutors and trainers based around the UK we offer a **Local Service** based on fully qualified professional staff, we can therefore ensure clients receive the best possible quality service with quick response times. The approach of a consistent quality service also gives us the flexibility



needed to react to our clients differing requirements.



Our clients range from Multinationals to single users and each client is viewed and treated as a unique entity. We believe that each client should receive individual attention and that the services we offer should be aimed at both the legal requirements expected of the client, and the clients need for services that are pertinent and advantageous to their operating environment. Furthermore that these services should be flexible and available at a time to suit the clients operations and requirements, and above all be cost effective.

Clients have individual needs, for example requiring services out of 'normal' hours, HSCS offer a level of **Individual Care** that means if our clients require services to encompass shift work, nights or weekends, we provide it! We also offer bespoke training to a clients particular operating environment, this not only ensures compliance with statutory requirements but also contributes to an overall cost effective service.



Whether you have a single site, or a nation wide company our service fees are clear and precise, there are **no hidden extra's**, quotations are fully inclusive of all course materials, travel, expenses, certification, licensing, registrations - in fact everything except vat. **Why not put us to the test**, just call our head office and experience the difference.

The content of this document is not exhaustive and we would welcome the opportunity of discussing your individual requirements with you.

Finally I would thank you for this opportunity of introducing ourselves to you, and assure you of our best attention at all times.

## OPERATOR TRAINING COURSES

Responsibilities / Regulations  
Safe working at height  
Safety Inspections  
Recognition of components and their application  
Provision of bracing, ties, kick boards and hand rails etc.  
Identification of safe ground & environmental conditions.

Erection & dismantling  
Use of outriggers  
Safe operating from towers  
Repositioning erected towers  
Reporting Procedures  
Risk Assess Tower Use

HSCS are able to deliver all accredited and approved training courses for TOWER operator training and certification at site, ensuring operators are trained on the equipment they are actually going to use, in the working environment they will be operating in.

The operator course durations and general course content are shown below, in addition we can offer in company or national Trainer Training.

Correct Practical Operating techniques relative to the working environment.

In general all courses will include all of the above as appropriate to the course and working environment.

The following example course durations are based on a standard approach, we will ensure that each client receives the correct levels of training and certification and where appropriate will adjust the programme for their own operating environment, equipment and attendance levels in the most time and cost effective manner.

| <b>Access Tower Course Durations Guide</b>                                                                                                                                                                                                      |                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| These are based on standard basic equipment The type of Tower, operating conditions and load types may vary durations to discuss your specific requirements, please contact us on 01536 414966                                                  |                        |
| <b>Course Type</b>                                                                                                                                                                                                                              | <b>No Of Delegates</b> |
| <b>Refresher.</b><br><i>Has held recognised Certification within the last 5 years and has used towers regularly during this time, or has lost certification</i>                                                                                 | 6 per 1 day            |
| <b>Experienced Operator</b><br><i>Does Not Hold Certification but has been using towers for previous 3 months, <b>or</b> a new member of staff with only in house certification, <b>or who</b> has not used a tower since last certificated</i> | 6 Per Day              |
| <b>Novice Operators</b><br><i>Have never undergone training and has no experience in using towers</i>                                                                                                                                           | 4 Per 1 Day            |
| The above assumes multiple delegates attend together<br>Refresher delegates should produce recognised certification dated within 5 years                                                                                                        |                        |

### Site Requirements

Delegates must have standard PPE (Gloves, Hard Hat, Hi Vis Jacket/Vest & Safety Footwear)

A Suitable room for the number of delegates and trainer, tables, chairs will be required for knowledge training and documentation completion / administration and knowledge examination.

A Suitable practical area for the erecting and dismantling of the Tower and practical examination

A Tower System, PUWER compliant and in safe order

**Please Note**

We are required to take delegates photographs for certification and will require parking for our trainers vehicle.



## COURSE DOCUMENTATION

All Tower operator training courses will carry with them the following documentation **as a minimum**. Copies of the candidate & course report and pre op check sheet are sent to our clients as a matter of course. These will carry all the information required by HSE, EHO's insurance companies etc, however If clients wish we can send copies of all course documentation.



**Operators Manual**, this will give the operator an insight into the safe operating practices for the type of equipment candidates are being trained on. Typically this will include Aims of The course, Operators Responsibilities, PPE, Accident causation, Basic Components, Capacities, Stability, SWL, WLL, Basic Maintenance, Daily Operational Checks, Signals, Safe Operating Practices, erection, dismantling, storage etc.

For larger users this operators manual can incorporate the client companies own logos, policies, safe systems of work, risk assessments, example company documentation etc.

**Candidate And Course Assessment Sheet**, this key document records the training undertaken, the machine used, the candidates details, the companies details, the skills and knowledge examinations outcome, the level of certification, the instructors registration number, specialist applications and the candidates register number.

The details on this document meet (and exceed) the requirements for clients to correctly record the training as per the MHASAWA, PUWER, LOLER etc. This documentation will form an integral part of your authorisation process for successful candidates.

**Practical Skills Test Sheet**, this records the candidates performance of the practical examination. This examination is as set out by the accrediting bodies recognised by the Health & Safety Commission as competent to accredit and monitor organisations which train instructors and/or train, test and certificate operators. Any poor operating practices are recorded on a scale of 1 to 5 points for each infringement. An operator must be able to complete the practical examination with 40 'penalty points' or less to achieve certification.

