

CONSTRUCTION TRAINING (CUMBRIA) LTD

COURSE DIRECTORY

INTRODUCTION

The purpose of this document is to provide Construction Training (Cumbria) Ltd members with a database of information regarding standard courses to be run at the request of and on behalf of Group companies, as well as a point of reference.

All information relating to the content and duration of these will be stored on a computer database which will allow for amendments and additional information to be re-inserted when necessary.

Members will be aware of the course programme is determined by the training needs analysis carried out at the beginning of the training year. The courses will only run if they are viable to the Company but members are encouraged to contact the secretary with other requests as changes in legislation and training requirements will demand this.

Bespoke training for individual companies can be arranged and we invite members to contact the Secretary for alternatives to the programme.

Further information regarding costs and dates courses will run can be obtained from the Secretary Dave Richardson (details as below). These are determined by membership annually.

BOOKING:

To book your course, contact the Company Secretary Dave Richardson.

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MANAGEMENT AND SUPERVISORY

Course Title	Page
Site Safety Management (5 day)	6
Site Safety (Re-qualification)	7
Scaffold Inspection for Supervisors	8
Risk Assessment	9
CDM Regulations	10
Proprietary Scaffold Systems (KWICKSTAGE)	11
Basic Setting Out and Levelling	12
Basic Estimating and Costing	13
Contract Conditions for Managers/Site Supervisors	14
Roads and Streetworks Act (Supervisors)	15
Units Roads and Streetworks Act	16
Construction Act	17
NHBC Defect Prevention	18
Introduction to Site Management	19
Team Leadership and Development	20
Motivation and Communication	21
Safety for Supervisors	22
Instructional Techniques	23
On-site Assessment and Training (OSAT)	24
Construction Site Management (NVQ Level 3)	25
Construction Site Management (NVQ Level 4)	26
CIOB Competence in Surveying	27
CIOB Competence in Computing	28
LOLER/PUWER 1998	29
IOSH Managing Safely	30
IOSH Working Safely	31
IOSH Directing Safely	32
Environmental Awareness (Construction)	33
Asbestos Safety Awareness	34

CRAFT, OPERATIVE AND GENERAL COURSES

Course Title	Page
First Aid Certificate	36
First Aid Re-qualification	37
First Aid Appointed Persons	38
Safety Awareness (CSCS Scheme)	39
Safety Awareness (CPCS Scheme)	40
Abrasive Wheels	41
Cable Avoidance	42
Manual Handling	43
Confined Spaces	44
Confined Spaces (Refresher)	45
Traverse (Confined Spaces)	46
Traverse (Confined Spaces) Refresher	47
Roads and Streetworks Act (Operatives)	48
Units Roads and Streetworks Act	49
Proprietary Scaffold System (KWICKSTAGE)	50
Safety in Trench Work	51
Work Based Recording	52
Personal Track Safety	53
Personal Track Safety	54

