



Ellis Whittam Health & Safety e-learning

Introduction

Our health and safety e-learning training is an innovative online training tool to manage, deliver, test and monitor your essential health and safety training. It delivers savings of up to 80% on the cost of traditional health and safety training.

Health and safety e-learning training is a powerful tool in the avoidance, mitigation and defence of personal injury claims. If you can demonstrate that you have provided relevant training your organisation is better protected.

About This Guide

This document provides details of all the courses that are currently available.

You will notice that some topics are available in different formats, such as *Interactive* and *Video*. Please read the descriptions and decide which is best for you and your employees.

The next page of this document lists all the courses available. Simply click on the course you are interested in to be taken to the relevant page. You can always go straight back to the contents page by clicking *Back To Course List* at the top of every page.

Help

If you need any help or guidance, please call us on 0845 226 8393.

Go To e-learning

You can log in to your e-learning system by clicking [here](#).



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Ellis Whittam e-learning course summaries

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[Health & Safety for Managers](#) *interactive*

[Health & Safety for Students](#) *specialist*

[Health & Safety in The Office](#) *video*

[Health & Safety: Top Tips](#) *refresher*

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Ellis Whittam e-learning course summaries

[Induction: Safety](#) *interactive*

[Introduction to Health & Safety](#) *video*

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[Lift Truck & Warehouse Safety](#) *video*

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[Manual Handling](#) *interactive*

[Manual Handling – Ft Glenn Ross](#) *video*

[Manual Handling: Top Tips](#) *refresher*

[Moving and Handling People](#) *specialist*

[Noise](#) *video*

[Office Safety](#) *interactive*

[Office Safety: Top Tips](#) *refresher*

[Personal Protective Equipment \(PPE\)](#) *video*

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[Workplace Safety](#) *interactive*

[Workstation Setup Assessment](#) *refresher*

[5 Steps to Risk Assessment](#) *video*

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Asbestos Awareness

Format: Interactive
Running Time: 35 minutes
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Introduction

This asbestos training course will train your employees to recognise different types of asbestos, understand control measures and identify the associated risks.

Overview

The inhalation of asbestos fibres is responsible for around 4,000 deaths a year. Provide your employees with the essential information about

asbestos and its dangers. Trainees will learn about the effects of asbestos, where it may be found and procedures to follow to help avoid exposure to asbestos.

At the end of the course, trainees will be able to:

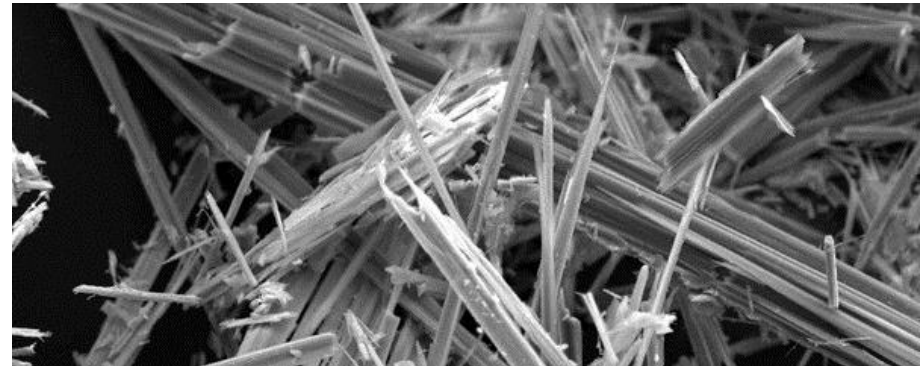
- Recognise the risks and hazards that come with different types of asbestos
- Understand the history of asbestos and its regulations
- Be aware what the causes of disturbance can have on asbestos
- Control measures: Signs & Symbols, Registers and Asbestos drawings
- Understand the importance of Asbestos Removal
- The importance of Risk Assessments
- Understand the Emergency procedure

Who Is It For?

This training is for those persons who are liable to disturb asbestos while carrying out their normal everyday work, or who may influence how work is carried out.

Course Chapters

- Introduction
- Control Measures
- Risk Assessment



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ASBESTOS AWARENESS

Introduction

This asbestos video will train your employees to recognise different types of asbestos, understand control measures and identify the associated risks.

Overview

The inhalation of asbestos fibres is responsible for around 4,000 deaths a year. Provide your employees with the essential information about asbestos and its dangers. Trainees will learn about the effects of asbestos, where it may be found and procedures to follow to help avoid exposure to asbestos.

At the end of the course, trainees will be able to:

- Recognise the three main types of Asbestos
- Understand the dangers of exposure to Asbestos
- Be aware of the different forms of Asbestos and where it is used
- The importance of managing Asbestos in you environment
- High and low risk hierarchy and what you should do
- Understand how to protect yourself, and how to use simple steps to minimise risks

Who Is It For?

This course is for those persons who are liable to disturb asbestos while carrying out their normal everyday work, or who may influence how work is carried out.

Course Chapters

- What is Asbestos?
- Asbestos and its Uses
- Asbestos Containing Materials
- What Can You Do?

'Recognise the properties of asbestos and understand its various health hazards. Provide your employees with this essential information.'

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COSHH (Control Of Substances Hazardous to Health)

Format: Interactive
Running Time: 30 minutes

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Introduction

Hazardous substances can threaten short or long term health. There are thousands of accidents every year involving hazardous substances. This course is designed to raise awareness of the key points in the safe handling and use of hazardous substances that could harm you or your workmates. The module also covers the changes in the labelling system and the most commonly used symbols.

Overview

The course enables employees to identify and understand the effects of hazardous substances and promotes the use of personal protective equipment. At the end of the course, trainees will be able to:

- Understand what COSHH is and who is affected
- Recognise the employers and employees responsibilities
- Understand what a Hazardous Substance is
- Develop an insight into the key steps of a COSHH Assessment, Safety Data Sheets and how they help
- Recognise key exposure routes and control measures
- What is Personal Protective Equipment?
- Recognising what information, training and instruction is needed when dealing with COSHH
- What is Personal Protective Equipment?

Who Is It For?

This training course is suitable for all those with responsibility for using, handling, transporting and storing hazardous substances.

Course Chapters

- Defining COSHH
- Identifying Hazards & Assessing Risks
- Exposure and Control Measures
- Personal Protective Equipment (PPE)
- Other Factors

'By the end of this module you will be able to define what COSHH is and recognise what constitutes a substance hazardous to health.'

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COSHH (Control Of Substances Hazardous to Health)

Introduction

Every year, thousands of workers are made ill by hazardous substances, contracting lung disease, asthma, cancer and skin diseases such as dermatitis. This course is designed to raise awareness of the key points in the safe handling and use of hazardous substances that could harm you or your workmates. It also covers the changes in the labelling system and the most commonly used symbols.

Overview

This course will aim to give you an overview of COSHH Awareness, and will cover many areas that you will need to take into consideration when dealing with hazardous substances.

At the end of the course, trainees will be able to:

- Understand the dangers of what COSHH is
- Identify hazards & risks as well as new warning symbols and their descriptions
- Deal with the correct exposure routes, limits and control measures
- Understand what to do when dealing with emergencies and the disposal of hazardous substances

Who Is It For?

This training course is suitable for all those with responsibility for using, handling, transporting and storing hazardous substances.

Course Chapters

- Defining COSHH
- Identifying Risks & Hazards
- Exposure routes, limits & control measures
- Surveillance, accidents & emergencies

'You will learn about the harmful effects of hazardous substances, where COSHH may be found and the procedures to help avoid exposure.'

