

Principals Clive & Amy Aisbitt

R.L.R. Services



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<u>Title</u>	Hand Pallet Truck Operations – Train The Trainer
<u>Location</u>	Customers' Premises
<u>Who Should Attend</u>	Supervisors and Managers responsible for training operatives in the safe use of mechanical handling operations
<u>Duration</u>	½ day
<u>Aims</u>	To provide delegates with the knowledge and skills to train operatives in the safe use of hand pallet trucks (HPT).
<u>Limitations</u>	Successful completion of this course of training does not qualify delegates to operate, or provide training to operate, Powered Pallet Trucks, High Lifters, Stacker Trucks, Reach Trucks or Counter Balance Fork Lift Trucks
<u>Topics Covered</u>	Health & Safety Legislation Health & Safety at Work Act 1974 Manual Handling Regulations 1992 Risks Identified by Assessments Provision & Use of Work Equipment Regulations (PUWER) Personal Protective Equipment Regulations 1992 (PPE) Mechanical Handling Equipment Selection of MHE Hand pallet trucks (HPT) or powered (PPT). Pre Operating Checks Load Security Operation of MHE M. H. E. Operators



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Title Manual Handling – Train The Trainer

Location Plymouth, Reading, Trowbridge or Bespoke

Who Should Attend All employees, particularly new starters.

Duration 1 day

Aims This course has been designed to provide employers with trained and competent trainers in the safe manual handling of loads.

To enable delegates to provide employees with the information and basic skills through ongoing training, to enable them to perform manual handling tasks in a manner that will help them to avoid injury from the handling of loads at work, in accordance with the Company's obligation under the Manual Handling Regulations 1992.

To benefit employers via a reduction in absence, and the associated costs, resulting from lost time injuries sustained through manual handling activities.

To protect employees from the deterioration of quality of life commonly suffered through manual handling related injuries.

Topics Covered

Health and Safety Legislation	
Common and Statute Law – History	
Criminal and Civil Law - the distinction	
Court Structure	
Health and Safety at Work Act 1974	Objectives
Duties of Employers and Employees	
Health and Safety Enforcement - Powers of the HSE Inspectors	
Formal Consultation with Employees	
Current Legislation	
EC Directives	
Control of Noise Regulations	
Manual Handling Regulations	
Brief Summary of Regulations	
Information and Training	
Implications of the Regulations	
of Injury	Incidents
Policies on Manual Handling	Corporate
Injuries to the human spine / back	Common
Problems of the back	Common



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Manual Handling
Mechanical Handling Equipment
Pre Operating Checks; Load Security
of MHE; MHE Operators
Hazard Identification
Industrial Injury Reporting and First Aid
Evacuation Procedures
Safety Signs
Control of Substances Hazardous to Health – COSHH
Safe Systems of Work
 Fundamental Requirements & Components of the System
of Safe Working Practices
Personal Protective Equipment
Presentation Considerations
 The Audience; The Pitfalls; Pointers; Training Aids; Practical Training

Selection;
Operation

Examples



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Title Risk Assessment

Location Plymouth, Reading, Trowbridge or Bespoke

Who Should Attend Supervisors and Managers

Duration 2 days

Aims This course has been designed to provide employers with trained and competent personnel to identify hazards in the workplace, carry out risk assessments and develop safe systems of work.

Topics Covered

- History of Health & Safety Legislation
- Law & Court Structure
- Health & Safety at Work Act 1974
- Role of Supervisory Management and Safety Representatives in the Workplace
- Current Legislation
- Practical Analysis of Hazards
- Hazard Identification & Risk Reduction
- Risk Assessment
- Accident Investigation, Accident Books, RIDDOR, Employer's Liability
- Accident Scenario
- Safe Working Practice (exercise)



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Safe Systems of Work
Fundamental Requirements
Components of the System
of Safe Working Practices
Personal Protective Equipment

Examples



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<u>Title</u>	Powered Pallet Truck Operations – Train The Trainer
<u>Location</u>	Customers' Premises
<u>Who Should Attend</u>	The course is designed for Managers, Supervisors and Trainers or other personnel tasked with training operatives in the safe use of pallet handling equipment.
<u>Duration</u>	1 day
<u>Aims</u>	To provide delegates with the knowledge and skills to train operatives in the safe use of pallet handling equipment including powered and hand pallet trucks (PPT and HPT respectively).
<u>Limitations</u>	Successful completion of this course of training does not qualify delegates to operate, or provide training to operate, High Lifters, Stacker Trucks, Reach Trucks or Counter Balance Fork Lift Trucks
<u>Topics Covered</u>	Health & Safety Legislation Health & Safety at Work Act 1974 Manual Handling Regulations 1992 Risks Identified by Assessments Provision & Use of Work Equipment Regulations (PUWER) Personal Protective Equipment Regulations 1992 (PPE) Mechanical Handling Equipment Selection of MHE Hand pallet trucks (HPT) or powered (PPT). Pre Operating Checks Load Security Operation of MHE M. H. E. Operators



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<u>Title</u>	Safety Representative Awareness
<u>Location</u>	Plymouth, Reading, Trowbridge or Bespoke
<u>Who Should Attend</u>	Any individual with responsibility for monitoring safety in the work place including safety representatives and supervisors.
<u>Duration</u>	2 days
<u>Topics Covered</u>	Common and Statute Law Criminal & Civil Law - The distinction and court structure Health and Safety Legislation Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1992 (Revised 1999) Personal Protective Equipment Regulations 1992 Health and Safety (Display Screen Equipment) Regulations 1992 Provision and Use of Work Equipment Regulations 1992 (Revised 1998) Workplace (Health, Safety and Welfare) Regulations 1992 Manual handling operations regulations 1992 Electricity at Work Regulations Noise at Work Regulations Control of Substances Hazardous to Health Regulations - COSHH Safety Representatives and Safety Committees Risk Assessment - Hazards, Risk and Control Strategies Accident, Sickness & Absence Investigation and Reporting Reporting of Injuries, Diseases & Dangerous Occurrence Regulations - RIDDOR Employers' Liability Insurance and Claims Safe Systems of Work

