



# Introduction

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November 2009 Brochure

Woodward Scotland Ltd.  
40 Blink O Forth  
Silver Meadows  
Prestonpans  
East Lothian  
EH32 9GA

Welcome to the Scottish Brochure for Business and Commerce. Thank you for considering us when planning your future career training and development.

Woodward Group has 18 years experience and expertise in training in health and safety management and environmental management. We hope that we can use that experience and expertise not only to help you to pass your course and gain your qualification but also to enhance your career. Remember, that passing a NEBOSH qualification with us will get automatic membership of the Woodward Alumni Network [see page 4].

Our pass rates for NEBOSH Certificate courses average over 90 percent and other courses results are well above the national average. With very few exceptions our NEBOSH National Diploma students have moved into well paid health and safety positions. All the courses offered by Woodward Group carry nationally accredited certification in the areas of Health and Safety and Environmental Management as well as our Professional Trainers Certificate.

To ensure that the qualifications presented by Woodward Scotland Ltd are totally appropriate to all organisations operating in Scotland, the Scottish Court structure and procedures, as well as Health, Safety and Environmental legislation specific to Scotland will be taught and discussed in detail. This particularly applies to the NEBOSH Fire Safety and Risk Management Certificate [see page 9].

If you require any further details on any of the courses shown in this brochure, or any further details about how the courses work, please do not hesitate to contact us.

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*Courses for Business  
and Commerce  
with Woodward Scotland Ltd.*





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# National Qualifications Framework Levels

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## **National Qualifications Framework Levels**

### **Level 3**

NEBOSH National General Certificate  
NEBOSH Certificate in Fire Safety and Risk Management  
NEBOSH Construction Certificate

### **Level 6**

NEBOSH National Diploma in Occupational Health & Safety  
NEBOSH Diploma in Environmental Management





# The Alumni Network

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## ***What is the Alumni Network?***

Woodward Group has taken the initiative to establish an Alumni network for our past students. We want to give something back to our past students for choosing us as their training provider, many of whom are now working as professional health, safety, environmental and fire safety managers. We hope that developing our Alumni network will provide us with a mechanism to do this.

## ***How do I become a member of the Alumni Network.....?***

To qualify as a member of the Woodward Alumni is very straightforward. You must have successfully completed a NEBOSH qualification with us. That's it.

## ***What do I get out of it.....?***

Woodward wants to work with our current and past students to provide continuous support, advice, health and safety, and environmental updates to both help you to establish your career and to promote and enhance your chances of career advancement.

Our current plans include:

- A quarterly Alumni newsletter, with news, advice, legal updates and a careers section.
- An Alumni only section on our website, where you can ask our experts technical questions, get advice on career advancement and review a collection of current national job advertisements in fire safety, health and safety and environmental management.
- Our Alumni receiving a special discounted rate to attend our annual conference.
- Our Alumni being given the opportunity to take advantage of other special offers.

The Alumni programme will continue to develop and improve over time as we get feedback from our members.

## ***Tell me more about this alumni newsletter....***

The newsletter is called "Safety Net" and is produced at Woodward. The purpose of the newsletter is to keep our Alumni members up to date with developments here at Woodward and provide them with continuous support, advice, health and safety updates and environmental updates for their career enhancement.

It will be produced quarterly and will be sent to approximately 1,600 Alumni members. This number of members will only grow over time as more students join the ranks of our Alumni.

It will be our primary means of communication with our Alumni members and needs your support to make it into a useful tool. We expect that it will change and develop over time as we receive feedback from our Alumni members.

If you would like to see a copy, please contact us and we would be happy to e-mail the current edition out to you.

## ***It sound too good to be true, what will it cost me.....?***

We will never charge you for being a member of the Woodward Alumni. We want it to be a mechanism to give something back to our students.





# IOSH Managing Safely

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The **IOSH Managing Safely** course is designed for people in supervisory or management positions in all types of organisations, who need a broad understanding of health and safety at work.

By the end of the course, delegates will be able to:

- recognise commonly found workplace hazards and know how to control those hazards
- determine why accidents involving injury or damage occur in the workplace
- explain how aspects of human behaviour can affect health and safety at work
- apply principles of good health and safety management
- be able to use effective communication
- make sure that health and safety law is complied to within their own workplace

## **Course Content**

- Module 1 ~ Introducing managing safely
- Module 2 ~ Assessing risks
- Module 3 ~ Controlling risks
- Module 4 ~ Understanding your responsibilities
- Module 5 ~ Identifying hazards
- Module 6 ~ Investigating accidents and incidents
- Module 7 ~ Measuring performance
- Module 8 ~ Protecting our environment

## **Assessment**

All candidates will have to complete a short assessment paper and a practical assignment. These are moderated by IOSH and upon successful completion, an IOSH certificate will be issued.