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DRIVING SAFETY

Format: Interactive
Running Time: 35 minutes

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Introduction

Many people don't take any further driving courses once their test has been passed. A number of employees are now expected to drive as part of their job. This course follows a journey between two colleagues in a comic strip effect. The story follows the journey through to a fatal crash and the subsequent court case, showing the trainee the serious consequences bad driving can cause.

Overview

This course will make the trainee appreciate the benefits of preparing for their journey and ensuring the vehicle is checked. At the end of the course, trainees will be able to:

- Recognise how time pressure can effect driving
- Understand which factors can effect the journey, such as speed and distractions
- Be aware of vehicle security and vehicle condition
- Develop an insight into the hazards that should be avoided whilst driving: stress, mobile phones, medical conditions, motorcycles and cyclists
- Recognise factors to look out for such as, keeping your distance, bad weather, vehicle dynamics and skidding
- Take into account state of mind and non-driving responsibilities during the journey
- Recognise the responsibilities of being a driver on the road

Who Is It For?

Ideal for any workers who are required to drive as part of the work or during the work day. This course tells the story of a business trip and the errors made along the way.

Course Chapters

- The Pick Up
- The Journey - Drive 1
- The Journey - Changeover 1
- The Journey - Drive 2
- The Journey - Changeover 2
- The Journey - Drive 3
- The Destination
- The Crash
- The Court
- The Conclusion

'Ensure your vehicle is checked regularly and always use a common sense approach along your journey to help you reach your destination safely.'

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DRIVING SAFETY

Introduction

Most of us think we are safe drivers but, sadly, over 3,000 people a year are killed on UK roads. This course is the ideal tool for training your employees in the importance of taking care whilst driving.

Overview

This video will go some way in reducing your fuel bills and keeping your company more profitable through safer driving, lower insurance premiums, fewer insurance claims and no penalty charges.

Using the skills in this workplace video will help you to save money at home too; but the main aim is to become a safer, better driver.

At the end of the video, trainees will be able to:

- Recognise how important it is to plan ahead: Sat Navs & Breaks
- Understand how to carry out the cockpit procedure
- Understand the importance and break down of IPSGA
- Develop an insight into the possible hazards that could occur whilst driving in towns and cities
- Recognise the dangers of rural road driving.
- Develop an insight into motorway driving and its dangers.
- Understand how weather and lighting conditions can effect your journey

Who Is It For?

Ideal for any workers who are required to drive as part of the work or during the work day. This course tells the story of a business trip and the errors made along the way.

Course Chapters

- Introduction
- 'POWDER'
- Cockpit Procedure
- IPSGA
- Towns & Cities
- Rural Roads
- Motorways
- Weather & Lighting

'The need to be a safe driver is vital, and over the course of this video we'll be looking at how we can improve the way we drive.'

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DRIVING SAFETY (Europe)

Introduction

Many employees are now expected to drive as part of their job. This driving safety course follows a journey between two colleagues in a comic book strip effect. The story follows the journey through a fatal crash and a subsequent court case, showing the trainee the serious consequences bad driving can cause.

Overview

This course will make the trainee appreciate the benefits of preparing for their journey ensuring the vehicle is checked regularly and how using a common sense approach along the journey will help them reach their destination safely.

At the end of the course, trainees will be able to:

- Recognise how Time Pressure and Work Schedule can effect driving
- Understand which factors can effect the journey: Speed & Distractions
- Be aware of Vehicle Security and Vehicle Condition
- Develop an insight into the possible hazards to be avoided whilst driving: Stress, Mobile Phones, Medical Conditions, Motorcycles and Cyclists
- Recognise which factors to loo out for whilst on a journey, such as keeping your distance, bad weather, vehicle dynamics and skidding
- Take into account state of mind and non-driving responsibilities during the journey
- Recognise the consequences and responsibilities of being a driver on the road

Who Is It For?

Ideal for any workers who are required to drive as part of the work or during the work day. This course tells the story of a business trip and errors made along the way.

Course Chapters

- The Pick up
- The Journey – Drive 1
- The Journey – Changeover 1
- The Journey – Drive 2
- The Journey – Changeover 2
- The Journey – Drive 3
- The Destinations
- The Crash
- The Court
- The Conclusion



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DSE (Display Screen Equipment)

Format: Interactive
Running Time: 35 minutes

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Introduction

The use of Display Screen Equipment has rapidly become part of everyday life and we are all exposed to their harmful effects. This course will provide information on how to correctly set up your workstation to avoid injury as well as looking at the hazards and risks you face while using the equipment. Using the comprehensive Learning Management System (LMS) that sits behind the course, you can then identify high risk users and put into place measures to help reduce the risks.

Overview

This training course covers various important topics regarding display screen equipment (DSE) and how to adjust your workstation to suit you.

At the end of the course, trainees will be able to:

- Recognise the hazards and risks of poorly used DSE
- Understand the importance of assessing and adjusting your workstation
- Be aware of additional equipment that can help avoid injury
- Develop an insight into portable DSE
- Recognise the Health & Safety Hazards and what you can do to avoid these hazards
- Understand the importance of performing stretches whilst at your workstation

Who Is It For?

Anybody whose job involves sitting at a workstation using DSE will benefit from this course.

Course Chapters

- Introduction
- Hazards & Risks
- The Workstation
- Working With Portable DSE
- Stretches
- Summary

'Recognise that the key factor is that any workstation you are working at must be suitable for you.'

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DSE (Display Screen Equipment)

Introduction

A fresh approach to working safely with DSE. Advice is given which can be applied to your workstation, your job and your working environment. At the end of the course there is a test and a risk analysis of the individual. Using the comprehensive Learning Management System (LMS) that sits behind the course, you can then identify high risk users and put into place measures to help reduce them. The software builds up a complete audit trail of the measures you have put in place should you ever need to refer to them.

Overview

In this course we will cover a number of different ways in which working with DSE can affect your health and the things that you can do to protect yourself.

- Recognise the differences between VDU, Monitors & DSE
- Understand the affects DSE can have on your eyes and how important eye tests are
- Develop an insight into repetitive strain injury, upper limb disorder and the importance of reducing those risks
- Understand how incorrect usage of the mouse and keyboard can cause repetitive strain injury
- Understand how to set up your workstation correctly: chair, screen, keyboard, mouse and changing posture

- Understand how to minimise risks by using portable devices
- Recognising how dangerous it is to overload electrical sockets

Who Is It For?

Anybody whose job involves sitting at a workstation using DSE will benefit from this course.

Course Chapters

- Introduction
- Eyes
- Aches & Pains
- The Workstation
- Portable Devices
- Electrical Safety

'This course will aim to give advice on Health & Safety of working with Display Screen Equipment.'

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ELECTRICAL SAFETY (maniac)

Introduction

Every year thousands of injuries are reported that are caused by electric shocks, or due to burns that occur as a result of electric arcing, explosions or from fires that are caused by electrical faults. This module provides an entertaining but informative look at electrical safety in the workplace featuring experiments highlighting the dangers of using electricity incorrectly.

Overview

Over the course of this video we will show you how electric shocks happen.

We look at how much electricity it takes to shock you and of course how to stay safe at work.

At the end of the video, trainees will be able to:

- Develop an insight into electrical safety
- Understand what happened when an electric shock occurs: Conductors & Resistors
- Understand how electricity is made
- Recognise the importance of risk assessments for electrical equipment
- Develop an insight into how powerful electricity can be
- Understand how to report faulty electrical equipment
- Develop an insight into using portable equipment and reducing its risks

Who Is It For?

Everyone who is exposed to electricity in a day to day working environment.