MANAGEMENT & *SUPERVISORY*

Course:	CITB Site Safety Management Scheme
Delegate fee and dates:	Delegate course fees and dates can be obtained from the Secretary.
Duration:	5 days (one day per week) – full attendance is mandatory
Delegates:	Site Agents: Safety Supervisors: General Foreman/Women: Persons responsible for Site Safety
Aims:	To provide training in accident prevention and hazard recognition. To enable course members to be aware of and value the importance of managing and controlling a safe and healthy site as required by HSW Act 1974.
Content:	<ul style="list-style-type: none"> • Health and Safety at Work Act 1974 and allied Legislation • Accident Prevention, Investigation and reporting procedures • Site documents, registers, inspections, occupational health and hygiene, personal protective equipment • General hazard systems regarding a broad range of machinery and equipment <p>MULTI-CHOICE THEORY TEST</p> <p>Course Members will receive a Nationally Recognised Certificate on attaining a satisfactory standard.</p>
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	CITB Site Safety Management Scheme (Re-qualification)
Delegate fee and dates:	Course delegate fees and dates can be obtained from the Secretary.
Duration:	2 days (this is now a requirement every five years)
Delegates:	This course of training is designed for Supervisors/Managers who have previously attended the CITB Site Management Safety Training Course (5 days). It will act as a refresher/update and provide more information on the topics below.
Aims:	To update certificate holders on recent changes in legislation and act as a refresher to previous learning.
Content:	<ul style="list-style-type: none"> • Review and Update of recent legislative changes • Recent accident figures • Management of H&S at Work Act 1999 • Asbestos • Risk Assessments • Behavioural Studies • Consultation with Employee Regs • Young Persons Regs • EU Working Time Directive • CDM 1994 & new ACOP • Equal Opportunities & Health and Safety – communication • Fire prevention on Construction Sites • Protection of the Public • Recent HSE Prosecutions & Case Studies • EU Developments – Vibration • Environmental Issues – Policies & Prevention of Pollution
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Scaffold Inspection for Supervisors
Delegate fee and dates:	Delegate course fees and dates can be obtained from the Secretary.
Duration:	2 days
Delegates:	This course of training is aimed at Site Supervisors, Agents and Engineers who carry the responsibility for inspection and checking of scaffolds for safe use.
Aims:	To provide course members with a comprehensive understanding of the types of scaffolding and associated fittings. Also to develop in course members an understanding of the necessary safety inspections and implementation of the regulations as applicable to scaffolds.
Content:	<ul style="list-style-type: none"> • Basic scaffolding components identification • Identification of types • Independent tied scaffolds • Ladders and their regulations • Construction (Health, Safety and Welfare) Regulations 1996 • Inspection of scaffolds, including reports • Practical, inspection fault finding • System scaffolding • Static towers, Regulations (practical erection) • Common faults in scaffolding • HASAWA • Tying of scaffolds • Maintenance of certificates and registers.
BOOKING:	
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Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Risk Assessment
Delegate fee and dates:	Delegate course fees and dates can be obtained from the Secretary.
Duration:	1 day
Delegates:	This course is designed for employers, the self-employed, contracts and site managers, surveyors, planners and others with responsibilities for the health, safety and welfare of persons at work.
Aims:	To equip delegates with the necessary knowledge and skills to carry out and/or evaluate Risk Assessments, and to communicate the control measures to those affected.
Content:	<ul style="list-style-type: none"> Risk Assessment philosophy and team approach Requirements for Risk Assessment Main legislation and '6 pack' Procedures/standards Risk qualification Developing safe systems of work Developing control measures and instructions Communicating safe systems of work Job safety instructions Toolbox talks and supervision.
BOOKING:	
<p>To book your course, contact the Company Secretary Dave Richardson.</p> <p>Details are on the introduction page.</p>	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	CDM For Site Managers
Delegate fee and dates:	Delegate course fees and dates can be obtained from the Secretary.
Duration:	1 day
Delegates:	This 1 day course is aimed at Site Managers and Contract Managers in control or managing projects under the Constructions Design & Management Regulations.
Aims:	To raise the awareness and understanding of the Construction Design & Management Regulations for the course delegates.
Content:	<ul style="list-style-type: none"> • Managing CDM on site • Checking competence under the Regulations • Risk Assessments and Method Statements • Structure of the CDM Regulations • Duties under CDM • Health & Safety Regulations 1996.
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Proprietary Scaffold System (KWIKSTAGE)
Delegate fee and dates:	Price On Application Date to be arranged
Duration:	2 days
Delegates:	Site Supervisors, Safety Supervisors, General Foreman/Women, Trades Foremen/Women, Craft and General Operatives.
Aims:	To provide participants with a comprehensive knowledge in usage and practical erection of Proprietary Scaffold Systems. Also, to develop an understanding of the necessary safety inspections and implementation of the regulations applicable to scaffolds.
Content:	<ul style="list-style-type: none"> • Erection of Kwikstage and other types proprietary scaffolding systems including mobile towers • Inspection of ladders, boards and fittings • Statutory regulations • Practical inspection of systems • Detection of faults • Maintenance of certificates and records
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Basic Setting Out and Levelling
Delegate fee and dates:	Delegate course fees and dates can be obtained from the Secretary.
Duration:	2 days
Delegates:	Newly promoted staff, Site Supervisors, General Foremen/Women.
Aims:	To provide participants with the basic skills and knowledge to implement the setting out of a building project.
Content:	<ul style="list-style-type: none"> • Basic Levelling Techniques • Recording Readings • Height of Collimation Method • Transfer of Levels • Setting out Techniques
BOOKING:	
<p>To book your course, contact the Company Secretary Dave Richardson.</p> <p>Details are on the introduction page.</p>	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Basic Estimating and Costing
Delegate fee and dates:	Price On Application Date To Be Arranged
Duration:	2 days
Delegates:	Directors, Contracts Managers, Q.S, Estimators, Supervisors
Aims:	To promote good estimating and costing practices in order to carry out the duties of basic estimating. Also to compile an estimate taking into account overheads and profit.
Content:	<ul style="list-style-type: none"> • Compilation of unit rates • Measurement and record accurately according to Standard Method of Measurement • Variations/Omissions/Additions • Day Works/Prime Costs • National Working Rule Agreement • Recording, Costing, Materials • Methods used in Estimating • Bills of Quantities • Overheads and profits.
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Basic Contract Law Contract Conditions for Site Supervisors/Managers
Delegate fee and dates:	Price on Application Date To Be Arranged
Duration:	2 days
Delegates:	This course is aimed at Site Managers, Contractors, Quantity Surveyors and all those involved in contracts on construction reports.
Aims:	This course is for persons who need to know or re-familiarisation themselves with the administration aspects of contracts and their various conditions. It will provide and appreciation of the forms of contracts and their conditions.
Content:	<ul style="list-style-type: none"> • Basics of Contract Law • Forms of Contract • Implications for Contractors • Variations, extras and extensions of time • Problem Solving • Contract Negotiation • Insurance aspects
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	New Roads and Street Works Act 1991 Supervisors Units 1, 10, 11, 12, 13 & 14
Delegate fee and dates:	Delegate course fees and dates can be obtained from the Secretary.
Duration:	5 days (one day per week)
Delegates:	Supervisors who have to monitor the location of underground apparatus, the setting up of road works for work sites within the highway, the carrying out of excavation in the highway and backfilling and reinstatement using hot and cold lay bituminous materials.
Aims:	To provide supervisors with the skills and knowledge necessary to ensure that work carried out meets the standards required by the New Roads and Street Works Act 1991.
Content:	<ul style="list-style-type: none"> • Interpretation of plans • Identification of apparatus • Implications of damage to apparatus • Use of pipe and cable location equipment • Setting out of signs, cones, lamps and barriers in accordance with Department of Transport requirements. Erecting of temporary traffic signals • Excavation techniques • Supporting of utilities apparatus • Selection and storage of excavated material for re-use • Placing and compaction of backfill and sub-base materials • Laying and compaction of hot and cold lay bituminous materials • Disposal of surplus materials • Safe working practices <p>NOTE</p> <p>Units are on the next page and can be taken individually or a prescribed number depending on availability and duration.</p>
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