**Programme:** The programme runs for 4 consecutive days.

**Course Dates:** Dates can be found on the diary pages in the back of this brochure  
*This course can also be offered in-house.*

**Course Location:** Glasgow or Edinburgh (Venue TBC)

**Course Prices:** £445.00 + Vat [per delegate]  
[includes course book, additional notes, IOSH fees, coffees, biscuits, and lunches]





# IOSH Working Safely

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The **IOSH Working Safely** Course is designed for all types of people in the full range of business organisations. The personnel to attend this course are process workers, office workers, engineers, supervisory and management in all types of organisations, who need an initial understanding of health and safety at work.

By the end of the course delegates will have knowledge of:

- hazards and risk assessments in the workplace
- health and safety legislation and relevant regulations
- the responsibilities of managers and supervisors and themselves for the management and implementation of safety in the workplace
- apply principles of good practice in health and safety
- be able to use effective communication
- make sure that health and safety law is obeyed within their own workplace.

## **Course Content**

- Hazard, risk and risk control
- Work equipment
- Safety management systems
- Vehicle Movement
- General housekeeping
- Display Screen Equipment
- Electrical Safety
- Noise
- Fire Prevention
- Chemicals and substances
- Manual Handling

**Programme:** 1 day

**Course Dates:** Dates to be arranged with client.

**Course Location:** This course is **available in-house**.

**Course Prices:** Course fee £625.00 + Vat  
(Maximum 20 candidates per course)  
IOSH Course Fee of £10.00 + Vat  
IOSH Delegate Certification Fee of £20.00 + Vat





# IOSH Safety for Senior Executives

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By the end of this course delegates should be aware of the moral, financial and legal implications of health and safety in the workplace.

In particular they should:

- appreciate the fact that health and safety is a main line management function, emanating from the top layers of management, and descending through the layers
- appreciate the financial implications of accidents and ill health caused by working conditions
- be aware of current legislation, in particular the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other regulations relevant to their own workplace (including an appreciation of the way these statutes relate to one another)
- be aware of the penalties which may be imposed should offences related to health and safety legislation occur, including the concept of corporate manslaughter
- be aware of the documentation and procedures an organisation is required to keep or carry out in order to satisfy legislation
- be aware of the root causes of accidents
- be aware of how the law is shifting in emphasis to a non-prescriptive approach based on the assessment of risk in terms of best current practice
- have a basic appreciation of the principles of risk assessment
- appreciate the need to appoint competent persons to advise and carry out the health and safety function and the requirements of these professionals

## ***Course Structure and method of assessment***

The duration of the course will be five hours. A brief end of course assessment will be included. The assessment will be a short executive health and safety related case study with a number of short questions relating to that case study attempted by each delegate.

<b><i>Programme:</i></b>	5 hours
<b><i>Course Dates:</i></b>	Dates to be arranged with client.
<b><i>Course Location:</i></b>	This course is <b>available in-house</b> .
<b><i>Course Prices:</i></b>	Course fee £750.00 + Vat (Maximum 20 candidates per course) IOSH Course Fee of £10.00 + Vat IOSH Delegate Certification Fee of £20.00 + Vat





# NEBOSH General Certificate

(12 day model)

The course aims to enable the student to gain sufficient knowledge and expertise to play a full role in all aspects of health and safety management within any workplace environment.

The **NEBOSH National General Certificate in Occupational Safety and Health** is an examined basic qualification for people who have part of their role at work involved in health and safety at work. Such people include newly appointed safety advisers without previous experience, managers and supervisors with part-time responsibility for health and safety, and safety representatives.

## Course Content

### Unit NGC1: Management of health and safety

Foundations in health and safety	Risk assessment
Policy	Principles of control
Organising for health and safety	Monitoring, review and audit
Promoting a positive health & safety culture	Incident and accident investigation, recording and reporting

### Unit NGC2: Controlling workplace hazards

Movement of people and vehicles	Manual and mechanical handling
Work equipment	Electrical
Fire	Chemical and biological health
Physical and psychological health	Construction activities

Unit NGC3: Health and safety practical application

The course is presented as 2 x 1 week blocks, plus 2 days for the examinations.

Candidates will be entered for papers NGC1, NGC2 and NGC3 in the NEBOSH unitised structures

**Programme:** The course will be delivered over 12 days.

**Course Dates:** Full dates can be found on the diary pages in the back of this brochure  
*This course can also be offered in-house.*

**Course Location:** Glasgow or Edinburgh (Venue TBC)

**Course Prices:** £1465.00 + Vat [per delegate]  
(includes course book, additional notes, NEBOSH fees, coffees, biscuits, and lunches)





# NEBOSH Fire Safety and Risk Management

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The NEBOSH Fire Safety and Risk Management Certificate aims to build on the success of the NEBOSH National General Certificate. It provides an appropriate breadth of underpinning knowledge for non-specialists in fire safety to enable them to discharge more effectively their organisational duties or functions with respect to workplace fire safety.