Course Chapters

- Introduction
- Electric Shocks
- How is Electricity Made?
- How Much is Too Much?
- Electricity at Work
- The Power of Electricity
- Electrical Equipment
- Electricity in the Body
- Portable Equipment
- The Sweat of the Maniac

'In this course we will show you how dangerous electricity is and how simple it can be to protect yourself,'

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ENERGY EFFICIENCY (for employees)

Introduction

Following a few simple good housekeeping ideas could improve your business' energy efficiency. This course has been designed to help raise awareness of energy efficiency in the workplace. At the end of the course, the trainee will be able to recognise different techniques to help reduce energy consumption within your workplace and at home.

Overview

This course has been design to help raise awareness of energy efficiency in the workplace. We can all make a difference to energy consumption, if we take time to think about how we use it.

At the end of the video, trainees will be able to:

- Understand how taking control of your heating will help you be energy efficient
- Understand the importance of switching off light, including daylight and task lighting
- Identify energy saving features and powering off

Who Is It For?

This course will benefit those who want to help their company to reduce its costs by being energy efficient.

Course Chapters

- Heating
- Lighting
- Equipment
- At Home

'Recognise different techniques to help reduce energy consumption within your workplace and at home.'

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ENERGY EFFICIENCY (for managers)

Introduction

Did you know that you could cut your energy costs by up to 20% by employing easy measures that may not cost anything? This course will help you to identify the areas where you can save money and energy in the workplace. Even small changes in your workplace could make a big difference towards making your company more energy efficient.

Overview

This short course can help you identify the areas where you can save money and energy in the workplace.

At the end of the video, trainees will be able to:

- Understand why it is important to save energy
- Raise awareness and develop an energy culture
- Understand what an energy review is and how to conduct a energy review
- Understand and identify the key areas; air conditioning, heating and electrical equipment

Who Is It For?

This course will benefit those who want to help their company to reduce its costs by being energy efficient.

Course Chapters

- Efficiency
- Awareness
- The Energy review
- Key Areas

'Even small changes in your workplace could make a big difference towards making your company more energy efficient.'

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ENVIRONMENTAL AWARENESS

Introduction

The way we treat our environment is becoming increasingly important. How we live our lives impacts upon the earth on a global and local level. This course enables the trainee to identify key areas affecting the environment along with workplace related environmental issues. The course highlights the importance of environmental management, highlighting the effects on water, air and land.

Overview

This course will help you highlight the importance of Environmental Awareness and identify the environmental issues within your work environment. At the end of the course, trainees will be able to:

- Recognise the importance of environmental management
- Understand what the 'best practice' approach means as well as your duties and legal obligations
- Be aware of the outcomes when not complying with environment related legislation
- Recognising when is a hazard an environmental issue
- Take into account your duties towards controlling water related hazards
- Understanding the environmental issue of land-filling and the safe disposal of wastes
- Be aware of the greenhouse effect
- Recognise other issues and areas of concern to the environment

Who Is It For?

Anyone within a working environment who wants to reduce their carbon footprint and want to promote the importance of a healthy environment.

Course Chapters

- Introduction
- Environmental Aspects
- Water
- Land
- Air
- Environmental Issues

'Using statistics, facts and hard hitting imagery, to help employers highlight their ethical duty to the environment and educate employees accordingly.'

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ENVIRONMENTAL AWARENESS (Europe)

Format: Interactive
Running Time: 40 minutes

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Introduction

The way we treat our environment is becoming increasingly important. How we live our lives impacts upon the earth on a global and local level. This course enables the trainee to identify key areas affecting the environment along with workplace related environmental issues. The course highlights the importance of environmental management, highlighting the effects on water, air and land.

Overview

This course will help you highlight the importance of Environmental Awareness and identify the environmental issues within your work environment. At the end of the course, trainees will be able to:

- Recognise the importance of environmental management
- Understand what the 'best practice' approach means as well as your duties and legal obligations
- Be aware of the outcomes when not complying with environment related legislation
- Recognise when is a hazard an environmental issue
- Take into account duties towards controlling water related hazards
- Understand the environmental issue of land-filling and the safe disposal of wastes
- Be aware of the greenhouse effect
- Recognise other issues and areas of concern to the environment

Who Is It For?

Anyone within a working environment who wants to reduce their carbon footprint and promote the importance of a healthy environment.

Course Chapters

- Introduction
- Environmental Aspects
- Water
- Land
- Air
- Environmental Issues



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ENVIRONMENTAL AWARENESS

Introduction

This course will promote the importance of environmental management while identifying the effects on water, air and land.

Overview

This course will aim to give you an overview of how the way we work will effect our environment.

At the end of the video, trainees will be able to:

- Understand what land pollution is and how it affects the environment
- Recognise what can be done to eliminate land pollution
- Understanding procedures that can be done to reduce water pollution
- Recognise the dangers of air pollution and what can be done to reduce it

Who Is It For?

This is for anyone who wishes to be more environmentally friendly within the place of work.

Course Chapters

Introduction

Land Pollution

Water Pollution

Air Pollution

'This course enables the trainee to identify the key areas affecting the environment along with workplace related environmental issues.'

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FIRE SAFETY

Format: Interactive
Running Time: 25 minutes

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Introduction

Every work place is at risk of fire. Would your employees know the correct procedure should a fire start? This fire safety training e-Learning course will provide guidance on how fires start and how to prevent them. This is a must have training course for every company.

Overview

This module will introduce you to the essentials of Fire Safety in the workplace. In this module you will cover risk assessment, housekeeping, the key elements of a fire triangle, equipment, signs and emergencies.

At the end of the video, trainees will be able to:

- Understand the key steps of risk assessment and good housekeeping rules
- Develop an insight into the key elements of a fire triangle
- Understand what the main causes of a fire are
- Recognise the importance of fire safety signs in the workplace
- Understand the importance of various types of fire fighting equipment
- Understand the key steps of a safe evacuation procedure

Who Is It For?

This course will benefit your and your employees by making sure that they meet the requirements of fire safety law.

Course Chapters

- Introduction
- Fire Prevention
- What Causes Fire
- Equipment and Signs
- In an Emergency

'This is a must-do training course for every company.'

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FIRE SAFETY: THE FACTS

Introduction

Would you know what to do if a fire broke out in your workplace? This course takes a brief look at the general principles of fire safety and what to do in the event of a fire. Topics covered include: fire extinguishers, good housekeeping tips, evacuation procedure, legislation on signage and general principles of fire safety awareness.

Overview

This course will aim to give you an overview of Fire Safety, and what to do in the case that a fire should break out in your workplace.

At the end of the video, trainees will be able to:

- Understand what fire safety actually is
- Recognising what to do if a fire is discovered
- Understanding procedures, such as raising the alarm and evacuating the building
- Understand how to use fire extinguishers correctly

Who Is It For?

If you want to meet the requirements of the fire safety law in your workplace then this course is for you.

Course Chapters

- Introduction
- What to Do if You Discover a Fire
- Using Fire Extinguishers
- Using Fire Extinguishers 2

'This course aims to reassure you that discovering a fire can be dealt with calmly and efficiently if everybody follows the correct procedure.'

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FOOD ALLERGIES

Format: Interactive
Running Time: 20 minutes

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Introduction

Food allergies affect 1.5 million people in the UK; of this 1-2% are adults and 5-8% are children. This course will help raise awareness of food allergies and educate your employees to the dangers and the precautions required during food preparation and service.

Overview

This course is aimed at raising awareness and educating all members of staff on the dangers of food allergies.

At the end of the course, trainees will be able to:

- Recognise the symptoms linked with food allergies
- Recognise the symptoms and effects regarding food intolerances
- Develop an insight into food service
- Understanding the importance of food preparation, knowledge of ingredients and string and labelling foods
- Understanding what to do in an emergency including an insight into epi-pens

Who Is It For?

