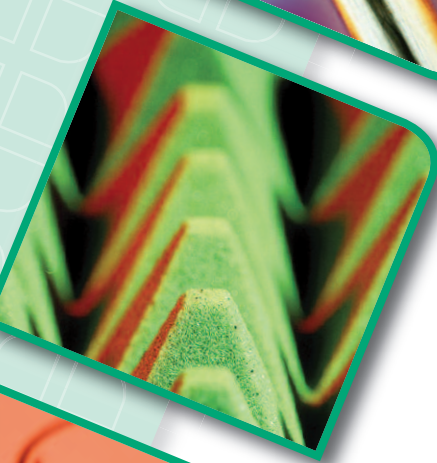
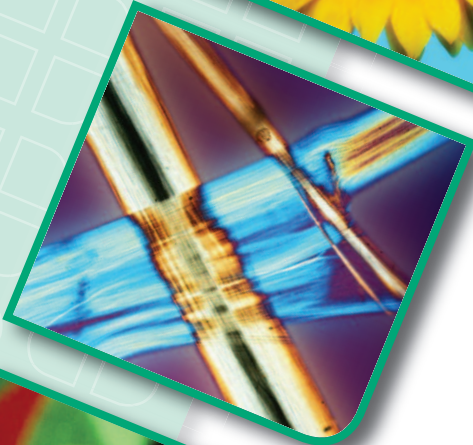


2013



Health & Safety Training Courses

Enabling a better working Britain

Health & Safety Laboratory
An agency of the Health & Safety Executive



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Welcome

What makes HSL different to many other course providers is the scientists and safety experts who deliver the training. When you've got so many specialists from such a diverse range of disciplines all under one roof, not to mention 550 acres of space to conduct a range of work, the possibilities are vast.

We structure our courses to respond to the latest developments in health and safety practice. This year's guide features new courses and specific seminars. All new course developments and additional dates will be posted on our website.

Our courses mostly take place at HSL's unique laboratory in Derbyshire, situated just outside the spa town of Buxton, on the edge of the beautiful Peak District National Park. We are just 50 minutes drive from Manchester Airport, 20 minutes from Macclesfield railway station and 10 minutes from Buxton. Most of our courses can be held at a venue convenient to your location, and we can tailor our courses around your training needs.

> *How to Book*

To make a booking on any of our courses visit our website www.hsl.gov.uk/training



About HSL

Introduction to the Health and Safety Laboratory

HSL was originally set up to minimise risks to people's health and safety at work. Today, with a century's experience, investment and growth under our belt, the scope of our work is unparalleled - and ever-widening. So, as well as supporting HSE, we now work with a wide range of other public and private sector organisations, often conducting detailed, bespoke research and development work on their behalf.

What we do for our clients

We help our clients improve their business by increasing productivity, protecting their staff and clients, protecting their assets to prevent catastrophe, and improving their supply chain. This in turn protects reputation and ensures best practice. We help clients across a broad range of sectors including aerospace, oil and gas, power industries (including nuclear), manufacturing, transport and healthcare.

To find out how we can help you, contact us or visit our website www.hsl.gov.uk

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1

day
course

Asbestos - Managing Asbestos in Buildings

This one day course provides delegates with enough knowledge to manage asbestos in premises to the standards required by the Control of Asbestos Regulations (CAR 2006).

Many people now dying from asbestos-related diseases like mesothelioma and lung cancer are tradesmen - people who work on and maintain buildings. Also, users of buildings are now more concerned than ever that risks from asbestos are controlled, and that businesses can demonstrate proper management.

CAR 2006 places duties on anyone who has control over the maintenance or repair of non-domestic premises. In practice, this means all workplaces that may contain asbestos. These standards and methods can also be applied by owners and operators of domestic premises to help them manage asbestos risks.

Training approaches include presentations, case studies and the practical use of risk assessment and management tools.

Course includes

- The health effects of asbestos
- Asbestos-containing materials and the risk of incidental exposure
- Legislation and guidance, and the effect of contractual obligations
- Commissioning and understanding asbestos surveys
- Assessing risks and formulating a management plan
- Choices for dealing with asbestos containing materials
- Information required by staff and others

Who should attend

Anyone with duties under Regulation 4 of CAR 2006 - management of asbestos in non-domestic premises. People have duties if they are responsible for repair or maintenance of premises. The course is also suitable for anyone who has responsibilities for managing risks from asbestos in domestic premises.



Behaviour Change - Improving Health and Safety Performance



Not all risks can be engineered out of the work environment. Even with the best plans, procedures and systems in place, individuals at work still take short cuts and make mistakes. Sometimes risk-taking behaviour, for whatever reason, is intentional. In other cases risks may be taken due to a lack of understanding about a particular hazard, associated controls or inadequate training. To individual workers, such risk taking can result in injury, ill-health and fatalities. To the organisation some of the many costs can include lost time, damage to machinery, litigation, and prosecution. If unchecked, these costs can escalate.

This course, delivered by HSL psychologists, will provide you with an understanding as to why workers take risks, covering the many factors that influence behaviour. It will also highlight the strengths and weaknesses of traditional behaviour modification strategies for correcting 'unsafe' behaviour, highlighting why such approaches tend to have limited impact. The course builds on behaviour modification approaches, providing a more holistic approach to behaviour change and concludes with strategies to help reduce the likelihood of risk-taking behaviour.

“The course was interesting, well paced and pleasingly diverse in training materials with innovative group exercises.”

Julian Meetham, LANXESS Limited

Course includes

- Why people take risks at work
- The consequences of risk taking for individuals and the organisation
- Strategies to encourage safer behaviour/less risk taking
- Effective risk communication
- Integrating behaviour change with the health and safety management system
- Maintaining change

Who should attend

The course is most appropriate for health and safety managers but is also relevant to senior management with an interest in how their leadership can influence health and safety.



1

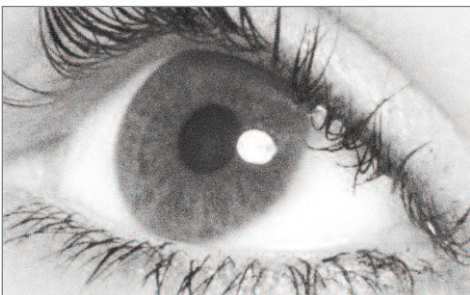
day
course

Behavioural Change - Maintaining Your Approach Using Observation

Behavioural observation programmes are frequently used to influence accident rates by reducing the frequency of unsafe behaviours and increasing the frequency of safe behaviours. They achieve this by identifying and reinforcing of safe behaviours. These programmes have been shown to contribute to improving health and safety performance across many sectors. However, organisations often find the improvements quickly diminish. Observation programmes should, therefore, usually only be considered as one tool from a much wider behavioural change programme.

This course is delivered by HSL psychologists with extensive experience in behavioural safety techniques. It provides delegates with techniques to better maintain their behavioural change approach and embed safe behaviours.

This interactive course is designed to overcome the common pitfalls encountered when implementing behavioural observation programmes. It will also ensure that your programme is embedded within a recognised behavioural change approach.



Course includes

- Defining behaviour
- How behavioural observation can benefit organisations
- Key communication skills
- Roles and responsibilities of the observation programme
- Techniques for effective identification of behaviours
- How to define the criteria for safe and unsafe behaviours
- Selecting and training appropriate observers
- Developing an observation strategy
- Positive reinforcement
- Monitoring, evaluation and learning from your programme

Who should attend

Those who have previously attended HSL's course on: Behaviour Change Improving Health and Safety Performance.

