

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

TIMBER & WOODWORKING Health & Safety

TRAINING, CERTIFICATION & SERVICES



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

Central Administration Office

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

Tel: 01536414966 Fax 01536416933 Email info@hscsltd.co.uk



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Timber Industry Training & Services Introductory Information

Overview

Health & Safety Certification & Services have a wealth of experience and history in training and servicing the Timber and Woodworking industries, and is one of the few specialist trainers within the industry. The Timber industry by its nature and operations has a higher Health & safety compliance requirement than most other industries.



HSCS recognise that not all timber sites are the same, clients do not have the same systems and approaches. 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. Where possible we will work with clients to ensure the most cost effective outcome to their needs and requirements, linking courses, accommodating weekend training, adjusting courses to include client systems and procedures etc.



Our trainers are drawn from the industry and have usually completed an apprenticeship as well as having many years of experience in operating these machines prior to becoming trainers. The training courses will generally include Health & Safety responsibilities, legislation, employees responsibilities, safety checks, tooling & equipment, setting, safe practices and techniques, practical and knowledge examinations.



Services

HSCS also offer a wide variety of services that are applicable to the Timber industry including Forklift, Lorry Loader training, plant operator training, risk assessment, policy formulation, site audits, Health & Safety manual creation, Advisory Service, Manager & Supervisor training etc.

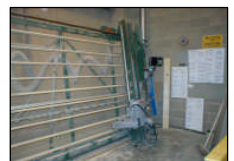


Course Information

Many of the courses detailed here have attendance limits placed upon them. We at HSCS believe that if a course is devised to encompass Health & Safety practical requirements, then candidates should, and must, be able to display those skills and knowledge on completion of training, if they do not undertake these practical assessments then the employer cannot in confidence say that staff are competent. The following is not an exhaustive list of courses, for courses not listed, or for further information, please call on 01536 414966, we thank you for your interest and hope to be of service to you



John Steel
National Manager



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

Timber & Woodworking Based Health & Safety Training & Certification Courses





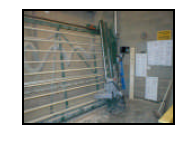

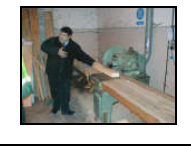



Brochure Contents

Page	Course (If your course is not listed, please call 01536 414966)
4	Timber / Woodworking Machine Course Overview & Documentation
7	Cross Cut Band ReSaw Bench Panel Saw Chainsaw
8	Chopsaw Circular Saw Dimension Saw Pack Saw (Fixed)
9	Mitre saw Pack Saw (Mobile) Morticer Narrow Bandsaw
10	Pendulum Cross Cut Planer Edger Planer Moulder Planer Thicknesser
11	Radial Arm saw Rip Saw Overhead Router Spindle Moulder
12	Multi Machine Overhead Planer Tennonner Thicknesser
13	Wallsaw Profile Grinder Fixing Tools Portable Power Tools
14	H&S In Timber Operations Manual Handling In Timber Timber Trainer
15	Lorry Loaders Overhead Cranes Materials Handling
16	Safe Slings Risk Assessing Bespoke Services

Other Brochures Available Include:-

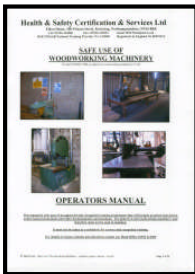
General Health & Safety	First Aid Appointed Person, Manual Handling (Standard HSE), Manual Handling (CIEH), Foundation Certificate In Health & Safety (CIEH), Combined Manual Handling & COSHH (CIEH), Workplace Stress Awareness and Avoidance, Display Screen Equipment, Safe Use Of Ladders, Stepladders & 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
Forklift	Operator, Attachments, Battery Care, Conversion, 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
Instructor & Train The Trainer	Train The Trainer, Presentation Skills, Forklift, Lorry Loader, Timber, Abrasive Wheels, Manual Handling, Instructional Techniques, Bespoke
Lorry Loader	Operator, Attachments, Conversion, Slings, Appointed Person (Lifting Operations), Instructor, Risk Assessor, Supervisory Awareness, Manual handling Specific, Induction Specific, Bespoke
Transport	Drivers Hours & Tachograph, LGV Shunting, LGV Banksman, Load Securing, Forklift, Lorry Loader, ADR, Plant Loading, Bespoke, Manual Handling Specific, Workplace Transport Risk Assessing.
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.

Timber / Woodworking Machine Operator Overview

Description	<p>The following is a general overview of the timber based operations training and assessment programmes. All courses will encompass the individual companies working environments. Elements marked * will be applied in full, whilst others will be applicable at a level dependant upon the machine type and course. All courses are based on the HSE PUWER regulations as applied to woodworking machines, HASAWA, MHASAWA, ACOPI's, Industry trade bodies and recognised best practice with full certification accordingly.</p> <p style="text-align: center;"> *Legal Duties of Employers and Employees *Risk Assessment – Hazards / Dangers – Accidents *Manual Handling / PPE / Housekeeping *Selection & Correct Use Of Machines Purpose & Selection Of Guards & Safeguards Safe Working Practices *Noise *Extraction </p> <p>The above, and enclosed, applies to all sectors where these machine types are used, including the cutting of – Foam – Insulation – Plasterboard, Frozen meat, Plastics, Extrusions, Cane, Composites etc.</p>	     																															
Brief Content	<p>LEVELS Machine Minder – Feeding and Taking Off from machines Basic Operator – Correct safe use of the equipment Care & Maintenance – Changing blades, lubricating, regular maintenance (Operators must have completed basic training). Setter – Setting up the machine for work (Variable by machine) Assessment – Long term operators (5 years min) or where certification is lost, or general timber City & Guilds type award is held. (Observation, questioning and examinations only) No training is given.</p>	   																															
Notes	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> Correct Selection of Machine Identification of job type Identification of job / machine compatibility Hazards of using incorrect machine Fixed Guards - Interlock Guards - Adjusting Guards -Push Sticks – Spikes – Jigs - Work Holders -Fences – Stops - Riving Knives – Blade Brakes </td> <td style="width: 50%; padding: 5px;"> Feeding – Powered – Manual – Roller Supports – Trestles – Tables Setting – Knives – Cutter Projection – Blunt Tools - Guards Cleaning – Tools – Tables – Rollers -Taking Off – Manual – Powered – 2 Man – Rollers - Tables <i>All as applicable to individual machine type/s</i> </td> </tr> </table>		Correct Selection of Machine Identification of job type Identification of job / machine compatibility Hazards of using incorrect machine Fixed Guards - Interlock Guards - Adjusting Guards -Push Sticks – Spikes – Jigs - Work Holders -Fences – Stops - Riving Knives – Blade Brakes	Feeding – Powered – Manual – Roller Supports – Trestles – Tables Setting – Knives – Cutter Projection – Blunt Tools - Guards Cleaning – Tools – Tables – Rollers -Taking Off – Manual – Powered – 2 Man – Rollers - Tables <i>All as applicable to individual machine type/s</i>																													
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COURSE DOCUMENTATION

All training courses will carry with them the following documentation **as a minimum**. Copies of the candidate & course report and pre operational 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.



