

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

TRANSPORT TRAINING, CERTIFICATION & SERVICES



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

Central Administration Office

Eldon House, 100 Princes Street, Kettering, Northamptonshire, NN16 8RR

Telephone 01536414966 Fax 01536416933 Email info@hscsltd.co.uk



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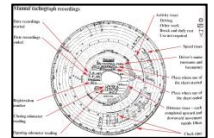
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Transport Training & Services

Introductory Information

HSCS has over 18 years experience of offering LGV driver training and associated services, under the H&S regulations and guidelines, our staff have been instrumental in developing recognised, and adopted, training programmes and manuals for managers, supervisors, and drivers.



We are also fully **Accredited Training Provider** (no 3:10005) under ITSSAR for operators instructors, and Tutors. All HSCS staff delivering LGV training and associated services are fully qualified Tutors, Trainers and Instructors.



Our clients range from Multinationals to single users and each client is viewed and treated as a unique entity. We believe that each client, and site, 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 operation. 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.



In addition to undertaking supplementary LGV training and associated courses and services, members of the Management Team are also involved in setting accreditation standards and participate in standards forums, HSE awareness seminars, Accident Investigations and Industry specific pilot training schemes.



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 attentions at all times.


John St

John Steel (National Manager)

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Lorry Loader Based Health & Safety Training & Certification Courses

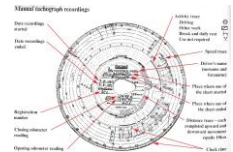
Page	Course	Duration
4	Drivers Hours & Tachograph	½ Day
	LGV Shunting	1-5 Days
	LGV Banksman	1 Day
5	Load Securing	1 Day
	Plant Loading	1 Day
	Manual Handling – Transport Specific	½ Day
6	Forklift	Variable
7	Lorry Loader (HIAB)	To requirement
8	Transport Risk Assessing	1-2 Day
	Bespoke	Variable
	LGV Induction	1 Day
9	What's Included / Bespoke / Trainer Training	

Other Brochures Available Include:-

Lorry Loader	Operator, Attachments, Conversion, Slings, Appointed Person (Lifting Operations), Instructor, Risk Assessor, Supervisory Awareness, Manual handling Specific, Induction Specific, Bespoke
Equipment Hire	H & S In Equipment Hire, Hire Procedures, Hire Staff Induction, Electrical Testing, Manual Handling in Hire, Towers, Cartridge Guns, LPG Handling Storage & Transportation, Cabinet Heaters, Hire Plant Loading & Transporting, Load securing, MEWPs, Chainsaw, Bespoke
Timber & Woodworking	Machine Operators, H&S In Timber based Operations, Manual handling in Timber Operations, Profile Grinders, Lorry Loader Timber Operations, Timber Overhead Cranes, Materials Handling In Timber Operations, Slings, Risk Assessing Timber Based Operations, Bespoke.
Instructor & Train The Trainer	Train The Trainer, Presentation Skills, Forklift, Lorry Loader, Timber, Abrasive Wheels, Manual Handling, Instructional Techniques, Bespoke
Forklift	Operator, Attachments, Battery Care, Conversion, Instructor, Risk Assessor, Supervisory Awareness, Manual handling Specific, Induction Specific, Bespoke
Management & Supervisory	H&S Awareness, '6 Pack', H&S Committees, Managing Safely, Risk Assessing (General & Specific), Identifying Stress, Workplace Transport, Safe Systems Of Work, Policy Creation, PUWER, LOLER, DSE, Manual Handling Risk Assessing, H&S in The Workplace, Bespoke
H & S Services	Safety Audits, Policy Formulation, Design Of safe Systems Of Work, H&S Safety Manual Creation, Design & deliver Bespoke Training & Services, Expert Witness Service, Risk Assessment Services (General & Industry Specific), Portable Appliance Testing, Bespoke Services
General Plant / Equipment & Construction.	Dumper, 360, 180, Scissor Lifts, Articulated Booms, Abrasive Wheels, Mini Excavator, Towers, Ladders, Handtools, Overhead Crane, Lorry Loader, Forklift, Cartridge Fixing Guns, Ladders, Abrasive Wheels, Inductions, Tool Box Talks, Risk Assessing, Auditing, Site Safety Awareness, Controlling Contractors, Bespoke Training.
General Health & Safety	First Aid Appointed Person, Manual Handling (Standard HSE), Manual Handling (CIEH), Foundation Certificate In Health & Safety (CIEH), Combined Manual Handling & COSHH (CIEH), Workplace Stress Awareness and Avoidance, Display Screen Equipment, Safe Use Of Ladders, Stepladders & Lightweight Staging, Safe use of hand tools and powered hand tools, Electrical Safety Testing (PAT Testing), Abrasive Wheels / Appointed Persons, Access Equipment / Alloy / Steel / Towers, LGV Lifting Operations – Appointed Person / Vehicle Banksman (Reversing Operations), Slinger Banksman (Lifting Operations), Working At Heights, Slips & Trips, Vehicle Banksman (Public Access Premises), Fire Awareness, Fire Practical Application, Safe Use Of Overhead Cranes, Bespoke Courses