The **NEBOSH Fire Safety and Risk Management Certificate** has been designed for managers, supervisors, employee representatives and others and aims to equip holders to contribute to the conduct and review of fire risk assessments and fire preventive and protective measures within most workplaces.

The Fire (Scotland) Act 2005 emphasises the need for management of fire safety risks within the workplace. This course primarily discusses the Regulatory Reform (Fire Safety) Order 2005, but The Fire (Scotland) Act 2005 covers the same principles and ethos as the Regulatory Reform (Fire Safety) Order 2005. During the course tutors will explain the Scottish Legislation and supplementary materials issued so you are ready to work in Scotland.

The NEBOSH Certificate in Fire Safety and Risk Management is primarily for people who hold a current NEBOSH National General Certificate in Occupational Safety and Health [Unit NGC1] Certificate (achieved within the last 5 years). Those without the NGC1 Unit Certificate can still attend this course, but on successful completion will only get NEBOSH FC1 and FC2 Unit Certificates and not the full NEBOSH Certificate in Fire Safety and Risk Management. However; a future successful completion of the NGC1 Unit (within 5 years) will allow the student to upgrade to the full qualification.

The assessment at the end of the course is in two parts. The first part is a practical fire risk assessment hazard identification. The second part is a two hour examination in which there is one 20 mark question and ten 8 mark questions with all questions being mandatory.

**The syllabus will cover:**

Managing fire safety	Principles of fire and explosion
Causes and prevention of fire	Fire protection in buildings
Safety of people in the event of a fire	Fire risk assessment

Candidates will be entered for papers FC1 and FC2 in the new NEBOSH unitised structures

**Programme:** The course will be delivered over 6 days.

**Course Dates:** Full dates can be found on the diary pages in the back of this brochure  
*This course can also be offered in-house.*

**Course Location:** Glasgow or Edinburgh (Venue TBC)

**Course Prices:** £945.00 + Vat [per delegate]  
[includes course book, additional notes, NEBOSH fees, coffees, biscuits and lunches]

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# NEBOSH Construction Certificate - 15 days

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The **NEBOSH National Certificate in Construction Safety and Health** is established as a leading award in construction health and safety. It is designed to provide a sound breadth of underpinning knowledge that enables people to discharge more effectively their duties or functions with respect to health and safety in construction activities. **This qualification is cited in L144 the Approved Code of Practice [ACOP] for the Construction [Design and Management] Regulations 2007.** The Construction Certificate has been designed for site managers, planning supervisors, employee representatives and others who require a basic knowledge and understanding of occupational safety and health as it relates to construction activities. In addition, those working in health and safety in other occupational settings, but who require additional construction-specific knowledge may also benefit from the course or parts of it.

Whereas the syllabus and assessment requirements for the NEBOSH National General Certificate previously formed part of the Construction Certificate, the revised syllabus is now entirely stand-alone. This means that there are no pre-entry requirements for the NEBOSH Construction Certificate, however it is desirable that candidates should have experience of construction methodologies and practices.

*The Syllabus includes the following units:*

Foundations in construction health and safety	Demolition hazards and control: hazards and control
Work equipment hazards and control	Policy
Organising for health and safety in construction	Manual and mechanical handling hazards and control
Promoting a positive health and safety culture	Electrical hazards and control
Risk Assessment	Fire hazards and control
Principles of control	Chemical and biological health hazards and control
General site issues: hazards and control	Physical and psychological health hazards and control
Working at height: hazards and control	Incident investigation, recording and reporting
Monitoring, review and audit	Movement of people and vehicles: hazards and control
Excavation work and confined spaces: hazards and control	

The system of assessment for the 15 day Construction Certificate consists of two written examination papers NGC1 and NCC1 and a practical health and safety assessment of a construction site NCC2.

<b>Programme:</b>	The course will be delivered over 15 days.
<b>Course Dates:</b>	Full dates can be found on the diary pages in the back of this brochure <i>This course can also be offered in-house.</i>
<b>Course Location:</b>	Glasgow or Edinburgh (Venue TBC)
<b>Course Prices:</b>	£1775.00 + Vat [per delegate] (includes course book, additional notes, NEBOSH fees, coffees, biscuits and lunches)





# NEBOSH Construction Certificate - 10 days

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**NEBOSH National Certificate in Construction Safety and Health** is established as a leading award in construction health and safety. It is designed to provide a sound breadth of underpinning knowledge that enables people to discharge more effectively their duties or functions with respect to health and safety in construction activities. **This qualification is cited in L144 the Approved Code of Practice [ACOP] for the Construction [Design and Management] Regulations 2007.** The Construction Certificate has been designed for site managers, planning supervisors, employee representatives and others who require a basic knowledge and understanding of occupational safety and health as it relates to construction activities. In addition, those working in health and safety in other occupational settings, but who require additional construction-specific knowledge may also benefit from the course or parts of it.