H&S managers who consider themselves to have a comprehensive behavioural change programme in place within their organisation, which is mapped onto an integrated health and safety management system and which addresses the key ingredients of behavioural change.

1
day
course

Biological Monitoring - an Introduction

Biological monitoring is a useful tool for occupational hygiene and health professionals. It is based on the analysis of hazardous substances or their metabolites in urine, blood or breath and is used to assess exposure by inhalation, ingestion and absorption through the skin. Biological monitoring for workers significantly exposed to lead (as defined in the Control of Lead at Work Regulations 2002 (as amended)) is compulsory. For all other substances biological monitoring is voluntary, but it has roles under COSHH for Exposure Assessment (reg 10) and Health Surveillance (reg 11). Biological monitoring is particularly valuable where substances may be absorbed through the skin or where control of exposure relies on personal protective equipment. It can also be used to investigate the behavioural aspects of exposure controls. A further benefit is the 'personal' nature of biological monitoring: results can be used to give workers reassurance about their exposure and risk of ill-health.

This workshop is an overview of biological monitoring and how it can enhance the service occupational hygiene and health professionals offer.

The event has been accredited with CPD points by the Faculty of Occupational Medicine.

Course includes

- How biological monitoring can enhance your service to your clients
- Practical applications of biological monitoring
- Using biological monitoring in hazardous chemical exposure assessment
- New developments in biological monitoring

Who should attend

Occupational hygiene and health providers who are interested in what biological monitoring can do for them and their clients.



1

day
course

COMAH - Demystifying COMAH: a basic introduction

This course is about the fundamental principles behind the Control of Major Accident Hazards Regulations (COMAH). It has been designed to provide duty holders with an understanding of COMAH and in doing so it removes the veil of mystery that at times appears to shroud these regulations. It introduces the concept of 'compliant demonstration', provides an overview of what the COMAH Competent Authority is looking for and explains the remodelled COMAH regime and the national strategic inspection topics. It is particularly targeted at lower tier COMAH operators but will also provide valuable background for top tier operators.

Course includes

- Major accident hazards and the need for risk assessment
- Major hazard controls, including technical controls (e.g. automatic shut-off valves), safety management systems, human factor controls (e.g. competency management systems)
- What to expect from inspections, including the type of valuable communications that take place between the Competent Authority and duty holders to demonstrate that the necessary, effective and appropriate risk controls are in place, and national inspection topics
- COMAH guidance and sources of information that exist to support duty holders in fulfilling their legal obligations



Who should attend

Safety professionals, managers and supervisors who have responsibilities for managing or implementing major accident controls and may be involved in dealing with the COMAH Competent Authority during inspections.

Consultants who provide assistance with COMAH.

COMAH - The new Seveso III Directive and GHS

The Seveso II Directive, implemented in the UK as the COMAH Regulations, is being revised and the new Seveso III Directive is currently being negotiated. A major change will be the use of the Globally Harmonised System (GHS) for classification of chemicals to determine whether they are within the scope of the Directive. There is the potential for sites to change their COMAH status (top tier, lower tier or non-COMAH) when the new Directive is implemented in 2015, depending on the substances and quantities held.

The course will give an overview of the likely requirements of the new Directive and its timetable for implementation. It will also cover the potential changes in scope and how to determine the likely effects on a site by determining the GHS categories of substances. The presenters have been providing scientific advice to the UK negotiation team for several years.

Course includes

- Introduction to the changes likely to be introduced by Seveso III
- Alignment of Seveso III with GHS
- Aggregation rules
- What might this mean for the UK and for you?
- How to determine GHS category for acute toxicity
- How to determine GHS category for environmental hazards (M factor method)

Who should attend

Safety managers and those responsible for compliance with the COMAH Regulations, including existing COMAH top tier and lower tier sites, and also sites which are currently outside of COMAH but may have potential to come into scope.



2

day
course

COMAH Safety Reports - Technical Aspects

This course presents a general overview of the requirements of a Control of Major Accident Hazards Regulations (COMAH) safety report, with emphasis being placed on relevant technical aspects. Common pitfalls associated with submissions of the technical aspects of COMAH safety reports are discussed, and ways to avoid them will be identified.

The course is delivered by experienced safety report assessors, and from the point of view of the requirements of the regulator.

Course includes

- Overview of relevant requirements of the COMAH Regulations
- General expectations for a COMAH safety report submission
- The assessment and technical demonstration criteria
- Proportionality and how this affects technical criteria demonstration
- Technical measures demonstration requirements

The technical specialist topics covered are:

- Process Safety
- Mechanical Engineering
- Control and Instrumentation
- Human Factors



Who should attend

Safety professionals and managers who are involved in the co-ordination, writing or updating of COMAH safety reports. Consultants who provide assistance with producing safety reports.

2
day
course

COSHH - Practical Assessment and Control

This two day course gives detailed and practical training on carrying out COSHH assessments and, crucially, putting the assessment into practice to control substances hazardous to health.

Many people tasked with COSHH assessments are unsure what is required or where to get information. Once the initial assessment is complete, they are often uncertain about how to approach control, and how to judge when control is adequate. This course aims to give that knowledge and those skills.

Day one covers assessing exposure and risk, including case studies and the chance to work through examples. Day two moves on to implementing exposure controls that are effective and reliable, and includes practical demonstrations. The focus for both days is on practicality and effectiveness.



Course includes

- Hazardous substances and risks from over-exposure
- COSHH regulations and what they mean in practice
- Guidance and finding information
- Assessments and action plans
- Adequate control, understanding limits, the principles of good control practice
- Hierarchy of control and reliability
- Reducing exposure by process change and substitution
- Choosing and using effective LEV
- Choosing and using RPE
- Skin and ingestion exposure
- Choosing and using PPE

Who should attend

Anyone tasked with completing COSHH assessments and/or implementing controls, whether for the first time or to improve skills. This will typically include managers, supervisors and safety officers, plus other health and safety professionals looking to refresh or update their skills.

5

day
course

Ergonomics - an Introduction

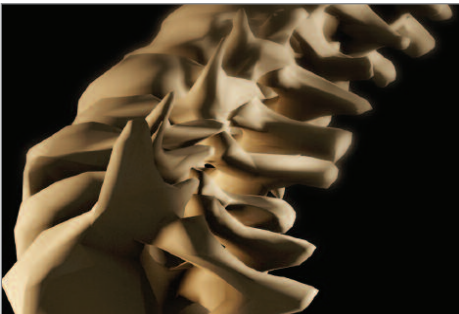


Every year, 35 million days are lost to British industry as a result of accidents and ill-health caused by work activities. A large number of these accidents are due to a lack of thought and planning concerning the use of our everyday systems.

The course provides the ergonomics theory and techniques used to maximise the design of the tools, tasks and workplaces for improved comfort, safety and performance of the workforce. The techniques cover both the physical and psychosocial aspects of a workplace design, following relevant HSE guidance and approaches to assess and reduce risks.

