



# LE BRETON TRAINING

**Le Breton Training**

Dedicated to providing professional training by experienced and accredited instructors.



## Le Breton Training Courses

Le Breton Training is one of the UK's leading training providers offering a full range of **Health and Safety Training**, **First Aid Training**, **Food Hygiene Training** with specialist **Construction Training** and **Childcare Training**. The courses combine both theoretical knowledge and practical skills and are suitable for employees from any sector or industry. Le Breton Training are here to identify your training requirements and to then follow this through with professional training by experienced and accredited instructors.



Our team of instructors have a wealth of knowledge and relevant occupational experience which we feel is invaluable when it comes to ensuring that the courses are interesting and relevant to your work environment. We believe that this makes Le Breton Instructors the very best instructors and enables them to deliver the very best training to your staff.

Our Health and Safety training courses are approved by the Chartered Institute of Environmental Health or the Institute of Occupational Safety.

After a free consultation with one of our Training Co-ordinators we can find the course which is of the most benefit to you and your business. All of our courses can be tailored to fit your business and individual needs. Our training courses can be held at our bespoke training centre or at your premises.



Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk) for details on course dates.

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## Site Management Safety Training Scheme (SMSTS)

The industry recognised essential training for individuals with site management accountability.

For Site Managers, the CITB SMSTS qualification, also known as the Site Safety Plus Scheme, is a recognised qualification outlined in the Approved Code of Practice (ACoP) for the Construction Design and Management Regulations 2007 (CDM) (Demonstration of competence, Appendix 4).

### During this course staff will learn:

- The Health and Safety at Work Act
- CDM Regulations 2007
- Site set-up
- Risk assessments
- Method statements
- Working at height; Scaffolding
- Electricity; Excavations
- Demolition
- Confined Spaces
- Accepted working practices in the construction environment

All of our courses can be tailored to fit your business and individual needs. Our courses can be held at our bespoke training centre or at your premises.

### Who is the course for?

- Site Managers, Project Managers, Supervisors, Foremen
- Individuals seeking to advance into a role with site management responsibility
- Any individual involved in the management or planning, organising, monitoring, controlling and administering construction safety

Please call us on **0121 333 5436** to discuss your requirements.

### How is the course assessed?

- Multiple-choice assessment paper, taken on the final training day
- Tutor assessment and final project

Successful participants will be awarded a CITB SMSTS certificate

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### How long does the course last?

5 Days

### Support and resources provided:

- Construction Site Safety - Health, Safety and Environmental Information Manuals (GE700 & XA 6)
- Learning Support Materials

### How much does it cost?

**£540 per person.** Discounts available dependent on numbers.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Site Management Safety Training Scheme (SMSTS) – 2 Day Refresher

A refresher for SMSTS that provides existing SMSTS certificate holders with an update on the latest legislation and best practice methods for meeting site safety regulations

### During this course staff will learn about:

- Risk assessment and method statements
- CDM Regulations 2007
- Construction Health, Safety and Welfare (CDM part 2)
- Reporting of Accidents, Diseases and Dangerous Occurrences
- Overview and changes to the current legislation affecting construction to include:
- Work at Height Regulations 2005
- Control of Substances Hazardous to Health 2002
- Control of Vibration at Work Regulations 2005
- Control of Noise at Work Regulations 2005
- Fire on construction sites including Fire Safety Order 2005
- Construction waste and Site Waste Management Plans

All of our courses can be tailored to fit your business and individual needs. Our courses can be held at our bespoke training centre or at your premises.

### Who is the course for?

Existing [Site Management Safety Training Scheme](#) certificate holders

Please call us on **0121 333 5436** to discuss your requirements.

### How is the course assessed?

- Multiple-choice assessment paper
- Tutor assessment and final project

Successful participants will be awarded a CITB SMSTS certificate

### How long does the course last?

2 Days

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### Support and resources provided:

- Construction Site Safety - Health, Safety and Environmental Information Manuals (GE700)
- Personal Learning Adviser
- Learning Support Materials

### How much does it cost?

**£270 per person.** Discounts available dependent on numbers.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Site Supervisors Safety Training Scheme (SSSTS)

To equip first line managers/supervisor's, or those seeking to become a manager/supervisor with an introductory level of health and safety, demonstrating how it is an essential function of effective supervision. It will provide a knowledge base and equip individuals with the skills and knowledge to enable them to contribute to a safely managed construction or civil engineering site.

This course is endorsed by the United Kingdom Contractors Group (UKCG) as the standard training for all supervisors working on their sites.

### During this course staff will learn about:

- The Health and Safety at Work Act, relevant Regulations, Codes of Practice and Guidance Notes
- Tool box talks
- Risk assessments relating to construction site issues
- Working at Height
- Demolition
- Noise
- Occupational Health
- Fire
- Electricity
- Confined Space
- Control of subcontractors
- Health issues
- Construction accidents

All of our courses can be tailored to fit your business and individual needs. Our courses can be held at our bespoke training centre or at your premises.

### Who is the course for?

- First line managers and Supervisors
- Individuals progressing towards a first line management or supervisory position

Please call us on **0121 333 5436** to discuss your requirements.

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### How is the course assessed?

- Multiple-choice assessment paper

Successful participants will be awarded a CITB SSSTS certificate

### How long does the course last?

2 Days

### Support and resources provided:

- Site Safety Simplified (GE706)
- Tool Box Talks (GT700)
- Learning support handbook

### How much does it cost?

**£275 per person.** Discounts available dependent on numbers.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## PASMA (Alloy Tower)

PASMA stands for “Prefabricated Access Suppliers and Manufacturers Association” and is the HSE recognised body for training in mobile aluminium access scaffold towers. The course will teach the current relevant legislation and instruct individuals to dismantle, erect and inspect mobile access towers safely, as per the manufacturer’s instructions.

### Certification

Individuals completing the course successfully will receive PASMA Certification and ID Card (valid for 5 years).

### During this course staff will learn about:

- Introduction to mobile access towers
- Regulations and standards
- Components and hazards
- Tower assembly
- Stability and safe-use of towers
- Repositioning towers
- Tower inspection
- Care and maintenance
- Tower dismantling

### Who is the course for?

The PASMA course is aimed at people within organisations that work with Mobile Access Towers whether alloy or fibreglass. The whole purpose of PASMA training is to create a good mix of classroom based theory with practical hands-on training. PASMA raises the awareness of common hazards and the necessary precautions that must be taken when using Mobile Access Towers.

### How long does the course last?

1 Day

### How much does it cost?

**£125 per person.** Discounts available dependent on numbers.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Risk Assessments Basic Certificate

Our training course covers the basic principles behind risk assessment, explains the requirements of the law - along with how to achieve compliance giving your staff a basic understanding of the benefits and purpose of risk assessments.

### What does the course cover?

- Definitions
- Identification of hazards
- How to carry out risk assessment
- Why use risk assessment
- Prosecution
- Factors affecting health & safety
- Occupational health
- Legislation
- Employees' responsibilities
- Employers' responsibilities
- Doing a risk assessment
- What's at risk

All of our courses can be tailored to fit your business and individual needs. Our training courses can be held at our bespoke training centre or at your premises.

### Who is the course for?

Employees and employers in any sector, who find themselves carrying out risk assessments and who would like training in how to do it.

Please call us to discuss your requirements on **0121 333 5436**.

### How long does the course last?

3 hours.

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### How is the course assessed?