The NEBOSH Construction 10 day course is ideal for those people who are already NEBOSH National General Certificate or NGC1 and would like to obtain the NEBOSH Construction Certificate as a shorter course.

*The Syllabus includes the following units:*

Foundations in construction health and safety	Demolition hazards and control: hazards and control
Work equipment hazards and control	Policy
Organising for health and safety in construction	Manual and mechanical handling hazards and control
Promoting a positive health and safety culture	Electrical hazards and control
Risk Assessment	Fire hazards and control
Principles of control	Chemical and biological health hazards and control
General site issues: hazards and control	Physical and psychological health hazards and control
Working at height: hazards and control	Incident investigation, recording and reporting
Monitoring, review and audit	Movement of people and vehicles: hazards and control
Excavation work and confined spaces: hazards and control	

The system of assessment for the 10 day Construction Certificate consists of one written examination paper NCC1 and a practical health and safety assessment of a construction site NCC2.

**Programme:** The course will be delivered over 10 days.

**Course Dates:** Full dates can be found on the diary pages in the back of this brochure  
*This course can also be offered in-house.*

**Course Location:** Glasgow or Edinburgh (Venue TBC)

**Course Prices:** £1245.00 + Vat [per delegate]  
[includes course book, additional notes, NEBOSH fees, coffees, biscuits,







# NEBOSH Certificate in Environmental Management

The NEBOSH National Certificate in Environmental Management is designed to provide a sound foundation in environmental management knowledge and practice. It is designed for managers, supervisors and employees based in the UK, who have responsibility for managing environment issues as part of their day-to-day work and focuses on UK environmental laws and international management systems, such as ISO 14001. The syllabus covers the practical issues of managing environmental risk, taking a risk management approach based on best practices and international standards, including:

- Environmental Management Systems and Impact Assessments
- Sources and use of energy and energy efficiency
- Control of pollution
- Planning for and dealing with environmental emergencies

## **Entry Criteria**

No previous environmental knowledge is required to undertake the NEBOSH National Certificate in Environmental Management but students must be able to write short reports.

## **Units and elements of competence**

NEBOSH does not consider that it is appropriate to divide the NEBOSH National Certificate in Environmental Management into elements of competence which could be of value individually in a work situation.

**Elements of NEC1:** Foundations in environmental management  
Environmental management systems  
Environmental impact assessments  
Control of emissions to air  
Control of contamination of water sources  
Control of waste and land use  
Sources of use of energy and energy efficiency  
Control of environmental noise  
Planning for and dealing with environmental emergencies

## **Written Examination and assessment**

The NEBOSH National Certificate in Environmental Management written exam paper consists of one long answer question and ten short answer questions. There will also be a practical assessment: NEC2

**Programme:** The course will be delivered over 6 days

**Course Dates:** TBC

**Course Location:** (Venue TBC) Please contact us for further information

**Course Prices:** £945.00 + Vat [per delegate]  
[includes course book, additional notes, NEBOSH fees, coffees, biscuits and lunches]





# NEBOSH Diploma in Environmental Management

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Environmental Management is a rapidly developing occupation with an estimated 4,000 plus environmental managers in the UK, and some 500,000 managers working in some form of environmental capacity.

The purpose of the **NEBOSH Diploma in Environmental Management** is to equip people holding an appropriate professional level qualification to undertake responsibilities in relation to the risks of damage to the environment posed by work activities.

## **Entry Criteria**

The programme of study leading to the NEBOSH Specialist Diploma in Environmental Management is intended primarily for health and safety practitioners within, or eligible for, the Institution of Occupational Safety & Health (IOSH) grades of Member (MIOSH), Fellow (FIOSH) or Technician Safety Practitioner (TechSP). For those who do not hold IOSH membership at one of these grades entry requires that the candidate should be able to demonstrate an ability to undertake successfully an intensive programme of study. The applicant should have proven extensive experience of health and safety or hold a sound basic level qualification, such as the NEBOSH National General Certificate. The Centre has discretion to admit candidates without formal qualifications if they are able to demonstrate the capability to be able to successfully complete the course and that they would benefit from the qualification.

## **Assessment**

The system of assessment for the NEBOSH Environmental Diploma includes a practical requirement [project] and three hour examination.

