

# Course Booking Form



## Abrasive Wheels & Manual Handling Training

Duration: 1 day (split as 2 x ½ days)

Dates: See below

Time: 09.00 – 12.30 (Abrasive Wheels)  
13.30 – 17.00 (Manual Handling)

Venue: Citrus Training  
16 Bentley Court, Finedon Road Industrial Estate  
Wellingborough

Cost (per person): £55 + VAT per ½ day course, or £105 + VAT if booked together  
(£70 & £130 for non-members)

Other: Tea & coffee will be provided  
Delegates must be aged 18 or over for abrasive wheels course



### Additional Information

- A variety of CITB-ConstructionSkills grants are available:
  - Training Plan Claim** – £13.75 per person, per ½ day, for any occupation (in addition to the minimum annual payment of £500)
  - Short Duration Claim** – £17.50 per person, per ½ day, providing that the person attending is in a construction occupation
- Companies who have submitted a levy return and paid the resulting levy on time, will qualify for a supplementary bonus of 25% of the grant, paid automatically with each claim.

### To Book

Please complete the information below and **fax back to Janice Graham-Wilson on 01767 651550**.

Please reserve the following places on the **Abrasive Wheels/Manual Handling** course. I have read and agree to the cancellations policy outlined below.

Course date	Close date	Number of places		
		AW only	MH only	AW & MH
<b>16 February 2010</b>	02 February 2010			
<b>15 June 2010</b>	01 June 2010			
<b>19 October 2010</b>	05 October 2010			

Name: ..... Signed: .....

Company: .....

### TERMS & CONDITIONS

Cancellations made more than 21 days prior to the course start date – no charge; cancellations made between 14 – 21 days prior to the start date – 50%\*; cancellations made less than 14 days before the course start date –100%\* (\* Unless the place can be filled, in which case there will be no charge). Bookings can be made after the closing date, but the full charge will be made to the company for each place, with no opportunity for cancellation without incurring the full cost. If, for any reason beyond our control, one of the training providers cancels or postpones all or any part of a course, the Group will not be liable for any costs incurred by the client as a result of the cancellation or postponement. Where possible, a mutually agreeable date will be arranged to run or complete the course.

# Abrasive Wheels

## Further Information

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### Course Aims

The course aims to provide delegates with a thorough understanding of the hazards associated with the use of abrasive wheels and to comply with the Provision and Use of Work Equipment Regulations (PUWER) in the safe mounting of abrasive wheels and discs on portable machinery.

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

- Understand the legal requirements and their responsibility for the safe use of abrasive wheels
- Identify a potential hazard and its reasonable foreseeable risks
- Select the appropriate machinery and PPE required for the work being undertaken
- Select appropriate safety equipment that may be used and carry out appropriate pre-use checks
- Be able to correctly mark, store, handle and transport abrasive wheels and any ancillary equipment such as discs
- Conduct a practical exercise using the appropriate safety equipment, in a safe and efficient manner

### Who Should Attend

This programme is designed for any person who may be required to use an abrasive wheel in the workplace or requires familiarisation with the associated regulations.

### Course Content

- Legal requirements and responsibilities
- Nature of hazards and identification of causes
- Safe work area
- Selection of correct machinery and personal protective equipment (PPE)
- Method of marking, storing, handling and transporting
- Storage, checking and use of discs
- Machine checks
- Mounting and dressing

### Additional Information

Classroom based tutorials and demonstrations.

A practical exercise may be included into the syllabus subject to a suitable and risk assessed practical area and the necessary equipment and PPE being made available for the duration of the training.

Furthermore training will be specific only to the type of abrasive wheel used by the delegates in their line of work and therefore needs to be advised to us at the time of booking.

### Additional Information

Delegates should provide a passport photograph on the day of training for production of ID Cards.

The content of this course includes **awareness** of periodic examinations of equipment. The course does not provide full training in maintenance of equipment.

Delegates must be aged 18 or over.

# Manual Handling

## Further Information

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### Course Aims

The aim is to provide delegates with a thorough understanding of how to minimise the risk of injury to themselves and others by increasing awareness of potential manual handling hazards in the workplace and their outcomes.

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

- Summarise the legislation and manual handling regulations that relate to lifting in the workplace
- Appreciate the financial impact on industry caused by injuries from poor manual handling
- Identify and assess potential hazards and choose appropriate methods of risk control which includes the selection of any lifting equipment that may be required
- Carry out manual handling techniques in a safe and efficient manner

### Who Should Attend

This programme is designed for any person(s) who have to train and/or assess those who are involved in manual handling in the workplace i.e. Employers, Managers, Supervisors or Operatives.

### Course Content

- Health & Safety at Work Act 1974
- Manual handling regulations
- Management of Health & Safety at Work Regulations
- Accident statistics
- The functions of the spine and muscular system
- Typical injuries
- Hazard identification and assessment of:
  - The task
  - The load
  - The working environment
  - Individual capabilities
- Correct handling techniques
- Practical exercises and tuition

### Training Methods

A high proportion of group participation including practical exercises in lifting techniques, supplemented with video and classroom based tutorials.

### Additional Information

Delegates should provide a passport photograph on the day of training for production of ID Cards.