THE NEW ROADS AND STREET WORKS ACT 1991

OPERATIVE UNITS

- Unit 1 Location and Avoidance of Underground Services
- Unit 2 Signing, Lighting and Guarding
- Unit 3 Excavating in the Highway
- Unit 4 Reinstatement and compaction of backfill materials
- Unit 5 Reinstatement on on-bituminous sub-base and road-base materials
- Unit 6 Reinstatement of cold-lay bituminous materials
- Unit 7 Reinstatement of hot-lay bituminous materials
- Unit 8 Reinstatement of modular surfacing.

SUPERVISOR UNITS

- Unit 10 Location and Avoidance of Underground Services
- Unit 11 Monitoring signing, lighting and guarding
- Unit 12 Monitoring Excavation in the highway
- Unit 13 Monitoring the reinstatement and compaction of backfill materials
- Unit 14 Monitoring the reinstatement on non-bituminous sub-base and road base materials
- Unit 15 Monitoring the reinstatement of cold-lay & hot-lay bituminous materials
- Unit 16 Monitoring the reinstatement of concrete roads
- Unit 17 Monitoring the reinstatement of modular surfacing.

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Construction Act
Delegate fee and dates:	Price On Application Date To Be Arranged
Duration:	1 day
Delegates:	Senior Managers of Companies
Aims:	To raise awareness of the implications of the Construction Act
Content:	<ul style="list-style-type: none"> • Relationships between sub-contractors, main contractors and employees • Changes in contract procedures • Mandatory adjudication procedures • Influence of Government Scheme.
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	NHBC Defects Prevention
Delegate fee and dates:	Price On Application Date To Be Arranged
Duration:	5 days (one day a week)
Delegates:	The course is suitable for site managers, contracts managers and construction managers involved in house building. In addition it is also suitable for senior managers/directors of house building companies who are responsible for construction.
Aims:	The broad aim of the training is to provide managers with an in-depth understanding of the causes of the most common defects in new houses and their role in taking action to prevent such defects occurring. Managers will also review the content of all of the NHBC Standards relevant to their work.
Content:	<ul style="list-style-type: none"> • NHBC's operation <ul style="list-style-type: none"> - warranty - claims handling - inspection - building control - engineering • Analysis of claims • Cause of defects • Site Managers role • Foundations • Substructure and floors • Superstructure and floors • Timber and Steel frame • Sound Insulations • Roofs • First Fix • Plastering • Second Fix • External Works
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Introduction to Site Management
Delegate fee and dates:	Delegate course fees and dates can be obtained from the Secretary.
Duration:	2 days
Delegates:	Operatives and craft employees who are to be introduced to a supervisory role or have recently taken up a site manager's post.
Aims:	To introduce delegates to people management and operational management techniques and requirements.
Content:	<ul style="list-style-type: none"> • Roles of managers in the construction industry • Organising and planning work • Working with people • Leadership, communication, motivation and delegation • CDM Regulations • Risk Assessments • General Duties • Health and Safety responsibilities.
BOOKING:	
<p>To book your course, contact the Company Secretary Dave Richardson.</p> <p>Details are on the introduction page.</p>	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Team Development and Leadership
Delegate fee and dates:	Delegate course fees and dates can be obtained from the Secretary.
Duration:	1 day
Delegates:	All managers operating within the organisation who have responsibilities for a function and the team operating within that function. Site Managers/Agents, Sales Managers, Construction Managers, Legal Executives, Finance Managers, Quantity Surveyors, Technical Managers, Purchasing Managers.
Aims:	To develop the selected manager's skills of building, maintaining and leading effective teams which are highly communicative, open and work together in order to achieve the company's vision and objectives.
Content:	<ul style="list-style-type: none"> • Understand why Teams are more successful than a group of individuals • Set Objectives and achieve these through effective planning • Understand what makes effective teams and analyse their own teams • Understand the dynamics of team behaviour • Understand and implement the various types of leadership styles • Know their own leadership style and be able to adapt other styles when necessary • Know how to improve team-working between departments and head office and sub-contractors.
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Motivation and Communication
Delegate fee and dates:	Delegate course fees and dates can be obtained from the Secretary.
Duration:	1 day
Delegates:	All managers operating within the organisation who have responsibilities for staff: - their communication and motivation. Site Managers/Agents, Sales Managers, Construction Managers, Legal Executives, Finance Managers, Quantity Surveyors, Technical Managers, Purchasing Managers.
Aims:	To develop the selected managers skills necessary for motivating and communicating in a highly effective manner to their staff.
Content:	<ul style="list-style-type: none"> • Developing and understanding of the barriers to effective communication • Knowing how important effective communication is within the Construction industry • Using the skills of active listening, feedback and verbal communication • Understanding the theories of motivation • Know when to apply the various motivational techniques • Understand their individual team member's motivations.
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Safety for Supervisors
Delegate fee and dates:	Delegate course fees and dates can be obtained from the Secretary.
Duration:	2 days
Delegates:	This course of training is designed for Foreman/Charge hands that need to be aware of current legislation with regard to the Health & Safety at Work Act.
Aims:	To raise the awareness of supervisors regarding their responsibilities and understanding of health and safety legislation.
Content:	<ul style="list-style-type: none"> Safety Acts & Regulations Employers duties Employees responsibilities Accident reporting Scaffolding safety Working in confined spaces Working in excavations Personal protective equipment Roof work safety Electrical Regulations The Construction (Health, Safety & Welfare) Regulations 1996 PUWER & LOLER
BOOKING:	
<p>To book your course, contact the Company Secretary Dave Richardson.</p> <p>Details are on the introduction page.</p>	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Instructional Techniques
Delegate fee and dates:	Delegate fees and dates can be obtained from the Secretary.
Duration:	1 day
Delegates:	For those supervisors/manager who need to give presentations
Aims:	To give basic introduction to instructional techniques