This course is aimed at raising awareness and educating all members of staff on the dangers of food allergies.

Course Chapters

- Introduction
- Food Intolerance
- Food Service
- Food Preparation
- Emergency Procedures

'It's important to raise awareness and educate all members of staff on the dangers of food allergies.'

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FOOD HYGIENE HACCP

Format: Interactive
Running Time: 45 minutes

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Introduction

Unsafe food causes many acute and lifelong diseases, ranging from diarrhoeal diseases to various forms of cancer. The Food Standards Agency has produced 'Safer Food, Better Business' (SFBB) as an innovative and practical approach to food safety management. This food safety course reinforces and supports everything in that publication and also promotes the idea that the SFBB folder is an essential and integral part of every kitchen.

Overview

This course will teach you Important aspects of food safety and hygiene that you should adopt in your place of work. At the end of the course, trainees will be able to:

- Recognising what food safety means and how it can prevent food borne illness
- Understanding the importance of washing your hands and being aware of clothing and footwear in a food environment
- Develop an insight into food poisoning symptoms and which four ingredients are needed to make bacteria grow
- Recognising what a high risk food is, and how food should be correctly stored
- Understand the different types of contamination and how to prevent cross contamination
- Understand the importance of food safety record keeping and what you should record

Who Is It For?

This course is aimed at raising awareness and educating all members of staff on the importance of food hygiene.

Course Chapters

- Definition of Food Safety
- Personal Hygiene
- Food Poisoning
- Dealing With Food
- Contamination
- Record Keeping
- Food Safety Guidance



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FOOD HYGIENE

Introduction

Unsafe food causes many acute and life-long diseases ranging from diarrhoeal diseases to various forms of cancer. This course covers the main principles of food hygiene in the workplace. Presented by TV chef Brian Turner, this training is ideal for any company that either deals with food preparation as the main part of their business or simply has a works canteen.

Overview

This course will aim to give you an overview of food hygiene, and will cover many areas that you will need to take into consideration when dealing with food. At the end of the video, trainees will be able to:

- Recognising what food hygiene means
- Understand and recognise good and bad personal hygiene
- Develop an insight into the consequences of poor hygiene: customer complaints, increased food waste and food poisoning
- Develop an insight into all the different types of bacteria
- Recognising what high risk foods are and the importance of handling and the storing of foods
- Understanding the importance of temperature control
- Develop an insight into pests and the prevention of pests

Who Is It For?

This course is aimed at raising awareness and educating all members of staff on the dangers of food hygiene.

Course Chapters

- Definition of Food Safety
- Personal Hygiene
- Consequences of Poor Hygiene
- Bacteria
- High Risk Foods
- Temperature Control
- Pests

'It's important to raise awareness and educate all members of staff on the dangers of food hygiene.'

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HEALTH & SAFETY (We are all responsible)

Format: Video
Running Time: 35 minutes

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Introduction

Health and safety is not just the responsibility of managers and directors, in modern working environments every employee should be responsible for ensuring the correct practices are followed.

Overview

This course uses a scenario of a workplace with poor a Health & Safety policy and proves that it shouldn't take an accident for the right precautions and common Health & Safety practice to be used at all times.

At the end of the video, trainees will be able to:

- Appreciate the importance of risk assessments
- Understand the importance of safety signs
- Recognise the importance of Personal Protective Equipment

Who Is It For?

This course will benefit those who want an overview of health and safety and that we are all responsible for health and safety in our workplace.

Course Chapters

- Scenario: Health & Safety news programme inviting you to see a workplace where managers and staff have little or no understanding of general health and safety.
- Scenario: Induction training in a new job with no risk assessment training and out of date health and safety policies.
- Scenario: Tour of the workplace and informing new starters to disregard the safety signs
- Scenario : Doubts of taking the job, poor feedback from current staff and thrown in at the deep end with relevant PPE.
- Scenario: Newspaper article with accident in local workplace.

'Every employee should be responsible for ensuring the correct practices are followed.'

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HEALTH & SAFETY FOR CLEANERS

Introduction

With 52% of cleaners having sought medical advice due to work related injuries, ensure your staff don't become a statistic. This training course is ideal for ensuring your janitorial and cleaning staff are provided with the essential Health & Safety training they require during their working day.

Overview

This course will introduce you to Health & Safety for cleaners and although it does not seem like a dangerous job but compared to other occupations there is a very high rate of injury and ill health due to the work.

At the end of the video, trainees will be able to:

- Appreciate the importance of appropriate clothing
- Understand how to carry out risk assessments
- Recognise the importance of PPE and upper Limb Disorder whilst Scrubbing, Polishing and Wiping
- Understand the importance of Correct positioning, Straining & Twisting
- Develop an insight into chemical safety including symbols and instruction
- Recognise the importance of making others aware when vacuuming

Who Is It For?

This course is aimed at cleaners who want to make safety for themselves and others their priority.

Course Chapters

- Introduction
- Risk Assessments
- Scrubbing / Polishing / Wiping
- Sweeping
- Mopping / Lifting
- Chemical Safety
- Vacuuming
- Buffing

'Explaining important techniques to help keep your job safe and to stop you from becoming a part of those worrying statistics...'

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HEALTH & SAFETY FOR HOME WORKERS (Employees)

Introduction

If you work at home, you must still comply with a range of Health & Safety regulations. In particular, you must carry out a risk assessment. As part of this process, you must also consider how the health and safety of visitors and other people in your household may be affected. This course covers everything you need to know as an employee working from home.

Overview

Over the course of this module we will look at all the key information that you'll need to know if you work from home. At the end of the video, trainees will be able to:

- Understand what a risk assessment is and to carry out a risk assessment
- Recognise how to check your own electrical equipment
- Understand the importance of DSE
- Recognise what the manual handling procedure entails
- Develop an insight into the various hazards that are around you and what to do should an accident occur
- Be aware of your company policy, such as USB memory sticks and security systems
- Recognise the importance of special requirements regarding expectant or nursing mothers, insurance policies, increased utility bills and tax relief

Who Is It For?

This course is aimed at raising awareness and educating all members of staff who work from home.

Course Chapters

- Introduction & Risk Assessment
- Electrical Safety
- DSE
- Manual Handling
- Accidents and Incidents
- Security
- Special Requirements

'Health & Safety for home workers helps to ensure you stay safe when working from home.'

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HEALTH & SAFETY FOR HOME WORKERS (Managers)

Introduction

When at work, both the employee and the employer have a responsibility for health and safety, and that's no different when working from home. This course will provide managers with information on the key areas of health and safety which should be considered when making the home a workplace.

Overview

Over the course of this module we will look at all the key information that you'll need to know if you work from home .

At the end of the video, trainees will be able to:

- Understand what factors Managers and Employers can control
- Understand what a risk assessment is and to carry out a risk assessment
- Recognise how to check your own electrical equipment
- Understand the importance of providing home workers with the appropriate equipment
- Recognise the importance of first aid needs for home workers
- Be aware of that your employee knows what your company policy is, regarding USB memory sticks and security systems
- Recognise the importance of special requirements regarding expectant or nursing mothers, Insurance policies, Increased utility bills and tax relief

Who Is It For?

This course is aimed at raising awareness and educating managers about the importance of Health & Safety for home workers.

Course Chapters

- Introduction
- Risk Assessment
- Electrical Safety
- DSE
- Accidents and Incidents
- Security
- Special Requirements

'Learn about Health & Safety for home workers and things that managers should look at to insure their employees stay safe when working at home.'