A multiple choice assessment paper will be given at the end of the session. Successful candidates gaining 15 correct answers out of 20 will be awarded Risk Assessment.

### How much does it cost?

**£65 per person.** Discounts available dependent on numbers.

### How long is the certificate valid for?

3 years.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Risk Assessments Level 2 Award

### Accredited by CIEH

This training course teaches trainees how to carry out a COSHH risk assessment in line with the HSE's Approved Code of Practice. Although not all employees will be expected to undertake risk assessments themselves, they may be asked to contribute to the process and will be expected to act always to protect their own health and safety and that of others. The qualification gained from this training course will give employees the ability to contribute to the process and act always to protect their own health and safety and that of others.

*This course is accredited by the Chartered Institute of Environmental Health (CIEH) and accepted by major inspecting bodies such as HSE, CIEH and CQC.*

### What does the course cover?

- Main causes of accidents and ill health, and their implications for people in the workplace
- Legal requirements for risk assessment
- Principles of risk assessment
- Hazards, risks and control measures
- The five steps of risk assessment
- The hierarchy of control
- Carrying out a risk assessment
- Risk assessment review and record keeping.

All of our courses can be tailored to fit your business and individual needs. Our training courses can be held at our bespoke training centre or at your premises.

### Who is the course for?

This qualification is ideal for all employees who need to understand how to carry out a risk assessment. It's suitable for the private and public sectors and is ideal for all who want an accredited qualification.

A 3-hour [Risk Assessment – Basic Certificate](#) is also available.

A [Risk Assessment – Level 3 course](#) accredited by the CIEH is also available.

Please call us to discuss your requirements on **0121 333 5436**.

### How long does the course last?

6 hours

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### How is the course assessed?

A multiple choice assessment paper will be given at the end of the session. Successful candidates gaining 20 correct answers out of 30 will be awarded a 'Level 2 Award in Principles of Risk Assessment' from the Chartered Institute of Environmental Health.

*CIEH now require that all people taking the exam need to provide the original photo ID. (e.g. passport, driving licence, work pass).*

### How much does it cost?

**£65 per person.** Discounts available dependent on numbers.

### How long is the certificate valid for?

3 years.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Risk Assessments Level 3 Award

### Accredited by CIEH

Employers and the self employed have a legal duty to assess health and safety risks. Anyone carrying out a risk assessment needs to have the necessary knowledge and skills. This qualification ensures that supervisors and managers have the necessary in depth understanding to enable them to carry out risk assessments.

This qualification provides a thorough understanding of the main categories of accidents and ill health, their socio-economic costs and the benefits of good health and safety management.

*This course is accredited by the Chartered Institute of Environmental Health (CIEH) and accepted by major inspecting bodies such as HSE, CIEH and CQC.*

### What does the course cover?

- Legislation
- Principles of risk assessment
- Prioritising risk
- Controls
- Documentation
- Monitoring controls
- Risk assessment in practice

All of our courses can be tailored to fit your business and individual needs. Our training courses can be held at our bespoke training centre or at your premises.

### Who is the course for?

Supervisors, Managers and staff responsible for carrying out the risk assessments within the company.

A 3-hour [Risk Assessment – Basic Certificate](#) course is also available.

A [Risk Assessment – Level 2 course](#) accredited by the CIEH is also available.

Please call us to discuss your requirements on **0121 333 5436**.

### How long does the course last?

20 hours - 7 hours taught course, plus a further 13 hours for the completion of the assignment

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### How is the course assessed?

Each participant will need to successfully complete an Assignment and Self- evaluation to gain a 'CIEH Level 3 Award in Risk Assessment Principles and Practice' certificate.

*CIEH now require that all people taking the exam need to provide the original photo ID. (e.g. passport, driving licence, work pass).*

### How much does it cost?

**£150 per person.** Discounts available dependent on numbers.

### How long is the certificate valid for?

3 years.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Abrasive Wheels

This training course has been designed and structured to comply with the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER 98) and the Health and Safety Executives publication "Safety in the Use of Abrasive Wheels "(HSG17)

### During this course staff will learn to:

- The Need to Train and Statutory Requirements
- Characteristics of an Abrasive Wheel and the Types of Abrasive Wheels
- Marking of Abrasive Wheels and the British Standard Marking System
- Speed
- Hazards and Precautions to be Taken
- Personal Protective Equipment (PPE)
- Storage and Handling of Abrasive Wheels
- Inspection and Methods of Testing for Damage
- Abrasive Wheel Machine Components
- Guarding
- Specific Mounting Procedures

### Who is the course for?

This course is aimed at persons working with Abrasive Wheels.

Please call us on **0121 333 5436** to discuss your requirements.

### How long does the course last?

4 hours

### How much does it cost?

**£65 per person.** Discounts available dependent on numbers.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Asbestos Awareness

Asbestos awareness training is essential for employees whose work has the potential to expose them to asbestos.

It is a legal requirement that all who may come across asbestos in their day to day work have been provided with asbestos awareness training. If they will intentionally work on asbestos they must have had appropriate training specific to the tasks they will undertake.

Le Breton Training can develop an Asbestos Awareness Training programme suited to your needs, understanding your requirements as client or contractor to ensure full compliance with the Control of Asbestos Regulations 2006.

### During this course staff will learn:

- What is asbestos?
- Health hazards of asbestos
- Asbestos in buildings
- Asbestos legislation
- Asbestos waste
- Emergency procedures

All of our courses can be tailored to fit your business and individual needs. Our courses can be held at our bespoke training centre or at your premises.

### Who is the course for?

This course is aimed at persons at risk of working with Asbestos.

Those people at risk include; general maintenance staff, plumbers, electricians, carpenters, painters etc., caretakers, roofers and scaffolders, shop fitters, telecom engineers, computer engineers, building surveyors, fire and burglar alarm installers, construction workers, heating and ventilation engineers.

Please call us on **0121 333 5436** to discuss your requirements.

### How long does the course last?

4 hours

### How much does it cost?

**£65 per person.** Discounts available dependent on numbers.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Asbestos Awareness UKATA

This UKATA registered Asbestos Awareness Training Course is designed to meet and exceed the HSE's requirements on working with asbestos and demonstrate practically how to protect your workforce.

Asbestos Awareness training is mandatory for all employees who are likely to come into contact with Asbestos. Each delegate receives a UKATA Certificate valid for 12 months on completion of the course.

### During this course staff will learn:

- The properties of asbestos and its effects on health
- The products and materials likely to contain asbestos (with images to aid detection)
- A short video appropriate to the type of work undertaken by your employees
- The potential operations that could result in asbestos exposure
- The importance of and types of preventive controls that can be used to minimise exposure
- Your managers responsibilities to protect your workforce and avoid a prosecution
- A practical demonstration of Asbestos Surveys and information on what should be included
- Information on safe work practices including control measures and protective equipment
- The use and maintenance of respiratory protective equipment
- Emergency procedures to deal correctly with an asbestos incident

### Who is the course for?

- General Maintenance Staff.
- Electricians, Plumbers & Gas Fitters.
- Painters & Decorators.
- Construction & Demolition Workers.
- Joiners and Plasterers.
- Computing & Telecommunications Engineers.
- Heating & Ventilation Engineers.
- Roofers.
- Architects & Building Surveyors
- Fire & Burglar Alarm Installers.