Content:	<ul style="list-style-type: none"> • Using question and answer techniques during an instruction session • Selecting and using appropriate on the job visual aids • Identifying faults in trainee performance and taking appropriate remedial action • Identifying weaknesses in their own instructional ability and taking appropriate remedial action • Describing appropriate methods of assessing trainee retention, comprehension and application of knowledge • Analysing feedback from assessment exercises • Breaking down a subject to define essential teaching content, e.g. description, action, operation of controls, daily servicing, safety precautions • Organising and controlling the learning environment so that is it conducive to effective learning.
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	On-site Assessment and Training (OSAT)
Delegate fee and dates:	Price On Application Date To Be Arranged
Duration:	This will vary according to the delegates experience and company expectations
Delegates:	Supervisors/Managers involved with on-site assessments
Aims:	To raise delegates awareness of the requirements of the programme.
Content:	Portfolio development Assessment of practical activities (this will vary depending on previous experience determined from above) Internal verification of systems Registration Documentation for occupations activities NVQ Assessment in the workplace and documentation.
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Construction Site Supervision NVQ Level 3
Delegate fee and dates:	Price On Application Date To Be Arranged
Duration:	On application (delivered in a variety of formats)
Delegates:	Competence based awards for Site Managers to recognise experience and to use further training to prove competence.
Aims:	To identify gaps in training to achieve the competencies and achieve the required standards
Content:	<ul style="list-style-type: none"> • Plan site work • Implement site construction work • Contribute to maintaining resources for work • Monitor and control work • Establish and maintain relationships • Contribute to establishing and maintaining relationships with customers and the community
BOOKING:	
<p>To book your course, contact the Company Secretary Dave Richardson.</p> <p>Details on the introduction page.</p>	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Construction Site Management NVQ Level 4
Delegate fee and dates:	Price On Application Date To Be Arranged
Duration:	On application (delivered in a variety of formats)
Delegates:	Competence based awards for Site Managers to recognise experience and to use further training to prove competence
Aims:	To identify gaps in training to achieve the competencies and achieve the required standards
Content:	<ul style="list-style-type: none"> • Develop productive working relationships • Contribute to addressing poor performance of team members • Facilitate meetings • Contribute to planning work methods, resources, teams and systems to meet construction project requirements • Control contract costs, quality and progress, and assess information • Develop teams and individuals to enhance performance • Develop own resources • Implement works to meet construction project requirements • Establish and oversee materials supply • Obtain, deploy and control the use of plant and equipment for construction operations
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	CIOB Certificate – Competence in Surveying
Delegate fee and dates:	Price On Application Date To Be Arranged
Duration:	12 weeks – 2½ hours (evening) each week
Delegates:	Site personnel engaged in surveying
Aims:	To develop the ability to assess the requirements for surveying and levelling and the use of relevant equipment
Content:	<ul style="list-style-type: none"> • Introduction to methods of surveying • Understanding of the principles and procedures involved • Make and record measurements of angles and distances to determine heights • Basic use of Theodolite • Curve Ranging
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	CIOB – Competence in Computing
Delegate fee and dates:	Price On Application Date To Be Arranged
Duration:	12 weeks – 2½ hours (evening) each week
Delegates:	Managers and site staff who need to upgrade their computing skills
Aims:	To introduce the uses of computers in the construction industry. Develop the ability to operate a computer.
Content:	<ul style="list-style-type: none"> • Identification of terms and equipment used • Setting up and use • Software to suit particular requirements • Selection, running and interpretation • Operating systems • Data protection • Uses in the construction industry.
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	LOLER/PUWER 1998
Delegate fee and dates:	Price On Application Date To Be Arranged
Duration:	1 day
Delegates:	This course is designed for directors, senior and site managers, contractors and anyone who manages people and equipment on-site
Aims:	The aim of the course is to clarify and explain the implications of the recently enacted Lifting Operations and Lifting Equipment Regulations 1998, and the Provision and Use of Work Equipment Regulations 1998. These two new sets of regulations have a considerable impact on the house building industry
Content:	<ul style="list-style-type: none"> • Provision and Use of Work Equipment (including background and EC influence) application to construction and house building • Lifting Operations and Lifting Equipment the EC's influence and relation to Puwer • Lifting Operations and Lifting Equipment application to construction & house building • To look at the changes in inspection and examination regimes and record keeping requirements (this affects everyone in the building process, whether you are a contractor appointed under CDM regulations, or a subcontractor) • To give contractors the ability to ensure that they have addressed the new requirements in their health and safety plans (includes ensuring subcontractors have the proper systems in place for work equipment) • Helping companies to prepare for the new requirements
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	IOSH Managing Safely
Delegate fee and dates:	Price On Application Date To Be Arranged
Duration:	4 days (block or 1 day per week)
Delegates:	Managers, team leaders, supervisors, safety advisors and anyone else with health and safety responsibilities
Aims:	To provide delegates with the knowledge and skills to understand their responsibilities and duties contained within H & S legislation and to allow them to effectively manage the work activities for which they are responsible for.
Content:	<ul style="list-style-type: none"> • Module 01 Safety Management • Module 02 Reactive Monitoring • Module 03 Risk Assessment • Module 04 Active Monitoring • Module 05 Review and Audit • Module 06 H & S Legislation • Module 07 Hazards – General • Module 08 Hazards – Specific <p><u>Assessment</u> This course will conclude with two assessments.</p> <ol style="list-style-type: none"> 1. A 45 minute closed book assessment of 20 questions. 2. A practical assessment consisting of a workplace project related to the delegates own workplace. <p><u>Certification</u> On successful completion of this course and practical project, a certificate will be awarded by the Institution of Occupational Safety and Health (IOSH).</p>
BOOKING:	<p>To book your course, contact the Company Secretary Dave Richardson.</p> <p>Details are on the introduction page.</p>