- Programme:** The course will be delivered over 14 days.
- Course Dates:** Full dates can be found on the diary pages in the back of this brochure
- Course Location:** Carlisle, Cumbria
- Course Prices:** £1995.00 + Vat [per delegate]  
[includes course book, additional notes, NEBOSH fees, coffees, biscuits and lunches]





# CIEH Professional Trainers Certificate

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The **CIEH Professional Trainers Certificate** qualification provides an opportunity to understand and practice a professional approach to training design and delivery, with a structured syllabus and assessment opportunity. It is ideal for anyone who needs to either understand the basics of training practice, or wants to refine their training techniques. Those who have never delivered training will find it an ideal basis for their future training activities. The qualification is essential for those who wish to become CIEH registered trainers (certain other training qualifications are also recognised, and conditions regarding technical knowledge and experience also apply).

The programme will involve a significant amount of hands-on activity with additional work outside the sessions to develop the content and materials for assessment on the final day. The programme is quite demanding because it results in the acquisition of new skills and techniques over a short period.

### **Course Objectives:**

At the conclusion of the programme the expected learning outcomes are that the student will:

- Be able to match training sessions to the ability and needs of the students.
- Understand how to set SMART training objectives and how to secure learners' commitment to achieving them.
- Be aware of the factors that influence learning and use a simple but effective structure for recognising and accommodating different learning preferences in any training situation.
- Understand how students have preferences for receiving and assimilating information.
- Be able to select different and diverse training methods appropriately to meet different needs.
- Be able to design training sessions by carrying out effective planning and preparation.
- Be able to use a variety of different ways of communicating information and making training more accessible and interesting to students.
- Be able to use feedback and evaluation to ensure a process of continuous improvement.
- Understand a variety of different ways of assessing the effectiveness of training and measuring performance.

**Programme:** The course will be delivered over 4 days  
(day 3 will be a preparation day only-the tutor will assist the candidates)

**Course Dates:** Full dates can be found on the diary pages in the back of this brochure  
*This course can also be offered in-house.*

**Course Location:** Glasgow or Edinburgh (Venue TBC)

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**Course Prices:** £325.00 + Vat [per delegate]  
[includes course book, additional notes, CIEH fees, coffees, biscuits and lunches]





# HSE First aid Instructors Package

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This course has been devised to give successful students the ability to become successful training providers. Upon successful completion of the course the delegates receive:

- CIEH Professional trainer Certificate Qualification
- AED Trainer Qualification
- First Aid Trainer & Assessor Qualification
- Casualty Simulation Qualification

With the exception of the prerequisite for delegates to hold a recognised First Aid qualification before starting the course, this package provides it all:

- A recognised trainer qualification
- Two specialised training qualifications
- Business start up advice
- Casualty Simulation training, providing trainers the ability to enhance scenarios and provide realism to their training.
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This course will also benefit anyone working within the Health & Safety sector, the package will provide you with a full understanding and ability to be able to provide Approved and Recognised HSE First Aid training including AED to your work force reducing the need for external providers.

### **Course Objectives:**

Students will cover the following topics:

- CIEH Professional trainer Certificate Qualification
- AED Trainer Qualification
- First Aid Trainer & Assessor Qualification
- Casualty Simulation Qualification
- Learn and develop to train structured lessons
- How training can best be delivered to secure effective learning
- How to make lessons interesting, stimulating and relevant
- Rules and regulations (HSE)
- Assessing training
- First Aid
- Casualty simulation
- Business start up

### **Further information**

You will be required to prepare and present a brief 20 minute lesson on a first aid topic supplied to you on day one and present this on day four this may require additional out of hours work (planning lessons).

A prerequisite for the course is a recognised First Aid qualification. The course provides all students with two comprehensive tutor packs and DVD (PowerPoint presentations, DVD Movies and resource material) providing all the information and resources enabling you to start training immediately and begin a new career.

The First Aid Trainer qualification is valid for 3 years.

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# HSE First aid Instructors Package

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## HSE First Aid Updates

The HSE rules are changing on the 1st October 2009 for FAW and Appointed Persons courses due to a HSE review.

The current rules can be found here <http://www.hse.gov.uk/firstaid/index.htm>, and are summarised in the attached manual HSE Manual.

The changes are summarised on the following two webpage's:

<http://www.hse.gov.uk/firstaid/review/trainingfaq.htm>

<http://www.hse.gov.uk/firstaid/review/jun08implement.htm>

These rules changes mean that to teach FAW and Emergency First Aider [which is the new appointed person's course] a tutor needs to work for an accredited company to get the necessary experience before they can set up on their own. You need to have taught for 2-3 years, doing a minimum of 6 courses a year, to gain the necessary experience to apply for your own accreditation.

To meet these requirements we are working with a company called First Training Solutions, which is included as part of the training package that we offer. You can teach under their auspices to gain this experience.