Operator Manuals / Handbooks, these 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 chapters on Aims of The course, Operators Responsibilities, PPE, Accident causation, Basic Components, Capacities, Stability, Basic Maintenance, Daily Operational Checks, Safe Operating Practices.

For larger users this operators manual can incorporate the client companies

own logos, policies, safe systems of work, risk assessments, example company documentation etc.

These are supported by Powerpoint presentations relating to overall environmental training and again, specific machine. For larger/regular users the operators manuals / Powerpoint 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 company 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 HSE requirements. This documentation will form an integral part of the authorisation process for successful candidates.



Practical Skills Test Sheets, these record the candidates performance of the set practical examination for the specific machine/equipment. This examination is as set out by HSE ACOP's, regulatory requirements, specific HSE documentation etc, as recognised by the Health & Safety Commission showing the delegate was (or was not) able to display the recognised levels of skill and ability. An operator must be able to complete the practical examination within pre set levels to achieve certification. A practical examination test will be applied to all machines /equipment types being trained / certificated.

Theoretical Examination Test This is the proof of safety and operating knowledge and has a dual approach. The first section is based on generic safety and operating knowledge relating to the specific equipment/machines/processes and the standard working environment. These record the candidates answers to the knowledge questions associated with the safe operating practices and working knowledge required. Normally a written examination, but can be administered verbally.



Pre Use/Safety Check Sheets, these are the record of the third examination element relating to equipment and machines. 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 under PUWER, ACOPs etc.

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.

These documents and the practical skills test sheet can be used to demonstrate an operators knowledge and ability, and can be instrumental in any litigation or accident investigation situations throughout the operators working life.



EXAMINATION STANDARDS

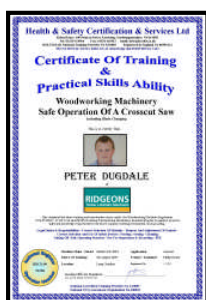
Depending upon the training equipment (Forklift/Loader/Timber/Hire etc) the examination standards will have been developed within, HASAWA, PUWER, MHASAWA, ACOPs HSE Publications etc, as appropriate for the machines, equipment being trained upon and the operating environments, as a means of ensuring national, uniform standards and HSE/Insurance compliance.

Only qualified instructors and examiners who have been trained in its application should carry out this testing process.

Continuous assessment of an operators' progression will naturally be undertaken throughout training by instructors, if it is felt that the standards may not be met in the standard allocated time, this is discussed with the employer prior to any end tests being applied, this helps to avoid a negative test situation.

CERTIFICATION

Certification will be issued to operators who can demonstrate the required levels of skill, ability, safety and knowledge. The certification issued is that referred to in the appropriate HSE publications and accreditation.



Operators Certificate, (A4) this gives the required details of the operators training dates, the venue, the machine type, operating environment, 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. Valid for 5 years the certificate is also signed by the accredited provider's 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 a maximum 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.











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.


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 at our locations around the UK we offer a Local Service based on professional accredited 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, **with no additional charges** such as travel and accommodation.


Our service fees are clear and precise, based on a day rate approach, whether you have a single site or a nation wide company, there are no hidden extra's, quotations are fully inclusive of all course materials, travel, expenses, examination fees, certification, licensing, registrations and all travel and expenses to any UK mainland Site - in fact everything except vat. Why not put us to the test, just call our head office and experience the difference.


Crosscut Saw				
Description	Probably the most common saw in the timber / woodmachines industry. Used to cut timber across the grain at 90 degrees to length, depending upon blade fitted can also be used to cut composite, and plastic materials. All courses will encompass individual companies working environments, safe practices and systems as per the Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and Guidance (L114),			
Brief Content	Responsibilities under HASAWA The tasks machine is designed for. The main causes of accidents at the machine. LEV Systems Isolation procedures. Pre Use Checks & Reporting. Personal protective equipment requirements. Stopping procedures including the use of brakes where fitted.	How to use and adjust guards. Safe working practices. Protection devices and appliances. Training specific to the particular job or task under close supervision Pre Use, Knowledge & Practical examinations Blade changing	Availability	On Site
			Examinations	Knowledge
			Certification	HSE
			Duration	1 or 2 Days Dependant upon numbers & experience
			Course Style	Knowledge & Skill
Notes	In Company courses will be tailored to the working environment Company systems/policies can be included within this course.		Reduced rates are available for multi-site or multi-course bookings. A Training room and equipment will be required.	
Band ReSaw				
Description	Commonly used to cut timber along its length reducing timber widths leaving a 'sawn' rough finish. All courses will encompass individual companies working environments, safe practices and systems as per the Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and Guidance (L114),			
Brief Content	Responsibilities under HASAWA The specific safety regulations and operating practices when using these machines The importance of pre-use, daily, periodical checks and regular maintenance. Undertake pre operational safety checks Blade changing	Adjust & Set guards and blade tension to their correct operating position/s Safely set the saw to cut to size accurately Safely execute the cutting of the timber Safely shut down and isolate machine correctly Undertake basic maintenance and housekeeping duties associated with the operation	Availability	On Site
			Examinations	Knowledge & Skills
			Certification	HSE Regulations
			Duration	1 or 2 Days Dependant upon numbers & experience
			Course Style	Knowledge & Skill
Notes	In Company courses will be tailored to the working environment Company systems/policies can be included within this course.		Reduced rates are available for multi-site or multi-course bookings. A Training room and equipment will be required.	
Bench Panel Saw				
Description	As the name suggests, the bench panel saw is used to cut timber panels of varying sizes, with the correct blade, it can also be used for cutting manufactured boards, hard foam and plastic materials. All courses will encompass individual companies working environments, safe practices and systems as per the Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and Guidance (L114),			
Brief Content	Responsibilities under HASAWA The specific safety regulations and operating practices when using these machines The importance of pre-use, daily, and periodical checks and regular maintenance. Undertake and report the pre operational safety checks Adjust & Set guards and blade tension to their correct operating position/s	Safely set the saw to cut to size accurately Safely execute the cutting of the timber Safely shut down and isolate machine Blade changing Undertake basic maintenance & housekeeping Pre Use, Knowledge & Practical examinations	Availability	On Site
			Examinations	Knowledge
			Certification	HSE Regulations
			Duration	1or2 Days Dependant upon numbers & experience
			Course Style	Knowledge/Skill
Notes	In Company courses will be tailored to the working environment A Training area and equipment will be required.		Individual company systems & policies can be included within this course Reduced rates are available for multi-site or multi-course bookings.	
Chainsaw				
Description	This course is designed to provide an understanding of the HASAWA regulations, Provision and Use of Work Equipment Regulations 1998 and the HSG48 instructing delegates in all aspects of the correct and safe use of chainsaws in basic and crosscut operations. Specific chainsaw PPE will be required for this course, for advice please contact us on 01536 414966			
Brief Content	Responsibilities under HASAWA The specific safety regulations and operating practices when using chainsaw machines Pre-use, daily, and periodical checks Basic maintenance. Undertake pre operational safety checks Safely select suitable area for cutting timber	Safely execute the cutting of the timber Safely shut down and isolate machine Undertake the correct safe housekeeping Safely change the chain on the machine Strip machine down and perform basic maintenance tasks (in line with manufacturers recommendations)	Availability	On Site
			Examinations	Knowledge
			Certification	HSE
			Duration	1 to 2 Days Dependant upon numbers & experience
			Course Style	Knowledge & Skill
Notes	In Company courses will be tailored to the working environment A Training area and equipment suitable for the number of delegates will be required.		Individual company systems & policies can be included within this course Reduced rates are available for multi-site or multi-course bookings.	