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	IOSH Working Safely
Delegate fee and dates:	Price On Application Date To Be Arranged
Duration:	1 day
Delegates:	All employees, who have a duty of care to work safely to protect themselves and others and who may be affected by their work activities.
Aims:	To provide delegates with an introduction to the general principles of health and safety, which they can apply in their own workplace, and raise their awareness of techniques to improve workplace safety.
Content:	<ul style="list-style-type: none"> • Module 01 Working Safely • Module 02 Hazards – General • Module 03 Improving Safety Performance • Module 04 Hazards – Specific <p><u>Assessment</u> This course will conclude with two assessments.</p> <ol style="list-style-type: none"> 1. A 20 minute closed book assessment of 10 questions. 2. A group assessment consisting of identification of workplace hazards from three photographs. <p><u>Certification</u> On successful completion of this course and practical project, a certificate will be awarded by the Institution of Occupational Safety and Health (IOSH).</p>
BOOKING:	<p>To book your course, contact the Company Secretary Dave Richardson.</p> <p>Details are on the introduction page.</p>

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	IOSH Directing Safely
Delegate fee and dates:	Price On Application Date To Be Arranged
Duration:	1 day
Delegates:	Directing Safely is for Senior Managers and Directors with strategic responsibilities. It is for those people who determine that an organisation has an active health and safety policy and follow it by delegating the day to day responsibility for safety to Line Managers.
Aims:	To ensure that top level decision makers develop an appreciation of the moral, financial and legal issues relating to workplace health and safety throughout the management process.
Content:	<ul style="list-style-type: none"> • Why is health and safety important • Cost of workplace accidents • The legal framework for health and safety • Health and Safety at Work Act 1974 • Outline of the principles of European Health and Safety Legislation • Government initiative “Revitalising Health and Safety” • Corporate responsibility and penalties • “Successful Health and Safety Management” – HS(G)65 • Employee consultation • Behavioural aspects of safety • Workplace precautions • Reactive and active monitoring. <p><u>Certification</u> As accredited certification from IOSH will be awarded to successful candidates who pass the course.</p>
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
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CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Environmental Awareness
Delegate fee and dates:	Price On Application Date To Be Arranged
Duration:	1 day
Delegates:	Individuals who have some responsibility and authority for managing and monitoring standards on site.
Aims:	To ensure that managers/supervisors are aware of the duty of care, can identify potential environmental risks and implement appropriate action.
Content:	<ul style="list-style-type: none"> • Overview of legislation and responsibilities and duty of care • The consequences for companies of failing to address the above • Brief overview of the ISO 14001 environmental standard, and why companies are increasingly working towards this • Construction and the potential environmental impact • Areas of high risk (water courses, rivers, chemicals and fuel) • How to conduct a simple risk assessment • Practical demonstration of managing a fuel or chemical spill • The role of recycling and waste reduction in construction • Where and how to seek advice and guidance for future reference on environmental issues and changing legislation.
BOOKING:	
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CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Asbestos Safety Awareness
Delegate fee and dates:	Delegate course fees can be obtained from the Secretary.
Duration:	Half-day.
Delegates:	This training course is designed for all categories of occupations in the construction industry. The primary objective is that persons will have an awareness of the dangers in coming into contact with asbestos during inspections of premises. It is envisaged that the type of personnel involved in this type of training will include those engaged in maintenance operations and alteration works and therefore can include both supervisors.
Aims:	Delegates will have at course completion knowledge of the asbestos related issues outlined in the contract.
Content:	<ul style="list-style-type: none"> • Legislative overview • Materials likely to contain Asbestos • Video HSE “Who’s risk Anyway?” • Risks associated with Asbestos and associated disease processes • PPE • Safe Systems of Work • Duty to manage • Documentation
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