**“Fantastic course,
relevant and put across
well.”**

David Sullivan - Asda



Course includes

- Ergonomics principles, methods and techniques
- Human beings - physical and psychological factors
- Applied anthropometry
- Workplace design and DSE
- Manual handling risks, assessments and controls
- Upper limb disorders - risks, assessments and controls
- Stress management
- Influencing behaviour
- User investigation methods, such as interviews, questionnaires and focus groups
- Task analysis
- Controls and displays
- Environmental factors - lighting, floors and footwear, noise

Who should attend

Anyone with an interest in workplace ergonomics. No previous ergonomics or muscular skeletal disorder experience required.

2
day
course

Hand Arm Vibration Syndrome (HAVS)(FOM Accredited)



This course has been developed in conjunction with the Faculty of Occupational Medicine (FOM). It is intended to guide occupational health care professionals in the requirements for health surveillance of a workforce exposed to hand-transmitted vibration, and in the diagnosis and management of an individual with HAVS.

At the end of the course there will be an assessment of competence, and those who are successful will be able to apply for a Certificate of Competence accredited by the FOM. The certificate is recognised by Health and Safety Executive inspectors. The course is aimed at health professionals working in the UK occupational health setting rather than in a medico-legal setting.

“This was an excellent course, in beautiful surroundings. The course was suitable for both novices and experts as it went right through from the basics to the latest blue sky research. A delightful way of learning.”

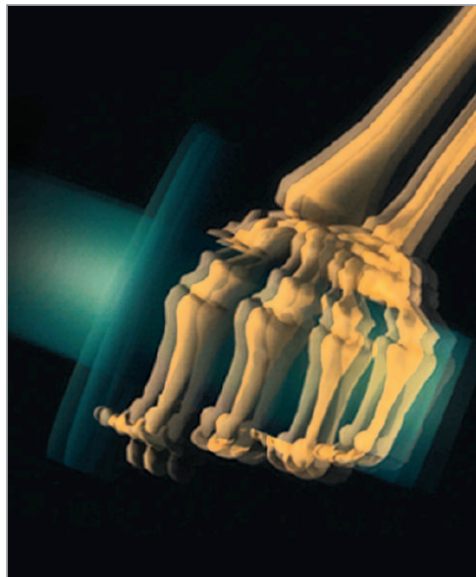
Debby Keir - ATOS Healthcare

Course includes

- Health surveillance
- Legal requirements for health surveillance
- Pathophysiology
- Control of vibration
- Clinical assessment
- Standardised tests
- Case management

Who should attend

The course is specifically designed for physicians and nurses.



2
day
course

Human Factors in Accident and Incident Investigations

It is estimated that as many as 90% of incidents involve human factors causes. For those wishing to improve human performance, personal safety, management systems and loss control, effective investigation of the human factors within accidents and incidents is an essential part of achieving this aim. Effective accident investigation identifies critical issues using the minimum of resources possible, and results in changes being implemented which reduce the risk of similar accidents happening again, for an appropriate cost. This is a big challenge, and this course aims to help delegates find ways of achieving effective accident investigation within their own organisational context. This course is designed to give participants an impartial and pragmatic understanding (and experience) of some of the techniques that are available for investigating human factors issues. Because of its role as HSE's scientific centre for accident and incident investigation, and because of its strong theoretical as well as extensive practical experience in this area, HSL is uniquely placed to provide a balanced appreciation of the very wide range of different approaches and techniques that are employed across various sectors.

“One of the most useful, enjoyable and well structured courses that I have taken part in. Excellent timing, with clear delivery from the speakers and well thought out teamwork. Visiting a simulated incident scene was particularly useful.”

Richard Harrison, BBSRC

Course includes

- Essential background understanding for accident investigation
- Key principles for effective investigations into human factors
- Key steps for investigating human factors
- Practical exercises in investigation
- Basic principles of a range of contributory/ root cause and accident/incident investigation techniques
- How to perform informative and effective human factors investigations of accidents and incidents in your own work environment

Who should attend

Safety managers, operations managers, quality assurance professionals, equipment and design specialists, safety advisors and safety specialists, hazard analysts, regulators, inspectors and human factors advisors.



2

day
course

Human Reliability Assessment using the Human Error Assessment and Reduction Technique (HEART)

Achieving high reliability is the ultimate aim of safety management. The quantification of equipment failure rates is a well-established part of this process, but this knowledge represents only a portion of the complete picture. To understand, and therefore minimise, the risk associated with industrial processes it is essential to understand the human reliability component. Identifying likely sources of human error, quantifying the likelihood of error and implementing measures to prevent, detect and recover are of crucial importance in managing safety and achieving high reliability; a number of human reliability assessment techniques are available for this purpose.

In this training programme one of the most accessible techniques, the Human Error Assessment and Reduction Technique (HEART) will be explained. HEART is an easily used form of human reliability assessment which is used in a wide range of industries such as chemical, oil, gas, nuclear, transport, defence, and medicine, and which gives insight into potential sources of error.

“A brilliant course! Interesting and very worthwhile.”

Allan Hannah - Technip UK Limited

Course includes

- Basics of human behaviour and errors
- The impact of human error
- Performance-influencing factors
- Human error identification
- Generic task types
- Error-producing conditions
- Human performance and quantified risk assessment

Who should attend

Risk analysts, safety case assessors and managers, operations managers, safety advisors and specialists, systems engineers, system and equipment design assessors, regulators, inspectors and human factors advisors.



1

day
course

Local Exhaust Ventilation Awareness (LEV) - BOHS Approved



Thousands of British workers contract occupational asthma and other occupational lung diseases each year. They develop them because they breathe in too much dust, fume or other airborne contaminants at work.

Local exhaust ventilation (LEV) is a common and important way of controlling exposure. But work by the Health and Safety Executive has shown it is often poorly designed, applied and maintained and doesn't effectively control exposure. Consequently, they are running a major project that promises a revolution in LEV exposure control and reducing occupational disease.

This one-day BOHS approved awareness course is specifically designed to provide delegates with an overview of the regulations and utilisation of LEV systems in the workplace. Attendance on the course will give delegates the confidence to deal with LEV designers, installers and maintenance engineers.

Course includes

- The roles and responsibilities concerning LEV, including employers, employees, safety representatives
- The importance of LEV as a control measure
- An overview of the main elements of an LEV system and the documentation which should accompany it for its correct operation and maintenance
- The legislation regarding LEV in the workplace
- Effects of exposure to hazardous substances
- Simple methods that could be used to test an LEV system's effectiveness

Who should attend

Anyone who owns an LEV system or is responsible for its day-to-day use and maintenance. Typically this includes managers, supervisors and engineers and companies contracted to manage LEV systems.



1

day
course

Local Exhaust Ventilation Controls: Practical Management - BOHS Approved



Local exhaust ventilation (LEV) is a commonly used method of controlling workers' exposure to airborne contaminants. However, LEV is not always as effective as it could be and all too often fails to protect workers' health. The reasons for LEV failure are varied, ranging from a failure at the design stage to poor maintenance and testing practices.

This is a British Occupational Health Society (BOHS) approved course.