Transport

Drivers Hours & Tachograph

Description	This course is designed to instruct candidates in the correct use and completion of tachographs, regulatory requirements of drivers hours, responsibilities of drivers, enforcement, tachograph checking. This course is ideal for those new to LGV driving, long term drivers and forces leavers. The risk of losing an O licence due to tachograph infringements is higher now than ever, this course will help minimise that risk.				
Brief Content	Working Time Rules	Breaks, Daily rest	Availability	On Site	
	EU Rules	Emergencies & Exemptions	Examinations	Knowledge	
	Domestic Rules	Part time driving	Certification	RTA Regulations	
Notes	Daily Driving	Calibrations, Seals, Checks & Inspections	Duration	½ Day	
	Weekly Driving	Drivers responsibilities			
	Fortnightly Driving	Correct completion	Course Style	Knowledge	
	In Company courses will be tailored to the working environment A Training room suitable for the number of delegates will be required. Reduced rates are available for multi-site or multi-course bookings. No prior knowledge of topic required.				

LGV Shunting

LGV Shunting						
Description	This course is designed to instruct candidates in the correct and safe methods of driving LGV vehicles in shunting manoeuvres / operations within a companies operating environment. This course caters for novice and experienced operators and will include the banksman operations. With the shortage and cost implications of using road qualified drivers, many companies now employ non LGV holders to undertake shunting operations within their own site. This course will ensure these operators can safely undertake these tasks, reducing costs, damage and down time.					
Brief Content	Accidents - causes and prevention. Acts and Regulations. Correct selection of vehicles & trailers etc Understand correct procedures in manoeuvring vehicles. Correct coupling / uncoupling Loading docks/areas	Banksman responsibilities. PPE, Safe Systems Of Work Recognised signals. Risk assessing the manoeuvre. Planning the manoeuvre Practical applications of the course content.	Availability	On Site		
			Examinations	Knowledge Practical Skills		
			Certification	HSE Regulations		
Notes	In Company courses will be tailored to the working environment A Training room suitable for the number of delegates will be required. Reduced rates are available for multi-site or multi-course bookings. No prior knowledge of topic required. A Suitable vehicle will be required for on site courses		Duration	1 - 5 Days depending upon numbers & experience		
			Course Style	Knowledge & Skill		

LGV / Vehicle Banksman (Reversing Operations)

Description	This course is designed to instruct candidates in the correct and safe methods of reversing vehicles and shunting type manoeuvres / operations as an appointed person in charge of vehicle movements within a companies operating environment.				
	Brief Content	Accidents - causes and prevention. Acts and Regulations. Understand the limitations or otherwise of equipment available. Understand correct procedures in manoeuvring vehicles.	Banksman responsibilities. PPE, Safe Systems Of Work Recognised signals. Risk assessing the manoeuvre. Planning the manoeuvre Practical applications of the course content.	Availability	On Site
Examinations				Knowledge & Skill	
Certification				HSE Regulations	
Notes	In Company courses will be tailored to the working environment A Training room suitable for the number of delegates will be required. Reduced rates are available for multi-site or multi-course bookings. No prior knowledge of topic required. A Suitable vehicle will be required for on site courses	Duration	1 Day		
		Course Style	Knowledge & Practical Applications		