***CRAFT
OPERATIVE
AND GENERAL
COURSES***

Course:	First Aid Certificate
Delegate fee and dates:	Delegate course fees and dates can be obtained from the Secretary.
Duration:	4 days (one per week)
Delegates:	Employees designated to be a company first aider, all grades of personnel
Aims:	To enable individuals to administer a comprehensive range of assistance to injured persons. The course will be conducted in accordance with the Health and Safety (First Aid) Regulations 1981.
Content:	<ul style="list-style-type: none"> • Resuscitation • Management of the unconscious casualty • Contents of first aid boxes and their uses • Purchasing of first aid supplies • Transport of casualties • Recognition of illness • Injuries to bones, joints and muscles • Minor Injuries • Burns and scalds • Eye Irrigation • Poisons • Simple record keeping • Hygiene in treating wounds • Hepatitis and Aids • Communication and delegation in emergencies
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

Course:	First Aid – Requalification
Delegate fee and dates:	Delegate course fees and dates can be obtained from the Secretary.
Duration:	2 days
Delegates:	Re-qualification course for all qualified First Aiders, to be taken within three years qualification. To ensure that the first aider’s First Aid in the Workplace certificate remains valid all those qualified must go through a four day HSE approved course.
Aims:	The aim of this course is to enable existing first aiders to re-qualify to the level of current HSE standards for the First Aid at Work Award.
Content:	<ul style="list-style-type: none"> • To update existing first aiders on any new first aid equipment • To update existing first aiders on any new first aid techniques • To update existing first aiders on ant new first aid skills/requirements • To keep certificates up to date and valid <p>Course Topics</p> <p>Day 1 Recovery position, casualty assessment Mouth to mouth Cardiopulmonary resuscitation CPR Causes and management of unconsciousness Dressings and bandages, skills revision and practice Control of minor and major bleeding Recognition and treatment of broken bones</p> <p>Day 2 Recognising and treating common illnesses Burns, poisoning, eye injuries Casualty handling, duties of a first aider HSE regulations update, emergencies, what to do Contents of a typical workplace first aid kit How to deal with major incidents Revision of underpinning knowledge and practical skills</p>
BOOKING:	<p>To book your course, contact the Company Secretary Dave Richardson.</p> <p>Details are on the introduction page.</p>