**Theoretical Examination Test Sheet**, this records the candidates answers to the knowledge questions associated with the safe operating practices and working knowledge required to safely operate the tower for which training has been administered. Again this knowledge test is as laid down by accrediting bodies. This document and the practical skills test sheet can be used to confirm an operators knowledge and ability, and can be instrumental in any litigation or accident investigation situations throughout the operators working life.

### Equipment Pre Operational Check Sheet,

This is the record of the third examination element relating to Tower Use. If a client company have their own check sheet and system in place then we will use that rather than our own.

Whilst accredited training has always included the pre operational safety checks, it is only recently that this element of training has been a required examination.

Where a client company do not have a set system in place, our trainers will advise as to the most appropriate check sheet and the applied system of recording.



## EXAMINATION STANDARDS



These standards have been developed over a number of years to meet and exceed the training requirements as laid down by HSE regulatory requirements, and have been adopted by HSCS as a means of ensuring national, uniform standards for the examination of an overhead crane operators skills and safety knowledge. Continuous assessment of an operators' progression will naturally be undertaken during training by instructors.

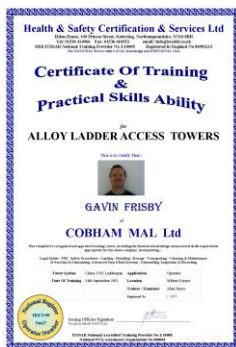
The test will only be administered by approved HSCS trainers, instructor/examiner and in accordance with the Health & Safety Commission/Executive Approved guidance MHASAWA, PUWER, LOLER and BS7121 etc.

Candidates must attain pass levels in all three examinations (Practical, Knowledge & Pre Operational Checks) to receive Certification.

By applying these standards and utilising the course documentation and issuing compliant training records, HSCS assist you in meeting HSE, and Insurance requirements whilst minimising litigation opportunities.

## CERTIFICATION

Certification will be issued to candidates who can demonstrate the required levels of skill, safety and knowledge. The certification issued is that referred to in the HSE Acop.



**Operators Certificate**, (A4) this gives the required details of the operators training dates, the venue, the truck type, the bita group, any attachments, the client company, the operators registered number, the registered trainer / instructor / examiner name and registered number, the training provider (HSCS) their address and contact details.

As can be seen this is a positive identification document that carries the registered operators photograph. This certificate is also signed by the training providers authorised signatory and then laminated to avoid tampering and / or fraudulent use.

**Positive ID Card**, this is issued in addition to the certificate. Where certification will be held in the personnel department, or training record files, the ID card is credit card sized and is designed for the operator to carry at all times. The card details the machines the candidate has been certificated on, and again carries relevant details of training etc.



This particular ID is open for up to five years. Optional as per the clients requirements, the ID can also double as the ATO for the host company and can be limited to that company if required. Standard issue certification and ID cards do not have an expiry date.



**Temporary Pass Notification**, due to the accreditation process, quality systems and the registration process of operators, it can take up to two weeks for certification to be forwarded to clients, HSCS recognise that clients and operators often need to be able to operate the plant as soon as they have achieved certification (subject to the client issuing an authorisation), we have therefore introduced the temporary pass notification, this demonstrates achievement and also lists contact numbers for HSE or EHO's should they visit sites / premises between achievement and certification being in place. We can include a clients authority to operate within this document if required. The temporary pass notification is duration limited to 14 days from issue.







### What's Included

Training and certification courses are carried out at your designated mainland UK site/s and include all the above as well as all travel and expenses. **Why pay a mileage fee just because your location does not coincide with your training providers?** As long as the course / service is held on the UK mainland, all travel and expenses are included in course fees, any expenses incurred for non mainland training are charged at cost.

### What Facilities Do We Require

A suitable room/office/area to administer course documentation, knowledge sessions and safety knowledge test with a 13amp 3 pin 230v power supply, an access tower, harnesses (if app), all in a safe condition and compliant to regulatory requirements. Finally a practical area for the training and practicing of operational techniques and practical examination. HSCS will supply all course documentation, training DVD's course manuals and even a portable DVD player or laptop/projector as appropriate.

### Post Course

HSCS believe in offering a full and complete service that does not stop once we have issued certification. We offer full telephone, fax and email support that backs up the training courses and acts as an advisory service for clients with queries regarding any aspect of materials handling. We also offer free support in relation to our training and standards should you have any incidents with operators or queries from EHO's or HSE inspectors

**ADDITIONAL BENEFITS** Subject to usage levels we offer the following 'added value' elements

### All Clients

- Certification incorporating company logos.**
- Issuing pass notifications until certification is received.**
- Single contact training request placement**
- Certificate validation / advisory service**
- Telephone / email advisory service**
- Creation of bespoke training courses**

### Larger Users

- Materials Handling Equipment Specification Service**
- Dedicated client email address**
- Inclusion of clients procedures and policies in operator manuals & training**
- Issue of clients permits to operate**

### ASSOCIATED COURSES

HSCS offer a wide range of Health & Safety training, certification and consultancy services, many of which compliment TOWER operator training, these include:

- Ladder & Low Level Staging
- Employee Health & Safety Awareness
- First Aid (Appointed Person)
- Manual Handling (Including Instructor)
- MEWP Operator & Instructor
- Towers Instructor / Examiner (National & In House)
- Working At Heights
- Harness Safe Use & Inspection

The above is a small selection of the courses and services we offer, for details regarding any aspect of Health & Safety training or consultancy services please contact our Head Office (01536 414966)

We thank you for allowing us this opportunity of introducing ourselves to you, and would very much like to prove to you that we can offer a service that not only meets legislative requirements, but also offers a genuine way forward to cost effective quality training and services that contribute to the overall benefit of your company, employees and clients.

**John Steel**