Chop Saw				
Description	Used to cut timber across the grain at 90 degrees to length, depending upon blade fitted can also be used to cut composite, plastic and metal materials. All courses will encompass individual companies working environments, safe practices and systems as per the Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and Guidance (L114), and the abrasive wheels regulations where applicable.			
Brief Content	Responsibilities under HASAWA The tasks machine is designed for.	How to use and adjust guards. Safe working practices.	Availability	On Site
	The main causes of accidents at the machine. LEV Systems & Isolation procedures.	How to use protection devices and appliances.	Examinations	Knowledge
	Pre Use Checks & Reporting. Personal protective equipment requirements. Stopping procedures including the use of brakes where fitted.	Training specific to the particular job or task under close supervision	Certification	HSE
	Blade changing	Pre Use, Knowledge & Practical examinations	Duration	1 or 2 Days Dependant upon numbers & experience
			Course Style	Knowledge & Skill
Notes	In Company courses will be tailored to the working environment Company systems/policies can be included within this course.	Reduced rates are available for multi-site or multi-course bookings. A Training room and equipment will be required.		
Circular Saw				
Description	Depending on the blade selected, the circular saw can be used to cut across or with the grain as well as cutting manufactured boards and plastic materials. All courses will encompass individual companies working environments, safe practices and systems as per the Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and Guidance (L114).			
Brief Content	Responsibilities under the Health & Safety At Work Act The specific safety regulations and operating practices when using these machines	Safely set the saw to cut to size Safely execute the cutting of the timber Safely shut down and isolate machine	Availability	On Site
	The importance of pre-use, daily, and periodical checks and regular maintenance.	Blade changing	Examinations	Knowledge & Skills
	Undertake and report the pre operational safety checks Adjust & Set guards to their correct operating position/s	Undertake the correct & safe housekeeping duties associated with the operation	Certification	HSE Regulations
			Duration	1 or 2 Days Dependant upon numbers & experience
			Course Style	Knowledge & Skill
Notes	In Company courses will be tailored to the working environment Company systems/policies can be included within this course.	Reduced rates are available for multi-site or multi-course bookings. A Training room and equipment will be required.		
Dimension Saw				
Description	The Dimension saw is a derivative of the bench panel saw and is often used to cut timber panels of varying sizes, with the correct blade, it can also be used for cutting manufactured boards, hard foam and plastic materials. All courses will encompass individual companies working environments, safe practices and systems as per the Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and Guidance (L114).			
Brief Content	Health & Safety At Work Act Operating practices when using these machines Pre-use, daily, and periodical checks and maintenance. Adjust & Set guards and blade tension to their correct operating position/s Blade setting and changing	Safely execute the cutting of the timber Safely shut down and isolate machine correctly Undertake the correct & safe housekeeping duties associated with the operation Pre Use, Knowledge & Practical examinations	Availability	On Site
	Safely set the saw to cut to size accurately		Examinations	Knowledge
			Certification	HSE Regulations
			Duration	1or2 Days Dependant upon numbers & experience
			Course Style	Knowledge/Skill
Notes	In Company courses will be tailored to the working environment A Training area and equipment will be required.	Individual company systems & policies can be included within this course Reduced rates are available for multi-site or multi-course bookings.		
Pack Saw - Fixed				
Description	Based on the chainsaw, a fixed unit used predominantly for batch cutting packs of timber to length. All courses will encompass individual companies working environments, safe practices and systems as per the Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and Guidance (L114), and the HSG48 instructing delegates in all aspects of the correct and safe use of chainsaws.			
Brief Content	Responsibilities under HASAWA The specific safety regulations and operating practices when using chainsaw based machines Pre-use, daily, and periodical checks Basic maintenance. Undertaket the pre operational safety checks	Safely execute the cutting of the timber Safely shut down and isolate machine Undertake the correct safe housekeeping Safely change the chain on the machine Strip machine down and perform basic maintenance tasks (in line with manufacturers recommendations)	Availability	On Site
			Examinations	Knowledge
			Certification	HSE
			Duration	1 to 2 Days Dependant upon numbers & experience
			Course Style	Knowledge & Skill
Notes	In Company courses will be tailored to the working environment A Training area and equipment suitable for the number of delegates will be required.	Individual company systems & policies can be included within this course Reduced rates are available for multi-site or multi-course bookings.		