### How long does the course last?

4 hours

### How much does it cost?

**£65 per person.** Discounts available dependent on numbers.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## COSHH Level 2

### Accredited by CIEH

Employers are legally responsible to comply with COSHH (Control of Substances Hazardous to Health) legislation. This COSHH training course provides training in the main principles of COSHH. This qualification focuses on the information employees need to know and will prepare them to contribute to the safer use of hazardous substances in their workplace.

*This course is accredited by the Chartered Institute of Environmental Health (CIEH) and accepted by major inspecting bodies such as HSE, CIEH and CQC.*

### What does the course cover?

- Definition and types of substances hazardous to health in the workplace
- Health effects of hazardous substances and their causes
- COSHH assessments and control options
- Responsibilities imposed by the Control of Substances Hazardous to Health Regulations 2002
- Safe use
- Personal Protective Equipment
- Storage
- Labelling
- Symbols

All of our courses can be tailored to fit your business and individual needs. Our courses can be held at our bespoke training centre or at your premises.

### Who is the course for?

This qualification will prepare all employees to contribute to the safer use of hazardous substances in their workplaces.

### How long does the course last?

3 hours

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### How is the course assessed?

The course will be assessed by a multiple choice test at the end of the session. The successful candidates gaining 20 or more correct answers out of 30 will be awarded the Level 2 Award in the Principles of COSHH from the Chartered Institute of Environmental Health.

The assessment can take place orally for those who have difficulties reading or writing.

*CIEH have now made it a requirement that all people taking the exam need to provide original photo ID. (e.g. passport or driving licence).*

### How much does it cost?

**£65 per person** Discounts available dependent on numbers.

### How long is the certificate valid for?

3 years.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Hand and Arm Vibration

The new regulations is Control of Vibration at Work act Regulations 2005. The new regulations impose strict new limits on the length of time employers can expose workers to vibration and employers will be liable to criminal prosecution if the regulations are ignored.

This course will raise awareness to the operator/employer on how to prevent Hand-Arm Vibration (HAV).

### During this course staff will learn to:

- Provide training on health risks and the safe use of equipment.
- Assess the risk of the health of employees and plan for its control.
- Manage the risk by measuring the vibration on all you're machines.
- Provide suitable equipment.
- Maintain equipment.
- Provide health surveillance for your employees where risks cannot be completely eliminated.
- Provide reports to the relevant authorities of cases of HAVS.
- Consult with your H & S representative on your proposal to deal with vibration.
- Describe and discuss the medical condition and assess the groups at risk.
- The best ways of avoiding HAVS
- Correct clothing - gloves
- The correct way to hold and operate machinery.
- Which workers are at risk.
- Which tools are at risk.

All of our courses can be tailored to fit your business and individual needs. Our training courses can be held at our bespoke training centre or at your premises.

### Who is the course for?

This course is for any personnel involved with any equipment that causes a vibration.

Please call us on **0121 333 5436** to discuss your requirements.

### How long does the course last?

4 hours

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### How much does it cost?

**£65 per person** Discounts available dependent on numbers.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## IPAF

Anyone who operates any type of Mobile Elevated Work Platform (MEWP), such as scissor lifts, boom lifts, or trailer mounted or vehicle mounted boom lifts, should take this course to comply with the duties placed upon employers and employees by law. This course is the course approved by IPAF, who are the main international body governing access platform operations.

### During this course staff will learn to:

- Employer's and employee's legal responsibilities
- Different categories of MEWPs
- Main structural parts of MEWPs
- Pre-use inspections
- Testing and inspection
- Safe operating methods
- Practical training

### Who is the course for?

Those who use, supervise or manage the use of powered access scissor lifts, self-propelled boom lifts, trailer mounted boom lifts and aerial work platforms should all attend these courses.

Please call us on **0121 333 5436** to discuss your requirements.

### How long does the course last?

8 hours

### How much does it cost?

**£165 per person** Discounts available dependent on numbers.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Ladder Safety

Falls from height are the number one cause of workplace deaths and one of the main causes of major injury in the workplace. Almost a third of falls are from ladders. We need to realise that using a ladder or a step ladder just isn't as straight forward as we first thought! Ladder Safety training is essential. This course covers legislation from the Work at Height Regulations 2005. It provides staff with the general safety awareness needed for safe selection, inspection and use of ladders.

### What does the course cover?

- Standards
- Types of ladder
- Inspection of ladders
- Ladder defects
- Carrying and positioning ladders
- Securing ladders
- Steps and trestles
- Maintenance and storage
- Accident awareness
- Alternatives to ladders
- Practical Session

All of our courses can be tailored to fit your business and individual needs. Our training courses can be held at our bespoke training centre or at your premises.

### Who is the course for?

This course is ideal for staff who use ladders as part of their work - regularly or occasionally.

### How long does the course last?

3 hours.

### How is the course assessed?

A multiple choice assessment paper will be given at the end of the session. Successful candidates gaining 15 correct answers out of 20 will be awarded a certificate in Using ladders Safely.

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### How much does it cost?

**£65 per person** Discounts available dependent on numbers.

### How long is the certificate valid for?

3 years.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Basic Manual Handling

If your staff are undertaking potentially hazardous manual handling activities, then it is a Legal requirement under the Manual Handling Operations Regulations to ensure that effective training is provided. Manual Handling injuries account to 25% of all reported workplace accidents. This training course will provide your staff with the knowledge to reduce the risks from Manual Handling activities and understand the basic technique for completing a safe lift.

### What does the Manual Handling training course cover?

- Spinal awareness and back care
- Manual handling hazards
- Manual handling injuries and the activities which cause them
- Manual handling assessment
- Safe handling principles
- Ergonomics
- Inanimate load handling
- Mechanical aids
- Fitness
- Responsibilities imposed by the Manual Handling Operations Regulations
- Controversial techniques
- Team handling and communication
- Practical applications

All of our courses can be tailored to fit your business and individual needs. Our training courses can be held at our bespoke training centre or at your premises.

### Who is the course for?

This course is ideal for anyone who carries out manual handling activities at work and is tailored to your work.

A 6 hour '[Manual handling – Practice and principles' \(Level 2\)](#) is also available which covers subjects in more detail and is accredited by the Chartered Institute of Environmental Health.

A 6-hour '[Moving and Handling People](#)' course is available if your role involves **assisting or moving people**.

Please call us to discuss your requirements on **0121 333 5436**.

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### How long does the course last?

3 hours

### How is the course assessed?

A multiple choice assessment paper will be given at the end of the session. Successful candidates gaining 10 correct answers out of 15 will be awarded a Manual Handling certificate.

### How much does it cost?

**£65 per person.** Discounts available dependent on numbers.

### How long is the certificate valid for?

3 years.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Manual Handling Level 2

### Accredited by CIEH

This course is suitable for anyone who has to carry out manual handling activities at work. This course in addition will teach trainees techniques to lift, carry, push and pull objects safely within their individual capabilities with the aim of reducing the number of work-related injuries associated with manual handling.

*This course is accredited by the Chartered Institute of Environmental Health (CIEH) and accepted by major inspecting bodies such as HSE, CIEH and CQC.*

### What does the course cover?

- Manual handling hazards, risks and controls
- How manual handling operations can cause injury and harm
- Spinal awareness and back care
- The scope of legal requirements and where guidance can be found
- The process for assessing manual handling risks
- The value of risk assessment and how it applies to safe manual handling practice
- Manual handling techniques – lifting loads from low levels/working at low levels/lowering from height/pushing loads/pulling loads/carrying/team handling
- Mechanical aids
- Fitness
- Team handling and communication
- Practical applications

All of our courses can be tailored to fit your business and individual needs. Our training courses can be held at our bespoke training centre or at your premises.

