

# HEALTH AND SAFETY TRAINING

OPEN COURSES

COMPANY SPONSORED OPTIONS

SUPPORT SERVICES

ISSUE: 22/04/2024

**PETA**<sup>®</sup> 

ASPIRE TO LEARN ▶ APPLY TO ADVANCE



# Welcome...



PETA offers over 200 courses and apprenticeship programmes in the most sought-after professional, digital and technical skillsets – from management training to health and safety qualifications, IT skills and engineering.

Today, PETA is one of the largest and most respected training providers on the south coast and we will continue to build on this reputation, transforming careers and building the next generation of business leaders and technical experts.

Our directory reflects a wide and increasingly flexible range of training, learning and development solutions. From short courses, tailored or bespoke training, webinars through to qualification-led outcomes including apprenticeships and advisory and consultancy services, we can offer a tailored service that aligns to the needs and requirements of your business. These can be delivered at customer's locations or in our dedicated training centres which are designed to create a quality environment for learning.

On behalf of all the team at PETA, we look forward to supporting your people development experience which we hope will lead to enhanced performance and you can join us in our belief of Aspiring to Learn and Applying to Advance yourself and your business.

## Fiona Stilwell

### CEO



# Why Partner with PETA?

## OUR PURPOSE

Our purpose is to create fair opportunities for young people to advance from education to employment and help local businesses champion personal development as a means of driving commercial growth.

We invest in people and support them in their aspiration to be the very best they can be, for themselves, their careers and for the businesses they work in.

Our Vision is to build the next generation of engineers, technical experts and business leaders and create a world where people training is at the forefront of business strategy.

## OUR VALUES

**ASPIRE** - We whole-heartedly support our customers in their aspirations to grow by developing the skills they need to get there

**LEARN** - We always listen, learn and question the norm to create new best practices and encourage a lifelong passion for learning

**APPLY** - We champion the application of learning and its impact on business prosperity and personal growth

**ADVANCE** - We give local businesses and people a voice in how adult education and training should advance to best meet their personal and commercial needs

## AGILE LEARNING SOLUTIONS

Our learning and development solutions offer a range of agile, adaptable and impactful courses. Training is flexible, so it works in harmony with busy work across a wide range of topics and delivery options:

- Short taught courses combined with pre- and post-course eLearning modules
- eLearning solutions covering Corporate and Apprenticeship programmes
- Qualification and endorsed programmes from respected organisations
- Tailored corporate courses aligned to your specific needs, business context and goals including blended learning options
- Coaching options, facilitating insights and perspective in establishing the conditions for behavioural and skills development
- Mentoring through advisory services in Safety, HR, Training, Lean and IT initiatives

Programmes can be delivered at our Portsmouth Training Centre or at your business premises on a date and time to suit you. Many of our courses offer multiple bookings discounts, enabling you to get the best from your learning and development budget.

Our team are on hand to help you to select the right training, learning and development for your business – all part of our service and commitment to you.

## ADVISORY SERVICES

Tailored support from a trained professional to help you tackle key projects or day-to-day essentials in Safety, HR, Training and Business Improvement.

## MEMBERSHIP

Enjoy discounts of 15% or more, the opportunity to attend key events for free and a whole host of other benefits as part of the PETA business community.

## APPRENTICESHIP AND MANAGED SERVICES

Our Apprentice recruitment and Managed Service solutions help you to get the very best from your levy and access co-investment funds where applicable.

## VENUE HIRE - BOOK OUR FACILITIES

Our amazing venue at Access Point is equipped with a range of conference rooms and our renowned Conference Room, perfect for awards ceremonies and prestigious events. Members get a 20% discount on our standard room hire rates.

### Keep in contact with us at:

- [www.peta.co.uk](http://www.peta.co.uk)
- [www.facebook.com/PETA.Training](https://www.facebook.com/PETA.Training)
- [www.linkedin.com/company/peta-ltd](https://www.linkedin.com/company/peta-ltd)
- [www.twitter.com/PETA\\_training](https://www.twitter.com/PETA_training)





# 3

**Technical Skills**

**Health & Safety Training**

# Industry Approved Courses

Selecting training that is rigorous in content and in adherence with quality standards is vital. This is why PETA chooses to work with the most respected and recognized Health and Safety institutes in the country.

The following section outlines our accredited training courses. Contact our Health and Safety team for more information and to discuss the best option for your business.

## NEBOSH GOLD LEARNING PARTNER & IOSH

NEBOSH and IOSH are widely recognized as the leaders in occupational Health and Safety training and PETA are proud to be recognised as a Gold NEBOSH Learning Partner.

## QUALSAFE

Qualsafe (Ofqual regulated) aligns perfectly with our commitment to deliver the highest quality training in First Aid and Safety courses.

## CCNSG

The Client Contractor Safety Group (CCNSG) passport is the main scheme for the engineering and construction industry.



nebosh  
Accredited centre  
122

National Examination  
Board in Occupational  
Safety and Health



Institution of  
Occupational Safety  
and Health



qualsafe  
registered centre  
No: 0906430

Qualsafe Awards



CCNSG  
Client Contractor  
National Safety Group

Client Contractor  
National Safety Group

# **NEBOSH National General Certificate in Occupational Health and Safety**

The internationally recognised Health and Safety qualification for safety professionals

Duration 11.5 day - once per week

Fees (+ VAT)	Member	£2,183.00
	Non-Member	£2,569.00

Start Date(s)	2024	2025
	18 July	

## RELATED COURSES

- [NEBOSH Certificate in Fire Safety](#)
- [NEBOSH Certificate in Environmental Management](#)

**BOOK ONLINE »**

## WHO IS IT FOR?

NEBOSH is the qualification of choice for those tasked with health and safety advisory and management responsibilities. Combining risk assessment, control, auditing, analysis, accident prevention, reporting and practical applications, this course will provide the knowledge and practical skills needed to support workplace safety.

## PLEASE NOTE

No previous health and safety knowledge is required, however, the standard of English must be such that delegates can both understand and articulate the concepts contained in the syllabus. NEBOSH suggest that at least 40 hours of private study time is allocated, in addition to the taught component.