<b>Programme:</b>	The course will be delivered over 8 days (assessments will be taken within this time)
<b>Course Dates:</b>	Full dates can be found on the diary pages in the back of this brochure
<b>Course Location:</b>	Glasgow or Edinburgh (Venue TBC)
<b>Course Prices:</b>	£1000.00 + VAT

*This course can also be offered in-house, which may be a more cost effective solution for some companies. Please contact us for more details*





# BOHS P405 Management of Asbestos in Buildings

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The Control of Asbestos Regulations 2006 (CAR 2006) which came into force in November 2006 put even greater stress on training, asbestos awareness training and asbestos management in the UK.

With property development and expectations on local government and housing associations at an all time high the need for quality and reliable asbestos services from organisations becomes paramount.

This course is accredited by the British Occupational Hygiene Society [BOHS].

## **Course Objectives:**

This course is at a proficiency level which aims to provide the student with the practical knowledge and skills to be able to manage asbestos in buildings and give a knowledge base to audit asbestos removal projects. The module is at a proficiency level which aims to provide the candidate with the practical knowledge and skills to be able to carry out the stated work.

Students will cover the following topics:

- Health & Safety at Work act 1974
- Control of Asbestos Regs 2006
- Management of Health and Safety Regs 1999
- Hazardous waste Regs 2005
- Construction, Design & Management Regs 2007
- Management of asbestos in buildings
- Asbestos remediation (preparation & enclosures)
- Remediation measures
- Removal procedures
- The role of the laboratory
- Air monitoring
- Four stage clearance procedures

## **Course Duration / Qualification**

The course is done over 4 days. The fourth day is the written examination [1hour 15 minutes long] and practical assessment (4 - 5 hours long)

**Programme:** The course will be delivered over 4 days

**Course Dates:** TBC

**Course Location:** (Venue TBC) Please contact us for further information

**Course Prices:** £700 + Vat (per delegate)  
(includes course book, additional notes, BOHS fees, coffees, biscuits, and lunches)





# Short Courses

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## Short Courses Range

### *Institution of Occupational Safety and Health*

*IOSH Managing Safely [4 days]*

*IOSH Working Safely [1 day]*

*IOSH Safety for Senior Executives [1 day]*

*IOSH Certificate in Environmental Awareness [1 day]*

### *Chartered Institute of Environmental Health*

*CIEH Level 1 Award in Food Safety [1/2 day]*

*CIEH Level 2 Award in Food Safety [1 day]*

*CIEH Level 3 Award in Food Safety [3 days]*

*CIEH Level 2 Award in Health and Safety in the Workplace [1 day]*

*CIEH Certificate in Stress Awareness [1 day]*

*CIEH Level 2 Award in Principles of COSHH [1/2 day]*

*CIEH Principles of Manual Handling [1/2 day]*

*CIEH Level 2 Award in Conflict Resolution and*

*Personal Safety [1 day]*

*CIEH Level 3 Award in Risk Assessment Principles*

*and Practice [1 day + assessment]*

*CIEH Professional Trainers Certificate [3 days]*

### *Chartered Institute of Waste Management*

*CIWM Waste Management Certificate [1 day]*





# Short Courses

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## *Other Short Courses [all one day courses]*

*Management of Contractors*

*Environmental Law for Managers*

*Health and Safety Law for Managers*

*Supervising Safety in the Office*

*Supervising Safety in the Warehouse*

*Construction [Design & Management] Regulations*





# Diary of Course Dates

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## **NEBOSH National Diploma [Ref: 09/10/51]**

*Edinburgh (Jurys Inn)*

### **Unit A [17 days]**

Week 1: Monday 5 October 2009 to Friday 9 October 2009

Week 2: Monday 23 November 2009 to Friday 27 November 2009

Week 3: Monday 14 December 2009 to Friday 18 December 2009

Revision: Unit A—18 January 2010

Exam: Unit A—19 January 2010 [am]

(17 days)

*Edinburgh (Jurys Inn)*

### **Unit B&C (17 days)**

Week 4: Monday 15 March 2010 to Friday 19 March 2010

Week 5: Monday 10 May 2010 to Friday 14 May 2010

Week 6: Monday 21 June 2010 to Friday 25 June 2010

Revision: Unit B—Tuesday 06 July 2010 (pm)

Exam: Unit B—Wednesday 07 July 2010 (am)

Revision: Unit C—Wednesday 07 July 2010 (pm)

Exam: Unit C—Thursday 08 July 2010 (am)

(17 days)

## **NEBOSH General Certificate [Ref: 09/10/52]**

*Edinburgh (Jurys Inn)*

Week 1: Monday 12 October 2009 to Friday 16 October 2009

Week 2: Monday 26 October 2009 to Friday 30 October 2009

Exams: Thursday 19 November 2009 and Friday 20 November 2009

[12 days]