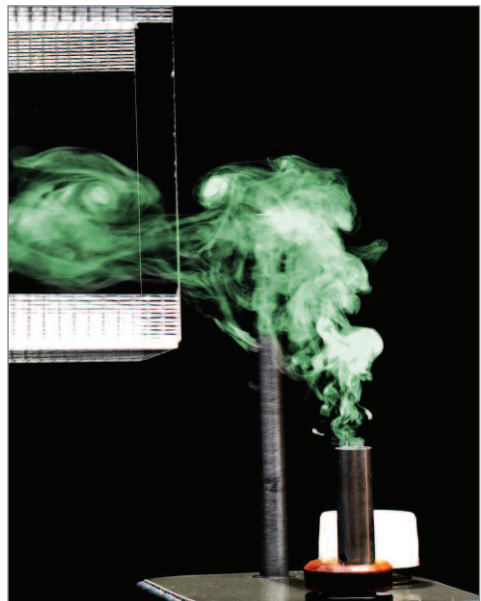
Course includes

- How to successfully manage LEV systems in order to get effective, efficient, and reliable control of contaminants at least cost

Who should attend

Managers including production, building facilities and maintenance managers. Health, Safety & Environment managers. Engineers, including production and design engineers.

It may also be of interest to professionals involved in LEV design and management including occupational hygienists, ventilation engineers and examiners.



2

day
course

Layers Of Protection Analysis (LOPA) - Practical Application and Pitfalls

The Layers Of Protection Analysis (LOPA) method is a semi-quantitative risk assessment method. It is used to determine and demonstrate the ability of existing and proposed safeguards to protect against identified hazard scenarios and to meet pre-determined risk based criteria. Specific guidance was prepared by the Process Safety Leadership Group (PSLG) for the applications of LOPA to determine the safety integrity level (SIL) for overfill protection of Buncefield-like storage tanks. This course will draw on that guidance, its relevance to other applications, and pitfalls identified during the assessment of a large number of LOPAs.

Course includes

- When to use LOPA and when to consider QRA
- LOPA complexity
- LOPA as applied in IEC 61511
- Input data and uncertainty
- LOPA rules
- LOPA target frequency
- Outcome of LOPA
- Pitfalls associated with LOPA

Who should attend

Engineers, managers and safety professionals who have a basic knowledge of risk assessment, possibly gained through HAZOP studies and PHA studies, and who already have a basic knowledge of LOPA but would like to have a better understanding of how to apply LOPA and the pitfalls associated with this type of analysis.



1
day
course

PUWER - Machinery Safety Basics

Machinery is used in many sectors to fabricate, handle and package industrial and consumer products. Everyone who works with machinery, whether directly or indirectly, needs to understand the basics of machinery safety but not everyone needs to know all the details relating to the design. This course covers those activities regulated by the Provision and Use of Work Equipment Regulations (PUWER) and provides delegates with a thorough knowledge of this legislation. The course will also give practical advice on how to evaluate the safety of existing machines and how to measure and evaluate noise and vibration risks. This course can be taken in combination with the Machinery Risk Assessment Essentials course that takes place on the following day.



Course includes

- Provision and use of work equipment regulations
- Choice of guards and guard dimensions
- Introduction to machinery safety standards
- Machine modifications allowable under PUWER
- Use of control systems and impact of failures
- Measurement, evaluation and control of noise
- Measurement, evaluation and control of hand-arm vibration
- Hands-on practice evaluating the safety of machinery and suitability of guards

Who should attend

Machinery users, maintenance engineers, safety officers and project engineers who may find themselves responsible for purchasing machinery or needing to make minor modifications to improve the efficiency, or change the use, of existing machinery. This course would also benefit anyone who needs a thorough understanding of the Provision and Use of Work Equipment Regulations.

1

day
course

Machinery Risk Assessment Essentials

The ability to carry out a detailed machinery risk assessment has for some time been a key skill required under the Management of Health and Safety at Work Regulations. Machinery risk assessment is also now explicitly required by the Supply of Machinery (Safety) Regulations 2008 that replaced the earlier regulations of the same name in December 2009. However, many people still struggle to know what is suitable and sufficient to satisfy these regulations.

This training course gives delegates practical, hands-on experience of conducting a machinery risk assessment, using structured techniques which demystify the process given in BS EN 1050 and its successor EN ISO 14121-1. This course assumes a basic level of understanding of machinery safety, such as that given in the Machinery Safety Basics course. Anyone who also needs a thorough understanding of the Provision and Use of Work Equipment Regulations should take this course in combination with the Machinery Safety Basics course.

Course includes

- What the difference is between hazard and risk and other definitions
- Hazard identification process and techniques
- Process and techniques for risk estimation
- Risk evaluation - what does ALARP mean in practice
- Assessment, handling and control of hazardous substances
- Reasonably foreseeable misuse, and other machine interventions
- Risk assessment practice

Who should attend

Machinery users, maintenance engineers, designers and project engineers who need to learn how to carry out risk assessment of existing machinery in use or new machinery in the process of being specified, supplied or under development. This course will also be of benefit to safety professionals who are familiar with the concepts but need to know how machinery risk assessment differs from other workplace safety or risk assessments.

1
day
course

The New Machinery Directive: Designing and Selecting Safe Machinery

The design, supply and incorporation of machinery into assemblies within the European economic area is governed by the European Machinery Directive that was significantly amended in 2006. In the UK, this directive has been transposed into the Supply of Machinery (Safety) Regulations that came into force in December 2009.

This course gives delegates a thorough understanding of this legislation, as revised, as well as the key current European and international safety standards that support the regulations. Delegates are shown how to build a technical file and have the opportunity to practise assessing conformity to the essential H&S requirements.

The purpose and content of a declaration of conformity and incorporation are explained along with when to use which. The role and process of risk assessment is explained, however delegates who need a more detailed understanding of machinery risk assessment should attend the course on the previous day. An introduction to control system safety and some of the related standards is given.

Course includes

- Machinery Directive and UK Supply of Machinery (Safety) Regulations 2008
- Assemblies of machines
- Principles of safety by design
- Introduction to control system safety
- Ergonomics in machine design
- High level access
- Building a technical file
- Relevant standards and their use
- Hands-on practice of the evaluation and conformity assessment of machinery

Who should attend

People who design and supply machines and create assemblies of machines. It is also relevant for people who specify and install new machines or assemblies or make significant modifications to existing machines. The course will also be helpful to anyone who is interested in a detailed understanding of the safety of industrial machinery.

1

day
course

Designing and Specifying Safety Related Control Systems

Control systems for machinery, whether electrical, pneumatic, hydraulic or other combinations are often required to perform safety-related functions. There are regulatory requirements for these control systems and established approaches for dealing with their design, which are laid out in European Standards. This course will help delegates understand how to specify and design safety-related control circuits which comply with the requirements of both the Supply of Machinery (Safety) Regulations 2008 (Machinery Directive 2006/42/EC) and the Provision and Use of Work Equipment Regulations. It explains how these, and other relevant standards, are applied to real-life situations, through the use of examples of how to and how not to do it.

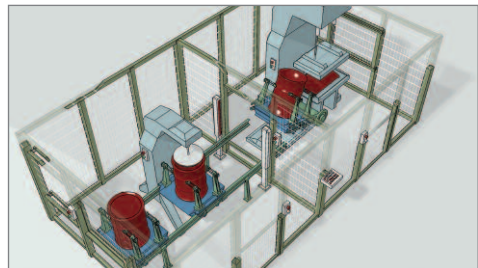
The course provides methods and templates developed at HSL to help engineers comply with the relevant requirements effectively and efficiently. The course concentrates mainly on the approach laid down in ISO 13849-1:2006, but also gives advice on the relevance of other standards such as EN954-1:1997, ISO 62061:2006, amongst others.