## COURSE OVERVIEW

### NG1: Management of health and safety

- Why we should manage workplace health and safety
- How health and safety management systems work and what they look like
- Managing risk – understanding people and processes
- Health and safety monitoring and measuring

### NG2: Risk assessment

- Physical and psychological health
- Musculoskeletal health
- Chemical and biological agents
- General Workplace issues
- Work equipment
- Fire
- Electricity

## NEBOSH Certificate in Fire Safety

Ensuring your employees route to safety in the event of a fire

Duration	6.5 days	
Fees (+ VAT)	Member	£1,374.00
	Non-Member	£1,617.00
Start Date(s)	2024	2025
	26 June	

### RELATED COURSES

- [NEBOSH Certificate in Environmental Management](#)
- [NEBOSH National General Certificate in Occupational Health and Safety](#)

**BOOK ONLINE »**

### WHO IS IT FOR?

The NEBOSH Certificate in Fire Safety is the ideal choice for Facilities and Health and Safety Managers, Health and Safety Officers or anyone taking responsibility for conducting and managing fire risk assessments in business. It sets out clearly the steps and methods for reducing the potential for an incident related to fire.

### PLEASE NOTE

No previous health and safety knowledge is required, however the standard of English required must be such that delegates can both understand and articulate the concepts contained in the syllabus. NEBOSH suggest that at least 20 hours of private study time is allocated in addition to the taught component.

### COURSE OVERVIEW

#### FSC1: Fire safety and risk management

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

#### FSC2: Fire safety practical application

- Risk assessment in a work context

## NEBOSH Certificate in Environmental Management

Your business commitment to environmental credibility under the NEBOSH brand

Duration	6.5 days	
Fees (+ VAT)	Member	£1,374.00
	Non-Member	£1,617.00
Start Date(s)	2024	2025
	23 July	

### RELATED COURSES

- [NEBOSH National General Certificate in Occupational Health and Safety](#)
- [NEBOSH Certificate in Fire Safety](#)

**BOOK ONLINE »**

### WHO IS IT FOR?

Aimed at those who have responsibility for managing environmental issues as part of their day-to-day duties. This course focuses on environmental law and environmental management systems, in a manner that enables the policy and practical implications to be considered and applied.

### PLEASE NOTE

No previous environmental knowledge is required, however the standard of English required must be such that delegates can both understand and articulate the concepts contained in the syllabus. NEBOSH suggest that at least 25 hours of private study time is allocated in addition to the taught component.

### COURSE OVERVIEW

#### EMC1: Environmental Management – Open book exam

- Foundations in Environmental Management
- Environmental management systems
- Assessing Environmental aspects and impacts
- Planning for and dealing with environmental emergencies
- Control of emissions to air
- Control of environmental noise
- Control of contaminations to water sources
- Control of waste and land use
- Sources and use of energy and energy efficiency

#### EMC2: Assessing Environmental Aspects and associated Impacts

- Practical assessment

## NEBOSH HSE Certificate in Managing Stress at Work

The internationally recognised Health and Safety qualification for safety professionals

Duration

Fees (+ VAT)	Member	£
	Non-Member	£
Start Date(s)	2024	2025

[BOOK ONLINE »](#)

### WHO IS IT FOR?

This qualification is suited to anyone responsible for managing and reducing work-related stress within their organisation. This includes line managers, Human Resource employees, occupational health workers and health and safety professionals.

### COURSE OVERVIEW

#### Element 1: Key Principles

- Understand common terms and the relationships between work-related stress, pressure, and mental health/mental illness
- Understand the prevalence and costs of stress and mental ill-health in the workplace
- Recognise the signs and effects of work-related stress
- Understand the responsibilities of employers to workers relating to work-related stress (including the role of health and safety, HR, Occupational Health, and line management)

#### Element 2: Identification of Risk

- Understand the causes of workplace stress
- Apply the HSE's Management Standards

#### Element 3: Implementing Interventions

- Develop practical options to address and reduce workplace stressors
- Develop practical options to manage effects of stress and its impact in the workplace
- Develop ways to continually improve the workplace



## IOSH Safety For Executives and Directors

A critical preventative strategy to reduce the risk to your business reputation and wellbeing

Duration	1 day	
Fees (+ VAT)	Member	£339.00
	Non-Member	£399.00
Start Date(s)	2024	2025
	14 May	
	16 July	

**BOOK ONLINE »**

### WHO IS IT FOR?

Many cases brought to prosecution by the HSE are directly attributable to failures of leadership to manage health and safety. This course is for senior level management with responsibility for setting the strategy and leading safety in business.

### COURSE OVERVIEW

- Role of Senior Executives and Directors
- Financial implications of accidents and ill-health
- UK legislation
- Court outcomes; prosecutions and punishment
- The HSG65 model:
  - Plan (policy/risk assessment/emergency planning/consultation)
  - Do (risk profiling/communication/trainin supply chain)
  - Check (measuring performance/accident causation/investigation/auditing)
  - Act (the importance of strong leadership/safety management/continuous improvement)
- Managing corporate risk; a positive culture
- Implementing practical systems

## IOSH Managing Safely

Guide your teams with positive safety behaviour

Duration	3 day - once per week	
Fees (+ VAT)	Member	£947.00
	Non-Member	£1,115.00
Start Date(s)	2024	2025
	11 June	

### RELATED COURSES

- [NEBOSH National General Certificate in Occupational Health and Safety](#)
- [NEBOSH Certificate in Fire Safety](#)

**BOOK ONLINE »**

### WHO IS IT FOR?

For managers or supervisors who are required to take a lead role in promoting health and safety, this course will educate delegates as to their responsibilities in managing safety as part of their management duties.

### COURSE OVERVIEW

- Introducing Managing Safely
- Assessing risks
- Controlling risks
- Understanding responsibilities
- Identifying hazards
- Investigating accidents and incidents
- Measuring performance

## IOSH Managing Safely Refresher

Guide your teams with positive safety behaviour

Duration	1 day	
Fees (+ VAT)	Member	£339.00
	Non-Member	£399.00
Start Date(s)	2024	2025
	11 July	

### RELATED COURSES

- [NEBOSH National General Certificate in Occupational Health and Safety](#)
- [NEBOSH Certificate in Fire Safety](#)

**BOOK ONLINE »**

### WHO IS IT FOR?

This course is designed for delegates that have previously attended the full IOSH Managing Safely course and is an opportunity to refresh the key parts of Managing Safely, through an engaging and practical one day course. Our focus emphasises on a Plan-Do-Check-Act safety and health management system.

### PLEASE NOTE

A copy of the previous IOSH Managing Safely certificate will be required, in order to validate attendance.