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	First Aid – Appointed Person (Emergency Aid)
Delegate fee and dates:	Delegate course fees and dates can be obtained from the Secretary.
Duration:	½ day
Delegates:	All grades of personnel who are designated as an Appointed Person
Aims:	<p>To comply with the Health and Safety Commissions Approved Code of Practice which states at Para. 9 that; the Employer has to provide, as a minimum, an APPOINTED PERSON at all times when employees are at work.</p> <p>An Appointed Person is a person who takes charge of the situations if a serious injury or illness occurs when a qualified first aider is absent. The Appointed Person can under these circumstances render first aid if trained to do so.</p>
Content:	<ul style="list-style-type: none"> • Role of the first aider, priorities of first aid practice • What is first aid? What to do in an emergency • Casualty assessment, checking response, opening the airway, checking breathing and pulse • Recovery position, artificial ventilation and CPR techniques • Causes and management of unconsciousness • Treatment and control of slight/severe, internal/external bleeding • Assessment and treatment of shock • Duties of an appointed person, communication • Contents of a first aid kit, subjects gathered from first session
BOOKING:	
<p>To book your course, contact the Company Secretary Dave Richardson.</p> <p>Details are on the introduction page.</p>	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Construction Skills Certification Scheme (Safety Awareness)
Delegate fee and dates:	Price On Application Date To Be Arranged
Duration:	1 day
Delegates:	Construction personnel who require health and safety awareness and updating
Aims:	To provide delegates with information and understanding to undertake the Health and Safety element of the Construction Skills Certification Scheme.
Content:	<ul style="list-style-type: none"> • Understand the need for Health and Safety legislation • Explain the legislative framework and the enforcement officers' powers (HSE) • Know that all have duties under Health and Safety legislation • Understand the principles of accident prevention and accident reporting procedures • Understand the dangers from working at height, how to work safely and understand the need for a safe system of work • Appreciate the risks from manual handling tasks • Understand the risks associated from handheld tools • Know the dangers from both underground and overhead electrical services • Understand the need for Personal protection Equipment (PPE) • Understand how fires start and the need for fire prevention procedures • Know the effects of excessive exposure to noise • Understand COSHH regulation and why compliance with company rules are necessary • Understand why there is a need to control the movement of vehicles plant etc. • Understand the dangers associated with excavations and confined spaces • Understand the need for first aiders on construction sites
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Safety Awareness Training for Plant Operators – CPCS Scheme
Delegate fee and dates:	Price On Application Date To Be Arranged
Duration:	1 day
Delegates:	Construction personnel who wish to obtain a CPCS card
Aims:	To provide candidates with the necessary safety awareness training in order to obtain their CTA Scheme card for categories of plant, and achievement testing provisions of the CTA Scheme.
Content:	<ul style="list-style-type: none"> • ASWA Act 1974 • Accident prevention and control • Personal protection • Control of noise • Manual Handling • Fire-nature prevention and control • Construction (General Provisions) Regs 1961 • Electricity on site • Chains, Slings, Lifting Gear • Construction (Lifting Operations) Regs • Safe use of various specified machines
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Abrasive Wheels
Delegate fee and dates:	Delegate course fees and dates can be obtained from the Secretary.
Duration:	½ day
Delegates:	Craft and operative personnel required to change abrasive wheels on portable tools
Aims:	The course is to ensure that persons engaged in this task have an understanding of their responsibilities under the HSWA, and to identify correct procedures and possible hazards
Content:	<ul style="list-style-type: none"> • Legislation • Hazards arising from use of abrasive wheels • Speed and type markings on wheels • Correct storage, handling and transportation of wheels • Protection of Eyes Regulations • Inspection and testing • Use of Abrasive Wheels – changing wheels (Practical)
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Cable Avoidance
Delegate fee and dates:	Delegate course fees and dates can be obtained from the Secretary.
Duration:	½ day (can be combined with either Abrasive Wheels or Manual Handling for a 1 day course)
Delegates:	Site Supervisors, Managers, General Foremen/Women, Trades Foremen. Operative newly promoted to Supervisor status
Aims:	To enable participants to implement safe working practices and procedures with regard to the location of underground cables and services
Content:	<ul style="list-style-type: none"> • Radio detection instruments and their limitations • Successful location of cable and services • Types of location equipment • Locating services while digging • Understanding drawing and plans associated with cable and services • HSWA requirements • Cost of digging and damage costs to buried services
BOOKING:	
<p>To book your course, contact the Company Secretary Dave Richardson.</p> <p>Details are on the introduction page.</p>	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Manual Handling
Delegate fee and dates:	Delegate course fees and dates can be obtained from the Secretary.
Duration:	½ day (can be combined with either Cable Avoidance or Abrasive Wheels for a 1 day course)
Delegates:	Any employee with responsibility and safety brief for assessing and carrying out manual handling tasks.
Aims:	To provide delegates with the practical knowledge and skills to carry out correct lifting techniques and risk assessments on manual handling tasks. Understand their duties under the Manual Handling Regulations 1992 and current legislation.
Content:	<ul style="list-style-type: none"> • Duties and responsibilities under the 1974 Health and Safety Act and the 1992 Manual Handling Operations • PPE • Manual handling techniques • Dangers involved with manual handling • Types of accidents and injuries • Occupational Health issues • Correct lifting techniques • Delegates will also complete a questionnaire and complete an observed assessment of correct lifting procedures.
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Confined Spaces (Manhole Entry)
Delegate fee and dates:	Delegate course fees and dates can be obtained from the Secretary.
Duration:	2 days
Delegates:	Those people who require a competency certificate for entry into a confined space that complies with current legislation
Aims:	To provide a practical knowledge of entry procedures, including dealing with risks and the use of selected safety equipment
Content:	<ul style="list-style-type: none"> • Duties and responsibilities • Definition of a confined space • Why accidents occur • Hazard Identification • Review of SSW/PTW • Emergency communications • Use of gas detection equipment • Use of rescue harness • Use of lifting equipment • Use of escape breathing apparatus • Selection and use of PPE • Health and Hygiene • Group exercise • Practical assessment/exercise <p>Certification On the successful completion of this course a certification of competence will be awarded. The certificate is valid for 3 years.</p>
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Confined Spaces (Refresher)
Delegate fee and dates:	Delegate course fees and dates can be obtained from the Secretary.
Duration:	1 day
Delegates:	Those people who already hold a current entry certificate and who wish to maintain their level of competence
Aims:	To update delegates practical knowledge and skills, to continue to use safe working procedures to enter confined spaces
Content:	<ul style="list-style-type: none"> • Review of current legislation • Definition of a confined space • Hazard Identification • Review of SSW/PTW • Emergency communications • Review of gas detection equipment • Review of rescue harnesses • Review of lifting equipment • Review of RPE • Selection & use of PPE • Health and Hygiene • Group exercise • Practical assessment/exercise <p>Certification On successful completion of this course a certification of competence will be awarded. The certificate is valid for 3 years.</p>
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Traverse (Confined Spaces)
Delegate fee and dates:	Price On Application Date To Be Arranged
Duration:	3 days
Delegates:	Those people who require a competent certificate for entry into and traversing a confined space that complies with current legislation
Aims:	To provide a practical knowledge of entry procedures, including dealing with foreseeable risks associated with traversing a confined space using selected safety equipment.
Content:	<ul style="list-style-type: none"> • Duties & responsibilities • Definition of a confined space • Hazard Identification • Principles of Entry • Review of SSW/PTW • Traverse techniques • Emergency communications • Use of gas detection equipment • Use of rescue harnesses • Use of lifting equipment • Use of escape breathing apparatus • Selection and use of PPE • Health and Hygiene • Group exercise • Practical assessment/exercise <p>Certification On the successful completion of this course a certification of competence will be awarded. The certification is valid for 3 years.</p>
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Traverse (Confined Spaces) Refresher
Delegate fee and dates:	Price On Application Date To Be Arranged
Duration:	2 days
Delegates:	Those people who already hold a current entry certification and who wish to maintain their level of competence.
Aims:	To update delegates practical knowledge and skills, to continue to use safe working procedures to enter confined spaces.
Content:	<ul style="list-style-type: none"> • Review of current legislation • Definition of a confined space • Hazard Identification • Review of SSW/PTW • Review if traverse techniques • Emergency communications • Use of gas detection equipment • Use of rescue harnesses • Use of lifting equipment • Review of RPE • Selection and use of PPE • Health and Hygiene • Group exercise • Practical assessment/exercise <p>Certification On the successful completion of this course a certification of competence will be awarded. The certification is valid for 3 years.</p>
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	New Roads and Street Works Act 1991 Operatives: Units 1, 2, 3, 4, 5, 6 & 9
Delegate fee and dates:	Delegate course fees and dates can be obtained from the Secretary.
Duration:	5 consecutive days
Delegates:	Operatives engaged in setting up road works, carrying out excavation and reinstatement
Aims:	To provide delegates with the skills and knowledge to carry out to the standards required by the Act
Content:	<ul style="list-style-type: none"> • Location and Avoidance of Underground Services • Signing, Lighting and Guarding • Excavating in the Highway • Reinstatement and compaction of backfill materials • Reinstatement of on-bituminous sub-base and road-base materials • Reinstatement of cold-lay bituminous materials • Reinstatement of hot-lay bituminous materials • Reinstatement of modular surfacing.
BOOKING:	
<p>To book your course, contact the Company Secretary Dave Richardson.</p> <p>Details are on the introduction page.</p>	