### Who is the course for?

This qualification will benefit all employees, so that they understand the risks associated with manual handling and apply the principles of safer handling to their work.

A 3 hour [Basic Manual Handling course](#) is also available.

A 6-hour '[Moving and Handling People](#)' course is available if your role involves **assisting or moving people**.

Please call us to discuss your requirements on **0121 333 5436**.

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### How long does the course last?

6 hours

### How is the course assessed?

On successful completion of a practical and multiple choice assessment paper, candidates will be awarded a Level 2 Award in Manual Handling – Principles and Practice from the Chartered Institute of Environmental Health.

*CIEH now require that all people taking the exam need to provide the original photo ID. (e.g. passport, driving licence, work pass).*

### How much does it cost?

**£65 per person.** Discounts available dependent on numbers.

### How long is the certificate valid for?

3 years.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Scaffold Appreciation

To understand the principles of tube fitting scaffolds and their components and the identification of faults and hazards. This is an introductory course into scaffolding training. On completion of the course a certificate will be issued which is valid for 3 years.

### What does the course cover?

- Understanding the Statutory Regulations
- Identifying Scaffold Components and Equipment
- The Work at Height Regulations 2005
- Understanding types of Scaffold Structures
- Methods of Construction
- Hazards and Problems in Working Scaffolds
- Ties and Loadings

### How long does the course last?

This is a one day course.

### How much does it cost?

**£120 per person.** Discounts available dependent on numbers.

### How long is the certificate valid for?

3 years.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Stress Awareness

Stress is a personal thing, it is down to an individual's perception of their ability to cope with the demands upon them. Therefore, while employers play an important role in avoiding the "creation" of stress, it is down to the individual to manage their own stress and anxiety levels (with support as appropriate). This half-day course is ideal in helping employees identify and manage their own levels of stress and recognise signs of stress in others.

### During this course staff will learn to:

- Distinguish between stress and pressure
- Recognise the signs and symptoms of stress
- Identify what creates stress for themselves and others
- Identify why different people respond differently to stress
- Recognise how stress 'leaks' out
- Identify and overcome negative thinking
- Use simple stress management techniques to help reduce personal stress
- The role of relaxation techniques
- Learn how to switch off!
- Set goals for to achieve what they want to

All of our courses can be tailored to fit your business and individual needs. Our training courses can be held at our bespoke training centre or at your premises.

### Who is the course for?

All staff who want to identify and manage their own stress better and to reduce the levels of stress they experience.

A more in-depth course in [Stress Management](#) is also available. Please call us on **0121 333 5436** to discuss your requirements.

### How long does the course last?

Half a day.

### How much does it cost?

**£POA** We aim to be competitive. Please contact us for details.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Stress Management

This training programme can help you to recognise and minimise the risk and effects of stress in your organisation. The course will help you understand your legal responsibilities and develop skills to actively prevent and manage stress in the workplace.

### During this course staff will learn to:

- Distinguish between stress and pressure
- Recognise the signs and symptoms of stress
- Identify what creates stress for themselves and others
- Recognise the effects of stress – on individuals, a team and an organisation
- Use stress management techniques
- Understand the legal responsibilities for managing stress at work
- Support an employee who is stressed
- Use their organisation's policies and procedures for employees who are stressed
- Work effectively with other departments, eg HR / Occupational Health / Medical staff to support someone who is stressed
- Successfully help employees who have been stressed to return to work
- Recognise HSE Management Standards on Stress
- Use the HSE's Management competencies for managing stress at work

All of our courses can be tailored to fit your business and individual needs. Our training courses can be held at our bespoke training centre or at your premises.

### Who is the course for?

Senior staff, managers and supervisors who want to take a proactive approach, within the legal framework, to reduce and manage the incidence of stress at work.

A half day course in [Stress Awareness](#) is also available.

Please call us on **0121 333 5436** to discuss your requirements.

### How long does the course last?

One day

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### How much does it cost?

**£POA** We aim to be competitive. Please contact us for details.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## CAT and Genny

This training course covers the use of the standard C Scope and Radiodetection 'CAT' (Cable Avoidance Tool) and 'Genny' (Signal Generator) to meet the HSG47 Health and Safety Guideline for avoiding danger from underground services. Each candidate will be instructed in the correct location techniques, methods of detection and limitations of the equipment.

### During this course candidates will learn:

- Underground Services - Identification Methods
- Regulations with respect to Detecting and Tracing Underground Services
- Reasons for using locators
- Hazards arising from the use of Cable Avoidance Tools and Signal Generators and precautions which should be observed
- Identification of types and limitations of Cable Avoidance Tools and Signal Generators
- Implications of damage, handling and transporting of equipment
- Inspecting, calibration and testing of equipment
- The methods of safe use of pipe and cable location equipment, along with basic locating techniques
- Safe working practices
- Practical session where each candidate will be instructed and assessed on their ability and competence in using the CAT & Genny in the local area.

### Who is the course for?

For anyone in an organisation who is responsible for tracing underground services prior to excavations.

### How long does the course last?

4 hours

### How much does it cost?

**£65 per person.** Discounts available dependent on numbers.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Basic First Aid

This basic 4-hour first aid training course covers life saving techniques such as resuscitation, mouth to mouth and recovery position. It is the ideal training course for staff who need training in basic first aid.

### What does the course cover?

- First Aid regulations
- Dealing with an unconscious casualty
- Resuscitation on an unconscious casualty
- Recovery position
- Treatment of bleeding and burns
- Treatment of a choking casualty
- Treatment of strains and sprains
- Managing an incident
- Control bleeding and manage shock
- Communication and casualty care
- Looking after yourself and the casualty
- Skills practice to develop the techniques



All of our courses can be tailored to fit your business and individual needs. Our courses can be held at our bespoke training centre or at your premises.

### Who is the course for?

This course is ideal for anyone who wants a basic understanding of First Aid. This includes staff in care homes, schools, nurseries, chefs, waiting staff, contract caterers, prisons, voluntary organisations etc This course is not recognised by the HSE.

For those who would like HSE recognised qualification the one-day [Emergency First Aid at Work](#) and 3-day [First Aid at Work](#) courses are also available.

Please call us on **0121 333 5436** to discuss your training course requirements.

### How long does the course last?

4 hours

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### How is the course assessed?

Continual assessment throughout the course by the tutor and a multiple choice assessment paper will be given at the end of the session. Successful candidates gaining 10 correct answers out of 15 will be awarded a Basic First Aid certificate.

### How much does it cost?

**£65 per person.** Discounts available dependent on numbers.

### How long is the certificate valid for?

3 years.

*In October 2009 the requirements for first aid training in the workplace changed. All our courses comply with the new changes.*

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## First Aid At Work

First Aid at Work training courses take place over three days and are suitable for staff training on your own premises.

A certificate, valid for three years and recognised by the Health & Safety Executive, is awarded to each candidate who reaches the required standard. **This certificate qualifies the holder to act as a First Aider at Work under the Health & Safety (First Aid) Regulations 1981.**

### What does the course cover?

- Priorities of first aid
- Managing an incident
- Roles/ responsibilities of employers & employees for first aid at work
- Care of the unconscious casualty
- Cardiopulmonary resuscitation (CPR)
- Disorders of the airway
- Dealing with bleeding and shock
- Causes of unconsciousness
- Burns and scalds
- Injuries to bones, muscles & joints
- Poisoning
- Recognition and management of major illnesses
- Recognition of minor illnesses and appropriate action
- Eye injuries
- Miscellaneous injuries
- Record keeping and accident reporting
- Infection control
- Communication and delegation in an emergency
- Manage the transportation of a casualty

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### Who is the course for?