### COURSE OVERVIEW

- Thinking back – reflect on knowledge gained from the full course
- Leadership – Why leadership is important and how to create a positive safety culture
- Plan – Health and Safety Policy
- Do – Risk Assessment exercise
- Check – Look at data types and what can be measured
- Act – Reviewing performance

## IOSH Working Safely

Stepping up and contributing to a safe and healthy workplace

Duration	1 day	
Fees (+ VAT)	Member	£188.00
	Non-Member	£222.00
Start Date(s)	2024	2025
	1 August	

### RELATED COURSES

- [Manual Handling Awareness](#)
- [Quasafe Level 2 Award in Principles of Risk Assessment \(RQF\)](#)

**BOOK ONLINE »**

### WHO IS IT FOR?

Ideal for individuals with no prior formal health and safety training, this straight-talking, highly practical workshop covers all the skills and knowledge required in order to learn the basic principles of working in and contributing to a safe and healthy working environment.

### COURSE OVERVIEW

- Introducing Working Safely
- Defining hazard and risk
- Identifying 22 common hazards
- Improving safety performance

# IOSH Health and Safety for Work Placement Personnel

Provide a safe and healthy environment for 'Work Experience' placements

Duration	2 days	
Fees (+ VAT)	Member	£471.00
	Non-Member	£555.00
Start Date(s)	2024	2025
	19 June	

## RELATED COURSES

- [IOSH Managing Safely](#)
- [NEBOSH National General Certificate in Occupational Health and Safety](#)

**BOOK ONLINE »**

## WHO IS IT FOR?

This course is tailored to those who are responsible for assessing and securing suitable work placement opportunities for young people, who are supported by legislation governing how they should be protected from risks in the workplace.

## COURSE OVERVIEW

- Health and safety matters for young people at work
- The essential role and responsibilities of the:
  - Placement Officer
  - Employer
- Common hazards found at work
- Principles of risk assessment
- Effective communications and education

## Mental Health First Aid

Recognise, support and help your staff towards mental health wellbeing

Duration	2 days	
Fees (+ VAT)	Member	£387.00
	Non-Member	£456.00
Start Date(s)	2024	2025
	21 May	

**BOOK ONLINE »**

### WHO IS IT FOR?

Senior managers, HR and anyone with responsibility for the health, safety and wellbeing of their staff along with creating and sustaining a mentally healthy work environment. This interactive two-day course will provide the knowledge and tools needed to recognise the signs and symptoms of mental ill health and prevent mental health issues getting worse, speeding up recovery.

### PLEASE NOTE

Comprehensive training materials including MHFA manual and Line Manager's Resources are provided for this Certified course (MHFA England)

### COURSE OVERVIEW

#### Day 1

- Why Mental Health First Aid (MHFA)?
- The MHFA action plan
- What is mental health?
- Impact of mental health issues
- Stigma and discrimination
- What is depression?
- Symptoms and risk factors for depression
- Depression in the workplace
- Suicide figures
- Alcohol, drugs and mental health
- First aid for suicidal crisis
- Non-judgemental listening skills
- First aid for depression
- Treatment and resources for depression

#### Day 2

- What is an anxiety disorder? and First aid for anxiety disorders
- Crisis first aid after a traumatic event
- Alcohol, drugs and anxiety disorders
- Treatment and resource for anxiety disorders
- Cognitive distortions and CBT
- Personality disorders
- Eating disorders and self-harm
- What is psychosis?
- Risk factors for psychosis and Alcohol, drugs and psychosis
- Schizophrenia, Bipolar disorder
- Warning signs of developing psychosis
- Crisis first aid for acute psychosis
- Treatment and resources for psychosis
- Recovery and building resources
- Action planning for using MHFA

## Mental Health First Aid Refresher

Recognise, support and help your staff towards mental health wellbeing

Duration	1 half-day	
Fees (+ VAT)	Member	£145.00
	Non-Member	£171.00
Start Date(s)	2024	2025
	23 August	

**BOOK ONLINE »**

### WHO IS IT FOR?

Senior managers, HR and anyone with responsibility for the health, safety and wellbeing of their staff along with creating and sustaining a mentally healthy work environment, that has previously attended a 2-day Mental Health First Aid course. This interactive half-day course will provide a refresher of the knowledge and tools gained.

### PLEASE NOTE

Delegates are required to have previously attended a full Mental Health First Aid course

### COURSE OVERVIEW

- Introductions
- Group Agreement
- Being a Mental health 1st Aider/ Champion
  - What do you remember?
  - What have you used?
- The Action Plan and the MH illnesses
- The 5 Areas Model
- Group Exercises – Case Studies

## Mental Health First Aid Champions

Recognise and support mental health wellbeing

Duration	1 day	
Fees (+ VAT)	Member	£320.00
	Non-Member	£377.00
Start Date(s)	2024	2025
	3 June	

**BOOK ONLINE »**

### WHO IS IT FOR?

Any member of staff to help them understand mental health and how they can offer support to those experiencing a mental health issue(s). This interactive course will provide an overview in recognising the main signs and symptoms of mental ill health and how to provide the right initial support of someone experiencing a mental health issue.

### PLEASE NOTE

This is a Certificated course (MHFA England)

### COURSE OVERVIEW

- What is mental health?
- Supporting mental health in the workplace
- Stress vulnerability and the stress container model
- The mental health continuum
- Thinking distortions
- Mental Health conditions (Depression, anxiety disorders, psychosis and schizophrenia, Bipolar disorder, eating disorders, Mental health and risk: suicide and self-harm)
- Recovery
- Stigma and mental health issues
- Take 10 Together Toolkit – tips for supportive conversations
- Helpful resources
- Useful statistics



## **Mental Health Aware**

Recognise and Support mental health wellbeing

Duration

Fees (+ VAT)	Member	£
	Non-Member	£
Start Date(s)	2024	2025

**BOOK ONLINE »**

### WHO IS IT FOR?

This introductory four-hour session raises awareness of mental health.

### COURSE OVERVIEW

- What is mental health?
- Mental Health Continuum
- Factors which affect mental health
- Stigma
- Stress and stress management
- Spotting signs of distress
- Mental health conditions:
  - Depression
  - Anxiety disorders
  - Psychosis
  - Eating disorders
  - Suicide
  - Self-harm
  - Recovery
- Take 10 Together - starting a supportive conversation
- Supporting mental health in the workplace
- Useful statistics
- Helpful resources

## **Qualsafe Level 3 Award in First Aid at Work (RQF)**

Lifesaving skills for responding to emergencies with confidence

Duration	3 days	
Fees (+ VAT)	Member	£330.00
	Non-Member	£389.00
Start Date(s)	2024	2025
	28 May	
	10 June	
	8 July	
	12 August	

### RELATED COURSES

- [First Aid Skills \(Annual\) Refresher](#)
- [Qualsafe Level 3 Award in First Aid at Work Regualification \(RQF\)](#)

**BOOK ONLINE »**

### WHO IS IT FOR?

Nominated personnel tasked with responding to accident or incident situations, where first aid needs to be administered swiftly and with confidence.