Course includes

- Relevant standards including ISO 13849-1:2006, EN 954-1:1997 and ISO 62061:2006
- Safety integrity levels, performance levels, categories, what they are, what they aren't, and the difference between them
- Impact of human reliability
- Circuit design
- Demonstration of interlocking and other safety devices
- Potential user interference and misuse of safety devices

Who should attend

Electrical, control and project engineers, whether they are original equipment manufacturers or users involved in specifying control systems on customised machinery/assemblies or significantly modifying control systems on existing machinery/assemblies.



1

day
course

Manual Handling for Assessors

Manual handling remains one of the main causes of occupational injuries within the UK and is associated with more over three-day injuries reported to HSE (41%) than any other occupational task (2003-2004).

Prevention and control of work-related musculoskeletal disorders (MSD) are currently among HSE's major priorities. Alternative, simpler risk assessment method called the MAC tool has been developed, as well as a major revision of the Guidance to the Manual Handling Regulations.

This course will equip you with the knowledge to help recognise, assess and reduce manual handling risks in your organisation. It is suited to employers and employee representatives who intend to begin the process of manual handling risk assessment and control within their companies. It will also benefit those already involved in manual handling risk reduction who require more formal or in-depth training in this subject, including training in the use of specific manual handling assessment tools.

"This is by far the best course I have attended as a safety professional."

Sonia Sweeney - ROK Group

Course includes

- Principles of manual handling
- Understanding injuries
- Common types of injuries
- Legal aspects
- Key risk factors
- Manual handling risk assessment (MAC and L23)
- Pushing and pulling
- Control and reduction of risk
- Key principles of good handling techniques
- Case studies

Who should attend

Employers and employee representatives who intend to begin the process of manual handling risk assessment and control within their companies.



1

day
course

Mindfulness

Mindfulness is a psychological skill that everyone can develop by paying attention on purpose to life experience as it unfolds in the present moment. This renewed quality of attention can enhance concentration, emotional intelligence, psychological resilience, and interactions with the environment. It has therefore implications at work for a number of domains including health, wellbeing and safety. HSL trials have shown 83% of the participants reported improvements in concentration and 92% of the participants reported a greater ability to cope with stress at work.

This one-day course gives an overview into the science of mindfulness and shows the benefits it can bring to the workplace, how it links with existing behaviour change programmes, how to introduce it, and how to maintain its benefits. During the day, participants will also experience the main techniques of mindfulness exercises to see what this approach can do.

Course includes

- Key recent scientific research on mindfulness
- Mechanisms explaining its effects on psychological functioning
- How mindfulness differs from other individual behaviour change programmes
- Its relationship with emotional intelligence and the concept of 'thinking fast and slow'
- Main effects on reducing stress, improving concentration, vigilance, control of emotions, etc
- Opportunity to practise key mindful awareness exercises
- How to introduce mindfulness in the workplace and maintain its benefits

Who should attend

Any individual interested in applying the approach for themselves or introducing it to their organisation. This training will be particularly relevant to Human Resources, Occupational Health and Health and Safety professionals.



1
day
course

Nanotechnology Health and Safety - a Practical Approach

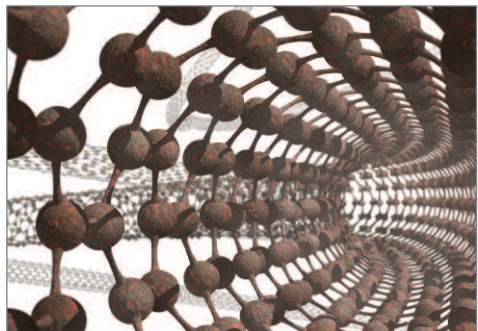
Nanotechnology has a wide range of consumer applications from pharmaceuticals and electronics to cosmetics and novel fabrics. One of the prerequisites for the safe development of nanomaterials is to ensure the safety of workers using, handling or manufacturing nanoparticles.

Course includes

- Practical advice and tools on the measures that may be needed to adequately control exposure to airborne nanoparticles during their manufacturing, or during the use and disposal of these materials
- Current best practice with references to the new HSE guidance 'Working Safely with Nanomaterials in Research and Development'
- Formal presentations and case studies with opportunities to discuss these issues with experienced HSL scientists
- Hands-on practical training on assessing and implementing control measures and exposure monitoring that allows theory to be put into practice.

Who should attend

Health and Safety advisors, occupational hygienists and users of nanomaterials in universities, research organisations and industry.



1

day
course

Noise - an Introduction to Management of Noise in the Workplace

The Control of Noise at Work Regulations 2005 are designed to protect workers from the direct risks of hearing damage from excessive noise exposure and the indirect risks from the masking of warning sounds. To manage noise risks you need to assess and control noise exposures, and ensure workers themselves understand the risks and how to keep safe. Hearing protection is not an alternative to controls and workers reliant on hearing protection remain at risk. The regulations allow hearing protection only as a temporary measure or as a last resort where the risks from noise cannot reasonably be controlled. Workers at risk will need to be included in a health surveillance programme to monitor the progression of hearing loss and to provide feedback on the effectiveness of exposure controls and hearing protection. This course provides an overview of noise risks, and effective workplace management.

“A really informative and enjoyable course - interesting and well delivered.”

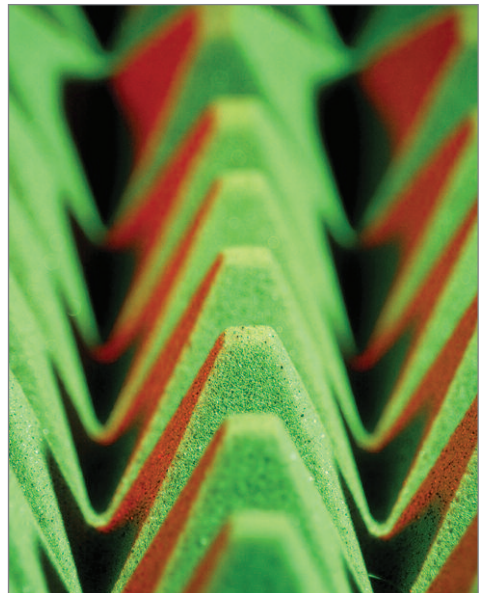
Michele D'Lemos, MDL Risk Limited

Course includes

- Noise basics
- Legal requirements
- Risk assessment
- Controlling noise risks
- Audible warnings
- Hearing protection
- Health surveillance

Who should attend

Those managing noise risks in the workplace.



2

day
course

Process and Fire Incidents

This two-day course is designed to introduce delegates to lessons learned from a number of significant or high profile incidents involving fires or chemical processes.

The course will draw on the experience of original investigators and other speakers to provide detailed histories of incidents, key outcomes of the investigations and examples of how investigation and follow up research has led to improvements in safety.

In addition to the standard indoor element of the course, there will be a significant experimental element where delegates will be involved in demonstrations to illustrate hazardous effects that have caused previous incidents.

Course includes

- Chemical reaction hazards and incidents
- Fire and explosion incidents - history and principles
- Risk reduction strategies
- Practical demonstration programme

Who should attend

Senior managers, safety professionals, health and safety managers, insurers and trade union representatives.



Respiratory Protective Equipment (RPE) Essentials

Whilst the use of RPE should only be considered when other control measures are impractical or, after their implementation where a residual risk remains, there are many workplace situations where RPE is required.