This qualification is suitable for all staff who work in a high risk business, where the risk assessment has indicated the higher level of first aid cover is needed. It is ideal for the private and public sectors.

For people who need a lower level of first aid cover, the one-day [Emergency First Aid at Work](#) course is available.

### How long does the course last?

18 hours.

### How is the course assessed?

End of course candidate review is carried out by independent, external assessors through written, practical and oral assessment. Certificates are valid for three years.

The course can be refreshed through attending the [First Aid at Work – Refresher course](#).

### How much does it cost?

**£150 per person.** Discounts available dependent on numbers.

### How long is the certificate valid for?

3 years.

However the HSE strongly recommend an annual update between courses.

*In October 2009 the requirements for first aid training in the workplace changed. All our courses comply with the new changes.*

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## First Aid At Work Refresher Course

Our First Aid at Work Refresher course is for existing holders of First Aid at Work certificates who wish to renew their certificates for a further 3 years. It is accredited by the HSE and It will also help the business to meet the statutory requirements of the Health and Safety (First Aid) Regulations 1981.

The First Aid at Work Refresher course takes place over two days. Attendees must have a valid (not out of date by more than 28 days) first aid at work certificate.

The course is run for groups, on your site at a time and date to suit you.

### What does the course cover?

- Priorities of first aid
- Managing an incident
- Roles/ responsibilities of employers & employees for first aid at work
- Care of the unconscious casualty
- Cardiopulmonary resuscitation (CPR)
- Disorders of the airway
- Dealing with bleeding and shock
- Causes of unconsciousness
- Burns and scalds
- Injuries to bones, muscles & joints
- Poisoning
- Recognition and management of major illnesses
- Recognition of minor illnesses and appropriate action
- Eye injuries
- Miscellaneous injuries
- Record keeping and accident reporting
- Infection control
- Communication and delegation in an emergency
- Manage the transportation of a casualty

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### Who is the course for?

This qualification is suitable for staff who have already completed the full first aid at work course and are requiring an update of their certificate. It is ideal for all who want to update their accredited qualification and is suitable for the private and public sectors.

For people who need a lower level of first aid cover, the [Emergency first aid at work course](#) is available.

### How long does the course last?

12 hours.

### How is the course assessed?

Continual assessment throughout the course by the tutor. A "Level 2 Award in Emergency First Aid" is issued to all who successfully show their competence.

### How much does it cost?

**£105 per person.** Discounts available dependent on numbers.

### How long is the certificate valid for?

3 years. However the HSE strongly recommend an annual update between courses.

*In October 2009 the requirements for first aid training in the workplace changed. All our courses comply with the new changes.*

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Emergency First Aid At Work

**(Level 2 Award in Emergency First Aid at Work accredited by the HABC)**

UK regulations require that an Emergency First Aider or Appointed Person is always available to respond to a first aid emergency at work. This basic First Aid course covers vital, basic life saving techniques which on qualifications leads to a certificate, valid for three years and recognised by the Health and Safety Executive (HSE).

### What does the course cover?

- Responsibilities of an Emergency First Aider in the workplace
- Assessing and prioritising a first aid incident
- Dealing with an unconscious casualty
- Resuscitation on an unconscious casualty
- Recovery position
- Heart attacks
- Choking
- Controlling bleeding and manage shock
- Fractures
- Burns
- Shock
- How to recognise and deal with a range of minor injuries until the arrival of the emergency services
- Using and maintaining first aid kits
- Skills practice to develop the techniques

### Who is the course for?

This qualification is suitable for all staff who need to have the Emergency First Aid at Work course. It is ideal for the private and public sectors.

3-day [First Aid at Work](#) course is available for people who need a higher level of first aid cover.

Our [Basic First Aid course](#) is available and is ideal for companies who need just a short course, and who already have the required number of staff with the Emergency First Aid at Work certificate.

Please call us on **0121 333 5436** to discuss your requirements.

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### How long does the course last?

6 hours.

### How is the course assessed?

Practical assessment throughout the course followed by a multiple-choice question paper at the end of the course.. A "Level 2 Award in Emergency First Aid" is issued to all who successfully show their competence.

### How much does it cost?

**£65 per person.** Discounts available dependent on numbers.

### How long is the certificate valid for?

3 years. However the HSE strongly recommend an annual update between courses.

*In October 2009 the requirements for first aid training in the workplace changed. All our courses comply with the new changes.*

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Infection Control

This course follows the NICE clinical guidelines on infection control. It covers a set of measures to avoid infection that should be followed by anyone giving or receiving care at home, at a health centre or clinic, or elsewhere in the community.

### Course content:

- Standard Principles
- Hand hygiene
- The use of personal protective equipment
- Safe use and disposal of sharps
- Care of patients with long-term urinary catheters
- Care during enteral feeding
- Care of patient with central venous catheters

This course can be adapted to meet your needs. Please call us to discuss.

### Who is the course for?

Nurses, medical professionals, care staff – anyone who comes into contact with patients and/or residents.

### How is the course assessed?

Participants sit a multiple choice assessment at the end of the course. An Infection Control certificate is issued to all who successfully show their competence.

### How much does it cost?

**£45 per person.** Discounts available dependent on numbers.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Paediatric First Aid

This course is recommended by OFSTED and designed for people who look after children under the age of eight. It meets the standards for Paediatric First Aid Training for the revised Early Years Foundation Stage.

The course focuses on emergency scenarios that are faced by professionals, including teachers, au pairs and playgroup leaders, looking after young children.

It meets Ofsted requirements for registered childminders and the requirements for nannies under the Approved Carers Scheme. It can also be used as evidence for employees working towards an NVQ in Childcare and Education.

### What does the course cover?

- Assess and prioritise a first aid incident
- Deal with an unconscious child or baby
- Control bleeding and manage shock
- Manage choking
- Incident reporting
- Treat burns and scalds
- Deal with asthma and hyperventilation
- Deal with head injuries, seizures and febrile convulsions
- Recognise and deal with fractures to upper and lower body
- Managing neck and spinal injuries,
- Deal with poisoning including anaphylactic shock
- Recognise and deal with a range of common injuries and illnesses until the arrival of the emergency services including: Foreign bodies, poisoning, electric shock, hypoglycaemia, sprains and strains, conjunctivitis, sickle cell anaemia, aches and pains, diarrhoea and vomiting, meningitis, chicken pox, measles, German measles, mumps.

All of our courses can be tailored to fit your business and individual needs. Our training courses can be held at our bespoke training centre or at your premises.

### Who is the course for?

This qualification is ideal for all staff who work with children in a childcare setting, including nurseries, day care centres and childminders.

An accredited Level 2 in Paediatric First Aid is also available. Please [contact us](#) for details.

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### How long does the course last?

12 hours. After completing the 12-hour course, participants will be covered immediately

### How is the course assessed?

Continual assessment throughout the course by the tutor and a multiple choice assessment paper. A Paediatric First Aid certificate is issued to all who successfully show their competence.

### How much does it cost?

**£85 per person.** Discounts available dependent on numbers.

### How long is the certificate valid for?

3 years.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED)

This course covers cardiopulmonary resuscitation (CPR) and in addition also teaches the essential skills required by an automated external defibrillation (AED) operator. Our instructors have years of experience in advanced cardiac life support and their expertise enables them to make this type of training relevant, ensuring that the students have the skills and knowledge to deal with this type of situation competently and effectively.