Mitre Saw					
Description	Similar to the chop saw, the mitre saw used to cut timber across the grain at 90 degrees to length, it can also cut to an angle on the vertical and horizontal plane, depending upon blade fitted can also be used to cut composite, plastic and metal materials. All courses will encompass individual companies working environments, safe practices and systems as per the Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and Guidance (L114).				
Brief Content	Responsibilities under HASAWA The tasks machine is designed for.	Pre Use Checks & Reporting. How to use and adjust guards. Safe working practices. Training specific to the particular job or task under close supervision Pre Use, Knowledge & Practical examinations	Availability	On Site	
	The main causes of accidents at the machine. LEV Systems & Isolation procedures.		Examinations	Knowledge	
	Personal protective equipment requirements. Stopping procedures including the use of brakes Blade changing		Certification	HSE	
			Duration	1 or 2 Days Dependant upon numbers & experience	
			Course Style	Knowledge & Skill	
Notes	In Company courses will be tailored to the working environment Company systems/policies can be included within this course.		Reduced rates are available for multi-site or multi-course bookings. A Training room and equipment will be required.		
Mobile Pack Saw					
Description	Based on the basic chainsaw, a mobile unit used for cutting packs of timber to length. All courses will encompass individual companies working environments, safe practices and systems as per the Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and Guidance (L114), and the HSG48 instructing delegates in all aspects of the correct and safe use of chainsaws in basic and crosscut operations.				
Brief Content	Responsibilities under HASAWA Regulations and operating practices when using chainsaw based machines Pre-use, daily, and periodical checks Basic maintenance. Undertake and report the pre operational safety checks Safely select suitable area for cutting timber	Safely execute the cutting of the timber Safely shut down and isolate machine Undertake the correct safe housekeeping Safely change the chain on the machine Strip machine down and perform basic maintenance tasks (in line with manufacturers recommendations)	Availability	On Site	
			Examinations	Knowledge & Skills	
			Certification	HSE Regulations	
			Duration	1 or 2 Days Dependant upon numbers & experience	
			Course Style	Knowledge & Skill	
Notes	In Company courses will be tailored to the working environment Company systems/policies can be included within this course.		Reduced rates are available for multi-site or multi-course bookings. A Training room and equipment will be required.		
Morticer					
Description	As the name suggests, a machine used for creating a mortice. All courses will encompass individual companies working environments, safe practices and systems as per the Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and Guidance (L114),				
Brief Content	Health & Safety At Work Act Operating practices when using these machines Pre-use, daily, and periodical checks Basic maintenance. Undertake and report the pre operational safety checks Adjust & Set guards cutters to their correct operating position/s	Safely & accurately machine to size Safely execute forming the mortice Safely shut down and isolate machine Changing and setting cutters Undertake the correct & safe housekeeping duties associated with the operation	Availability	On Site	
			Examinations	Knowledge	
			Certification	HSE Regulations	
			Duration	1or2 Days Dependant upon numbers & experience	
			Course Style	Knowledge/Skill	
Notes	In Company courses will be tailored to the working environment A Training area and equipment will be required.		Individual company systems & policies can be included within this course Reduced rates are available for multi-site or multi-course bookings.		
Narrow Bandsaw					
Description	Used to cut in a straight line and to facilitate curved cuts or cut shapes into timber and differing material. All courses will encompass individual companies working environments, safe practices and systems as per the Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and Guidance (L114),				
Brief Content	Responsibilities under HASAWA The specific safety regulations and operating practices when using these machines The importance of pre-use, daily, periodical checks and regular maintenance. Undertake and report the pre operational safety checks	Adjust & Set guards and blade tension to their correct operating position/s Safely set the saw to cut to size accurately Safely execute the cutting of the timber Safely shut down and isolate machine correctly Blade changing and setting Undertake the correct & safe housekeeping duties associated with the operation	Availability	On Site	
			Examinations	Knowledge	
			Certification	HSE	
			Duration	1 to 2 Days Dependant upon numbers & experience	
			Course Style	Knowledge & Skill	
Notes	In Company courses will be tailored to the working environment A Training area and equipment suitable for the number of delegates will be required.		Individual company systems & policies can be included within this course Reduced rates are available for multi-site or multi-course bookings.		

Pendulum Cross Cut Saw				
Description	A derivative of the cross cut saw, used to cut timber across the grain at 90 degrees to length, depending upon blade fitted can also be used to cut composite, plastic and metal materials. All courses will encompass individual companies working environments, safe practices and systems as per the Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and Guidance (L114),			
Brief Content	Responsibilities under HASAWA	How to use and adjust guards.	Availability	On Site
	The tasks machine is designed for.	Safe working practices.	Examinations	Knowledge
	The main causes of accidents at the machine.	Protection devices and appliances.	Certification	HSE
	LEV Systems & Isolation procedures.	Blade changing	Duration	1 or 2 Days Dependant upon numbers & experience
	Pre Use Checks & Reporting.	Training specific to the particular job or task under close supervision	Course Style	Knowledge & Skill
Personal protective equipment requirements.	Pre Use, Knowledge & Practical examinations			
Notes	In Company courses will be tailored to the working environment Company systems/policies can be included within this course.	Reduced rates are available for multi-site or multi-course bookings. A Training room and equipment will be required.		

Planer Edger				
Description	To plane the edge of timber to give a smooth finish to the required width. All courses will encompass individual companies working environments, safe practices and systems as per the Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and Guidance (L114),			
Brief Content	Responsibilities under HASAWA	Safely shut down and isolate machine	Availability	On Site
	Safe operating practices	Undertake the correct safe housekeeping	Examinations	Knowledge & Skills
	Pre-use, daily, and periodical checks	Safely change the cutters on the machine	Certification	HSE Regulations
	Basic maintenance.	Strip machine down and perform basic maintenance tasks (in line with manufacturers recommendations)	Duration	1 or 2 Days Dependant upon numbers & experience
	Undertake and report the pre operational safety checks		Course Style	Knowledge & Skill
Safely execute the planing of the timber				
Notes	In Company courses will be tailored to the working environment Company systems/policies can be included within this course.	Reduced rates are available for multi-site or multi-course bookings. A Training room and equipment will be required.		

Planer Moulder AKA Multi Cutter				
Description	Used to create multiple profiles in a single pass, also known as multi cutter, or 6/5/4 cutter. All courses will encompass individual companies working environments, safe practices and systems as per the Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and Guidance (L114),			
Brief Content	Responsibilities under HASAWA Etc	Adjust & Set guards	Availability	On Site
	Safe operating practices when using these machines	Remove / Replace and position / adjust Blocks & Cutters	Examinations	Knowledge
	The importance of pre-use, daily, and periodical checks and regular maintenance.	Safely set the planer to profile accurately	Certification	HSE Regulations
	Undertake and report the pre operational safety checks	Safely execute the planing of the timber	Duration	1 to 4 Days Dependant upon numbers & experience
	Adjust & Set guards and blade tension to their correct operating position/s	Safely shut down and isolate machine	Course Style	Knowledge/Skill
Undertake and report the pre operational safety checks	Undertake the correct & safe housekeeping duties associated with the operation			
Notes	In Company courses will be tailored to the working environment A Training area and equipment will be required.	Individual company systems & policies can be included within this course Reduced rates are available for multi-site or multi-course bookings.		