### COURSE OVERVIEW

- Role and responsibilities of the First Aider
- Assessing an incident
- Managing casualty situations:
  - unresponsive, in shock, choking
  - external bleeding, minor injury
- Automated External Defibrillator (AED) use
- Conducting a secondary survey
- Administering first aid to a casualty with:
  - bone/muscle/joint injuries
  - suspected head and spinal injuries
  - chest injuries, burns and scalds
  - eye injuries
  - sudden poisoning and anaphylaxis
  - a suspected major illness

## **Qualsafe Level 3 Award in First Aid at Work Requalification (RQF)**

Keeping first aid skills current and relevant to emergency situations, now including AED

Duration	2 days	
Fees (+ VAT)	Member	£235.00
	Non-Member	£277.00
Start Date(s)	2024	2025
	16 May	
	19 June	
	24 July	
	22 August	

### RELATED COURSES

- [First Aid Skills \(Annual\) Refresher](#)

**BOOK ONLINE »**

### WHO IS IT FOR?

This course is for qualified First Aiders who are required to requalify within three years to retain the validity of their qualification, and to maintain the currency of their knowledge of changing approaches and techniques in delivering first aid.

### COURSE OVERVIEW

- Refresher; First Aider role and responsibilities
- How to assess an incident
- Recognise and manage casualties who are:
  - unresponsive, choking, bleeding, in shock
- Automated External Defibrillator (AED) use
- Managing a casualty with a minor injury
- Conducting a secondary survey
- Administering first aid to a casualty with:
  - bone/muscle/joint injuries
  - suspected head and spinal injuries
  - chest injuries, burns and scalds
  - eye injuries
  - sudden poisoning and anaphylaxis
  - a suspected major illness

## Qualsafe Level 3 Award in Emergency First Aid at Work (RQF)

Learning the skills to support an emergency with confidence, now including AED

Duration	1 day	
Fees (+ VAT)	Member	£162.00
	Non-Member	£191.00
Start Date(s)	2024	2025
	8 May	
	13 June	
	3 July	

**BOOK ONLINE »**

### WHO IS IT FOR?

This course is ideal for individuals who have been tasked with covering first aid in a low risk environment or for supporting qualified first aid staff in response to a first aid situation.

### COURSE OVERVIEW

- Role and responsibilities of the emergency first aider
- Assessing the incident
- Managing casualties in differing situations:
  - unresponsive, breathing/not breathing, using an Automated External Defibrillator (AED)
  - choking, shock and seizures, external bleeding
- Minor injuries

## First Aid Skills (Annual) Refresher

Remaining competent within your role as a First Aider

Duration	1 half-day	
Fees (+ VAT)	Member	£145.00
	Non-Member	£171.00
Start Date(s)	2024	2025
	9 August	

### RELATED COURSES

- [Qualsafe Level 3 Award in First Aid at Work Regualification \(RQF\)](#)
- [Qualsafe Level 3 Award in Emergency First Aid at Work \(RQF\)](#)

**BOOK ONLINE »**

### WHO IS IT FOR?

Methods and techniques for dealing with emergency first aid situations are continually improving and evolving. Existing holders of a First Aid at Work or the Emergency First Aid at Work awards are advised to attend to refresh and align their skills to current practice.

### COURSE OVERVIEW

- Role of a first aider
- First aid kits and their contents
- Assessing the scene
- Primary Survey
- Administering first aid to a casualty who is unconscious/in seizure
- Cardiopulmonary resuscitation
- Administering first aid to a casualty in shock, wounded or bleeding
- Recovery position
- Treatment for the Choking Casualty
- Calling the Emergency Services

## Safety Awareness for Employee Representatives

Your champions; the eyes and ears of your business in promoting positive safety behaviour

Duration	1 day	
Fees (+ VAT)	Member	£320.00
	Non-Member	£377.00
Start Date(s)	2024	2025
	16 May	

### RELATED COURSES

- [IOSH Working Safely](#)
- [Accident Response and Reporting](#)

**BOOK ONLINE »**

### WHO IS IT FOR?

This course offers a structured approach for those nominated as Safety Representatives in their role and with responsibility to contribute to safety at work.

### COURSE OVERVIEW

- Introduction to relevant legislation
- Health and safety management systems
- The company safety policy
- Being the eyes and ears – the Safety Representative role
- Consultation with employees
- Purpose of safety inspections, surveys and audits
- The importance of risk assessments
- Accident investigation
- The role of enforcement
- Hazard identification exercise

## Safety, Health and Environmental Breakfast Briefing: Human Error

This talk, taking a practical and holistic approach, covers how wellbeing and mental health have moved front and centre in risk, error and safety management.

Duration		
Fees (+ VAT)	Member	£
	Non-Member	£
Start Date(s)	2024	2025

### RELATED COURSES

- [NEBOSH National General Certificate in Occupational Health and Safety](#)
- [NEBOSH Certificate in Environmental Management](#)

**BOOK ONLINE »**

### WHO IS IT FOR?

Our breakfast briefings offer those responsible for Health and Safety in the workplace, an opportunity to keep up to date with emerging trends and gain an insight to current and future legislation impacting safety, health and the environment within the business. In this session, Professor Tim Marsh explores the theory behind Human Error and the options employers have available to them to address this

### COURSE OVERVIEW

7.30am – 8am; Arrival, network and breakfast rolls 8am – 8.10am; move to training room and introductions 8.10am – 9.05am; The theory of Human Error 9.05am – 9.20am; short comfort break 9.20am – 10.15am; practical options for addressing Human Error 10.15am – Questions and close



## ECITB CCNSG Safety Passport

Your national standard passport to working safely on a construction site

Duration	2 days	
Fees (+ VAT)	Member	£189.00
	Non-Member	£189.00
Start Date(s)	2024	2025
	7 May	
	3 June	
	8 July	
	5 August	

### RELATED COURSES

- [ECITB CCNSG Safety Passport Renewal](#)

**BOOK ONLINE »**

### WHO IS IT FOR?

Individuals who will be working on engineering construction sites and who need to hold the Engineering Construction Industry Training Board (ECITB)'s industry recognised standard of health and safety knowledge.

### PLEASE NOTE

As ECITB set a fee cap of £165 per person, multiple booking discounts do not apply. PETA charge £12 per person, per day, for a two-course business lunch as reflected in the quoted fee.