RPE is capable of providing effective protection, provided that it is correctly selected, used and maintained. Unsuitable, poorly maintained and incorrectly used RPE may give limited protection, or may not provide any protection. This could lead to ill-health in the short or long-term, with the possibility of permanent disability. If the RPE is being used in conditions where there is an immediate danger to life and health, the situation could prove fatal.

This course will increase your knowledge and understanding of RPE and how it can be used effectively in the workplace as a control measure. It will provide training in correctly selecting adequate and suitable RPE (following the principles of HSG 53 and COSHH essentials), and how it should be used and maintained. The course will include practical elements to enhance learning and provide practical skills.

Course includes

- What RPE is and how it works
- RPE types - capabilities and limitations
- Legal requirements
- Correct selection
- Wearer training
- Correct use
- Maintenance
- Management - the 'RPE Programme'

Who should attend

Those with responsibility for the selection, use and maintenance of RPE in the workplace. Also those who give advice to others on RPE selection, use and maintenance - for example, suppliers of RPE.



1

day
course

Respiratory Protective Equipment (RPE) Fit Testing - an Introduction

Tight-fitting Respiratory Protective Equipment (RPE) needs to fit the wearer's face well in order to work correctly and provide the expected protection. As faces come in all shapes and sizes, each wearer needs to be supplied with a facepiece which matches their face. Fit testing demonstrates how well a facepiece matches the individual's face; it is used to select a facemask which is a good match for them. HSE's relevant Approved Codes Of Practice require that fit testing be carried out as part of the initial RPE selection process, to ensure that the wearer has the correct facepiece.

This course will explain the importance of fit testing and employers' responsibilities, and will also introduce various fit testing methods. Practical sessions will cover the essential skills of pre-use checking and correct wearing of facepieces, before providing an opportunity to practice fit testing using the two methods that are almost exclusively in use in the UK. To become a competent fit tester will require considerable additional practice and experience. Our RPE fit testing – Advanced course is suitable for those who are well on the way to becoming competent fit testers and are possibly considering applying for accreditation under the Fit2Fit scheme. All course presenters are Fit2Fit accredited fit testers; some were actively involved in the development of the Fit2Fit scheme.

Course includes

- Understanding the importance of fit testing
- Principles of fit testing methods
- Essential pre-use checking and correct donning of facemasks
- Responsibilities of employers and fit testers
- Qualitative fit testing using Bitrex or Saccharin
- Quantitative fit testing using the Portacount

Who should attend

Individuals who are new to or relatively new to practical fit testing and those with responsibility for correct selection of respiratory protection.

More information on the Fit2Fit scheme is available at <http://fit2fit.org/index.html>.



2

day
course

Respiratory Protective Equipment (RPE) Fit Testing - Advanced

Concern over the quality of RPE fit testing in the UK has led to the development of a competency scheme, known as Fit2Fit. This advanced course is suitable for those who are well on the way to becoming competent fit testers and are possibly considering applying for accreditation under the Fit2Fit scheme. It will provide training covering the syllabus of the Fit2Fit scheme and is suitable for those wishing to refine their skills in preparation for Fit2Fit accreditation. (More information on how to go on to achieve Fit2Fit accreditation is available at <http://fit2fit.org/index.html>.)

This course is also suitable for those fit testers who just wish to hone their skills and learn more on the general aspects of RPE.

All course presenters are Fit2Fit accredited fit testers; some were actively involved in the development of the Fit2Fit scheme.

Course includes

- Knowledge of RPE
- The role of fit testing
- Principles of fit testing
- Qualitative fit testing using either Bitrex or Saccharin – theory and practical
- Quantitative fit testing using the Portacount both with and without the N95 Companion/Technology – theory and practical
- Troubleshooting

Who should attend

Experienced fit testers who are seeking additional training, including those aiming for Fit2Fit accreditation.



1

day
course

RPE Fit Testing

- for the Licensed Asbestos Industry

The hazards associated with asbestos and the possible consequences to health are common knowledge. For those working with asbestos-containing materials (ACMs), good controls need to be in use to keep the risk of exposure as low as possible. As well as carefully following recommended working practices, anyone who works with ACMs will need to wear RPE. Generally this will be a device which includes a tight fitting facepiece which will need to fit the wearer's face well to be effective. Fit testing is a means of assessing whether this facefit is acceptable or not. It is essential that fit testing is carried out correctly but evidence suggests that this is not always the case.

Fit2Fit Accreditation

After completing this course and putting the learning into practice, some delegates may have sufficient knowledge and skills to be ready for Fit2Fit accreditation. Other delegates may require more knowledge, experience and training before reaching this level of competence, for which attendance at our [Respiratory Protective Equipment \(RPE\) fit testing - Advanced](#) course would be recommended.

For full details of the course and equipment required, please see our [website](#).

Course includes

- Pre-use checking and correct donning of facepieces
- Preparation of the facepiece for the Portacount fit test
- Correctly conducting the fit test
- Troubleshooting

Who should attend

Those experienced in use of the Portacount and software who have a basic working knowledge and understanding of RPE and the HSE guidance document on RPE, HSG 53 and are conversant with the HSE guidance document on fit testing HSE 282/28.



1

day
course

Slips and Trips

Slips and trips are the leading cause of major injuries in the workplace. Despite the traditional perception that slips and trips are funny, or something to be embarrassed about, many of these accidents have very serious and costly consequences for both the individuals concerned and the company.

One of the biggest problems when addressing slip and trip accidents in the workplace is the amount of misinformation in the public domain. Knowing where to go for reliable information and understanding which test methods provide useful results is key to tackling the causes of slips and trips. In many cases simple solutions can have a significant effect on the incidence of slip and trip accidents.



Course includes

- Why tackling slips and trips is important to all businesses
- The slip potential model
- Characterising flooring, which tests work, which don't and why
- The role of contamination in slip accidents and the effect that good and bad cleaning techniques can have on slips
- The role footwear can play in reducing slip accidents and the pitfalls of selecting appropriate products
- The importance of good design including stairs

Who should attend

Anyone who is involved in managing slips and trips, particularly those responsible for selecting flooring or footwear in their business. Employees involved in critical operations such as cleaning.

The course can also be tailored to suit all businesses and employees.

1

day
course

Stair Assessment

Stairs present significant potential for harm to their users. A fall on stairs, particularly in descent, often leads to serious injury or even death. Around 20% of all major injuries reported to HSE in 2008/2009 which resulted from slips, trips and falls from height occurred on stairs.

For new build stairs, the Building Regulations provide minimum design requirements for safety. The Regulations are updated periodically and, crucially, they do not apply retrospectively. HSL forensic investigations into the causes of stair accidents have often found the incident to be wholly or partly caused by poor stair design. Given the number of serious accidents on stairs, there is a clear need to understand the risks posed by specific stairs.

The course will allow delegates to understand the design features of stairs which can give rise to a risk of falling, undertake a stair fall assessment and identify simple remedial solutions to reduce the likelihood of a fall occurring.

Assessment tools developed by HSL will be provided as part of the training.

Delegates will be able to assess internal and external stairs in their own premises, identify good and bad practice and make simple improvements. Training can also be undertaken at the client's premises, which will provide an expert opinion on the stairs studied.