Transport

Loading & Securing – THLS1

Description	To establish and develop the candidate’s appreciation and knowledge of Health & Safety with a deeper understanding within those areas relevant to the safe loading securing and transportation of loads. Incorrectly loaded vehicles are not only unsafe, but can lead to damaged vehicles, injured staff and of course breaches of the road traffic act especially ‘insecure load’.				
Brief Content	Overview of legislation Road Traffic Act Risk Assessment – Overloading – Trailers – Overhangs - Etc. Correct Loading Techniques / General Securing Techniques	Correct Loading Techniques / General Securing Techniques Securing equipment- Ratchet straps Ropes NHSCS etc. Securing Points, eyes etc Examples of securing Practical Applications	Availability	On Site	
			Examinations	Knowledge & Skills	
			Certification	HSE Regulations	
Notes	In Company courses will be tailored to the working environment A Training room suitable for the number of delegates will be required. A Suitable vehicle will be required for on site courses Reduced rates are available for multi-site or multi-course bookings, book two half day courses for same day delivery and the second course is reduced by 50%.		Duration	½ Day	
			Course Style	Knowledge & Practical Application	

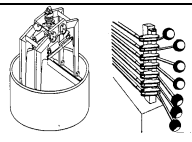
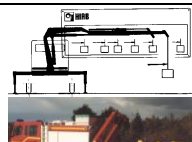
Plant Loading & Transporting

Plant Loading & Transporting				
Description	Many fatal accidents have occurred within the Transport Industry related to the transporting of mobile plant. This course is designed to teach delegates the correct procedure for the safe loading securing and unloading of common mobile plant found. Loading and unloading refers to placing the plant on to a trailer or transporter vehicle, transporting the plant and removing it from the trailer / transporter safely.			
Brief Content	Overview of legislation Road Traffic Act Manual Handling Operations Personal Protective Equipment at Work Risk Assessment – Overloading – Trailers – Overhangs - Etc.	Plant / Vehicle / Trailer Daily Inspections & Checks Correct Loading Techniques Plant Securing Techniques Documenting and Recording Inspections	Availability	On Site
			Examinations	Knowledge & Skills
			Certification	HSE Regulations
Notes	In Company courses will be tailored to the working environment A Training room suitable for the number of delegates will be required. Reduced rates are available for multi-site or multi-course bookings. A Suitable vehicle will be required for on site courses Delegates passing the end of the course examinations are certified accordingly		Duration	1 - 2 Days depending upon numbers & experience
			Course Style	Knowledge & Practical Application
			Course Style	Knowledge

Manual Handling (Transport)

Manual Handling (Transport)				
Description	This fully certificated course is designed to instruct drivers & loaders in the correct and safe methods of manual handling. On site course will be tailored to the working environment, as well as the specific programme as described in the Manual Handling regulations.			
	This course has practical elements requiring candidates to display correct handling techniques.			
Brief Content	Show an understanding of their legal duties.	Demonstrate the correct use of lifting aids.	Availability	On Site
	Recognise the impact of bad lifting techniques.	Accidents - causes and prevention.	Examinations	Knowledge Practical Skills
	Recognise correct lifting methods and techniques.	Practical applications of the course content.	Certification	HSE Regulations
Notes	Demonstrate the correct procedures.	Correct techniques relative to working environment.		
	In Company courses will be tailored to the working environment A Training room suitable for the number of delegates will be required. Reduced rates are available for multi-site or multi-course bookings. Delegates passing the end of the course examinations are certified accordingly		Duration	½ Day
			Course Style	Knowledge & Skill

Forklift Operator <i>Separate Full Brochure Available</i>					
Description	HSCS deliver HSE fully accredited and approved training courses for forklift operator training and certification. The most common rider operated courses are shown below. In addition our operator course range includes conversion (From one truck type to another), Attachment (specific to the attachment being used), Specific load handling, Fridge / Freezer operating, Off Shore operating etc. Novice Operator (Little or no established prior experience of driving any type of forklift truck) Experienced Operator (Has had at least 3 months experience of driving a forklift truck, but has had no formal training.) 1 Day Refresher / Retraining / Re Certification (As per client company policy (usually 3 to 5 years) and HSE ACOP L116 (1999)) Conversion Courses Transferring skills from one truck type to another (1 to 3 days)				
					
					
					