### COURSE OVERVIEW

- Risk assessment
- Confined space entry
- Excavations
- Permit to work systems
- Safe use of access equipment
- Working at heights
- Site transport
- Protecting the environment
- Fire safety
- Personal hygiene
- Safe lifting and manual handling
- Safe systems of work
- Asbestos
- Hazardous substances
- Work equipment and lifting operations
- Electricity and isolation
- Hand-arm vibration
- Noise

## ECITB CCNSG Safety Passport Renewal

Renewing and retaining your passport to construction site safety

Duration	1 day	
Fees (+ VAT)	Member	£133.00
	Non-Member	£133.00
Start Date(s)	2024	2025
	26 April	
	23 May	
	28 June	
	22 July	
	29 August	

**BOOK ONLINE »**

### WHO IS IT FOR?

This course is for individuals holding the CCNSG Passport who are due for renewal (three years from the original passport achievement date), and who need to retain a current CCNSG Safety Passport.

### PLEASE NOTE

As ECITB set a fee cap of £121 per person, multiple booking discounts do not apply. PETA charge £12 per person, for a two-course business lunch as reflected in the quoted fee.

### COURSE OVERVIEW

- Legislation updates
- Root cause and impact of accidents
- Safe behaviours at work
- Point of work risk assessment (POWRA)
- Permits to work (PTW)
- RIDDOR
- Syndicate exercise: hazard spotting and job safety analysis

## Controlling Contractors (incorporating CDM Regulations)

Safeguarding the integrity of health and safety practices by contractors

Duration

Fees (+ VAT)	Member	£
	Non-Member	£
Start Date(s)	2024	2025

### RELATED COURSES

- [IOSH Managing Safely](#)
- [NEBOSH National General Certificate in Occupational Health and Safety](#)

**BOOK ONLINE »**

### WHO IS IT FOR?

This course is for people tasked with briefing and managing contractors, to ensure compliance with Construction (Design and Management) Regulations 2015, which govern the legal compliance for commissioning construction works.

### COURSE OVERVIEW

- What constitutes a contractor?
- Health and safety law and statutory duties
- Selecting and managing contractors in practice
- Planning; risk assessment, safe systems of work
- Steps; prior to, during and on completion
- General management duties applying to construction projects
- Additional duties; CDM Regulations
- Duties relating to health and safety on construction sites
- Liabilities, enforcement in respect of fire, transitional provisions
- Pre-construction information
- Construction phase plan
- Health and safety file
- Competence and training

## Asbestos Awareness

Understanding asbestos – a danger to long term health and wellbeing

Duration

Fees (+ VAT)	Member	£
	Non-Member	£
Start Date(s)	2024	2025

### RELATED COURSES

- [Quasafe Level 2 Award in Principles of Risk Assessment \(RQF\)](#)
- [Controlling Contractors \(incorporating CDM Regulations\)](#)

**BOOK ONLINE »**

### WHO IS IT FOR?

Over 5000 deaths are attributed to asbestos related illness each year. This course introduces managers, supervisors and staff, building maintenance, facilities managers and those responsible for contractors, to the regulations that apply if managing asbestos in the workplace.

### COURSE OVERVIEW

- What is asbestos?
- Health effects of exposure
- Where can it be found?
- Regulations controlling working with asbestos:
- The duty to manage
- Action to take if you discover asbestos
- Protection against the risks

## Introduction to Fire Risk Assessment

Assess the risk of fire and avoid catastrophe

Duration	1 day	
Fees (+ VAT)	Member	£320.00
	Non-Member	£377.00
Start Date(s)	2024	2025
	15 August	

### RELATED COURSES

- [NEBOSH Certificate in Fire Safety](#)
- [Fire Wardens](#)

**BOOK ONLINE »**

### WHO IS IT FOR?

Aimed at those who are required to undertake fire risk assessments, this course offers an ideal introduction and foundation to the basic principles and steps required to be compliant with legislation.

### COURSE OVERVIEW

- Understanding the risk and outcomes of fire
- The legal and moral position
- Chemistry of fire: fire triangle, chemical reactions, classification of fire, causes and spread of fire
- Conducting a fire risk assessment: identify fire hazards, identify people at risk, evaluate, remove, reduce and protect from risk, record, plan, inform, instruct and train, review

## Fire Wardens

Quick and calm evacuation in a fire or an emergency

Duration	1 half-day	
Fees (+ VAT)	Member	£151.00
	Non-Member	£178.00
Start Date(s)	2024	2025
	24 May	
	24 May	
	2 August	

### RELATED COURSES

- [Introduction to Fire Risk Assessment](#)
- [IOSH Working Safely](#)

**BOOK ONLINE »**

### WHO IS IT FOR?

This course is designed for employees who are designated to react in a fire or emergency and ensure that premises are evacuated quickly and safely, acting as your eyes and ears in pointing out potential day-to-day risks that may hinder fire safety.

### COURSE OVERVIEW

- Fire; the chemistry and spread
- Causes and classes of fire
- Heat/ignition sources
- Methods of fire extinction
- Fixed equipment
- Emergency escape; information and evacuation
- A fire warden's duties
- Reporting hazards and risks
- Training; drills, exercises and tests
- Practical experience in the use of a fire extinguisher

# Accident Response and Reporting

Reduce costly accidents or incidents with effective investigations

Duration	1 day	
Fees (+ VAT)	Member	£320.00
	Non-Member	£377.00
Start Date(s)	2024	2025
	20 June	

## RELATED COURSES

- [Qualsafe Level 2 Award in Principles of Risk Assessment \(RQF\)](#)
- [Qualsafe Level 3 Award in Emergency First Aid at Work \(RQF\)](#)

**BOOK ONLINE »**

## WHO IS IT FOR?

Designed for those involved in an accident investigative process, this course will present a structured approach to handling an investigation competently, sensitively and in compliance with legal frameworks.

## COURSE OVERVIEW

- The language of investigation
- Accident statistics and costs
- The clear case for investigating and reporting
- Legal requirements – Common and Statute Law
- Accident causation
- Accident investigation techniques
- RIDDOR 2013 and accident reporting
- Monitoring and reviewing performance

## Manual Handling - Train the Trainer

Avoid the strain; reducing musculoskeletal disorders through training good handling techniques

Duration

Fees (+ VAT)	Member	£
	Non-Member	£
Start Date(s)	2024	2025

### RELATED COURSES

- [Qualsafe Level 2 Award in Principles of Risk Assessment \(RQF\)](#)
- [IOSH Working Safely](#)

**BOOK ONLINE »**

### WHO IS IT FOR?

This course is designed to develop trainers who will be responsible for training others in manual handling techniques, either as a group or on a one-to-one basis, in best practice to reduce the potential for injury.