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HEALTH & SAFETY FOR MANAGERS

Format: Interactive
Running Time: 35 minutes

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Introduction

In accordance with law, employers are responsible for Health & Safety management in their workplace. This course is aimed at providing managers with an understanding of the principles of Health & Safety risk management. It will provide the trainee with the knowledge to make a difference in their workplace and to contribute to the process of reducing loss to the business through injuries, ill health and damage incidents symbols.

Overview

This course will teach you Important aspects of Health & Safety that you should adopt in your place of work

At the end of the course, trainees will be able to:

- Understand the principles of effective Health & Safety Management
- Recognise the importance of the moral, legal and the economic aspects of Health & Safety
- Develop an insight into risk management, Health & Safety policy, procedures and records
- Recognise what are the most common types of accidents as well as causes and hidden costs
- Understand the importance of following regulations
- Be able to monitor and review the Health & Safety within your workplace

Who Is It For?

This course is for team leaders, supervisors and managers with defined responsibilities for health and safety in their workplace.

Course Chapters

- Introduction
- Risk Management
- Accident Prevention
- UK & EU Law
- Monitoring & Review

'You will help in reducing loss to the business through injuries, ill health and incidents of damage.'

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HEALTH & SAFETY FOR STUDENTS

Format: Specialist/ Interactive

Running Time: 20 minutes

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Introduction

For many students, going to university is their first experience of independence. All students are responsible for the health and safety of themselves and others who may be affected by their actions. This course will provide your students with information on how to correctly and safely identify hazards and risks as well as covering alcohol and drug awareness and their personal safety.

Overview

For many students, going to university is their first experience of independence. This course covers fire safety, alcohol and drug awareness and personal safety.

At the end of the course, trainees will be able to:

- Understand what the benefits of this course is and making people aware of the accidents and incidents that could potentially occur.
- Identify the most common hazards and risks
- Reduce the chance of injury from fire, the causes of fire, correct evacuation procedure in the event of a fire
- Understand the importance of personal health and safety

Who Is It For?

This course is aimed at raising awareness and educating all students of the importance of health and safety.

Course Chapters

- Hazards & Risks
- Fire Safety
- Personal Health & Safety

'This course will identify how to reduce risks and ensure that you and the other students are not injured or made ill during your time at University.'

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HEALTH & SAFETY IN THE OFFICE

Introduction

This course describes the Health and Safety issues faced within the office environment. The course looks at Manual Handling, Fire Safety, Electrical Safety and Slips, Trips and Falls.

Overview

This course will be looking at a comprehensive guide to office safety and the key areas to take into consideration when working in an office environment.

At the end of the video, trainees will be able to:

- Understand what the risks are in an office environment
- Understand the importance of computer safety
- Identify what manual handling is and the four key areas
- Recognise the causes of slips, trips and falls
- Understand what to do in an event of a fire
- Identify what to do if you have a bomb scare or identify any suspicious packages

Who Is It For?

This course is aimed at those who work within an office environment.

Course Chapters

- Office Environment
- Computer Safety
- Manual Handling
- Slips, Trips & Falls
- Electrical Awareness
- Fire Safety
- Security

'We will look at the key areas to take into consideration when working in an office environment.'

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INDUCTION: SAFETY

Introduction

It is a fact that we are exposed to a range of risks and hazards during the normal working day. This course will provide the trainee with information about fire safety, PPE and safety monitoring within the workplace.

Overview

This course looks at safety at work, fire safety and safety signs, different types of PPE and correct safety monitoring. The aim is to help reduce the number of accidents and injuries in the workplace and to promote good attitudes amongst the staff.

At the end of the video, trainees will be able to:

- Understand the importance of taking an introduction course when starting a new job
- Identify hazards and safety signs in the work place
- Recognise the importance of knowing what to do in the event of a fire.
- Identify fire safety signs
- Understand what PPE is and its importance

Who Is It For?

This course is for employees who have just joined the company or place of work and want to learn the basic rules of Health & Safety.

Course Chapters

- Introduction
- Safety at Work
- Fire Safety
- PPE
- Safety Monitoring

'Induction courses allow organisations to demonstrate their commitment.'

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INTRODUCTION TO HEALTH & SAFETY

Introduction

Good Health & Safety practice is one of the most important aspects within any work environment. Looking at all of the key areas, this course is ideal for providing your employees with a general understanding of Health & Safety, covering 11 essential Health & Safety topics.

Overview

Every job has its own unique risks meaning that different health and safety advice will apply to different people, but there are several topics that can apply to us all and we will introduce these to you over the next few minutes.

At the end of the video, trainees will be able to:

- Appreciate the importance of health and safety
- Have an understanding of the manual handling procedure
- Recognise the importance of good housekeeping and the prevention of Slips, Trips & Falls
- Be aware of Electrical Safety and the importance of checking and reporting faults
- Develop an insight into COSHH and its affects
- Appreciate the importance of PPE, DSE and the correct use of machinery
- Recognise and identify safety signs correctly
- Understand the correct emergency procedures

Who Is It For?

This course is aimed at people who have just started working in a new company or those who want to refresh their memories.

Course Chapters

- Fire Safety
- Manual Handling
- Slips, Trips & Falls
- Electrical Safety
- COSHH
- PPE
- Machinery Safety
- DSE
- Statements & Assessments
- Safety Signs
- Health & Welfare
- Emergency Procedures

Although Health & Safety may seem like an unnecessary obstacle, it exists to keep yourself and others live and well and is the most important part of any job.'

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LABORATORY SAFETY

Format: Interactive
Running Time: 19 minutes

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Introduction

Laboratory safety is a significant legal and moral responsibility for those who work in both academic and industrial laboratories. This course provides health and safety information about handling laboratory equipment and chemicals and provides safety and first aid related tips in the event of an emergency. Learning about laboratory safety and following safe practices will help you protect yourself, others, and the equipment that you handle when working in these environments.

Overview

This course Provides safety and first aid related tips in the event of emergencies.

At the end of the course, trainees will be able to:

- Understand why laboratory safety is important
- Identify the common hazards and warning signs related to laboratory safety
- Understand the procedure to follow in case of an emergency, such as a spill, a fire or an explosion
- Identify which types of PPE is appropriate for laboratory work
- Recognise which injuries result from laboratory accidents and also state the which first aid procedures to follow for common laboratory injuries

Who Is It For?

This course is designed for those who work in either academic or industrial laboratories, this course will present key health and safety information in a clear, concise and accurate way.

Course Chapters

- Introduction
- General Safety
- Personal Protective Equipment (PPE)
- First Aid

'Learning about laboratory safety and following safe practices will help you protect yourself and others.'

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LEGIONELLA

Introduction

Provide your employees with information about the risks faced from Legionella with this training course.

Overview

With Legionella causing approximately 300 reported cases of diseases annually in the UK, it is important that your employees know the risks they face. The course covers: what Legionella is, how an outbreak occurs and the importance of prevention.

- At the end of the video, trainees will be able to:
- Understand where Legionella can be found
- Understand the importance risk assessment
- Identify what steps to take in order to prevent Legionella
- Recognise what the symptoms are.
- Understand how to implement proper controls

Who Is It For?

This course is aimed at those who work within an office environment.

Course Chapters

- Introduction
- Risk Assessment
- Prevention
- Control

'Find out what Legionella is, how an outbreak occurs and the importance of prevention.'

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LIFT TRUCK & WAREHOUSE SAFETY

Introduction

Every year there are over 8,000 reported accidents relating to lift truck operation. This course looks at the main causes of accidents and provides a step-by-step guide for the safe use of lift trucks.

Overview

Over the course of this video we will look at the safety factors in forklift truck and warehouse operations and the importance of safety when working with lift trucks or in a warehouse environment.

