



Health and Safety Courses - Price List

Content

Abrasive Wheel
Bespoke training courses designed to customer requirements
COSHH
Display Screen Equipment
Environmental Checks
Fire Awareness Course
Fire Marshal Training
Fire Risk Assessment
H & S Consultation - Monthly
Health & Safety - Staff Assessments
Health & Safety Audit
Health & Safety in the Workplace (General Awareness)
Health & Safety Policy
Health and Safety Consultation
HR Consultation
Manual Handling
Quarterly Checks
Risk Assessment Training
Slinging & Lifting
Tool Box Talks
First Aid at Work



Training Programs

1. Health & Safety in the Workplace (General Awareness)

The Management of Health and Safety at Work Regulations 1999 were introduced to reinforce the Health and Safety at Work etc. Act 1974 and contain the requirements for a company to give training to all their staff on general awareness. This course, which runs for a day, will bring those that require an awareness of Health & Safety in the Workplace to a better understanding of what is required of them.

(Max. 6 people)		
Members 20% discount		
Non-Members		
Course Code -1001	£	630.00

2. Health & Safety Audit

To help you comply with the requirements under the Health and Safety at Work Act, BEMA will undertake a Health and Safety Audit to ascertain the elements of health and safety that are not being undertaken by your company at the present time or that require updating.

The Audit covers:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Health and Safety Policy • Other Policies such as Drugs and Lone Working • Risk Assessments of Machinery • Risk Assessment • Fire Safety • First Aid • Work Equipment • Electricity | <ul style="list-style-type: none"> • COSHH • Manual Handling, Sliding and Lifting • Personal Protective Equipment • Safe Systems of Work and Training • Company Vehicles • Workplace Notices • Production Workplace survey |
|--|---|

You will be provided with a full report of any outstanding items to be corrected and the best way to go about this. BEMA is on hand to give advice and support for all aspects of Health and Safety. You are under no obligation to use any of our services after the Audit has been completed.

½ day		
Members - Free of Charge		
Non-Members		
Course Code -1002	£	525.00

3. Health & Safety Policy

Under the Health and Safety at Work Act, if you have five or more employees, you must have a written policy. Describing how you will manage health and safety in your business and it will also let your staff and others know about your commitment to health and safety. It should clearly say who does what, when and how. A policy will only be effective if you and your staff follow it and review it regularly.

Members 50% discount		
Non-Members		
Course Code -1003	£	525.00

4. Risk Assessment Training

This one day programme is designed to help you understand the main causes of accidents and ill health, and their implications for people in the workplace and to look at the legal requirements for risk assessment.

The programme will cover:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Hazards, risks and control measures • The five steps of risk assessment | <ul style="list-style-type: none"> • The hierarchy of control • Risk assessment review and record keeping |
|--|---|

The participants will gain the ability to contribute both to the maintenance of a safe work environment and to the process of formal risk assessment and gain an understanding the legal requirements for risk assessments.

Members 20% discount			
Non-Members			
Course Code -1004	Half Day	£	420.00
Course Code -1004a	Full Day	£	840.00



Training Programs

5. Health & Safety - Staff Assessments

Health and Safety audit of individual personal in their normal workplace. On successful completion a Certification of competency is issued.

Members 20% discount			
Non-Members			
Course Code -1005	Per Hour	£	78.75

6. COSHH

With your assistance we will compile a COSHH Register and help to obtain the necessary Material Safety Data Sheets. With this information we will be able to conduct a full COSHH Risk Assessment for you.

Members 40% discount			
Non-Members			
Course Code -1006	£		1,050.00

7. Environmental Checks (Noise, Light and Temperature Readings Etc)

Noise, Light and Temperature readings can be taken in all areas of the workplace. By undertaking this assessment it can be identified if ear defenders are required. As records will be kept it will help to eliminate industrial deafness and tinnitus claims in future years.

Members 20% discount			
Non-Members			
Course Code -1007	Per Hour	£	78.75

8. Display Screen Equipment

We will undertake Individual Assessments of all workstations and produce a Risk Assessment as well as a Report detailing any issues that need to be corrected.