### COURSE OVERVIEW

- What constitutes manual handling
- How the human body works in relation to manual handling
- Types of injuries and accident rates
- Assessing the situation
- An overview of The Health and Safety at Work Act 1974 and the Manual Handling Operations Regulations 1992
- Applying regulations and best practice
- Manual handling risk assessment
- Planning training delivery
- Training aids, communication and questioning
- Techniques to deliver confidently and with impact
- Preparing to instruct
- Assessment - Micro training sessions\*
- Evaluating and assessing

## Manual Handling Awareness

Protecting the backbone of your business

Duration **1 half-day**

Fees (+ VAT)	Member	£151.00
	Non-Member	£178.00
Start Date(s)	2024	2025

12 June

### RELATED COURSES

- [Manual Handling - Train the Trainer](#)
- [Qualsafe Level 2 Award in Principles of Risk Assessment \(RQF\)](#)

**BOOK ONLINE »**

### WHO IS IT FOR?

This half day course is ideally suited to anyone who carries out tasks involving lifting or moving and is relevant for those supervising manual handling operations so that they can guide in best practice and reduce the potential for incidents or accidents.

### COURSE OVERVIEW

- What constitutes manual handling
- How the human body works in relation to manual handling
- Types of injuries and accident rates
- Assessing the task and situation; selecting the right method
- Applying regulations and best practice
- Manual Handling Operations Regulations 1992



## Display Screen Equipment (DSE) Assessor

Reducing sickness absence from head, neck, arms, wrists and back

Duration	1 half-day	
Fees (+ VAT)	Member	£151.00
	Non-Member	£178.00
Start Date(s)	2024	2025
	10 May	

### RELATED COURSES

- [Qualsafe Level 2 Award in Principles of Risk Assessment \(RQF\)](#)
- [IOSH Managing Safely](#)

**BOOK ONLINE »**

### WHO IS IT FOR?

Staff designated with the responsibility for setting up workstations or conducting Display Screen Equipment (DSE) risk assessments to educate them in promoting employee wellbeing when using desktop or laptop computers.

### COURSE OVERVIEW

- What is display screen equipment?
- Who might be a user?
- An overview of the legal requirements
- Ergonomics; posture and breaks
- Equipment; mouse, keyboard, screen
- Environment; lighting, position
- The DSE risk assessment in practice
- Video and discussion

## Portable Appliance Testing (PAT)

Practical testing skills to support your appliance monitoring

Duration	1 half-day	
Fees (+ VAT)	Member	£151.00
	Non-Member	£178.00
Start Date(s)	2024	2025
	9 May	
	12 July	

### RELATED COURSES

- [Qualsafe Level 2 Award in Principles of Risk Assessment \(RQF\)](#)
- [IOSH Working Safely](#)

**BOOK ONLINE »**

### WHO IS IT FOR?

Portable Appliance Testing (PAT) is an essential part of electrical work equipment safety and this course offers the knowledge and practical skills for people tasked with conducting Portable Appliance Testing.

### COURSE OVERVIEW

- Safely working with electrical equipment
- Legal aspects that apply
- Roles and responsibilities
- Types and classes of portable appliance equipment
- Introduction to the test equipment
- User checks and visual inspections
- Practical exercises in the use of testing equipment
- Keeping records

## Managing Working at Height

Theoretical training in the foundations of working at height safe systems of work.

Duration

Fees (+ VAT)	Member	£
	Non-Member	£
Start Date(s)	2024	2025

**BOOK ONLINE »**

### WHO IS IT FOR?

This managing working at height training course is for those who may be involved in planning, organising, and managing working safely at height. Managers who attend this course may or may not supervise the actual job.

### PLEASE NOTE

Certification lasts for 3 years. To continue to manage this environment you must requalify by the end of your certification expiry.

### COURSE OVERVIEW

- Devise a safe system of work for work at height tasks
- Work at height regulations and legislation
- Safe use of ladders, scaffolding and MEWPS.
- PPE requirements and overview of fall protection equipment and their setup
- Hierarchy of control

## Working at Heights

A head for heights and a mind for safety

Duration **1 half-day**

Fees (+ VAT)	Member	<b>£151.00</b>
	Non-Member	<b>£178.00</b>
Start Date(s)	2024	2025

17 May

### RELATED COURSES

- [Controlling Contractors \(incorporating CDM Regulations\)](#)
- [IOSH Working Safely](#)

**BOOK ONLINE »**

### WHO IS IT FOR?

This course provides solid guidance to those who work at height, manage others working at height or who are required to conduct risk assessments.

### COURSE OVERVIEW

- Overview of The Work at Height Regulations 2005
- Implications and consequences of unsafe practice
- Understanding the risk
- Height of the task
- Duration and frequency
- Condition of the surface being worked on
- Hazards
- Selection of work equipment:
- Right equipment for the task
- Protective equipment (PPE)
- Ladder safety
- Stepladders - care and maintenance
- Mobile access towers - basic guidance
- Working platforms
- Fragile surfaces
- Falling objects
- Planning and inspections
- Working on roofs
- The last line of defence - fall arrest/restraint

## Managing Confined Spaces

Theoretical training in the foundations of confined space safe systems of work.

Duration

Fees (+ VAT)	Member	£
		Non-Member

Start Date(s)	2024	2025

**BOOK ONLINE »**

### WHO IS IT FOR?

This managing confined space training course is for those who may be involved in planning, organising and managing working safely in confined spaces. Managers who attend this course may or may not supervise the actual job.

### PLEASE NOTE

Certification lasts for 3 years. To continue to manage this environment you must requalify by the end of your certification expiry.

### COURSE OVERVIEW

- What is meant by the terms 'confined space' and 'specified risk'
- Principle requirements of the Safe Entry into Confined Space Regulations 1997
- Risk assessment requirements under the Management of Health & Safety at Work Regulations and the associated approved code of practice
- Permits to work – and why and when to utilise them
- The purpose and benefits of safe systems of work
- Principle duties of a person responsible for managing entries into confined spaces

## Confined Space Entrant and Entry Controller for Medium Risk Confined Spaces

Practical and theoretical training in the foundations of confined spaces entry and entry control for Medium Risk (NC2 AND NC3) Spaces with the donning and wearing of a compressed air escape set

Duration

Fees (+ VAT)	Member	£
		Non-Member

Start Date(s)	2024	2025

**BOOK ONLINE »**

### WHO IS IT FOR?

This course offers an ideal introduction to the foundation principles of working in confined spaces (theory and practical), for operators who are exposed to these environments, covering the procedures for emergency within hazardous confined space environments.