At the end of the video, trainees will be able to:

- Understand the importance of legislations and training
- Have an understanding of the various types of lift trucks
- Develop an insight into the Truck, regarding, refuelling, PPE, Vehicle Inspection, Starting and Moving the vehicle, Good Housekeeping and Assessing Loads
- Recognise the importance of the Environment and Warehouse Safety; Safety Signage, First Aid Points & Fire Exits
- Understand the importance regarding the palletiser, such as correct use, assessing the load, regular inspection and moving the load

Who Is It For?

This course will benefit people who want to be the best lift truck operators in the safest environment. That is someone who Stops, Thinks, and Acts Responsibly.

Course Chapters

- Introduction
- The Driver
- The Truck
- The Environment & Warehouse Safety
- The Palletiser

'The main causes of accidents are identified, including speeding and overloading vehicles.'

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LONE WORKING FOR EMPLOYEES

Introduction

Is it legal to work alone? Is it safe to work alone? This course is for those who work by themselves without any close or direct supervision. It will give you an insight into the risks associated with working alone and will point out control measures that can minimise them.

Overview

This course Provides safety and first aid related tips in the event of emergencies.

At the end of the course, trainees will be able to:

- Understand what 'lone working' means and identify the occupations that involve working alone.
- Identify the hazards related to lone working and home workers
- Recognise the control measures that can minimise the risks of lone working, and list some practical tips for staying safe when working alone

Who Is It For?

This course is designed for those who want to minimise the risks associated with working alone.

Course Chapters

- Lone Workers
- Hazards Faced by Lone Workers
- Control Measures

'This course will point out control measures that can minimise the risks associated with working alone.'

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LONE WORKING FOR MANAGERS

Introduction

Managers have a responsibility for the safety of their lone working employees. This course will provide all managers and supervisors with information needed to understand the Health & Safety acts that apply to lone working and the responsibilities of the employer and employee.

Overview

This course Provides safety and first aid related tips in the event of emergencies.

At the end of the course, trainees will be able to:

- Understand who is a lone worker, and what are their responsibilities
- Identify how safe is your lone worker and how to identify and evaluate a job for potential risks associated with it
- Identify the potential hazards that come with a home working job

Who Is It For?

This course is designed for those who want to minimise the risks associated with working alone.

Course Chapters

- Introduction
- Who is a Lone Worker?
- How Safe is Your Lone Worker?

'This course will point out control measures that can minimise the risks associated with working alone.'



MANUAL HANDLING

Format: interactive
Running Time: 35 minutes

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Introduction

Manual handling is one of the biggest causes of workplace accidents. Understanding how to lift correctly could help your employees avoid serious injury. This course will provide your employees with guidance on the correct lifting procedure and some handy hints on the do's and don'ts of manual handling.

Overview

Manual handling is basically the transporting or supporting of a load by hand or bodily force. You will see some of the best ways to do this through the course of this video.

- At the end of the course trainees will be able to:
- Define Manual Handling
- Recognise common accidents and injuries
- Identify the related legislation
- Assess the key risks posed by the task, the individual, the load and the environment.
- Recognise the basic principles of Manual Handling
- Use effective techniques to lift and handle loads safely
- Comply with safe working practices when pushing and pulling
- Recognise the importance of using mechanical aids to minimise risks
- Avoid, assess and reduce Manual Handling where ever possible

Who Is It For?

This course is designed for those who want to learn how to use correct manual handling techniques and avoid the possibilities of a serious injury.

Course Chapters

- Introduction
- What is manual Handling
- Assessing the Risks
- Better Lifting and Handling

'Manual Handling is one of the biggest causes of work place accidents, performing a lift correctly could help you avoid a serious injury.'

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MANUAL HANDLING (Featuring Glenn Ross)

Introduction

This course provides a fresh take on manual handling with footage from Glenn Ross (the UK's strongest man) discussing lifting techniques and the injuries he has sustained. It covers a clear look at the steps of a lift, using manual handling aids, pushing techniques and the dangers of pulling a load.

Overview

Manual handling is basically the transporting or supporting of a load by hand or bodily force. Over the course of this video we'll show you some of the best ways to do this.

At the end of the video, trainees will be able to:

- Understand what the four key areas are
- Recognise that there are six clear steps to performing a safe lift
- Be aware of the consequences of an incorrect lift
- Identify possible hazards of conducting an incorrect lift
- Develop an insight into the dangers of pulling incorrectly
- Remember the key points when carrying out a team lift

Who Is It For?

This course will benefit those who want to learn how to lift correctly, and use the correct techniques whilst manual handling.

Course Chapters

- Introduction
- Lifting
- Pushing
- Pulling
- Team Lift

'Always remember that there are six steps to performing a lift correctly, and always use a mechanical aid if possible.'

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MOVING & HANDLING PEOPLE

Introduction

This course is for care providers and is designed to supplement their training and to be used as a talking point. Before moving and handling a person you must be fully trained by a qualified person and must use the handling methods that the service user's care plan dictates.

Overview

Moving and Handling people will give you advice on how to correctly and effectively move and handle a person when in different situations.

At the end of the video, trainees will be able to:

- Understand how to correctly handle a person when they need to be seated onto a bed
- Recognise the importance of good communication when helping a person to walk and sit comfortably
- Identify the different methods used when helping a person to stand from a chair or a wheelchair
- Understand the importance of using hoists correctly and how to correctly check the hoists before use

Who Is It For?

This course will benefit care givers who want reassurance that they are moving and handling people correctly.

Course Chapters

- Introduction
- Beds
- Sitting, Standing, Walking
- Hoists

'Always remember that there are six steps to performing a lift correctly, and always use a mechanical aid if possible.'

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NOISE AWARENESS

Introduction

Your hearing is priceless; it enables you to communicate and helps you to stay safe at home and at work. Over one million employees in the UK are exposed to levels of noise which put their hearing at risk. With this training course, make your employees aware of the risks working with noise can cause.

Overview

Over the course of this video we will learn that Noise in the workplace can cause several health and safety problems, particularly hearing loss. However, hearing loss is not the only problem.

At the end of the video, trainees will be able to:

- Understand what noise induced hearing loss is
- Recognising if there is a noise problem in your workplace
- Identify how to record your findings
- Understand how to reduce noise for your employees; engineering control, substitution, time, distance and hearing protection

Who Is It For?

If your employees are regularly exposed to noise, then provide them with the key information to protect their hearing with this 20 minute course.

Course Chapters

- Introduction
- What Is Noise Induced Hearing Loss?
- Is There A Noise Problem In Your Workplace?
- Recording The Findings
- Noise Reduction
- Maintenance
- Information And Training

'Provide them with the key information to protect their hearing with this 20 minute course.'

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OFFICE SAFETY

Format: Interactive
Running Time: 35 minutes

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Introduction

Provide your office workers with a concise look at the key Health & Safety areas they should be aware of on a day to day basis.

Overview

Office workers often think Health & Safety rules don't apply to them. This course will provide top tips on the hazards workers need to look out for in an office environment.

At the end of the course, trainees will be able to:

- Understand the importance of evacuation procedures, fire extinguishers, fire safety signs and good housekeeping
- Be aware of manual handling risks, the process and dos and don'ts
- Understand the importance of computer safety; correct posture, hazards and risks
- Identify how the environment will affect the task
- Be aware of slips, trips and falls
- Recognise what office security is

Who Is It For?

This course is designed for those who want to learn about the hazards workers need to look out for in an office environment.

Course Chapters

- Fire Safety
- Manual Handling
- Computer Safety
- Slips, Trips & Falls
- Electrical Awareness
- Office Security

'This course will provide top tips on the hazards workers need to look out for in an office environment.'