Course includes

- Background on the common design issues that give rise to a risk of falls on stairs
- Examples of HSL stair investigations and the findings to illustrate common issues and consequences
- A demonstration of some simple tools for assessing common stair features (stair assessment tools will be provided as part of the training)
- An opportunity for delegates to assess stairs themselves and seek feedback from the expert

By the end of the training, delegates will have an understanding of simple tools for the assessment of stair design features and be able to undertake an assessment of stairs in relation to current standards and legal requirements.

Who should attend

Anyone who is interested in understanding falls on stairs or who has responsibility for managing health and safety.



2

day
course

Stress - Managing Work-Related Stress at an Organisational and Individual Level

This is a comprehensive course that will consider the management of work-related stress at the organisational level and examine individual stress management.

Day one will outline the key elements of HSE's Management Standards for Work-Related Stress and the associated risk assessment approach. It will provide guidance on how to use the approach in your organisation and the opportunity to explore its practical application.

Day two focuses on individual case management. This outlines a practical method of conducting an individual stress risk assessment, how to communicate with an individual during sickness absence and how to effectively manage the return to work process. This part of the course focuses specifically on individuals with work-related stress. The programme includes a discussion of the legal aspects associated with work-related stress and how to implement the risk assessment approach at an organisational and individual level. The course is interactive, involving a variety of practical group activities and discussion exercises, to help you take the approach forward in your organisation.

"The knowledge and abilities of the trainers was first class. They dealt with a complex subject in a straightforward way that was easy to digest, plenty of good exercises. Good value course."

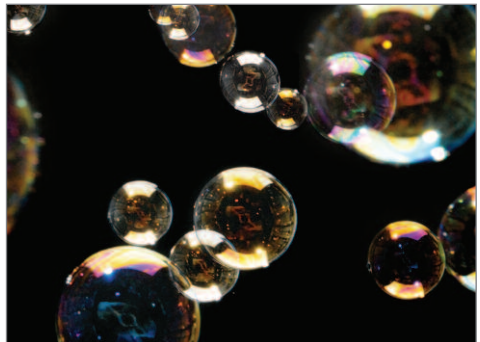
Colin Pedley - Bayer plc

Course includes

- A definition of work-related stress - its causes and symptoms
- Legal aspects of work-related stress
- The HSE Management Standards for work-related stress
- HSE's risk assessment approach
- Guidance on interventions for work-related stress at the organisational and individual levels
- How to adapt HSE's Management Standards approach to carry out an individual risk assessment
- How to manage an individual's return to work

Who should attend

Managers, H&S and HR professionals who will be in a position to apply this approach in their organisations.



3
day
course

Train the Trainer - CIEH Level 3 Award in Training Skills and Practice (TSP)



This qualification is aimed at those who want to develop practical training skills and is the minimum requirement for anyone wishing to register to deliver Chartered Institute of Environmental Health (CIEH) qualifications in food safety, health and safety and environmental protection without public funding - for example, in the workplace.

Who should attend

Anyone who has never delivered training before or trainers who want to reinvigorate their training skills. The qualification is also recommended as the ideal entry requirement to becoming a CIEH registered trainer.

Course includes

- Understanding your role and responsibilities
- Understanding appropriate training and learning approaches
- Demonstrating your session planning skills
- Understanding how to deliver sessions that motivate learners
- Understanding the use of different assessment methods and the need for record keeping

2
day
course

CIEH Conversion to Preparing to Teach in the Lifelong Learning Sector Programme (PTLLS)

This course is for those already holding a Chartered Institute of Environmental Health (CIEH): Professional Trainers Certificate (PTC) or Training Skills in Practice (TSP) Level 3 Award. Candidates who complete the conversion course, and pass two written assignments, will achieve the CIEH Level 3 PTLLS award. Ofqual accredited - reference: 500/8024/4

Who should attend

Anyone holding a CIEH: Professional Trainers Certificate (PTC) or Training Skills in Practice (TSP) Level 3 Award who would like to upgrade their training qualifications to the PTLLS.

Course includes

All the above and

- Demonstrating your session planning skills by planning, delivering, observing and evaluating a micro-teaching session
- Understanding and analysing the need for accurate record keeping and procedures that can be adopted

> These two courses can be taken together as a separate 5 day course – [see website for details.](#)

1

day
course

Upper Limb Disorders - Risk Assessment of Repetitive Tasks

Musculoskeletal Disorders (MSDs) are the most common occupational illness in Britain, affecting 538,000 people a year. Nearly half of these illnesses are joint injuries and repetitive strain injuries of various sorts affecting the upper limbs.

To support employers, health and safety professionals and inspectors with risk assessing repetitive work, HSL and HSE have developed the Assessment of Repetitive Tasks (ART) tool. Launched in Spring 2010, the ART tool is used to screen the frequent handling of light loads or other repetitive tasks that can contribute to upper limb disorders (ULDs).

This course will equip you with the knowledge to use the ART tool to help recognise, assess, and reduce upper limb disorder risks in your organisation. It will benefit those already involved in workplace MSD risk management (e.g. manual handling risk assessments) who wish to expand their knowledge on the topic of upper limb disorders.

"Excellent course, very informative. A very interesting day."

Caroline Mellor, Unilever UK Ltd

Course includes

- Common ULDs and their development
- Key ULD risk factors
- ULD risk management (including legal duties)
- ULD risk assessment using the ART tool
- Practise using the ART tool with case studies
- ULD risk controls

Who should attend

Employers and their representatives who wish to carry out or improve ULD risk assessment and control within their organisation. Health and safety or occupational health professionals who wish to learn about the ART tool, or further their abilities in this area.



Violence - Managing Work-Related Violence: a Holistic Approach to Improve Worker Safety

Are you doing enough to prevent and manage work-related violence? Failure to tackle work-related violence can impact on your business in a number of ways including:

- Lost staff time from injuries and stress
- Higher staff turnover, leading to increased recruitment and training costs
- Damage to the reputation of your business
- Potential compensation claims by staff

Violence and abuse can have serious and long-term impacts on your staff including:

- Physical injury
- Work-related stress - which can have long-term effects on health
- Fear and anxiety
- Job dissatisfaction and poor performance

All the above can impact on business productivity, and business profitability.

You also have a legal duty to protect the health, safety and welfare of your employees under the Health and Safety at Work Act 1974. This duty includes all forms of work-related violence.

Course includes

- An understanding of employers' and employees' legal responsibilities in relation to violence at work
- Overview and discussion of the potential risk factors contributing to aggression/violence
- A preventative approach to help control and manage the risk of work-related violence (i.e. the use of a risk assessment approach)
- How to foster a supportive and open culture in which personal safety is considered a priority

Who should attend

This course is suitable for health and safety managers and those responsible for employees who are at risk of work-related violence. This could include lone workers and those who regularly deal with members of the public.



Wellbeing - Enhancing Operational Efficiency Through Worker Wellbeing

"Health is not everything, but without health, everything is nothing" (Schopenhauer, 1788-1860, German philosopher).

HSL believes happy people means healthy prospects for individuals and business alike. Where wellbeing exists, in our view, learning, innovation and creativity are more likely to flow as a natural consequence, and business benefits will result.

This course, aims to educate delegates in best practice techniques enabling them to implement a holistic wellbeing programme into the workplace. It is founded upon extensive research and collaborative international projects carried out by HSL. Working as both researchers and consultants, HSL's psychologists have turned current theory and knowledge on the topic of wellbeing into practical techniques that can be implemented in the workplace.