### What does the course cover?

- Treatment of an unconscious casualty.
- Resuscitation.
- Heart attacks.
- Getting to know the AED (any type)
- Operating the AED.

### Who is the course for?

This course is suitable for anyone interested in furthering their emergency aid skills, or takes part in an organised first aid scheme. For health care workers, this course serves as a basic module.

### How long does the course last?

This a 4 hour course.

### How much does it cost?

**£50 per person.** Discounts available dependent on numbers.

### How long is the certificate valid for?

1 year.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Basic Food Hygiene Certificate

Food Hygiene legislation requires all food handlers to receive appropriate supervision, and be instructed and/or trained in food hygiene, to enable them to handle food safely. This 3-hour course is a quick and cost-effective way to train your staff, on-site in the basics of food safety. Our Basic Food Hygiene Certificate is accepted by inspecting organisations as evidence of food hygiene training.

### What does the course cover?

The course covers **everything you need to know** about good food hygiene practice, including:

- Causes of food poisoning
- Contamination
- Micro-organisms
- High risk foods
- Cooking, chilling and re-heating
- Preventing food poisoning
- Personal hygiene
- Cleaning and disinfection
- Pest control
- Premises & equipment
- HACCP and Safer Food Better Business

### How long does the course last?

3 hours

### Who is the course for?

This course is ideal for anyone who handles food for the public and who needs evidence of food hygiene training. This includes chefs, waiting staff, staff in care homes, schools, nurseries, prisons, contract caterers, voluntary organisations etc. This course meets the minimum legal requirements.

For those who would like an accredited qualification the more in-depth [Level 2 Award in Food Safety](#) (accredited by the Chartered Institute of Environmental Health) is also available. This is ideal for head chefs and supervisors.

Please call us to discuss your requirements on **0121 333 5436**.

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### How will the course be assessed?

A multiple choice assessment paper will be taken at the end of the session. All successful candidates will be awarded a Basic Food Hygiene Certificate.

### How long will the certificate be valid for?

3 years.

### How much does the course cost?

**£65 per person.** Discounts available dependent on numbers.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Level 2 Award Food Safety

Accredited by the Chartered Institute of Environmental Health

It is a requirement under UK food safety law that all food handlers are given adequate training for their job role and the types of food they will be handling. The Level 2 Food Safety Course is widely seen as the national standard for food handlers who work with high risk foods.

This course is ideal for supervisors, head chefs and all those who want an accredited qualification. It is accepted by inspecting organisations as evidence of food hygiene training.

It goes into more depth than the 3-hour [Basic Food Hygiene Certificate](#).

### What does the course cover?

- Causes of food poisoning
- Contamination
- Micro-organisms
- High Risk Foods
- Cooking, chilling and re-heating
- Preventing food poisoning
- Personal hygiene
- Cleaning and disinfection
- Pest control
- Premises & equipment
- HACCP and Safer Food Better Business

All of our courses can be tailored to fit your business and individual needs. Our training courses can be held at our bespoke training centre or at your premises.

### How long does the course last?

6 hours.

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### Who is the course for?

This Level 2 Food Safety course is ideal for head chefs, supervisors or all those who would like an accredited qualification.

A 3-hour [Basic Food Hygiene Certificate Training Course](#) is also available and is ideal for most staff working in hospitality, care, education, nurseries, prisons and voluntary groups. It is also accepted by inspecting bodies as evidence of food hygiene training.

Please call us to discuss your requirements on **0121 333 5436**.

### How will the course be assessed?

A multiple choice assessment paper from the Chartered Institute of Environmental Health. A certificate is awarded to everyone who achieves at least 20 marks out of 30. For anyone with reading or writing difficulties, the assessment can be taken orally. Many foreign languages can be catered for.

*CIEH now require that all people taking the exam need to provide the original photo ID. (e.g. passport, driving licence, work pass).*

### How long will the certificate be valid for?

3 years.

### How much does the course cost?

**£65 per person.** Discounts available dependent on numbers.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Safe Guarding Children/Child Protection Level 1

Working Together to Safeguard Children' (2010) places a duty on all employers to ensure that their staff are competent and confident in carrying out their responsibilities for safeguarding and promoting children's and young people's welfare; the roles and functions of agencies; who does what in protecting children; good practice in working with parents.

This one day courses which aim to identify how to recognise child abuse and what action to take. It will also teach knowledge and recognition of signs and indicators of abuse; how to refer. There is now a requirement for all staff working with Children & Young People must undertake this training every 3 years.

### What does the course cover?

- Explore attitudes and values with regard to safeguarding children
- Understand broad definitions of child abuse and neglect
- Deal appropriately with disclosures
- Have an awareness of how a child's race, culture, gender and ability inform an assessment of their needs
- Know how to make a referral
- Act appropriately on suspicion or knowledge that a child may be at risk of suffering harm
- Understand the Child Protection system and professional roles within this

All of our courses can be tailored to fit your business and individual needs. Our training courses can be held at our bespoke training centre or at your premises.

### Who is the course for?

Anyone who works with children: for instance, project workers, youth departments, youth programmes, family support, hostel workers, child minders, parent and toddler groups, play groups, workers in the community, church leaders, volunteers and teachers... in fact anyone who wants to understand the importance of child protection awareness.

### How long does the course last?

One day course.

### How is the course assessed?

Continual assessment throughout the course by the tutor and a multiple choice assessment paper. CPD Certified certificate awarded.

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### How much does it cost?

**£110 per person.** Discounts available dependent on numbers.

### How long is the certificate valid for?

3 years.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Safe Guarding Children/Child Protection Level 2

This CPD Certified premier level 2 Child Protection Advanced Course (Safeguarding Children) is for those who have already completed a Level 1 course and need to gain an advanced knowledge of Child Protection. This includes those who 'work with children' including teaching staff.

This course is designed for individuals who work with children in either a paid or voluntary capacity. It relates to the issues surrounding safeguarding children by exploring the concepts of "child vulnerability", "child protection" and "significant harm"; coupled with the individual and organisational responsibilities of protecting children from abuse.

Building on these concepts child abuse is explored and the four main forms of abuse, namely: physical abuse; emotional abuse; sexual abuse and neglect are explored. In addition the problem of bullying is investigated. The course will enable students to recognise the signs of child abuse by focusing on examples as well as the behavioural and physical indicators.

The legislation that underpins child protection is briefly explored.

### What does the course cover?

- History of Child Protection
- Legislation
- s17 and s47
- Types of abuse
- Spotting abuse

All of our courses can be tailored to fit your business and individual needs. Our training courses can be held at our bespoke training centre or at your premises.

### Who is the course for?

All individuals who work with children in a paid or voluntary capacity in a broad range of situations and who have a responsibility to recognise child abuse and support child protection. For example youth workers, sports associations, church groups, play groups, child minders, school staff scout and guide leaders, doctors, nurses.

### How long does the course last?

One day course.

### How much does it cost?

**£120 per person.** Discounts available dependent on numbers.

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### How long is the certificate valid for?