### PLEASE NOTE

Certification lasts for 3 years. To continue to work in this environment, you must re-qualify by the end of your certification expiry.

### COURSE OVERVIEW

- Types of confined space
- Specified risks as defined in The Confined Spaces Regulations 1997
- Hazards and risks of working in confined spaces
- Identification and application of control measures
- The use and importance of safe systems of work and permit to work
- Roles and responsibilities
- Methods of communication and reacting safely and effectively in an emergency
- Safe use and pre-inspection of equipment:
  - Gas monitoring
  - Entry equipment (tripod, winch, fall arrest, harnesses)
  - Escape sets
- Practical element includes:
  - Pre-use checks
  - Setting up equipment
  - Confined space entry and emergency escape exercises

## **Confined Space for Low Risk Confined Spaces**

Practical and theoretical training in the foundations of confined spaces entry for Low Risk (NC1) Spaces with safe use of gas monitor devices and safe system of work procedures

Duration

Fees (+ VAT)	Member	£
	Non-Member	£
Start Date(s)	2024	2025

**BOOK ONLINE »**

### WHO IS IT FOR?

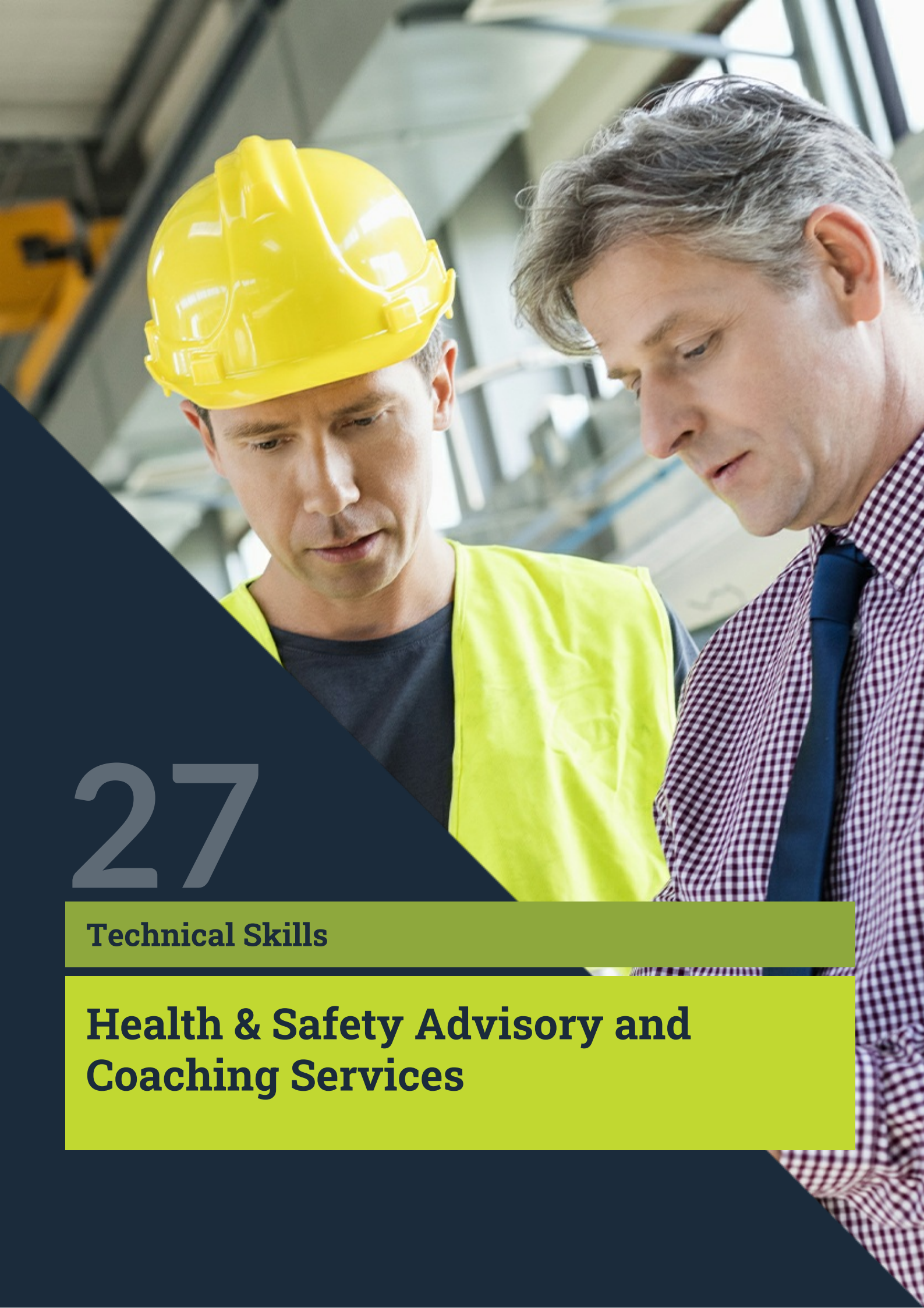
This low risk confined space training course is for anyone working in a low-risk environment, such as meter pits, valve chambers and stairwells, and includes preparing to enter and work safely, entering and exiting confined spaces safely, using equipment and tools, following procedures, and dealing with emergencies.

### PLEASE NOTE

Certification last for 3 years. To continue to work in this environment, you must re-qualify by the end of your certification expiry.

### COURSE OVERVIEW

- Enter and exit low risk confined spaces safely
- How to recognise an emergency has occurred and then how to deal with it
- Follow working procedures and work safely
- Understand the principles of working in low risk confined spaces
- Understand standard protocols for working in low risk confined spaces



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**Technical Skills**

**Health & Safety Advisory and  
Coaching Services**



# Health, Safety and Environment Support Services

Balancing legal compliance with every day issues can be a challenge for any business. Changing legislation compounded by limited time to revise policy and practice can leave your health, safety and environmental systems falling short of what your business requires.

We offer a range of practical support services that can be accessed on a long-term or short-term basis either as part of a project or as ad-hoc support. The following examples are some of the most popular areas of support requested.

## **SAFETY HEALTH CHECK**

A brief, 2-hour snapshot offering a starting point to help you improve your health and safety systems.

## **GAP ANALYSIS**

A review of current health and safety management systems to identify areas for improvement and compliance.

## **SYSTEMS AUDITS**

An audit of operational effectiveness on a plan, do, act, check model, identifying health and safety gaps and highlighting improvement opportunities leading to the development of an action plan.

## **SAFETY INSPECTIONS**

An in-depth inspection of specific activities, equipment or areas and defining the risks and measures required to raise levels of health and safety practice.

