

Health & SAFETY

TRAINING COURSES

Who is ?

Based in Sheffield, we are an independent training provider, delivering to a wide range of businesses across the UK.

We create bespoke packages of vocational training to equip people with the skills and awareness they need to operate within the law and best practice guidance.

CQM has a comprehensive and diverse training portfolio ranging from trainer led workshops to e-learning. We can manage everything from training needs analysis and recruitment to post training evaluation and reporting.

Health and Safety Training

Trainer-led courses are the ideal solution for new employees, or when new or revised legislation and working practices are introduced.

CQM are approved by HABC who are the UK and Middle East's leading supplier of compliance, work-based learning and apprenticeship qualifications.

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HABC Level 2 Award in Emergency First Aid at Work (QCF)

The course will familiarise students with the roles and responsibilities of the Emergency First Aider, including assessing an incident, recognising signs and symptoms of injury and illness, and assisting a casualty who is suffering from injury and illness. Students will learn and be assessed on their practical ability to deal with casualties who have stopped breathing, are unconscious, are bleeding and suffering from shock.

Learning Outcomes

- Understand the role and responsibilities of a first aider
- Know how to assess an incident
- Manage an unresponsive casualty who is breathing normally
- Manage an unresponsive casualty who is not breathing normally
- Recognise and assist a casualty who is choking
- Manage a casualty who is wounded and bleeding
- Manage a casualty who is in shock
- Understand how to manage a casualty with a minor injury

Assessment

Practical demonstration, assignment and oral questioning.



Target Audience

Those already working or preparing to work in industry that is identified within the company's risk assessment of First Aid as being lower risk.

Maximum number of learners:

12

1 day



HABC Level 3 Award in First Aid at Work (QCF)

This is for people who wish to become a First Aider in the workplace for the purposes of the Health and Safety (First Aid) Regulations 1981.

Learning Outcomes

Emergency First Aid in the workplace (covers Level 2 outcomes)

Recognition and management of illness and injury in the workplace:

- Conduct a secondary survey
- Provide first aid to a casualty with suspected major illness
- Administer first aid to a casualty with:
 - injuries to bones, muscles and joints
 - suspected head and spinal injuries
 - suspected chest injuries
 - burns and scalds
 - eye injury
 - sudden poisoning
 - anaphylaxis

Assessment

Practical demonstration, assignment and oral questioning.



Target Audience

Those already working or preparing to work in industry that is identified within the Company's risk assessment of First Aid as being higher risk.

Maximum number of learners:

12

3 days



First Aid at Work Requalifier

This course allows for re-certification of First Aid at Work qualified staff.

Learning Outcomes

- Emergency First Aid in the workplace
- Recognition and management of illness and injury in the workplace

Assessment

Practical demonstration, assignment and oral questioning.



Target Audience

First Aid at Work certificates are valid for 3 years only. All learners must complete a requalification course including the same theory and practical assessments as the 3 day First Aid at Work course.

Maximum number of learners:

12

2 days



HABC Level 2 Award in Fire Safety (QCF)

This course is aimed at anyone involved in the management of fire safety in the workplace.

Learning Outcomes

- The hazards and risks associated with fire in the workplace
- How fire risk is controlled in the workplace
- The principles and practice of fire safety management at work
- The role of the nominated fire warden

Assessment

30 question multiple-choice examination.



Also available as a half day non-accredited awareness course.

Target Audience

This is an introduction to fire safety activities for those starting work, returning to work or who need specific training in fire safety, as well as being a suitable course for refresher training.

Maximum number of learners:

12

1 day



HABC Level 2 Award in the Control of Substances Hazardous to Health (QCF)

This course gives learners the knowledge and skills to recognise the risks associated with hazardous substances and how to control them.

Learning Outcomes

- Understand the law relating to hazardous substances in the workplace
- Understand how risk assessments contribute to the safe use of hazardous substances in the workplace
- Understand the precautions and procedures necessary to ensure the risks associated with hazardous substances are properly controlled

Assessment

15 question multiple choice examination.



Target Audience

Workers in environments where coming into contact with hazardous substances is likely. Including manufacturing, cleaning, healthcare, transport, utilities and offices.

Maximum number of learners:

20

5 hours



Level 2 National Award in Infection Control

This course aims to give an increased understanding of the causes of infections, the conditions in which they thrive and the ways that they can be spread.

It also covers suitable methods of cleaning and waste disposal that help prevent the spread of infection, along with the personal protective equipment they can use for their own safety.

Learning Outcomes

- Common diseases and the chain of infection
- Standard infection control procedures
- How to apply standard infection control procedures
- The correct management of spills
- How to manage waste correctly
- Roles and responsibilities in preventing infection

Assessment

30 question multiple choice examination.

Also available as a half day non-accredited awareness course.

Target Audience

Anyone needing to develop the underpinning knowledge of how to control the spread of infection in their workplace or home environment.

Maximum number of learners:

20

1 day



HABC Level 2 Award in Food Safety (QCF)

The qualification is designed principally for those who are, or intend to be, food handlers working in catering, retail or manufacturing.