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PERSONAL PROTECTIVE EQUIPMENT

Introduction

This 16 minute course will provide trainees with a look at the devastating consequences of not wearing personal protective equipment.

Overview

The consequences of not using personal protective equipment when required can be devastating. This course will highlight the importance of using PPE and not putting your life at risk. At the end of the video, trainees will be able to:

Understand the importance of Personal Protective Equipment

- Be aware of what could happen if Personal Protective Equipment is not worn
- Locate any personal protective equipment if it is needed for a specific activity
- Understand the importance of reporting any damaged personal protective equipment
- Recognise which personal protective equipment is required for your job

Who Is It For?

Those who are exposed to potential risks within the workplace, such as, risk of falling objects.

Course Chapters

This course provides you with five different scenarios, all of which show you good and bad practices of not wearing Personal Protective Equipment, including the risks that you face and the risks that you put others in if these regulations are not followed properly.

'This course will highlight the importance of using PPE and not putting your life at risk.'

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PREGNANCY

Format: Interactive
Running Time: 20 minutes
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Introduction

This course is designed to help expectant mothers understand the processes required in the workplace, including the importance of carrying out risk assessments.

Overview

There are a number of considerations which must be taken once an employee has discovered she is pregnant. This course is designed for the expectant mother to understand the processes required in the workplace including risk assessments.

At the end of the course, trainees will be able to:

- Understand the importance of safe practice and their dos and don'ts
- Be aware of what good risk assessment practice is

Who Is It For?

This course will benefit anyone who is pregnant and working.

Course Chapters

- Introduction
- Safe Practice at Work
- Good Risk Assessment Practice
- What Have We Learnt?

'There are a number of considerations which must be taken once an employee has discovered she is pregnant.'

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RISK ASSESSMENT

Format: Interactive
Running Time: 35 minutes
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Introduction

This course is to help provide understanding of risk assessments and why they are needed. Ideal for promoting the need for risk assessments in the workplace with simple and clear training.

Overview

This course will show the viewer how risk assessments don't need to be daunting and time-consuming tasks. An emphasis is placed on why risk assessments are needed in the workplace.

At the end of the course, trainees will be able to:

- Understand the importance of a risk assessment
- Identify what a hazard is, and how to remove and reduce the risk of a hazard
- Understand how to identify a risk
- Identify the hazard, understand who's at risk and evaluate that risk
- Understand the importance of monitoring and reviewing the risk

Who Is It For?

This course will benefit those who need to conduct risk assessments within the workplace.

Course Chapters

- Introduction
- What is a Hazard?
- What is a Risk?
- Five Key Steps
- Monitor and Review the Assessment

'This course will provide you with an understanding of risk assessments and why they are important.'

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SLIPS, TRIPS & FALLS

Introduction

Slips, Trips and Falls are the most common cause of accidents in the workplace. Over a third of all reported accidents are caused by slips and trips. This course provides the viewer with advice regarding how to identify dangers and risks in the workplace.

Overview

Many people think that slips are inevitable and unavoidable; they're just freak accidents - but the truth is, they're not. This video covers how accidents can be avoided and identifying dangers. At the end of the video, trainees will be able to:

- Identifying what can cause a slip and how to eliminate this from happening
- Cleaning up spills, spill kits, good housekeeping and appropriate footwear
- Prevent and reduce the risks of trips
- Consider factors when working above ground level; the use of ladders, weather and lighting

Who Is It For?

This course will apply to all staff within the workplace

Course Chapters

- Slips
- Trips
- Falls

'Slips, Trips and Falls are the most common causes of accidents at work and yet most can be easily avoided.'

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STRESS MANAGEMENT (MANAGERS)

Format: Interactive
Running Time: 35 minutes

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Introduction

Statistics reveal that over 13.5 million working days are lost to stress, depression and anxiety each year. Research shows that 1 in 5 employees state that they find work very stressful. Tackling the causes of stress before they lead to ill health can prevent this from happening. This course shows you how to identify stress areas and what you as a manager can do to help.

Overview

This course will teach you what is stress and how stress affects your employees and your organisation.

At the end of the course, trainees will be able to:

- Understand what work related stress is and how does it impact you
- Recognise the impact of stress; mental and physical
- Identify the ethical responsibilities of stress, legal obligations and good business practices
- Identify how to tackle stress and how an ideal work environment be
- How to identify hazards, examining personal behaviours and report areas of concern

Who Is It For?

This course will benefit those who want to be able to identify work-related stress and reduce its ill effects.

Course Chapters

- Introduction
- Impact of Stress
- Identifying Stress
- Resolving Stress
- Risk Assessment

'This course will introduce you to work-related stress, how to identify it and what to do to prevent it.'

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STRESS MANAGEMENT (EMPLOYEES)

Format: Interactive
Running Time: 35 minutes

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Introduction

Work-related stress, anxiety and depression are all recognised medical conditions that could affect anyone. Make your employees aware of the risks and give some helpful tips on how to overcome stress with this course.

Overview

This module will introduce you to work-related stress, how to identify it and what to do to prevent it.

At the end of the course, trainees will be able to:

- Understand what work related stress is and how does it impact you
- Recognise the impact of stress; mental and physical
- Identify the ethical responsibilities of stress, legal obligations and good business practices
- Identify how to tackle stress and how an ideal work environment be
- How to identify hazards, examining personal behaviours and report areas of concern

Who Is It For?

This course will benefit those who want to be able to identify work-related stress and reduce its ill effects.

Course Chapters

- Introduction
- Impact of Stress
- Why Tackle Stress
- How to Tackle Stress
- What You Can Do

'This course will introduce you to work-related stress, how to identify it and what to do to prevent it.'

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STRESS AWARENESS

Introduction

Work-related stress, anxiety and depression are all recognised medical conditions that could affect anyone at any time. Make your employees aware of the risks work-stress can cause with this course giving advice on how to improve and maintain employee health and well-being.

Overview

This module will introduce you to work-related stress, how to identify it and what to do to prevent it.

At the end of the course, trainees will be able to:

- Understand what work related stress is and how does it impact you.
- Recognise the impact of stress; mental and physical
- Identify the ethical responsibilities of stress, legal obligations and good business practices
- Identify how to tackle stress and how an ideal work environment be
- How to identify hazards, examining personal behaviours and report areas of concern

Who Is It For?

This course will benefit those who want to be able to identify work-related stress and reduce its ill effects.

Course Chapters

- Introduction
- Impact of Stress
- Why Tackle Stress
- How to Tackle Stress
- What You Can Do

'This course will introduce you to work-related stress, how to identify it and what to do to prevent it.'

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SPILL PREVENTION & CONTROL

Introduction

This course will provide your staff with the information they need to prevent a spill and where this is not possible minimise the impact on themselves, others, your business and the environment

Overview

The course will cover advice about the types of Spill Kits, how to use a general purpose spill kit for a minor spill and how this differs to using an external spill kit for a major spill. To aid maximum retention there is a comprehensive summary section and all of the material has been written to appeal to a wide audience.

At the end of the video, trainees will be able to:

- Identifying issues regarding bulk storage, inspecting tanks, overfilling and leaking and emptying bunds
- Understand the importance of Drum IBC's and how they can be moved without being damaged
- Be aware of storage
- Understand the importance of planning ahead, and identify what to do if an incident occurs
- Identify the types of kit available and the colour codes of spill kits
- Use a general purpose spill kit, and how to dispose of it
- Understand the importance of using chemical spill kits

Who Is It For?

For anyone who works with Bulk Liquid Storage, Drums & IBC's and Smaller Liquid Containers.

Course Chapters

- Introduction
- Bulk Storage
- Drums IBC's
- Smaller Containers
- Planning Ahead
- Types of Kit
- General Purpose Spill
- External Spill Kit

'Prevention is better than the cure.'