THE NEW ROADS AND STREET WORKS ACT 1991

Operative Units

- Unit 1 Location and Avoidance of Underground Services
- Unit 2 Signing, Lighting & Guarding
- Unit 3 Excavating in the Highway
- Unit 4 Reinstatement and compaction of backfill materials
- Unit 5 Reinstatement on on-bituminous materials
- Unit 6 Reinstatement of cold-lay bituminous materials
- Unit 7 Reinstatement of hot-lay bituminous materials
- Unit 8 Reinstatement of modular surfacing

Supervisor Units

- Unit 10 Location and Avoidance of underground Services
- Unit 11 Monitoring signing, lighting and guarding
- Unit 12 Monitoring excavation in the highway
- Unit 13 Monitoring the reinstatement and compaction of backfill materials
- Unit 14 Monitoring the reinstatement of non-bituminous sub-base and road-base materials
- Unit 15 Monitoring the reinstatement of cold-lay & hot-lay bituminous materials
- Unit 16 Monitoring the reinstatement of concrete roads
- Unit 17 Monitoring the reinstatement of modular surfacing.

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Proprietary Scaffold System (KWIKSTAGE)
Delegate fee and dates:	Price On Application Date To Be Arranged
Duration:	2 days
Delegates:	Site Supervisors, Safety Supervisors, General Foreman/Women, Trades foreman/Women, Craft and General Operatives
Aims:	To provide participants with a comprehensive knowledge in usage and practical erection of Proprietary Scaffold Systems.
Content:	<ul style="list-style-type: none"> • Erection of Kwikstage and other types proprietary scaffolding systems including mobile towers • Inspection of ladders, boards and fittings • Statutory regulations • Practical inspection of systems • Detection of faults • Maintenance of certificates and records
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Safety in Trench Work
Delegate fee and dates:	Price On Application Date To Be Arranged
Duration:	1 day
Delegates:	Site Supervisors, Safety Supervisors, General Foreman/Women, Operatives
Aims:	To provide participants with general safety awareness when working in and excavating trenches
Content:	<ul style="list-style-type: none"> • Proprietary and traditional methods of supporting excavations • Recognising rock and soil structures • Knowledge of the effects of weathering • Methods of hand and mechanical means of excavation • Problems due to varying ground conditions and services • Safe methods of practice conforming to HSWA Regulations and Factories Act
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Work Based Recording
Delegate fee and dates:	Price On Application Date To Be Arranged
Duration:	1 day
Delegates:	Those persons nominated by an employer to endorse on individuals experience and achievement in the workplace
Aims:	To raise delegates understanding of NVQ's in Construction and be familiar with the framework
Content:	<ul style="list-style-type: none"> • Have an awareness of NVQ's in construction and be familiar with the NVQ 2 framework • Understand the roles and duties of WBR • Be familiar with different types of evidence in the assessment process • Have gained experience in the recording of evidence from work based activities • Be able to identify and report areas where work experience cannot be provided by the employer • Be familiar with relevant Industrial Standards • Provide the assessment organisations with reliable work based recording evidence
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Personal Track Safety
Delegate fee and dates:	Price On Application Date To Be Arranged
Duration:	2 day (refresher required every 2 years)
Delegates:	Must pass a medical and be screened for alcohol and drugs. Companies must be registered under the Link Up Supply Scheme. Card carriers are then permitted to work on the rail system.
Aims:	In order to be permitted to work on the rail system, all persons working in areas declared as hazardous must have at least a 2 day PTS card. This course if completed successfully will meet RAILTRACK requirements.
Content:	<ul style="list-style-type: none"> • Communications • Hazards • Safety guidelines • Emergency training • Safe systems of work • Railway environment • Introduction to “phonetic” alphabet.
BOOKING:	
To book your course, contact the Company Secretary Dave Richardson.	
Details are on the introduction page.	

CONSTRUCTION TRAINING (CUMBRIA) LTD

Course:	Personal Track Safety (Refresher)
Delegate fee and dates:	Price On Application Date To Be Arranged
Duration:	1 day
Delegates:	Must be current card holders to attend
Aims:	To update and refresh the understanding and knowledge of delegates who have a current PTS card.
Content:	<ul style="list-style-type: none"> • An update of RAILTRACK requirements for personnel working on the rail system (see previous page).
BOOKING:	
<p>To book your course, contact the Company Secretary Dave Richardson.</p> <p>Details are on the introduction page.</p>	