Learning Outcomes

- How individuals can take personal responsibility for food safety
- The importance of keeping yourself clean and hygienic
- The importance of keeping the work areas clean and hygienic
- The importance of keeping food safe

Assessment

30 question multiple choice examination
or open response learner workbook.

Also available as a half day non-accredited awareness course.



Target Audience

The Food Safety training course at Level 2 is designed for anyone working in a catering, manufacturing, care or retail setting where food is prepared, cooked and handled.

Maximum number of learners:

20

1 day



To enquire about this course, contact Claire at CQM
0114 281 5761 or claire.eley@cqmlearning.co.uk



HABC Level 3 Award in Supervising Food Safety (QCF)

The qualification is aimed at supervisors, team leaders and line managers working in the catering, retail and manufacturing industries.

Learners gaining this qualification will know and be able to apply the knowledge relating to the supervisor's role at all stages of food production. They will understand the role of the supervisor in food preparation and be able to provide examples of effective supervisory management relating to food production.

Learning Outcomes (for Catering)

- Role of the supervisor in ensuring compliance with food safety legislation
- Application and monitoring of good hygiene practice
- How to implement food safety management procedures
- Role of the supervisor in staff training

Assessment

60 question multiple choice examination.



Target Audience

Anyone working in a catering, manufacturing, care or retail setting where food is prepared, cooked and handled.

Maximum number of learners:

20

3 days



HABC Level 4 Award in Managing Food Safety (QCF)

The qualification is aimed at managers working in a food or drink catering or manufacturing environment. It is intended for learners already working in the sector, or those who are preparing to work in the industry, and whose job requires them to have some responsibility for food safety.

Learners are likely to have management responsibilities for an operational team. This qualification covers the subject of food hygiene at a suitable depth to ensure learners have a thorough knowledge of hazards and controls; its focus is on the importance of developing, implementing and monitoring food safety procedures.

Learning Outcomes

- How food business operators can ensure compliance with food safety legislation
- Operational requirements needed to ensure food safety
- How to establish food safety management procedures
- Controls required for food safety
- How to maintain food safety management procedures

Assessment

Part 1 - 30 question multiple choice examination.

Part 2 - written examination of 4 questions.



Approved HABC Centre

Target Audience

Managers, supervisors and senior hygiene personnel in a food or drink catering or manufacturing environment.

Maximum number of learners:

20

5 days



Level 2 Award in HACCP

Ideal for food handlers who have a foundation knowledge of food hygiene and require a basic understanding of HACCP.

Learning Outcomes

- Principles of HACCP
- Food Safety Management
- Implementation of HACCP
- Hazards and controls
- Critical control points, critical limits and target levels
- Monitoring
- Corrective actions
- Verification
- HACCP documentation

Assessment

30 question multiple choice examination.

Target Audience

Caterers and other food handlers. The course will be especially useful for those involved in maintaining HACCP in a food business, and for those who are or will be part of a HACCP team.

Maximum number of learners:

20

1 day



HABC Level 3 Award in Supervising HACCP (QCF)

Ideal for staff who may be involved with all, or part, of the HACCP process within a food business. Whichever aspect of the process they are responsible for, all staff need to be aware of the importance of their work activities in relation to the food safety of the final product.

Once employees are aware of the importance of their contributions to the HACCP system, they will feel more involved with the business and this in turn will improve productivity.

Learning Outcomes

- How to identify, control and monitor significant hazards at points which are critical to food safety
- The appropriate corrective action to take when critical limits are breached
- The type of documentation and records required
- An understanding of the need to review the HACCP system at appropriate times

Assessment

60 question multiple choice examination.



Target Audience

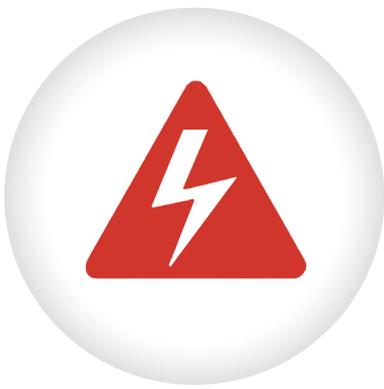
Those who assist in the development and maintenance of HACCP systems.

Owners and managers of smaller food businesses.

Maximum number of learners:

20

2 day



HABC Level 2 Award Health and Safety in the Workplace (QCF)

Persons gaining this qualification will know that health and safety is the responsibility of everyone within a business, its contractors, visitors and suppliers.

Learning Outcomes

- Roles and responsibilities for health, safety and welfare in the workplace
- How risk assessments contribute to health and safety
- How to identify and control the risks from common workplace hazards
- Procedures for responding to accidents and incidents in the workplace

Assessment

30 question multiple choice examination.



Also available as a half day non-accredited awareness course.

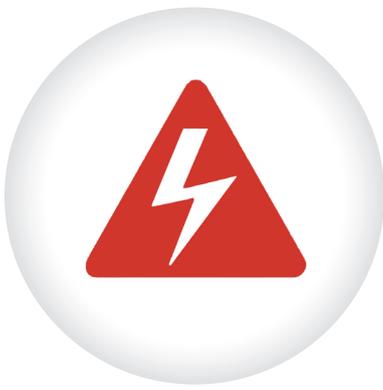
Target Audience

All employees and those preparing to start or return to work. Also for young people to raise their ability to identify and understand hazards when preparing for work experience and into employment.