Planer Thicknesser				
Description	Machines combining the ability to surface plane timber and plane to a set thickness, this combination can give a straight face & edge and plane to a pre determined thickness to give a smooth finish. All courses will encompass individual companies working environments, safe practices and systems as per the Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and Guidance (L114),			
Brief Content	Responsibilities under HASAWA	Adjust & Set guards	Availability	On Site
	The specific safety regulations and operating practices when using these machines	Safely set the cutters to cut to size accurately	Examinations	Knowledge
	The importance of pre-use, daily, periodical checks and regular maintenance.	Safely execute the planing of the timber	Certification	HSE
	Undertake and report the pre operational safety checks	Safely shut down and isolate machine correctly	Duration	1 to 2 Days Dependant upon numbers & experience
		Cutter changing and setting	Course Style	Knowledge & Skill
	Undertake the correct & safe housekeeping duties associated with the operation			
Notes	In Company courses will be tailored to the working environment A Training area and equipment suitable for the number of delegates will be required.	Individual company systems & policies can be included within this course Reduced rates are available for multi-site or multi-course bookings.		

Radial Arm Saw													
Description	A derivative of the cross cut saw, used to cut timber across the grain at 90 degrees to length, depending upon blade fitted can also be used to cut composite, plastic and metal materials. All courses will encompass individual companies working environments, safe practices and systems as per the Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and Guidance (L114),												
Brief Content	Responsibilities under HASAWA The tasks machine is designed for. The main causes of accidents at the machine. LEV Systems Isolation procedures. Pre Use Checks & Reporting. Personal protective equipment requirements. Stopping procedures	How to use and adjust guards. Safe working practices. Protection devices and appliances. Training specific to the particular job or task under close supervision Blade changing Pre Use, Knowledge & Practical examinations	<table border="1"> <tr> <td>Availability</td> <td>On Site</td> </tr> <tr> <td>Examinations</td> <td>Knowledge</td> </tr> <tr> <td>Certification</td> <td>HSE</td> </tr> <tr> <td>Duration</td> <td>1 or 2 Days Dependant upon numbers & experience</td> </tr> <tr> <td>Course Style</td> <td>Knowledge & Skill</td> </tr> </table>	Availability	On Site	Examinations	Knowledge	Certification	HSE	Duration	1 or 2 Days Dependant upon numbers & experience	Course Style	Knowledge & Skill
	Availability	On Site											
	Examinations	Knowledge											
	Certification	HSE											
	Duration	1 or 2 Days Dependant upon numbers & experience											
Course Style	Knowledge & Skill												
Notes		In Company courses will be tailored to the working environment Company systems/policies can be included within this course.	Reduced rates are available for multi-site or multi-course bookings. A Training room and equipment will be required.										



Rip Saw													
Description	Another name for a circular saw where depending on the blade selected, the saw can be used to cut across or with the grain as well as cutting manufactured boards and plastic materials. All courses will encompass individual companies working environments, safe practices and systems as per the Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and Guidance (L114),												
Brief Content	Responsibilities under the Health & Safety At Work Act The specific safety regulations and operating practices The importance of pre-use, daily, and periodical checks and regular maintenance. Undertake and report the pre operational safety checks Adjust & Set guards and blade Blade changing	Safely set the saw to cut to size Safely execute the cutting of the timber Safely shut down and isolate machine correctly Undertake the correct housekeeping Pre Use, Knowledge & Practical examination	<table border="1"> <tr> <td>Availability</td> <td>On Site</td> </tr> <tr> <td>Examinations</td> <td>Knowledge & Skills</td> </tr> <tr> <td>Certification</td> <td>HSE Regulations</td> </tr> <tr> <td>Duration</td> <td>1 or 2 Days Dependant upon numbers & experience</td> </tr> <tr> <td>Course Style</td> <td>Knowledge & Skill</td> </tr> </table>	Availability	On Site	Examinations	Knowledge & Skills	Certification	HSE Regulations	Duration	1 or 2 Days Dependant upon numbers & experience	Course Style	Knowledge & Skill
	Availability	On Site											
	Examinations	Knowledge & Skills											
	Certification	HSE Regulations											
	Duration	1 or 2 Days Dependant upon numbers & experience											
Course Style	Knowledge & Skill												
Notes		In Company courses will be tailored to the working environment Company systems/policies can be included within this course.	Reduced rates are available for multi-site or multi-course bookings. A Training room and equipment will be required.										








Overhead Router													
Description	To cut channels, elongate holes, cut a recess, to profile etc. All courses will encompass individual companies working environments, safe practices and systems as per the Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and Guidance (L114),												
Brief Content	Health & Safety At Work Act Operating practices when using these machines Pre-use, daily, and periodical checks maintenance. Undertake the pre operational safety checks Adjust & Set guards Set & Change Cutter Head Safely set the router to machine to size accurately	Safely set the router to cut to size accurately Safely execute the routing of the timber Safely shut down and isolate machine correctly Undertake the correct & safe housekeeping duties associated with the operation Pre Use, Knowledge & Practical examination	<table border="1"> <tr> <td>Availability</td> <td>On Site</td> </tr> <tr> <td>Examinations</td> <td>Knowledge</td> </tr> <tr> <td>Certification</td> <td>HSE Regulations</td> </tr> <tr> <td>Duration</td> <td>1or2 Days Dependant upon numbers & experience</td> </tr> <tr> <td>Course Style</td> <td>Knowledge/Skill</td> </tr> </table>	Availability	On Site	Examinations	Knowledge	Certification	HSE Regulations	Duration	1or2 Days Dependant upon numbers & experience	Course Style	Knowledge/Skill
	Availability	On Site											
	Examinations	Knowledge											
	Certification	HSE Regulations											
	Duration	1or2 Days Dependant upon numbers & experience											
Course Style	Knowledge/Skill												
Notes		In Company courses will be tailored to the working environment A Training area and equipment will be required.	Individual company systems & policies can be included within this course Reduced rates are available for multi-site or multi-course bookings.										