Members 28.57% discount			
Non-Members			
Course Code -1008	Per Hour	£	78.75

9. Tool Box Talks

We can undertake tool box talks to your employees to update their knowledge and training. These areas can include risk assessments, manual handling, COSHH or any other topic which you would like covered.

Toolbox talks on the following subjects

- Accident Record Book
- Accidents and Near Misses
- COSHH
- DSE (Display Screen Equipment)
- Fire Awareness
- House Keeping
- Ladder Safety
- Lifting Operations
- Manual Handling
- PPE
- PUWER (Provision and Use of Work Equipment Regulations 1998)
- Slings
- Slips and Trips
- SSOW (Safe System of Work)

Members 50% discount			
Non-Members			
Course Code -1009	Per Talk (Max. 4 per day)	£	105.00



Training Programs

10. Manual Handling

Most accidents in the workplace are caused through bad handling techniques and this generally ends in time taken off and therefore missed production. Maintaining a workforce that is trained in manual handling techniques will save downtime and more importantly accidents the therefore physical harm.

- Course outline.
- Current Legislation
- Scale of the problem throughout industry
- Individual capabilities
- Reducing the risk
- Handling Techniques

Members 20% discount		
Non-Members		
Course Code -1010	(Max 8 at BEMA) 1/2 day Theory only	£ 420.00
Course Code -1010a	On site (Max. 6 people) 1/2 day Theory only	£ 525.00
Course Code -1010b	(Max 8 at BEMA) 1 day Theory & Practical	£ 840.00
Course Code -1010c	On site (Max. 6 people) 1 day Theory & Practical	£ 1,050.00

11. Fire Marshal Training

A half day training course that provides delegates with an all-round knowledge of what to do in the event of a fire, a clear understanding of the responsibilities and duties of a fire marshal.

Members 20% discount		
Non-Members		
Course Code -1011	On site (Max. 6 people) 1/2 day	£ 525.00
Course Code -1011a	On site (Max. 6 people) Full Day	£ 1,050.00

12. Slings & Lifting

Sling Awareness is classroom based only. Sling and Lifting is both classroom and practical based.

Objectives

- Regulations Covering Slings and Lifting LOLER
- Types of Slings and Inspection Checks
- Frequency of Inspection
- Margin of Safety
- Maintaining and Safety checking with lifting gear

Members 20% discount		
Non-Members		
Course Code -1012	BEMA (Max. 6 people) 1/2 day Theory only	£ 525.00
Course Code -1012a	BEMA(Max. 6 people) 1 day Theory & Practical Assessment	£ 1,050.00
Course Code -1012b	On site (Max. 6 people) 1/2 day Theory only	£ 630.00
Course Code -1012c	On site (Max. 6 people) 1 day Theory & Practical Assessment	£ 1,260.00

13. Fire Awareness Course (duration ½ day)

Aims of the course.

Ensure that all staff are prepared should a fire occur in the workplace, with this two hour course teaching delegates the correct protocol to follow in an emergency situation. This is essential knowledge for ensuring the safety of your workforce, and a basic fire safety understanding for all staff should be at the forefront of training priorities. The course complies with the Regulatory Reform (Fire Safety) Order 2005, and familiarises delegates with fire safety practices and equipment.

Topics

- Introduction to fire safety.
- Responding to a fire.
- Alarms, evacuation and assembly.
- Defence against fires, e.g. Fire doors.
- Extinguisher essentials – colour codes and different types.
- How fires are caused.
- Identifying and reducing risks.
- Preventing spread of fire.
- Meeting legal guidelines and legislation

Members 20% discount		
Non-Members		
Course Code -1013	£	525.00



Training Programs

14. Abrasive Wheel (duration ½ day)

Course Outline: Introduction & Aims of Courses

The Abrasive Wheels Regulations 1970, which has been superseded by the Provision and Use of Work Equipment Regulations 1998 (PUWER)