## **NEBOSH Construction Certificate [15 day course] [Ref: 09/10/53]**

*Edinburgh (Jurys Inn)*

Week 1: Monday 12 October 2009 to Friday 16 October 2009

Week 2: Monday 2 November 2009 to Friday 6 November 2009

Week 3: Monday 16 November 2009 to Friday 20 November 2009

[15 days]

## **NEBOSH Environmental Diploma [Ref: 09/10/55]**

*Edinburgh (Jurys Inn)*

Week 1: Monday 19 October 2009 to Friday 23 October 2009

Week 2: Monday 16 November 2009 to Friday 20 November 2009

Week 3: Monday 07 December 2009 to Thursday 10 December 2009

[14 days]

## **NEBOSH Certificate in Fire Safety & Risk Management [Ref: 09/10/56]**

*Edinburgh (Jurys Inn)*

Week 1: Monday 30 November 2009 to Friday 04 December 2009

Exams: Saturday 5 December 2009

[6 days]

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# Diary of Course Dates

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**NEBOSH Construction Certificate [10 day course] [Ref: 09/11/51]**

*Edinburgh (Jurys Inn)*

Week 1: Monday 2 November 2009 to Friday 6 November 2009

Week 2: Monday 16 November 2009 to Friday 20 November 2009

[10 days]

**CIEH Professional Trainer Certificate [Ref: 09/11/52]**

*Edinburgh (Jurys Inn)*

Week 1: Monday 23 November 2009 to Thursday 26 November 2009

[4 days]

**HSE First Aid Instructor Package (Ref:09/11/53)**

*Edinburgh (Jurys Inn)*

Week 1: Monday 2 November 2009 to Friday 6 November 2009

Week 2: Monday 9 November 2009 to Wednesday 11 November 2009

[8 days]

**IOSH Managing Safely [Ref: 09/10/54]**

*Edinburgh (Jurys Inn)*

Week 1: Monday 23 November 2009 to Thursday 26 November 2009

[4 days]

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**NEBOSH Certificate in Environmental Management (6 days) [Ref: 10/03/54]**

*Glasgow (Venue TBC)*

Week 1: Monday 01 March 2010 to Friday 05 March 2010

Exam: Saturday 06 March 2010 [10.00 - 12.00]

[6 days]

**NEBOSH National Diploma [Ref: 09/10/51]**

*Edinburgh (Jurys Inn)*

**Unit B&C (17 days)**

Week 4: Monday 15 March 2010 to Friday 19 March 2010

Week 5: Monday 10 May 2010 to Friday 14 May 2010

Week 6: Monday 21 June 2010 to Friday 25 June 2010

Revision: Unit B—Tuesday 06 July 2010 (pm)

Exam: Unit B—Wednesday 07 July 2010 (am)

Revision: Unit C—Wednesday 07 July 2010 (pm)

Exam: Unit C—Thursday 08 July 2010 (am)

(17 days)

**NGC1 [Ref: 10/03/51]**

*Glasgow (Venue TBC)*

Week 1: Monday 22 March 2010 to Friday 26 March 2010

Exam: Friday 30 April 2010

[6 day]





# Diary of Course Dates

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## **NEBOSH General Certificate [Ref: 10/03/52]**

*Glasgow (Venue TBC)*

Week 1: Monday 22 March 2010 to Friday 26 March 2010

Week 2: Monday 12 April 2010 to Friday 16 April 2010

Exams: Thursday 29 April 2010 and Friday 30 April 2010

[12 day]

## **NEBOSH Construction Certificate [15 day course] [Ref: 10/03/53]**

*Glasgow (Venue TBC)*

Week 1: Monday 22 March 2010 to Friday 26 March 2010

Week 2: Monday 19 April 2010 to Friday 23 April 2010

Week 3: Monday 10 May 2010 to Friday 14 May 2010

[15 days]

## **NEBOSH Construction Certificate [10 day course] Ref: 10/04/51]**

*Glasgow (Venue TBC)*

Week 1: Monday 19 April 2010 to Friday 23 April 2010

Week 2: Monday 10 May 2010 to Friday 14 May 2010

[10 days]

## **NEBOSH National Diploma [Ref: 10/04/52]**

*Glasgow (Venue TBC)*

### **Unit A [17 days]**

Week 1: Monday 19 April 2010 to Friday 23 April 2010

Week 2: Monday 17 May 2010 to Friday 21 May 2010

Week 3: Monday 14 June 2010 to Friday 18 June 2010

Revision: Unit A - Monday 05 July 2010

Exam: Unit A - Tue 06 July 2010 [am]

(17 days)

