



# DEVELOP YOUR WORKFORCE

**With Groundwork Merseyside's Health, Safety and Environmental training**

## CIEH LEVEL 2 AWARD IN HEALTH AND SAFETY IN THE WORKPLACE

**Health and safety understanding for all employees**

### Overview

Certified by the Chartered Institute of Environmental Health (CIEH), this qualification will provide your employees with fundamental health and safety knowledge. Based on the extremely successful CIEH Foundation Certificate in Health and Safety in the Workplace, it has been completely revised with new and updated content and is complimented by the second edition of the Health and Safety First Principles course book.

### Outline programme

The qualification covers the following topics:

- Legislation
- Health
- Safety
- Welfare
- The workplace and workplace equipment
- Risk assessment
- Manual handling

- Hazardous substances
- Ergonomics and workstation design
- Transport and vehicles
- Noise and vibration.

### Qualification information

Designed for: all employees  
 Course duration: 6 hours  
 Assessment method: 30 multiple choice question examination paper

## CIEH LEVEL 2 AWARD IN PRINCIPLES OF RISK ASSESSMENT

**Raises employees' awareness of the concept of risk assessment in a work environment**

### Overview

Certified by the Chartered Institute of Environmental Health, the CIEH Level 2 Award in Principles of Risk Assessment is a new qualification designed to help improve the workplace culture for occupational health and safety.

Its main purpose is to enable learners to understand the basic principles of risk assessment. This qualification will therefore give all employees the ability to contribute to the process and act always to protect their own health and safety and that of others.

### Outline Programme

- Main causes of accidents and ill health, and their implications for people in the workplace
- Legal requirements for risk assessment
- Principles of risk assessment including: hazards, risks and control measures; the five steps

of risk assessment; the hierarchy of control; risk assessment review and record keeping.

### Qualification information

Designed for: any employee  
 Course duration: 1 day training programme  
 Assessment method: 30 multiple choice question examination paper

## GROUNDWORK ENVIRONMENTAL MANAGEMENT SYSTEMS (GEMS) COURSE

### Background

Groundwork's Environmental Management System Training Programme aims to give delegates a foundation and practical guide to effective management of environmental issues in the workplace.

### Entry requirement

There are no formal educational requirements, however delegates should have a background and current role that will enable them to get the very best development from the programme.

### Duration

The programme will run for over 4 days and cover the following areas:

- Global to local environmental issues
- Environmental legislation
- Environmental aspects & impacts
- Environmental improvement planning and continual improvement
- Implementation & operation
- Auditing and checking.

### Achievement

Delegates will achieve accreditation with the Institute of Environmental Management and assessment (IEMA) on successful completion of a Work-based Portfolio, a Closed-book Assessment and a Verbal Discussion Session.

The total delegate involvement is:

- 18 hours of tuition/workshops
- A flexible amount of practical work, where the delegates apply knowledge and expertise within the workplace and produce an environmental information portfolio for the company. This will benefit the individual and the company.

### Benefits of the programme

#### IEMA Accreditation

Through attending this IEMA accredited course you will be able to:

- Develop an understanding of environmental legislation and policies
- Manage environmental issues in the workplace
- Develop a foundation for progression towards ISO 14001/ BS 8555
- Acquire the skills of an environmental champion.

### Lower costs through:

- Waste minimisation
- Improved waste management
- Energy efficiency
- Reduced insurance premiums
- Avoidance of fines and clear up costs.

### Positive business image through:

- Demonstration of corporate responsibility for environmental affairs
- Supplier assurance
- Green marketing opportunities
- Reduced risks of prosecution for breaches in environmental legislation
- Avoidance of bad publicity.



# HEALTH, SAFETY AND ENVIRONMENTAL TRAINING

## BOOKING FORM JUNE 2009 – MARCH 2010

Please tick the course(s) that you would like to attend:

### CIEH Level 2 Health and Safety

Year	Month	Date	Cost	Venue	
2009	June	25th	100	Liverpool	<input type="checkbox"/>
	September	24th	100	Knowsley	<input type="checkbox"/>
	October	22nd	100	Halton	<input type="checkbox"/>
	November	19th	100	Sefton	<input type="checkbox"/>
2010	January	19th	100	Wirral	<input type="checkbox"/>
	March	9th	100	Liverpool	<input type="checkbox"/>

### CIEH Level 2 Risk Assessment

Year	Month	Date	Cost	Venue	
2009	October	1st	100	Liverpool	<input type="checkbox"/>
	December	3rd	100	Knowsley	<input type="checkbox"/>
2010	February	18th	100	Halton	<input type="checkbox"/>
	March	25th	100	Sefton	<input type="checkbox"/>

### Groundwork EMS Course (IEMA Accredited)

Year	Month	Date	Cost	Venue	
2009	September	8th, 22nd	575	Liverpool	<input type="checkbox"/>
	October	6th, 24th			
2010	January	14th, 28th	575	Liverpool	<input type="checkbox"/>
	February	11th, 25th			

### PRICES

Delegate Rates	No. of delegates	Total
CIEH Level 2 Health and Safety – £100.00	.....	.....
CIEH Level 2 Risk Assessment – £100.00	.....	.....
Groundwork EMS – £575.00 (IEMA accredited)	.....	.....

### IN-HOUSE COURSES

All of the above courses can be delivered on your premises and costs can be tailored to suit your needs. Depending on the number of attendees, in-house courses often work out at a reduced cost per person. Please contact us for more details.

### HOW TO PAY

**Invoice** – attach purchase order. **Cheque enclosed** – GBP (£) made payable to Groundwork Merseyside.

Bank transfer payments should be remitted to: Natwest Bank, 06 Grange Road West, Charing Cross, Birkenhead, CH41 4DF

**Account Number** 20638361 **Sort Code** 60-05-07

If you choose to pay by BACS please send a copy of this form along with a copy of your bank transfer to Groundwork Merseyside.

### WAYS TO REGISTER

Please post this form to: Groundwork Merseyside, 8 Columbus Quay, Riverside Drive, Liverpool, Merseyside L3 4DB

Groundwork Merseyside is a company limited by guarantee and registered in England. Company Registration No: 4344089 Charity Registration No: 1090395

### DELEGATE 1

Name .....

Organisation .....

Company Registration No. ....

Job Title .....

Address .....

.....

..... Postcode .....

Telephone..... Fax .....

Email .....

### EXTRA DELEGATES

Name .....

Job Title .....

Name .....

Job Title .....

Name .....

Job Title .....

Name .....

Job Title .....

### INVOICE DETAILS, if different from above

For the attention of .....

Address .....

.....

..... Postcode .....

Telephone .....

**www.groundworkmerseyside.org.uk Email: gwm@groundwork.org.uk Tel: 0151 726 2740**



### Groundwork Merseyside

Groundwork Merseyside is the largest environmental charity and not for profit social enterprise in Merseyside, dedicated to service delivery that secures long lasting social, economic and environmental benefit across the sub-region.

Groundwork Merseyside's Environment Business Services is the local deliverer of the ENWORKS funded business support programme.