## **RISK ASSESSMENTS (E.G. FIRE OR COSHH)**

A new risk assessment or review of existing assessment results to ensure they remain compliant and relevant to the activities being conducted.

## **SAFE SYSTEMS OF WORK, POLICY AND PROCEDURES**

A review to develop your management systems, raise standards and support your internal and external strategies, (e.g. achieving ISO 45001 or ISO 14001 certification.)

## **INDUCTION, TOOLBOX TALKS AND BRIEFINGS**

Delivery of training and updates to new or existing employees to educate and inform as to health, safety and environmental best practices.

## **INCIDENT AND ACCIDENT INVESTIGATION**

Helping you follow the right steps in the case of an incident or accident to reduce the potential for re-occurrence.

# Safety Advisory Services

Our dedicated safety professionals are on hand to provide the support you need, when you need it. Each service is tailored to deliver hands-on support in everyday health, safety and environmental issues and offer:

- A dedicated resource focused on a specific task with no distractions
- Cost effective and flexible delivery
- A result driven service with clear objectives defined right from the start

Our commitment is to deliver support that cuts through the red tape that often brings confusion, misinterpretation and leads to valuable time to being wasted.

Our goal is to promote the value of good health, safety and environmental management, guiding you and your employees towards implementing steps that add value to your business and employee wellbeing.

In your initial consultation meeting, your dedicated consultant will have the opportunity to match your needs to the most appropriate service suited to your business. The options for this are detailed below.

## ANNUAL SAFETY SUPPORT CONTRACT

Offering three annual contract options, our Silver, Gold or Platinum service enables you to select the best level of support to meet your needs. Each package combines a set of deliverables conducted over 8, 12 or 18 days per year:

- Initial gap analysis
- Health and safety policy/arrangements review
- Review of risk assessments
- A series of scheduled visits to conduct a range of health and safety related actions
- Briefings and/or toolbox talks
- Open course discount voucher(s)
- Free attendance to breakfast briefings at PETA (1 to 2 places)

### Silver (8 Days)

### Gold (12 Days)

### Platinum (18 Days)

## AD-HOC SUPPORT

What do you do when something occurs such as an incident or inspection and you need some extra support for a short time?

Our Safety Advisory service is extremely flexible, offering short notice support charged at a minimum of 2 hours fee.

**Member from £95.50 per hour + VAT**

**Non-Member from £115 per hour + VAT**

## CONSULTANCY PROJECTS

There are occasions when a project arises and the resources are simply not available for the successful completion in-house. This is where one of our safety advisers can undertake the project for, or with you

**Member from £886 per day + VAT**

**Non-Member from £1,045 per day + VAT**



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**Essential Information**

# Essential Information

## PETA Course Booking Terms and Conditions

Our aim is to make your training experience with us as comfortable and pleasant as possible. Call 023 9253 8700 or email [enquire@peta.co.uk](mailto:enquire@peta.co.uk) for help with booking your courses.

Here is some key information to guide you.

### WHEN DO THE COURSES START AND FINISH?

Most courses commence at 9.15 am and coffee and registration take place from 8.45 am. Typically, courses finish at 4.30 pm. Lunch is usually between 12.30 pm and 1.30 pm. Refreshments are provided mid-morning, lunch time and mid-afternoon.

### WHAT IF I AM DISABLED OR HAVE SPECIAL NEEDS?

We are committed to offering courses and facilities that respect differing needs and are accessible to all. If you do have a requirement, please contact us and we will explore with you how best to support your specific needs.

### WHAT DO I NEED TO BRING WITH ME?

Your joining instructions (sent approximately two weeks prior to the course), will explain details of venue, start time, car parking facilities and information about what you need to bring with you. We do encourage individuals to consider their traveling arrangements to minimise the impact on the environment.

### FEES

All fees listed in the Directory are subject to VAT and (unless otherwise stated) include refreshments, lunch (for courses of one day or more) and all training materials. When booking your course, please be sure to familiarise yourself with our terms which are detailed on the reverse of the booking forms.

### HOW TO PAY

You can book and pay online at [www.peta.co.uk](http://www.peta.co.uk). Members will be invoiced on commencement of a service unless otherwise agreed. Payment is required 28 days from date of the invoice.

Non-Members are required to pay at the time of booking and can pay online or by cash, cheque or credit card. However, payment must be received PRIOR to service commencement. If a purchase order is required, please quote the number on your booking form.

### HOW TO MAKE A COURSE BOOKING

- Online: [www.peta.co.uk](http://www.peta.co.uk)
- Telephone: [023 9253 8700](tel:02392538700)
- Email: [enquire@peta.co.uk](mailto:enquire@peta.co.uk)

### REGISTRATION FEES

Registration fees for accredited programmes are not refundable or transferable.

### TRANSFERS AND CANCELLATIONS ESSENTIALS

#### First transfer and cancellation fees

Substitutions may be made at any time up to the start of the course. Transfers and late cancellations will, however, incur the following charges based upon the time of receipt of written notification prior to the course commencement date.

Working Days	Substitutions	Transfers	Cancellations
11-15	Free	Free	25% Fee
6-10	Free	25% Fee	50% Fee
Less than 6	Free	50% Fee	Full Fee

Delegates who fail to attend will be charged the full fee.

### PETA CANCELLATION

In the event of cancellation for any reasons whatsoever or howsoever by PETA Ltd, the limit of PETA's liability shall be to use its best endeavours to give notice of such cancellation and no further.

### CONTACT US

Any questions you would still like to ask PETA?

Call us on [023 9253 8700](tel:02392538700) or e-mail [enquire@peta.co.uk](mailto:enquire@peta.co.uk)

## SUPPORT SERVICES

- Safety, health and Environment
- Training and HR
- ICT Applications Support
- Business Improvement
- Coaching Services

Book your training online at:

- [www.peta.co.uk](http://www.peta.co.uk)
- [enquire@peta.co.uk](mailto:enquire@peta.co.uk)
- **023 9253 8700**

PETA Limited is an equal opportunities provider of training and welcomes all sections of the community.

PETA Management and Training  
Conference Centre  
One Access Point, Northarbour Road  
Portsmouth, Hampshire, UK PO6 3TE

## APPRENTICESHIPS

- Apprenticeship Levy Managed Service
- Business
- Management
- IT and Digital
- Engineering

## OPEN COURSES

- Management and Leadership
- Personal Development
- Business Improvement and Quality Management
- Customer Service and Sales
- HR Training
- Computer Applications, Software and Infrastructure
- Safety, Health and Environment
- Lift Truck and Mechanical Handling
- Engineering Skills