Spindle Moulder													
Description	To plane timber to give a smooth profiled finish along its length. All courses will encompass individual companies working environments, safe practices and systems as per the Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and Guidance (L114),												
Brief Content	Responsibilities under HASAWA The specific safety regulations and operating practices Pre-use, daily, and periodical checks Basic maintenance. Undertake pre operational safety checks Safely execute the machining of the timber	Safely shut down and isolate machine Undertake the correct safe housekeeping Safely change the chain on the machine Strip machine down and perform basic maintenance tasks (in line with manufacturers recommendations) Pre Use, Knowledge & Practical examination	<table border="1"> <tr> <td>Availability</td> <td>On Site</td> </tr> <tr> <td>Examinations</td> <td>Knowledge</td> </tr> <tr> <td>Certification</td> <td>HSE</td> </tr> <tr> <td>Duration</td> <td>1 to 2 Days Dependant upon numbers & experience</td> </tr> <tr> <td>Course Style</td> <td>Knowledge & Skill</td> </tr> </table>	Availability	On Site	Examinations	Knowledge	Certification	HSE	Duration	1 to 2 Days Dependant upon numbers & experience	Course Style	Knowledge & Skill
	Availability	On Site											
	Examinations	Knowledge											
	Certification	HSE											
	Duration	1 to 2 Days Dependant upon numbers & experience											
Course Style	Knowledge & Skill												
Notes		In Company courses will be tailored to the working environment A Training area and equipment suitable for the number of delegates will be required.	Individual company systems & policies can be included within this course Reduced rates are available for multi-site or multi-course bookings.										







Multi Machine				
Description	The multi-system woodworking combination machine, often includes the following machines - circular saw, spindle molder, planer & thicknesser, mortising attachment and a sawing and tenoning carriage, a versatile machine for cabinet makers and joiners. All courses will encompass individual companies working environments, safe practices and systems as per the Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and Guidance (L114),			
Brief Content	Responsibilities under HASAWA The tasks machine is designed for.	How to use and adjust guards. Safe working practices.	Availability	On Site
	The main causes of accidents at the machine. LEV Systems Isolation procedures. Pre Use Checks & Reporting.	Protection devices and appliances. Training specific to the particular job or task under close supervision	Examinations	Knowledge
	Personal protective equipment requirements. Stopping procedures including the use of brakes where fitted.	Pre Use, Knowledge & Practical examinations	Certification	HSE
			Duration	1 to 3 Days Dependant upon numbers & experience
			Course Style	Knowledge & Skill
Notes	In Company courses will be tailored to the working environment Company systems/policies can be included within this course.	Reduced rates are available for multi-site or multi-course bookings. A Training room and equipment will be required.		
Overhead Planer				
Description	Used used to give a straight face & edge on timber prior to thicknessing. All courses will encompass individual companies working environments, safe practices and systems as per the Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and Guidance (L114),			
Brief Content	Responsibilities under HASAWA The specific safety regulations and operating practices The pre-use, daily, periodical checks and maintenance. Adjust & Set guards Safely set the cutters to plane to size Cutter changing and setting	Safely execute the planing of the timber Safely shut down and isolate machine Undertake the correct & safe housekeeping duties associated with the operation Pre Use, Knowledge & Practical examinations	Availability	On Site
			Examinations	Knowledge & Skills
			Certification	HSE Regulations
			Duration	1 or 2 Days Dependant upon numbers & experience
			Course Style	Knowledge & Skill
Notes	In Company courses will be tailored to the working environment Company systems/policies can be included within this course.	Reduced rates are available for multi-site or multi-course bookings. A Training room and equipment will be required.		
Tennonner				
Description	As the name suggests, a machine used for creating a tennon. All courses will encompass individual companies working environments, safe practices and systems as per the Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and Guidance (L114),			
Brief Content	Health & Safety At Work Act Operating practices when using these machines The importance of pre-use, daily, and periodical checks and regular maintenance. Undertake and report the pre operational safety checks Adjust & Set guards Set & Change Cutter Head	Safely set to machine to size accurately Safely shut down and isolate machine Undertake the correct & safe housekeeping duties associated with the operation Pre Use, Knowledge & Practical examinations	Availability	On Site
			Examinations	Knowledge
			Certification	HSE Regulations
			Duration	1or2 Days Dependant upon numbers & experience
			Course Style	Knowledge/Skill
Notes	In Company courses will be tailored to the working environment A Training area and equipment will be required.	Individual company systems & policies can be included within this course Reduced rates are available for multi-site or multi-course bookings.		
Thicknesser				
Description	Used to plane timber to a pre determined thickness to give a smooth finish. All courses will encompass individual companies working environments, safe practices and systems as per the Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and Guidance (L114),			
Brief Content	Responsibilities under HASAWA The specific safety regulations and operating practices Pre-use, daily, and periodical checks Basic maintenance. Undertake pre operational safety checks Safely change the cutters on the machine	Basic maintenance Safely execute the planing of the timber Safely shut down and isolate machine Undertake the correct safe housekeeping Pre Use, Knowledge & Practical examinations	Availability	On Site
			Examinations	Knowledge
			Certification	HSE
			Duration	1 to 2 Days Dependant upon numbers & experience
			Course Style	Knowledge & Skill
Notes	In Company courses will be tailored to the working environment A Training area and equipment suitable for the number of delegates will be required.	Individual company systems & policies can be included within this course Reduced rates are available for multi-site or multi-course bookings.		




Wall Saw				
Description	As the name suggests, the wall saw is a space saving vertical based saw used to cut timber panels of varying sizes, with the correct blade, it can also be used for cutting manufactured boards, hard foam and plastic materials. All courses will encompass individual companies working environments, safe practices and systems as per the Provision and Use of Work Equipment Regulations 1998: Approved Code of Practice and Guidance (L114),			
Brief Content	Responsibilities under HASAWA	How to use and adjust guards.	Availability	On Site
	The tasks machine is designed for.	Safe working practices.	Examinations	Knowledge
	The main causes of accidents at the machine.	Protection devices and appliances.	Certification	HSE
	LEV Systems & Isolation procedures.	Training specific to the particular job or task under close supervision	Duration	1 to 2 Days Dependant upon numbers & experience
	Pre Use Checks & Reporting.	Pre Use, Knowledge & Practical examinations	Course Style	Knowledge & Skill
Notes	In Company courses will be tailored to the working environment Company systems/policies can be included within this course.	Reduced rates are available for multi-site or multi-course bookings. A Training room and equipment will be required.		

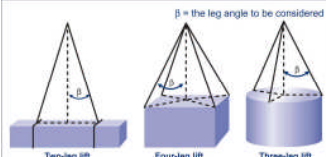

Profile Grinder				
Description	This course is designed to provide an understanding of the Abrasive Wheels regulations and Provision and Use of Work Equipment Regulations instructing delegates in all aspects of the correct mounting, setting and use of Abrasive Wheels specific to profile grinders, the course also includes basic training on the selection, identification and use of profiles, and the selection, fitting and aligning of the cutters. <i>This course is part of a major review of guidance by the Health and Safety Executive and follows the introduction of the Supply of Machinery (Safety) Regulations 1992 as amended and the Provision and Use of Work Equipment Regulations.</i>			
Brief Content	Understanding of the Regulations and Legal Obligations	Selecting correct profile template	Availability	On Site
	Demonstration of knowledge and practical application	Creating new profile	Examinations	Knowledge & Skills
	Pre Use safety checks	Resetting rests & guards	Certification	HSE Regulations
	Store and handle Abrasive Wheels & Profiles	Correct PPE selection & use	Duration	1 to 3 Days Dependant upon numbers & experience
	Removal of wheels	Correct techniques relative to the working environment	Course Style	Knowledge & Skill
Notes	In Company courses will be tailored to the working environment Company systems/policies can be included within this course.	Reduced rates are available for multi-site or multi-course bookings. A Training room and equipment will be required.		