Brief Content	All operator training courses are designed to train the basic skill requirements and associated job safety knowledge of basic Lift Truck operation, This is to the nationally recognised levels of skill, ability & safety as laid down by accrediting bodies and as in the Approved Code of Practice (L116) relating to section 2 of the Health & Safety at Work Act 1974. 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. Pass notifications are issued on completion with full certification and positive identification cards being sent once registration is complete.				
	Introduction & Aims Responsibility of the operator Operational Safety Code Basic Hydraulic & Electrical systems Refuelling / Recharging Daily Safety Checks & Maintenance Site Safety		Simple Manoeuvring Advanced Manoeuvring Stacking & Destecking (Free & Racking) Risk Assessment Vehicle Loading Practical Examinations Knowledge Examination		
Notes	We ensure that all training is administered to the most cost effective outcome, if you have mixed requirements as regards experience levels etc we optimise the training time to accommodate the best possible outcome.				
	Forklifts Covered (Not Exclusive - 42 Forklift Types in total)			Availability	On Site
	Counterbalance	Sideloader	Powered Pallet Truck	Examinations	Knowledge & Skills
	Pedestrian Stackers	Multi Directional	Vehicle Mounted	Certification	HSE Standard / ITSSAR
	Pivot Steer	VNA Man Up	Multi Directional	Duration	Variable by course type, experience levels etc
	Rough Terrain	Industrial Tele	Sideloader		
	Sidetracker	Container Handlers	Reach		
	Pallet Stackers	Straddle Carriers	Order Pickers	Course Style	Knowledge & Practical
Given the complex nature of this subject, the variation of machines, the different levels of training available and different operating environments etc, a dedicated brochure is available, please call 01536 414966 to request this brochure.					

Lorry Loader (aka HIAB) Operator				
Separate Full Brochure Available				
Description	HSCS can deliver CPCS, NPORS, ALLMI and ITSSAR HSE approved / recognised training courses (unlike forklift trucks, there are no HSE directly accredited courses) for Lorry Loader operator training and certification, Including Novice Operator (Little or no established prior experience of operating any type of forklift truck) Experienced Operator (Has had at least 6 months experience of operating a Lorry Loader, but has had no formal training.) 1 Day Refresher / Re Certification (Due at a maximum 5 Year interval) 1 Day Attachment Available for all Lorry Loader attachment types The courses are fully Certificated to the recognised and Accredited levels of skill, ability and safety in handling these versatile machines.		 	
			 	
			 	
Brief Content	All operator training courses are designed to train the basic skill requirements and associated job safety knowledge of basic Lorry Loader operation, This is to the nationally recognised levels of skill, ability & safety as laid down by industry accrediting bodies, and as in the PUWER and LOLER regulations as well as the MHASAWA etc. 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. Pass notifications are issued on completion with full certification and positive identification cards being sent once registration is complete.		 	
			 	
	Introduction & Aims Responsibility of the operator Operational Safety Code Basic Hydraulic & Electrical systems Daily Safety Checks & Maintenance Safety Devices Load Indicators Site Safety	Preventative Maintenance, Pre-Operational Checks Operating Safety Rules & Procedures Safe Working Loads Stability Hydraulic Controls Correct Siting of Vehicle Safe Operating Practices Lifting, Manoeuvring and Lowering Loads		
Notes	We ensure that all training is administered to the most cost effective outcome, if you have mixed requirements as regards experience levels etc we optimise the training time to accommodate the best possible outcome. <i>The timings above, and courses detailed, only include very basic slinging content. If an operator is utilising any slinging type operations in their normal working environment they must attend a dedicated slinging course.</i>			
	Loader Types Covered (Not Exclusive)		Availability	On Site
	HIAB	ATLAS	H.M.F	Examinations
	Pimespo	Boat Mounted	Tractor Mounted	Certification
	Fassi	Bonfiglioni	Palfinger	
	Attachments Covered (Not Exclusive)		Duration	Variable by course type, experience levels etc
	Standard Hook	Clamp	Log Lift	
	Clam Shell	Augers	Post Handlers	
	Winches	Pallet Forks	Gravity Grab	Course Style
	Given the complex nature of this subject, the variation of machines, the different levels of training available, and different operating environments etc, a dedicated brochure is available, please call 01536 414966 to request this brochure.			