Maximum number of learners:

20

1 day



HABC Level 3 Award in Health and Safety in the Workplace (QCF)

Persons gaining this qualification will know that supervisors, managers and team leaders have legal and moral obligations to ensure health and safety within a business, and that this includes obligations to employees, contractors, visitors and suppliers.

Learning Outcomes

- Requirements for health, safety and welfare in the workplace
- Benefits of using a safety management system
- Principles of risk assessment
- Risks and control methods for common workplace hazards

Assessment

60 question multiple choice examination.



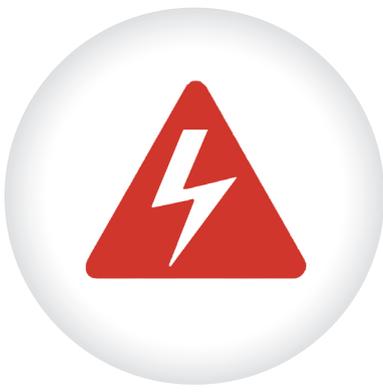
Target Audience

Supervisors, managers and team leaders as well as individuals wishing to advance their health and safety knowledge.

Maximum number of learners:

20

3 days



HABC Level 4 Award in Health and Safety in the Workplace (QCF)

Supervisors, managers and team leaders have legal and moral obligations to ensure health and safety within a business, and that this includes obligations to employees, contractors, visitors and suppliers.

Learning Outcomes

- Duties and responsibilities of employers, employees and others in relation to health and safety at work
- Process by which health and safety is managed in an organisation
- Procedures for developing and implementing risk assessment
- Procedures for developing and implementing safe systems of work
- How to review health and safety across an organisation

Assessment

Part 1 - assessment:

- Undertake a risk assessment
- Construct a safe system of work



Part 2 - examination:

- 30 question multiple choice examination
- 4 longer written questions

Target Audience

Supervisors and managers with a direct responsibility for health and safety management.

Maximum number of learners:

10

5 days

e-Learning

Courses include:

- Fire Awareness
 - Infection Control
 - Food Safety
 - Office Ergonomics
- ...and many more!

Why e-Learning?

Using audio visual and interactive animation, e-Learning courses are delivered in an enjoyable and refreshing format that helps keep the learner engaged.

CQM offers a range of e-Learning courses that deliver many benefits to learners and the organisations they work in:

- Proven training techniques – developed by professional training consultants
- Downloadable certificate on successful completion
- Stop and start the training whenever you like
- Available 24 hours a day, 365 days a year
- Can be completed in any location with access to a computer and an internet connection
- Learn at your own pace and repeat modules as often as needed
- No special IT skills necessary
- For bulk purchases a comprehensive yet simple Management System allows the organisation to add or delete learners and to monitor their progress
- No limit to the number of learners who can be logged onto the system
- No tutor or additional staff costs
- No travelling costs

Interested?

Contact Claire Eley, Specialist Training Manager
Tel: 0114 281 5761 or claire.eley@cqmlearning.co.uk



IOSH Managing Safely

£350 +VAT
24 hours

The Managing Safely course is aimed at managers and supervisors in any sector and any organisation. The course content is designed to give managers all they need to know to help them handle health and safety in the area under their responsibility. Managers will gain a broad based knowledge of health and safety and safe systems of work.

Managing Safely is delivered and tested online so managers never need to leave their workplace. A project is completed by the learner onsite and marked by our IOSH certificated consultant. Delegates who successfully complete the online and practical assessments at the end of the course are awarded an IOSH certificate in Managing Safely.

Course Content

- Introducing 'Managing Safely'
- Assessing risks
- Controlling risks
- Understanding your responsibilities
- Identifying hazards
- Investigating accidents and incidents
- Measuring performance
- Protecting our environment

Target Audience

Managers and supervisors from any sector.



IOSH Working Safely

£110 +VAT
6-8 hours

A new approach to basic health and safety training.

Complementing this course is a Learner's Task Book containing activities designed to transfer learning to the real life workplace. Successful completion results in the award of an IOSH 'Working Safely' certificate.

Course Content

- **Introducing 'Working Safely'** - An introduction to the course and the principles of why working safely is important
- **Defining hazard and risk** - Understanding what constitutes a 'hazard' and recognising the different types; Understanding the principles of risk and risk assessment
- **Identifying common hazards** - Recognising 18 of the most common workplace hazards, how they arise and how to reduce or remove the risk
- **Improving safety performance** - Understanding safe systems of work; A look at how, when and why to use PPE; Recognising safety signs; An overview of emergency procedures and First Aid; Understanding the basics of measuring health and safety and reporting incidents
- **Protecting our environment** - Understanding how industry affects the environment; Discovering what industry and the individual can do to reduce pollution and waste

Target Audience

New starters, and workers from any sector requiring a grounding in health and safety essentials.