Fixing Tool – Internal Combustion				
Description	As well as being one of the mainstay fixing tools for construction, it is becoming a standard fixer for timber processing operations, these can also be some of the more dangerous pieces of fixing equipment, these versatile tools have particular properties that require very careful and knowledgeable use. This course is designed to instruct delegates in all aspects of the correct preparation, care and use of this equipment.			
Brief Content	<input type="checkbox"/> Accidents, causes and prevention	<input type="checkbox"/> Correct PPE selection & use	Availability	On Site In Centre
	<input type="checkbox"/> Functions of components	<input type="checkbox"/> Storage of Fuel Cells & Cartridge	Examinations	Knowledge
	<input type="checkbox"/> Stripping Cleaning & inspection	<input type="checkbox"/> Basic maintenance	Certification	HSE Regulations
	<input type="checkbox"/> Re Assembly, seals & Lubrication	<input type="checkbox"/> Safe Use	Duration	1 Day Dependant upon numbers & experience
	<input type="checkbox"/> Safety Features & Mechanisms	<input type="checkbox"/> Misfires	Course Style	Knowledge/Skill
Notes	In Company courses will be tailored to the working environment A Training area and equipment will be required.	Individual company systems & policies can be included within this course Reduced rates are available for multi-site or multi-course bookings.		

Portable Power Tools				
Description	Designed to comply with the legislative requirements of persons involved in the safe use and care of hand held tools and power tools within a working environment, as required under Health & Safety legislation, PUWER etc. These power tools need as much care in setting and correct use as the larger machines. The range of machines covered will be dependant on each companies working environment.			
Brief Content	Responsibilities under HASAWA	Safely execute the cutting of the timber	Availability	On Site In Centre
	The specific safety regulations and operating practices when using chainsaw based machines	Safely shut down and isolate machine	Examinations	Knowledge
	Pre-use, daily, and periodical checks	Undertake the correct safe housekeeping	Certification	HSE
	Basic maintenance.	Safely change the chain on the machine	Duration	1 to 2 Days Dependant upon numbers & experience
	Undertake the pre operational safety checks	Strip machine down and perform basic maintenance tasks (in line with manufacturers recommendations)	Course Style	Knowledge & Skill
Notes	In Company courses will be tailored to the working environment A Training area and equipment suitable for the number of delegates will be required.	Individual company systems & policies can be included within this course Reduced rates are available for multi-site or multi-course bookings.		

Health & Safety In Timber Based Operations (Staff Induction)					
Description	Designed to assist employers in meeting their legal responsibilities in ensuring new staff are aware of basic health and safety requirements. This course concentrates on the employees responsibilities within the timber based environment by presenting a basic awareness of their role in complying with, Safety in woodworking machines, PPE, manual handling, coshh, fire, signage, materials handling equipment, company Health & Safety policies etc.				
Brief Content	ASAWA	COSHH	Availability	On Site	In Centre
	Employers responsibilities	Fire	Examinations	Knowledge	
	Employees responsibilities	Signage	Certification	HSE Regulations	
	PPE	Materials Handling Equipment			
	Manual Handling	Pneumatic Equipment			
	PUWER in Timber environments	Company Health & Safety			
Notes	In Company courses will be tailored to the working environment		Duration	1 Day	
	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 to induction level.		Course Style	Knowledge	
Manual Handling in Timber Based Operations					
Description	This fully certificated course is designed to instruct operators in the correct and safe methods of manual handling within the timber based environment. On site course will be tailored to the working environment, as well as the specific programme as described in the Manual Handling regulations and specific HSE guidelines for the timber based environment. This course has practical elements requiring candidates to display correct handling techniques.				
Brief Content	Show an understanding of their legal duties.	Accidents - causes and prevention.	Availability	On Site	In Centre
	Recognise the impact of bad lifting techniques.	Practical applications of the course content.	Examinations	Knowledge Practical Skills	
	Recognise correct lifting methods and techniques.	Correct techniques relative to working environment.	Certification	HSE Regulations	
	Demonstrate the correct procedures.				
	Demonstrate the correct use of lifting aids.				
Notes	In Company courses will be tailored to the working environment		Duration	1 Day	
	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		Course Style	Knowledge & Skill	
Timber / Woodmachine Trainer					
Description	These courses are normally attended by prospective, or established in company instructors/trainers that will only be instructing for their sponsor company The course is held at the client site to ensure all operating practices within the host company are covered as well as incorporating client company policies and systems. This course is designed to instruct trainers in the correct training techniques and will include tasks within their working environments. Successful candidates will also be able to issue in company certification.				
Brief Content	<input type="checkbox"/> Regulations and Legal Obligations.	<input type="checkbox"/> Question & Answer Techniques	Availability	On Site	In Centre
	<input type="checkbox"/> Role of The Trainer	<input type="checkbox"/> Correct PPE selection & use	Examinations	Knowledge Practical Skills	
	<input type="checkbox"/> HSE Acop & Lead Body Guidelines	<input type="checkbox"/> Setting & Applying Examinations	Certification	HSE Regulations	
	<input type="checkbox"/> Safe Machine Practices	<input type="checkbox"/> Report Writing			
	<input type="checkbox"/> Prepare & Present Knowledge Lesson	<input type="checkbox"/> Instructional Techniques			
	<input type="checkbox"/> Delivering a Demonstraion	<input type="checkbox"/> Course Validations			
	<input type="checkbox"/> Prepare & Present Practical Lesson	<input type="checkbox"/> Issuing Certification			
Notes	Candidates must have completed a recognised operators course for the machine they are training on within 12 months of course commencing.		Duration	3-5 days dependant upon delegate experience and range of machines to be covered	
	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 should attend a refresher course every 5 years		Course Style	Knowledge & Skill	
Web www.hcsLtd.co.uk Email info@hcsLtd.co.uk Tel 01536 414966 Fax 01536 416933					