*Glasgow (Venue TBC)*

### **Unit B&C [17 days]**

Week 4: Monday 20 September 2010 to Friday 24 September 2010

Week 5: Monday 01 November 2010 to Friday 05 November 2010

Week 6: Monday 13 December 2010 to Friday 17 December 2010

Revision: Unit B - TBC Jan 2011 [pm]

Exam: Unit B - TBC Jan 2011 [am]

Revision: Unit C - TBC Jan 2011 [pm]

Exam: Unit C - TBC Jan 2011 [am]

[17 days]

## **NEBOSH Diploma in Environmental Management [Ref: 10/04/03]**

*Carlisle, Cumbria*

Week 1: Monday 19 April 2010 to Friday 23 April 2010

Week 2: Monday 10 May 2010 to Friday 14 May 2010

Week 3: Monday 07 June 2010 to Thursday 10 June 2010

[14 days]





# Diary of Course Dates

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## **BOHS P405 Management of Asbestos in Buildings [Ref: 10/05/52]**

*Glasgow (Venue TBC)*

Week 1: Tuesday 04 May 2010 to Friday 07 May 2010

[4 days]

## **NEBOSH Fire Certificate [Ref: 10/05/51]**

*Glasgow (Venue TBC)*

Week 1: Monday 24 May 2010 to Friday 28 May 2010

Exam: Saturday 29 May 2009

[6 days]

## **NEBOSH Certificate in Environmental Management (6 days) [Ref: 10/09/51]**

*Edinburgh (Venue TBC)*

Week 1: Monday 06 September 2010 to Friday 10 September 2010

Exam: Saturday 11 September 2010 [10.00 - 12.00]

[6 days]

## **NEBOSH National Diploma [Ref: 10/04/52]**

*Glasgow (Venue TBC)*

### **Unit B&C [17 days]**

Week 4: Monday 20 September 2010 to Friday 24 September 2010

Week 5: Monday 01 November 2010 to Friday 05 November 2010

Week 6: Monday 13 December 2010 to Friday 17 December 2010

Revision: Unit B - TBC Jan 2011 [pm]

Exam: Unit B - TBC Jan 2011 [am]

Revision: Unit C - TBC Jan 2011 [pm]

Exam: Unit C - TBC Jan 2011 [am]

[17 days]

## **NEBOSH National Diploma [Ref: 10/10/51]**

*Edinburgh (Venue TBC)*

### **Unit A [17 days]**

Week 1: Monday 04 October 2010 to Friday 08 October 2010

Week 2: Monday 08 November 2010 to Friday 12 November 2010

Week 3: Monday 29 November 2010 to Friday 03 December 2010

Revision: Unit A - TBC Jan 2011

Exam: Unit A - TBC Jan 2011 [am]

(17 days)

### **Unit B&C [17 days]**

TBC





# Diary of Course Dates

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## **NGC1 [Ref: 10/10/52]**

*Edinburgh (Venue TBC)*

Week 1: Monday 04 October 2010 to Friday 08 October 2010

Exam: Friday 12 November 2010

[6 days]

## **NEBOSH Diploma in Environmental Management [Ref: 10/10/04]**

*Carlisle, Cumbria*

Week 1: Monday 11 October 2010 to Friday 15 October 2010

Week 2: Monday 08 November 2010 to Friday 12 November 2010

Week 3: Monday 06 December 2010 to Thursday 09 December 2010

[14 days]

## **NEBOSH General Certificate [Ref: 10/10/54]**

*Edinburgh (Venue TBC)*

Week 1: Monday 04 October 2010 to Friday 08 October 2010

Week 2: Monday 18 October 2010 to Friday 22 October 2010

Exams: Thursday 11 November 2010 and Friday 12 November 2010

[12 day]

## **NEBOSH Construction Certificate [15 day course] [Ref: 10/10/55]**

*Edinburgh (Venue TBC)*

Week 1: Monday 04 October 2010 to Friday 08 October 2010

Week 2: Monday 01 November 2010 to Friday 05 November 2010

Week 3: Monday 15 November 2010 to Friday 19 November 2010

[15 days]

## **BOHS P405 Management of Asbestos in Buildings [Ref: 10/10/56]**

*Edinburgh (Venue TBC)*

Week 1: Tuesday 26 October 2010 to Friday 29 October 2010

[4 days]

## **NEBOSH Construction Certificate [10 day course] [Ref: 10/11/51]**

*Edinburgh (Venue TBC)*

Week 1: Monday 01 November 2010 to Friday 05 November 2010

Week 2: Monday 15 November 2010 to Friday 19 November 2010

[10 days]

## **NEBOSH Fire Certificate [Ref: 10/11/52]**

*Edinburgh (Venue TBC)*

Week 1: Monday 22 November 2010 to Friday 26 November 2010

Exam: Saturday 27 November 2009

[6 days]