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FIRE SAFETY: TOP TIPS

Introduction

Raise awareness of fire safety in your workplace, with the top tips your employees should know.

Overview

This video is ideal for refresher training sessions or as a Toolbox Talk, this course will provide your employees with a brief overview of the key areas of fire safety in the workplace

At the end of the video, trainees will be able to:

- Identify the importance of Good Housekeeping to prevent fire, Escape Routes and Fire Signage
- Understand the importance of correct fire evacuation procedure and the use of extinguishers

Who Is It For?

For anyone who would want to gain a brief insight into the key areas of fire safety within the workplace.

About the Video

The video courses are tracked with the Learning Management System in exactly the same way as the interactive flash courses and are fully reportable ensuring that all training is logged within the system.

This video course also features the risk checklist and self-test to ensure user understanding and easy identification of high risk employees

'Provide your employees with the key messages required when faced with a fire in your workplace.'

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HEALTH & SAFETY: TOP TIPS

Introduction

A toolbox talk style look at the general Health & Safety tips your employees should be aware of on a day to day basis.

Overview

A concise course providing your employees with the key tips they need for their continual Health & Safety. Whether used during training for new starters or during a refresher training session, this course covers the key tips every employee needs to know

At the end of the video, trainees will be able to:

- Conduct a risk assessment and understand the importance of the Manual Handling lifting procedure
- Be aware of DSE and the importance of a correct workstation setup
- Develop an insight into Fire Safety and the procedure in the event of a fire

Who Is It For?

This course will benefit employees who need to be aware of general Health & Safety on a day to day basis.

About the Video

The video courses are tracked with the Learning Management System in exactly the same way as the interactive flash courses and are fully reportable ensuring that all training is logged within the system.

This video course also features the risk checklist and self-test to ensure user understanding and easy identification of high risk employees.

'This course covers the key tips every employee needs to know.'

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MANUAL HANDLING: TOP TIPS

Introduction

A short and concise way to promote the top tips for lifting and moving items. Ideal for refresher training or as a Toolbox Talk.

Overview

A course promoting the key steps of a lift in a simple and effective way, ensuring your employees are presented with the key tips in a short concise course. Top Tips - Manual Handling can be used as refresher training. The course is ideal for all level of employees as the principle of manual handling remains the same

At the end of the video, trainees will be able to:

- Understand the importance of Manual Handling Aids and the Key Steps to lifting correctly
- Assess the load, and understand how to carry out a team lift, understanding what the importance is between pushing and pulling

Who Is It For?

This course will benefit those who deal with manual handling on a day to day basis.

About the Video

The video courses are tracked with the Learning Management System in exactly the same way as the interactive flash courses and are fully reportable ensuring that all training is logged within the system.

This video course also features the risk checklist and self-test to ensure user understanding and easy identification of high risk employees.

'Ensure your employees are presented with the key tips of Manual Handling procedure'

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OFFICE SAFETY: TOP TIPS

Introduction

Provide your office workers with a concise look at the key Health & Safety areas they should be aware of on a day to day basis.

Overview

Office workers often think Health & Safety rules don't apply to them. This course will provide top tips on the hazards workers need to look out for in an office environment. This course will provide your office workers with the key messages specifically relevant to the office environment

At the end of the video, trainees will be able to:

- Identify the importance of a correct workstation setup, electrical safety and fire safety in an office environment
- Understand the importance of correct manual handling procedures
- Be aware of slips, trips and falls

Who Is It For?

This course will benefit anyone who works within an office environment and wants to be made aware of the hazards they face up to on a day to day basis.

About the Video

The video courses are tracked with the Learning Management System in exactly the same way as the interactive flash courses and are fully reportable ensuring that all training is logged within the system.

This video course also features the risk checklist and self-test to ensure user understanding and easy identification of high risk employees.

'Provide your employees with top tips on the hazards they need to look out for in an office environment.'

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WORKING AT HEIGHT

Introduction

Working at height is a high risk activity; fatalities occur if the tasks are not properly controlled. This course will educate the trainee on how to work safely and follow safe systems of work.

Overview

This course will aim to give you an overview of working at height, and how to use the relevant equipment safely when working at height.

At the end of the video, trainees will be able to:

- Understand what is working at height and hierarchy of control
- Identify where and when to use scaffold and the importance of safety checks
- Understand what MEWP's are and the different types of MEWP's
- Recognise how to minimise consequences: Equipment, Harness and Safety Nets

Who Is It For?

Everyone working at a height and wants to use the relevant equipment safely

Course Chapters

- Introduction
- Ladders
- Scaffold
- MEWP's
- Minimise Consequences

'You should be constantly aware of the risks you face and what you must do to keep yourself and other safe.'

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WORKPLACE SAFETY

Format: Interactive
Running Time: 35 minutes

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Introduction

It's a fact that we are exposed to a range of risks and hazards during a normal working day. This course will provide the trainee with information about the various hazards within the workplace which they must be aware of.

Overview

This course looks at manual handling, computer safety, slips trips and falls, fire safety, electrical safety and security. The aim is to help reduce the number of accidents and injuries in the workplace and to promote good attitudes amongst the staff.

At the end of the course, trainees will be able to:

- Understand what work related stress is and how does it impact you
- Understand the evacuation procedure regarding fire safety, including the use of fire extinguishers, fire safety signs and good housekeeping
- Identify the risks regarding manual handling, as well as the manual handling process and dos and don'ts
- Recognise the importance of correct posture and the hazards and risks that come with computer safety
- Understand the importance of trying to avoid Slips, Trips & Falls
- Be aware of the main electrical hazards
- Recognise what workplace security is

Who Is It For?

Everyone who wants to reduce the number of workplace accidents and injuries and promote a good health and safety culture.

Course Chapters

- Fire Safety
- Manual Handling
- Computer Safety
- Slips, Trips & Falls
- Electrical Awareness
- Office Security

'Making employers and employees aware that working in any workplace environment they have a duty to consider health and safety. It is the law.'

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WORKSTATION SETUP ASSESSMENT

Introduction

This assessment will make you aware that it's important that you assess the environment so that you can be sure that you are not putting yourself at any risk.

Overview

This course looks at how you can setup your workstation so that you can be as comfortable as possible and so that it can help you avoid any future health problems.

At the end of the course, trainees will be able to:

- Understand the importance of setting up your workstation so that it can reduce future health problems
- Identify correct use of DSE equipment
- Understand the importance of taking breaks whilst working in front of a screen
- Identify the importance of correct posture

Who Is It For?

Everyone who sits at a workstation on a day to day basis.

Course Chapters

- Workspace
- DSE Equipment
- Posture & Breaks

'Setup your workstation correctly so that you can help avoid any future health problems.'

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5 STEPS TO RISK ASSESSMENT

Introduction

5 Steps - Risk Assessment in your Workplace, provides an interactive method of training your employees in the importance of risk assessments.

Overview

This course show the viewer how risk assessments don't need be daunting and time-consuming tasks. An emphasis is placed on how they can easily become second nature during a working day.

At the end of the video, trainees will be able to:

- Understand what a hazard is and when does it become a risk
- Identify who might be at risk
- Understand how to evaluate the risk
- Recognise how to record your findings and how to implement them

Who Is It For?

Everyone who is conducting a risk assessment within their place of work.

Course Chapters

- What is a Hazard?
- What is a Risk?
- Deciding Who Might be at Risk
- Evaluate the Risks
- Record Your Findings and Implement Them
- Review the Assessment and Update

'This course will provide you with an interactive method of training your employees in the importance of a risk assessment.'