3 years.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Safe Guarding Children/Child Protection Level 3

This CPD Certified course goes beyond levels 1 and 2. After completing levels 1 and 2, this premier level 3 course builds on your knowledge and is particularly useful for School designated senior staff, head teachers, managers, bursars, governors, senior staff, 'those responsible for safeguarding children within their organisation' or for recruiting staff and volunteers safely. The workshop focuses on a review of current knowledge, legislation and regulation, multi-agency working, safer recruitment and the selection checklist, the Independent Safeguarding Authority and safeguarding adults. Buffet lunch provided. CPD Certified certificate awarded.

This is the level 3 Child Protection Officer Training Course.

### What does the course cover?

This course provides advanced Level 3 knowledge of child protection and will help you to recognise and know what to do if you believe that a child is at risk. The course aims to provide advanced information on reporting strategies, policies and procedures. It also covers: how to make your working environment safe for children, including safe practices; what to do if you believe that a child is at risk; who to approach or report to; what actions to take and which legislation applies in this area. It will look at the role of the designated person / child protection officer, information Sharing, confidentiality, consent and what we should expect from children's social care

### Who is the course for?

Head Teachers, School Governors, Teachers, Head of Years, Child Protection Officers, Children Homes Manager / Deputies, Head of Cares and those with pastoral care responsibilities. Also Groups 3,4,5,6,7 & 8 as outlined in the Working Together to Safeguard Children (March 2010), Section 11 of the Children Act 2004, section 175 of the Education Act 2002 and section 55 of the Borders, Citizenship and Immigration Act 2009

### How long does the course last?

One day course.

### How much does it cost?

**£120 per person.** Discounts available dependent on numbers.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Fire Safety Awareness Training

The Regulatory Reform (Fire Safety) Order 2005 has made fire safety training a legal requirement for staff members. This course is ideal for all staff who need a basic understanding of fire safety, their legal responsibilities and how to use fire extinguishers.

Naturally all of our courses comply with IFE regulations and are officially approved.

### What does the course cover?

- The triangle of fire
- Common causes of fire
- How to raise the alarm
- Evacuation procedures including assembly points
- Calling the emergency services
- Evacuation including people's behaviour
- Safety features within buildings
- Choosing the right extinguisher
- When not to use an extinguisher
- Demonstration of a fire blanket
- Demonstration of extinguisher use
- Fire Legislation

Depending on your needs the course can also include:

- Practical use of Extinguishers and Fire Blanket
- Live Hot Fire Training

All of our courses can be tailored to fit your business and individual needs. Our training courses can be held at our bespoke training centre or at your premises.

### Who is the course for?

This qualification will benefit all employees, increasing their awareness of their own safety, the safety of customers, contractors and the public. It is suitable for the private and public sectors.

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### How long does the course last?

3 hours

### How is the course assessed?

A multiple choice assessment paper will be given at the end of the session. Successful candidates gaining 10 or more correct answers out of 15 will be awarded a Fire Awareness certificate.

### How much does it cost?

**£65 per person.** Discounts available dependent on numbers.

### How long is the certificate valid for?

2 years.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Fire Marshal

This course covers the role of the designated fire marshal. Opportunity is also given for trainees to learn about the different types of fire extinguishers and how to use them correctly.

Fire Marshal Training is an essential training course that will ensure that employees who are designated as a Fire Marshal understand their legal responsibilities and have the practical skills to carry out their role.

Naturally all of our courses comply with IFE regulations and are officially approved.

### What does the course cover?

- Fire Marshals' role
- The triangle of fire
- Common causes of fire including arson
- Spread of fire
- Prevention of fire
- Fire legislation including the Regulatory Reform (Fire Safety) Order 2005.
- Safety features within buildings
- Fire Risk Assessment
- People's behaviour in fire situations
- Discovering a fire and raising the alarm
- Fire extinguisher classification, including choosing the right extinguisher
- When not to use a fire extinguisher
- Checking fire extinguishers & alarms
- Evacuation procedure
- Action at Assembly Points
- Demonstration of a fire blanket
- Demonstration of extinguishers

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Depending on your needs the course can also include:

- Practical use of extinguishers and fire blanket
- Live hot fire training

All of our courses can be tailored to fit your business and individual needs. Our courses can be held at our bespoke training centre or at your premises.

#### Who is the course for?

This course will benefit all employees, particularly those that are designated as a Fire Marshal. They will be more aware of their own safety and duties within the regulatory reform (Fire Safety) order 2005.

#### How long does the course last?

4 hours- for the Fire Marshal course

5 hours- for the inclusion of the Practical use of Extinguishers, Fire Blanket and Live Hot Fire Training

#### How is the course assessed?

A multiple choice assessment paper will be given at the end of the session. Successful candidates gaining 15 or more correct answers out of 20 will be awarded a Fire Marshal certificate.

#### How much does it cost?

**£65 per person.** Discounts available dependent on numbers.

#### How long is the certificate valid for?

2 years.

#### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Health And Safety In The Workplace Level 1 Award

### Accredited by CIEH

It is a requirement under UK health and safety law that all employees are given some health and safety training that is suitable for their role and the activities that they undertake in the workplace. This 3-hour course is a quick and cost effective way of training staff in the basic health and safety issues in the workplace. The course offers a nationally recognised qualification in Health and Safety.

*This course is accredited by the Chartered Institute of Environmental Health (CIEH) and accepted by major inspecting bodies such as HSE, CIEH and CQC.*

### What does the course cover?

- Legal responsibilities
- Accidents
- Slips, trips and falls
- Protective clothing
- Fire
- Electricity
- Manual handling
- Work at height
- Safety signs
- Hazardous substances/COSHH
- Machinery and vehicles
- Stress

All of our courses can be tailored to fit your business and individual needs. Our training courses can be held at our bespoke training centre or at your premises.

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### Who is the course for?

This Health and Safety – Level 1 qualification is ideal for all staff who need a basic overview of the main principles of health and safety. It is a quick and cost-efficient way of gaining an accredited qualification and is suitable for both private and public sectors.

A 6 hour '[Health and Safety in the Workplace' course \(Level 2\)](#) is also available which covers subjects in more detail.

Please call us on **0121 333 5436** to discuss your requirements.

### How long does the course last?

3 hours.

### How is the course assessed?

A multiple choice assessment paper will be given at the end of the session. Successful candidates gaining 10 correct answers out of 15 will be awarded a Level 1 Award in Health and Safety from the Chartered Institute of Environmental Health.

*CIEH now require that all people taking the exam need to provide the original photo ID. (e.g. passport, driving licence, work pass).*

### How much does it cost?

**£65 per person** Discounts available dependent on numbers.

### How long is the certificate valid for?

3 years.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Health And Safety In The Workplace Level 2 Award

### Accredited by CIEH

Designed to ensure that all employees are aware of their own safety and the safety of customers, contractors and the public. Employers are responsible for providing safe and healthy workplace conditions as well as the right systems and methods for safe activities. Nevertheless employees also have a vital part to play in the equation. They need the right knowledge and the right attitude which demands proper training in the basics of health and safety, as well as specific training for individual tasks. This 6-hour course gives all staff a full overview of the key health and safety issues in the workplace.

*This course is accredited by the Chartered Institute of Environmental Health (CIEH) and accepted by major inspecting bodies such as HSE, CIEH and CQC.*

### What does the course cover?

- Health and safety law
- Health, safety and welfare
- The workplace and workplace equipment
- Risk assessment
- Manual handling
- Noise and vibration
- Hazardous substances
- Ergonomics and workstation design
- Transport and vehicles

All of our courses can be tailored to fit your business and individual needs. Our training courses can be held at our bespoke training centre or at your premises.