Transport

Risk Assessing LGV Operations

Description	This course is designed predominantly for LGV Operations. The risk assessment of LGV environments covers a wide and varied number of topics which need to be applied at varying levels throughout the organisation. This risk assessment course will cover all relevant areas for risk assessing and will also include undertaking an actual risk assessment exercise.				
Brief Content	Risk Assessment & HSE Risk Assessing Basic Skills The Health & Safety at Work Act 1974. The Management of the Health & Safety at Work Regulations 1999. The Workplace (Health, Safety & Welfare) Regulations 1992 Workplace Transport & systems	Information Sources Road Traffic Act The Provision & Use of Work Equipment Regulations 1998. Practical Risk Assessment Risk Assessment reporting & documentation.	Availability	On Site	
			Examinations	Knowledge	
			Certification	HSE Standard Certification	
Notes	A Training room & practical area suitable for the service required and number of delegates will be required. Reduced rates are available for multi-site or multi-course bookings Delegates passing the end of the course examinations will receive specific risk assessment certification.		Duration	1 Day	
			Course Style	Knowledge	

Bespoke Courses

Description	HSCS recognise that all LGV operations & sites are not the same, clients do not have the same systems and approaches, the industry is wide and varied. We therefore also recognise that different clients will have different needs, we pride ourselves in offering tailor made courses that meet the legal and Health & Safety requirements AND a clients own systems and requirements. This will ensure that a company's training courses and programmes are cost effective and relevant to their needs.				
Brief Content	A mixture of Legal requirements the company's policies and procedures, working environment requirements		Availability	On Site	
			Examinations	Knowledge / Skills as required	
			Certification	Dependant on content	
Notes	A Training room & practical area suitable for the service required and number of delegates will be required. Reduced rates are available for multi-site or multi-course bookings Delegates passing the end of the course examinations will receive certification appropriate to the course/s / content		Duration	Variable	
			Course Style	Knowledge / Skills as required	

Staff Induction for LGV

Description	Designed to assist employers in meeting their legal responsibilities in ensuring new and existing staff are aware of basic health and safety requirements in LGV operations. This course concentrates on the employees responsibilities in LGV operating environments by presenting a basic awareness of their role in complying with Road Traffic Act, PUWER, LOLER, PPE, manual handling, coshh, fire, signage, workplace transport and company Health & Safety policies etc				
Brief Content	HASAWA Employers responsibilities Employees responsibilities Road Traffic Act PPE Manual Handling	COSHH Fire Signage Materials Handling Equipment Company Health & Safety	Availability	On Site	
			Examinations	Knowledge Practical Skills	
			Certification	HSE Regulations	
Notes	In Company courses will be tailored to the working environment A Training room suitable for the number of delegates will be required. Reduced rates are available for multi-site or multi-course bookings Delegates passing the end of the course examinations receive HSE Standard certification		Duration	1 Day	
			Course Style	Knowledge	

Whats Included

All course quotations / charges include, as appropriate, delegates course materials, examination fees, delegate registrations, certification, ID Cards, delegate reports, course reports, examination results and full course documentation.

The individual delegate and course report will include information on the course completed, knowledge and practical examination results, course location, date/s, equipment used in training, trainer/examiner registered number, national provider registration and contact information etc. This document holds all the relevant information required to prove training has been completed and course standards met.

On Site

Training and certification courses carried out at your designated mainland UK site/s includes 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.



Post Course

HSCS Training Services 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 our services and training courses. We also offer an email based free Health & Safety update / notification service. We are here to help YOU conduct a compliant and safe business for the benefit of your company, its employees, and your customers, on a cost effective basis.

Services - Audit / Review / Advisory

HSCS offer a wide and varied range of courses and services. Our services include audits, where we can audit compliance, training requirements, operating environments, complete locations / sites, systems, company policies etc. In addition we can review all these areas, or advise on equipment selection, setting up any of the above, writing company safe systems and policies even formulating company specific training programmes and materials.



Bespoke

HSCS recognise that individual clients environments and sites are not all the same, clients do not have identical systems and approaches. We therefore also recognise that different clients will have different needs, we pride ourselves in offering cost effective tailor made courses that meet the legal, insurance and Health & Safety requirements **AND** a clients own systems and requirements.

We work with clients to ensure the most cost effective outcome to their needs and requirements, linking courses, accommodating weekend and shift based training, adjusting courses to include individual client systems and procedures etc.

Contact
To discuss the
bespoke service,
contact us.
01536 414966

Trainer / Instructor

In addition to the operator and staff training services, HSCS are accredited to deliver a wide range of trainer courses, these can be industry or subject specific, generic train the trainer, or of bespoke design for an individual companies operating environment.

Trainer courses are fully certificated to national application levels or can be in company only. In addition support materials are available for the delivery of training courses, this material includes DVD presentations, course manuals, course handouts, course documentation, powerpoints, overheads etc.

For further information, or to discuss your trainer requirements, contact John Steel, on 01536 414966

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