- A guide for Discussion
- Balancing of Precision Wheels
- Truing, Dressing & Balancing
- Marking, Handling & Inspection of Wheels
- Mounting of Wheels & Functions of Components
- British Standard Marking System for Grinding Wheels
- Star Dresser
- Hazards in Use
- Wheel Safety
- Wheel Mounting- General Comments
- Off Hand Bench & Floor Stand Grinders

Members 20% discount		
Non-Members		
Course Code -1014	At BEMA (Max. 6 people) 1/2 day Theory only	£ 525.00
Course Code -1014a	At BEMA(Max. 6 people) 1 day Practical & Theory only	£ 1,050.00
Course Code -1014b	On site (Max. 6 people) 1/2 day Theory only	£ 630.00
Course Code -1014c	On site (Max. 6 people) 1 day Theory & Practical Assessment	£ 1,260.00

15. Quarterly Checks

- Health and safety checks.** Fire equipment, housekeeping, trip hazards, gangways and stairways, exits (clear and open correctly), material storage, material handling, hand and power driven trucks, steps and platforms, heating and ventilation, dust fumes gases and vapours, unsafe practices
- **Machine checks.** Visual machine checks to comply with PUWER regulations
 - **Environmental readings.** Noise, lighting and temperature checks. Full floor plan and readings report.
 - **Hand tool checks.** Visual checks on all company & employee hand tools to ensure they are safe for purpose.

Members 20% discount		
Non-Members		
Course Code -1015	Per Hour	£ 78.75

16. Fire Risk Assessment

- Site fire risk assessment and report
- Arson prevention check list
- Fire equipment and signage requirement check list
- Site floor plan

Members 20% discount		
Non-Members		
Course Code -1016	Per Hour	£ 78.75

17. Health and Safety Consultation fee.

Telephone/video consultation charged after 20mins for members. Research and documentation time charged at hourly rate.

Telephone/video consultation charged from start for non-members. Research and documentation time charged at hourly rate.

Email consultation charged for research and documentation time charged at hourly rate.

Members 20% discount		
Non-Members		
Course Code -1017	Per Hour:	£ 78.75



Training Programs

18. Bespoke training courses designed to customer requirements

Bespoke courses are designed around the individual requirements of the customer and the setup time for the courses are charged at the hourly rate to be discussed prior to the course is setup. Delivery of the course priced below depending on the required time allowance for the course.

Members 20% discount		
Non-Members		
Course Code -1018	Per Hour:	£ 157.50

19. HR Consultation

HR Consultation encompasses Company Policies and procedures which includes Contracts of employment, Disciplinary , Redundancy Grievances etc.

Members 20% discount		
Non-Members		
Course Code -1019	Per Hour:	£ 78.75

20. H & S Consultation - Monthly

Monthly Consultation - Includes - General H & S, 1 Toolbox talk, Quarterly Inspections, Fire Risk Assessment.

Members 20% discount		
Non-Members		
Course Code -1020	Per Hour:	£ 78.75

21. General H & S & HR Consultation

Covering Item of Health and Safety and Human resources not within the set courses, training or Consultation

Members 20% discount		
Non-Members		
Course Code -1550	Per Hour:	£ 78.75

Additional Course

First Aid At Work Course at BEMA

The First Aid at Work training course provides a comprehensive set of practical skills needed by first aiders in most workplaces, giving both the ability and knowledge to deal with first aid emergencies. It meets the standards required to help comply with Health and Safety (First aid) regulations.

Members 20% discount		
Non-Members		
Course Code -1100	Per Person:	£ 315.00

Course has a minimum of 6 participants although not necessary from the same company so will be arranged accordingly. We need to have 6 candidates to cover the costs so dates may have to altered. The certification is valid for three years.

Additional charges

- Courses booked at non-members who are over a 50-mile radius will be charged at £0.50 per mile over.
- Courses held over 150 miles from BEMA, or over 12 hours including travel may incur a charge for an overnight stay.