It differs from other courses on this topic by demonstrating how psychological principles and approaches can be incorporated into the wider health and safety management system. This will help ensure an integrated, and therefore more effective and holistic, approach to employee and organisational wellbeing.

Course includes

- What wellbeing means
- Why addressing wellbeing is important
- How to integrate your wellbeing approach with your existing safety management systems
- Factors that influence individual and organisational wellbeing
- Key components and techniques of a wellbeing initiative
- How to maintain your wellbeing initiative to help ensure a sustained benefit for individuals and the organisation

Who should attend

Health and safety managers with limited knowledge/experience of wellbeing. However, it will also be relevant to those who have established wellbeing initiatives but are interested in ensuring a holistic wellbeing approach based upon key psychological principles of human behaviour.



1
day
course

Workplace Drugs and Alcohol Workshop

With increasing concern about the misuse of drugs within the workplace, and the detrimental effect on workers' safety, many employers are implementing a drug and alcohol policy. This workshop is designed to highlight the legal and regulatory issues relating to this sensitive area, to enable employers to implement a robust and fair policy that will address the needs of the organisation and also to consider the implications of any such policy.

There will be an overview of the current guidelines for policy makers, followed by practical examples of drug and alcohol testing methods and guidance on best practice. Issues relating to chain-of-custody procedures and supervised collections will also be addressed.

“Very good course for those who are considering introducing a policy.”

David Rhodes - Costain

Course includes

- The legislation regarding drugs & alcohol in the workplace
- What is covered by a workplace D&A policy
- Practical aspects of drug and alcohol policies and workplace testing
- What is involved in D&A testing

Who should attend

Occupational health providers (physicians, nurses and health and safety professionals) and HR managers who are interested in what drugs and alcohol testing is, how they should go about implementing a D&A policy and how to oversee supervised collections.



HSL Conferences and Seminars

HSL organises major international conferences and seminars on a range of health and safety related topics.

Visit www.hsl.gov.uk or call 01298 218806 for more information.

Past Conferences and Seminars

46th UK Conference on Human Response to Vibration

International Conference on Slips, Trips and Falls

2nd International Wellbeing at Work Conference

Beyond Safety Culture Seminar

Respirator Manufacturers Seminar

Future Conferences and Seminars

Seveso III: Are you prepared? Seminar

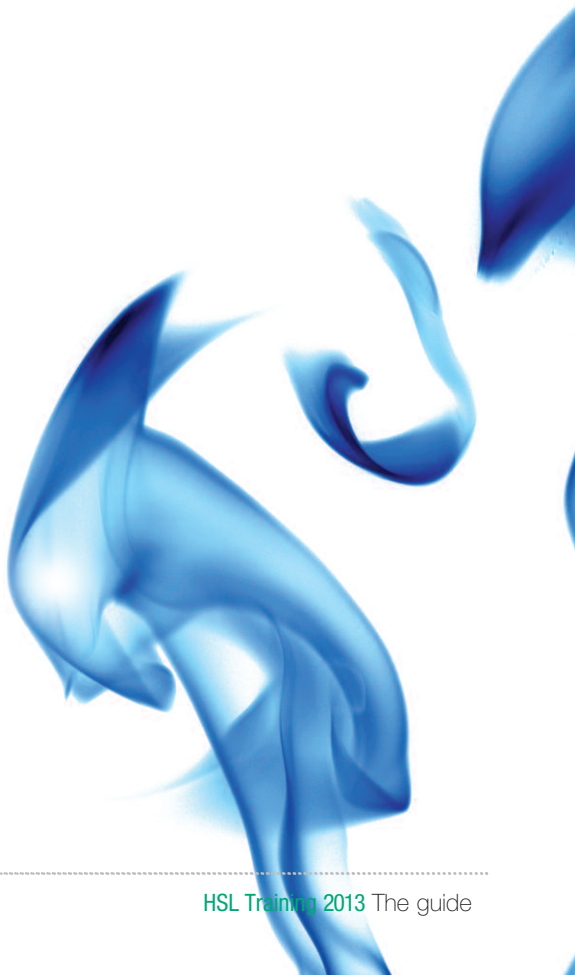
International Symposium on Biological Monitoring

Incident Investigation Seminar

Transport Safety Seminar

Wellbeing at Work Seminar

Fatalities in Palletisers and Depalletisers - Learning the lessons





ISBM 2013

The 9th International Symposium
on Biological Monitoring in
Occupational and
Environmental Health



9th International Symposium on Biological Monitoring

The UK Health & Safety Laboratory and ICOH's Scientific Committee on Occupational Toxicology are pleased to announce that the 9th International Symposium on Biological Monitoring (ISBM-9) will take place in Manchester, UK in September 2013.

Previous symposia, which are held every two to three years, have been held in Japan, Italy, Finland, Korea, Canada, Germany and China, with the last being in Finland in 2010.

The symposia exist to bring together the world's leading experts and practitioners to share knowledge. Topics will include new biomarkers of exposure, effect and susceptibility, new analytical techniques and case studies of occupational and environmental exposures. There will also be discussion on the development of policies and guidance to use biological monitoring as a tool to identify, monitor and control chemical exposures, and to assess occupational and environmental chemical risks.

A call for abstracts was issued in September 2012 and we would like to encourage all interested parties to submit abstracts for consideration.

Further details on abstract submission, scientific programme and the conference scientific committee will be issued in due course. In the meantime, please save the dates in your diary (**9th – 11th September 2013**) and bookmark the website (www.isbm2013.org.uk)

Kate Jones (Chair, Local Organising Committee, Health & Safety Laboratory, UK)

Maurizio Manno (Chair, Scientific Committee on Occupational Toxicology, ICOH)



Health & Safety Laboratory Safety Climate Tool



Want to engage your workforce and improve your safety culture?

The Safety Climate Tool offers a unique insight into the safety culture of your organisation and the steps needed to improve it.

Through a series of tailored questions, measure the perceptions of your workforce to health and safety issues, allowing you to focus valuable resource where it will be most effective.

For further
information contact

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SK17 9JN, UK

T : +44 (0) 1298 218356

E : sct@hsl.gov.uk

W: www.safetyclimatetool.co.uk



Load Transport Safety

Driving a commercial vehicle is one of the most dangerous occupations in the UK.

This guide provides simple, straightforward advice on safe loading and transport in general haulage. It explains why loads move during transport, and what you can do to stop it happening. It also gives examples of ways to secure different types of load and sets out what your legal responsibilities are in relation to load safety and what you can do to make sure you're complying with them.



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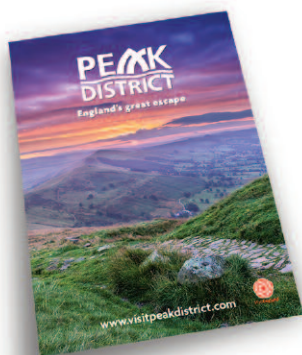
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Musculoskeletal
disorders
Noise
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Risk management
Respiratory protective
equipment
Seveso
Slips, trips & falls
Stress
Temperature
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Welding
Workplace transport




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www.hsl.gov.uk/training

HSL is ISO 9001:2000 accredited, an Investor in People organisation and a World Health Organisation (WHO) Collaborating Centre for Workplace Health and Safety



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