### Who is the course for?

This qualification is ideal for all staff who need an understanding of the main principles of health and safety. It increases their awareness of their own safety, the safety of customers, contractors and the public. It is ideal for all who want an accredited qualification and is suitable for the private and public sectors.

For people who would like a shorter qualification the 3 hour [Level 1 Award in Health and Safety in the Workplace Training Course](#) is also available.

Please call us on **0121 333 5436** to discuss your requirements.

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### How long does the course last?

6 hours.

### How is the course assessed?

A multiple choice assessment paper will be given at the end of the session. Successful candidates gaining 20 correct answers out of 30 will be awarded a Level 2 Award in Health and Safety from the Chartered Institute of Environmental Health.

The assessment can take place orally for those who have difficulties reading or writing. Many foreign languages can be catered for.

*CIEH now require that all people taking the exam need to provide the original photo ID. (e.g. passport, driving licence, work pass).*

### How much does it cost?

**£65 per person** Discounts available dependent on numbers.

### How long is the certificate valid for?

3 years

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Health And Safety In The Workplace Level 3 Award

### Accredited by CIEH

Supervisors have a legal responsibility to look after the health and safety of employees. This qualification provides a thorough understanding of health and safety emphasising the importance of monitoring staff and controls. It also details the need for a structured management approach to health and safety and the key factors in implementing health and safety policy.

*This course is accredited by the Chartered Institute of Environmental Health (CIEH) and accepted by major inspecting bodies such as HSE, CIEH and CQC.*

### What does the course cover?

- Concept of health and safety
- Accidents in the workplace
- Ill health in the workplace
- Legal provisions (UK only)
- Health and safety organisation and management
- Supervising health and safety

All of our courses can be tailored to fit your business and individual needs. Our training courses can be held at our bespoke training centre or at your premises.

### Who is the course for?

This qualification will enable managers and supervisors to improve the health and safety culture of their organisation, whatever its size or activity.

The [Level 2 Award in Health and Safety](#) is a recommended prerequisite.

### How long does the course last?

Three days.

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### How is the course assessed?

A multiple choice assessment paper will be given at the end of the third day. Successful candidates will be awarded a Level 3 Award in Health and Safety in the workplace from the Chartered Institute of Environmental Health.

The assessment can take place orally for those who have difficulties reading or writing. Many foreign languages can be catered for.

*CIEH now require that all people taking the exam need to provide the original photo ID. (e.g. passport, driving licence, work pass).*

### How much does it cost?

**£150 per person** Discounts available dependent on numbers.

### How long is the certificate valid for?

3 years.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Health And Safety In The Workplace Level 4 Award

### Accredited by CIEH

This qualification is designed for those working in any business, regardless of their product or service range. It is essential for all those who have a role that includes responsibility for the management of health and safety issues, including managers, supervisors and senior safety personnel. The course is also aimed at people who wish to progress and train in health and safety qualifications.

*This course is accredited by the Chartered Institute of Environmental Health (CIEH) and accepted by major inspecting bodies such as HSE, CIEH and CQC.*

### What does the course cover?

- Health and safety management
- Health and safety culture
- Workplace and work equipment
- Hazardous agents
- Legislation

On successful completion of this qualification, you will be able to:

- Manage health and safety in most businesses
- Develop auditing and monitoring programmes
- Design safe practices and procedures
- Liaise with enforcement officers
- Identify specific legal requirements
- Train staff and establish risk assessment projects (with additional training where necessary)
- Deliver level 1 and level 2 health and safety qualifications (with appropriate training skills)

All of our courses can be tailored to fit your business and individual needs. Our training courses can be held at our bespoke training centre or at your premises.

### Who is the course for?

It is essential for all those who have a role that includes responsibility for the management of health and safety issues, including managers, supervisors and senior safety personnel.

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### How long does the course last?

5 days

### How is the course assessed?

Two assignments and an examination will need to be successfully completed to be awarded a Level 4 Award in Health and Safety in the workplace from the Chartered Institute of Environmental Health.

*CIEH now require that all people taking the exam need to provide the original photo ID. (e.g. passport, driving licence, work pass).*

### How much does it cost?

**£200 per person** Discounts available dependent on numbers.

### How long is the certificate valid for?

3 years.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Lone Working

It will always be necessary for some people to work alone without any direct supervision. Employers have the responsibility of conducting a risk assessment on the risks of lone workers, but employees also have a responsibility to take reasonable care of themselves and others who may be affected by their work.

This training course teaches how to take steps to reduce personal safety risks and to improve confidence when dealing with conflict and customer aggression. After completing the course participants feel more in control, safe and confident to deal with working alone and managing conflict. This course forms a major building block in the 'Duty of Care' employers should practice to ensure their staff stay safe.

### What does the course cover?

- Different risks associated with lone working
- Communication styles to defuse difficult situations
- Assertiveness
- Lone working procedures
- What personal safety measures are important?
- Safe working practices and emergency procedures
- Case studies
- Action planning

All of our courses can be tailored to fit your business and individual needs. Our training courses can be held at our bespoke training centre or at your premises.

### Who is the course for?

The course is ideal for anyone who works on their own and will help staff to:

- Recognise potentially difficult situations
- Develop techniques for defusing difficult situations
- Respond assertively in difficult situations
- Choose the right communication style to defuse difficult situations
- Develop appropriate personal safety measures
- Follow safe working practices
- Feel confident using emergency procedures

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### How long does the course last?

3 hours

### How is the course assessed?

A multiple choice assessment paper will be given at the end of the session.

### How much does it cost?

**£65 per person.** Discounts available dependent on numbers.

### How long is the certificate valid for?

3 years.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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## Moving And Handling People

This course deals specifically with the handling of people and is relevant to healthcare workers/providers. It follows a minimal handling/lifting policy, however, it includes guidance on handling aids, and importantly risk assessment. This very popular course is ideal for anyone who assists in moving and/or handling people, as part of their role.

### What does the course cover?

- Spinal awareness and back care
- Manual handling hazards
- Manual handling injuries and the activities which cause them
- Manual handling assessment
- Safe handling principles
- Ergonomics
- Inanimate load handling
- Mechanical aids
- Fitness
- Responsibilities imposed by the Manual Handling Operations Regulations
- Controversial techniques
- Team handling and communication
- Practical applications
- Sitting, Standing & Walking
- Bed Mobility
- Lateral Transfers
- Hoisting and use of slings

All of our courses can be tailored to fit your business and individual needs. Our training courses can be held at our bespoke training centre or at your premises.

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### Who is the course for?

This course is ideal for anyone who assists in the moving and handling of people as part of their role. It can be tailored to your individual needs.

If your role involves moving heavy loads, **not** people:

3-hour [Manual Handling – Basic Certificate](#) is also available.

6-hour [Manual Handling – Level 2 Principles & Practice](#), accredited by the CIEH, is also available for those who would like an accredited qualification.

Please call us to discuss your requirements on **0121 333 5436**.

### How long does the course last?

6 hours.

### How is the course assessed?

A multiple choice assessment paper will be given at the end of the session. Successful candidates gaining 20 correct answers out of 30 a certificate in Moving & Handling People will be issued. There will also be a practical assessment.

### How much does it cost?

**£65 per person.** Discounts available dependent on numbers.

### How long is the certificate valid for?

3 years, a refresher course is recommended on an annual basis.

### How do I book?

Simply call **0121 333 5436** now, or email [info@lebreton.co.uk](mailto:info@lebreton.co.uk). All of our courses can be run at times and dates that best suit you.

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