Lorry Loader Operator in Timber Based Operations					
Description	HSCS can deliver HSE approved / recognised training courses (unlike forklift trucks, there are no HSE directly accredited courses) for Lorry Loader operator training and certification including Novice and Experienced operators, attachments, Refreshers, Conversions etc. The courses are fully Certificated to the recognised and Accredited levels of skill, ability and safety in handling these versatile machines.				
Brief Content	Introduction & Aims	Pre Operational Checks	Availability	On Site	In Centre
	Responsibility of the operator	Operating Safety Rules & Procedures	Examinations	Knowledge & Skills	
	Operational Safety Code	Safe Working Loads / Stability	Certification	Relative to training scheme & HSE Standard Certification	
	Daily Safety Checks & Maintenance	Hydraulic Controls			
	Safety Devices	Correct Siting of Vehicle			
	Load Indicators	Safe Operating Practices			
	Site Safety	Lifting, Manoeuvring and Lowering Loads			
Notes	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.		Duration	Variable	
			Course Style	Knowledge & Skills	
Using Overhead Cranes in Timber Based Operations					
Description	This course is designed under the HSAWA, PUWER, LOLER and MHASAWA to instruct operators in the recognised, correct and safe practical applications of the Overhead Gantry Crane specific to the timber based environment. Including safety knowledge of its capabilities and limitations. This course also includes basic slinging techniques specific to the operating environment.				
Brief Content	Acts and Regulations as applicable.	Care and maintenance of equipment.	Availability	On Site	
	Operator responsibilities.	Weight Estimation, Centres of gravity.	Examinations	Knowledge & Skill	
	Accidents, causes and prevention.	Overload warning devices	Certification	HSE Standard	
	Safe working loads.	Safe operating practices.			
	Crane / Slinger signals.	Correct techniques relative to the working environment.			
	Pre Use Safety Inspection				
Notes	In Company courses will be tailored to the working environment		Duration	1 Day	
	A Training room and operating area suitable for the number of delegates will be required.				
	Reduced rates are available for multi-site or multi-course bookings.		Course Style	Knowledge & Skill	
Suitable lifting equipment will be required for on site courses					
Materials Handling in Timber Based Operations					
Description	Designed for first level supervisory staff such as Shift / Team Leaders, Yard Supervisors, leading hands etc, this course addresses the immediate day to day H&S issues surrounding the general materials handling operations. Covering all timber based materials handling equipment and methods, workplace transport, MHASAWA, LOLER, PUWER etc. On site courses can also include any company policies and/or safe systems of work for their specific materials handling environment				
Brief Content	The Health & Safety at Work Act 1974.	The Lifting Operations & Lifting Equipment Regulations 1998.	Availability	On Site	In Centre
	The Management of the Health & Safety at Work Regulations 1999.	The Provision & Use of Work Equipment Regulations 1998.	Examinations	Knowledge	
	The Workplace (Health, Safety & Welfare) Regulations 1992.	Written Assessment.	Certification	HSE Regulations	
	Workplace Transport				
Notes	In Company courses will be tailored to the working environment		Duration	1 Day	
	A Training room suitable for the number of delegates will be required.				
	Reduced rates are available for multi-site or multi-course bookings		Course Style	Knowledge	
Delegates passing the end of the course examinations receive HSE Standard certification					
Web www.hscsltd.co.uk Email info@hscsltd.co.uk Tel 01536 414966 Fax 01536 416933					

Safe Slinging in Timber Based Operations					
Description	This course is designed to instruct candidates in the correct and safe methods of slinging loads for a range of lifting equipment used within the timber based operating environment. LOLER & PUWER Regulations require that all persons involved with the lifting of timber based materials and the use of timber based equipment receive adequate training. This course combines the legislation with real life operating practices and procedures.				
Brief Content	<p>Show an understanding of their legal duties.</p> <p>Understand the limitations or otherwise of equipment available</p> <p>Accidents - causes and prevention.</p> <p>Slingers responsibilities.</p> <p>Slinging techniques</p>	<p>Lifting Operations signals.</p> <p>Hooking up procedures.</p> <p>Recognition, care and maintenance of equipment.</p> <p>Weight estimation.</p> <p>Practical applications of the course content.</p>	Availability	On Site	In Centre
			Examinations	Knowledge & Skill	
			Certification	HSE Standard	
Notes	<p>In Company courses will be tailored to the working environment</p> <p>A Training room and operating area suitable for the number of delegates will be required.</p> <p>Reduced rates are available for multi-site or multi-course bookings.</p> <p>Suitable lifting equipment will be required for on site courses</p>		Duration	1 Day	
			Course Style	Knowledge & Skill	
Risk Assessing in Timber Based Operations					
Description	This course is designed predominantly for delivery on site. The risk assessment of timber and woodworking operations and 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, undertaking a real life risk assessment with feedback.				
Brief Content	<p>Risk Assessment & HSE</p> <p>Risk Assessing Basic Skills</p> <p>The Health & Safety at Work Act 1974.</p> <p>The Management of the Health & Safety at Work Regulations 1999.</p> <p>The Workplace (Health, Safety & Welfare) Regulations 1992</p> <p>Workplace Transport & systems</p>	<p>Woodworking Legislation</p> <p>The Lifting Operations & Lifting Equipment Regulations 1998.</p> <p>The Provision & Use of Work Equipment Regulations 1998.</p> <p>Practical Risk Assessment</p> <p>Risk Assessment reporting & documentation.</p>	Availability	On Site	In Centre
			Examinations	Knowledge	
			Certification	HSE Standard Certification	
Notes	<p>A Training room & practical area suitable for the service required and number of delegates will be required.</p> <p>Reduced rates are available for multi-site or multi-course bookings</p> <p>Delegates passing the end of the course examinations will receive specific risk assessment certification.</p>		Duration	2 Day	
			Course Style	Knowledge	
Bespoke Courses					
<p>HSCS recognise that all Timber / Woodworking 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.</p> <p>We also look to provide clients with an individual approach, this will include mixing and matching courses, creating a specific package of courses relevant to the companies operations, combining different approaches and will also encompass shift working and weekend courses if these are beneficial to the client.</p> <p>This will ensure that a company's training courses and programmes are cost effective and relevant to their needs.</p> <p>The initial consultation / Site visit for the bespoke service is free of charge.</p> <p>To discuss your individual needs, or to arrange a site visit, please contact John Steel or Scott carter on 01536 414966, we would welcome your call and the opportunity of demonstrating our flexible approach to bespoke services and courses.</p>					
<p>Web www.hcsLtd.co.uk Email info@hcsLtd.co.uk Tel 01536 414966 Fax 01536 416933</p>					