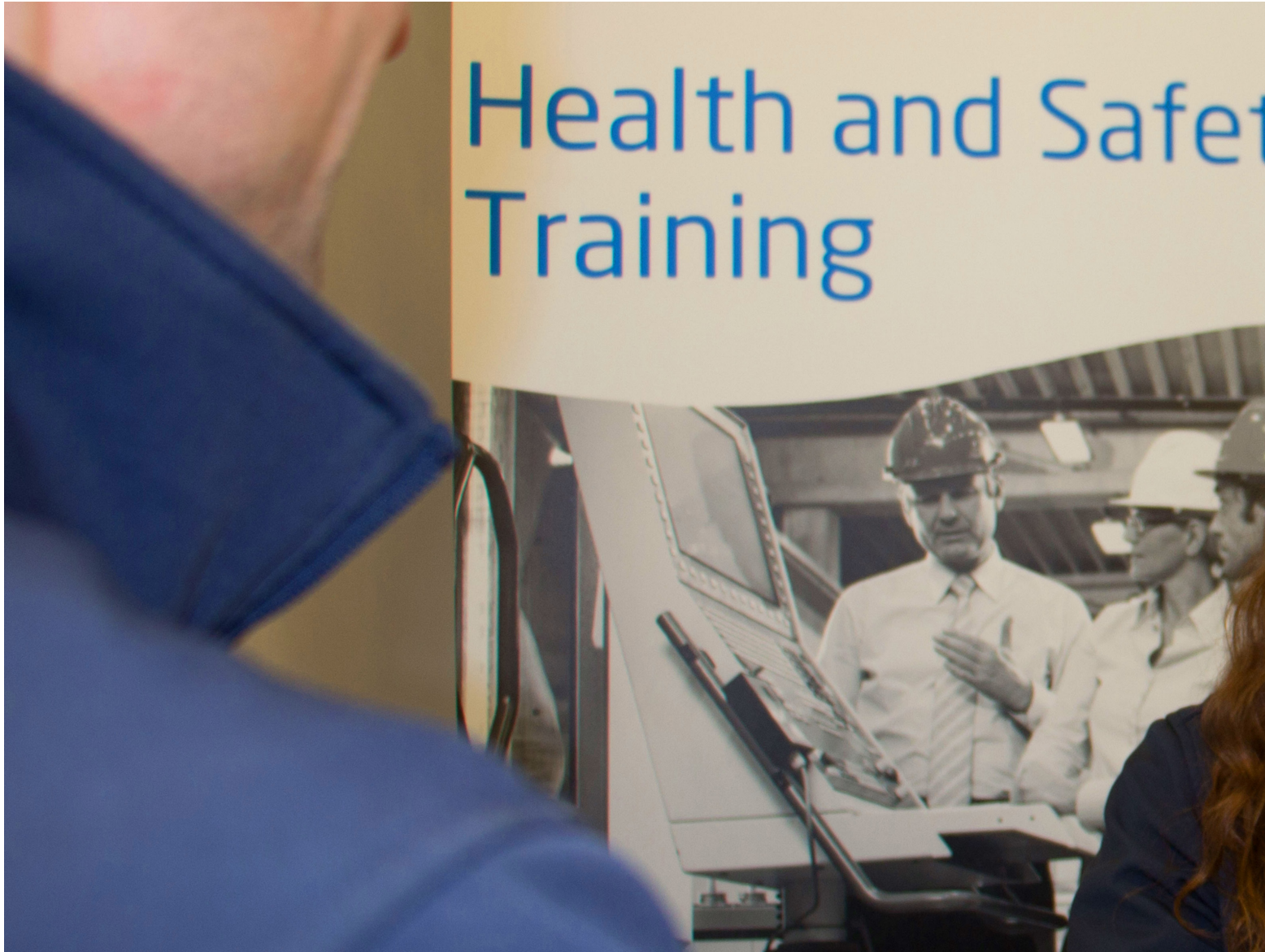




Service Guide

Inspiring people and businesses to work safely and sustainably

Health and Safety Training



Inspiring people and businesses to work safely and sustainably



Welcome

Our purpose is to 'inspire people and businesses to work safely and sustainably' through the delivery of QHSE and HR training and consultancy services. We are all committed to providing a superior customer experience which is professional and friendly with practical and straightforward advice.

Please contact us for more information or to arrange a meeting to discuss your particular needs.

Our 100% Guarantee

At the heart of our business is our 5 star customer service promise to ensure that the highest level of care and attention is maintained at all times.

We promise to:

- provide a friendly and professional service
- respond to all enquiries efficiently
- deliver a service that is straightforward and problem free
- tailor a solution to meet your needs
- listen, learn and improve on all aspects of our service

If at any point you genuinely feel that we have not delivered in line with your expectations, we guarantee to either fix the problem, offer you an alternative service of equivalent value or give you your money back.



Version 1 | March 2020

Training Courses

We deliver a wide range of training courses covering various industry sectors and different levels of employee responsibility.

Open Courses

We manage and deliver our services nationally from our head office in Plymouth and regional centres in Redruth, Exeter, Taunton, Bristol, Worcester and Swindon. Regular open courses are scheduled across these centres.

Private Courses

For larger groups, private courses can be tailored and delivered at a venue of your choice, which can be a more cost effective option. Please contact our team on the number below for more information.

Training Bundles

As a member of our ADVISOR scheme, or if you book three or more places on any of our featured courses, the bundle rate will apply.

Booking SSG Services

There are three easy ways to enquire about or book onto our training courses:

 www.ssg.co.uk

 01752 201616

 info@ssg.co.uk





Training Courses Available

Asbestos Training (UKATA)

- Asbestos Awareness
- Asbestos Awareness - Annual Refresher
- Non Licensable Work with Asbestos
- Non Licensable Work with Asbestos - Annual Refresher
- Duty to Manage
- Duty to Manage - Annual Refresher

CITB Courses

- Directors Role for Health and Safety
- Site Management Safety Training Scheme
- Site Management Safety Training Scheme - Refresher
- Site Supervision Safety Training Scheme
- Site Supervision Safety Training Scheme - Refresher
- Health and Safety Awareness
- Temporary Works Supervisor
- Temporary Works Coordinator
- Temporary Works General Awareness
- Site Environmental Awareness Training Scheme

Construction Design and Management (CDM)

- CDM 2015: An Overview
- CDM 2015 for Contractors and Principal Contractors
- CDM 2015 for Designers and Principal Designers

Electrical Safety Courses

- Electrical Safety Awareness
- Portable Appliance Testing (PAT)

Environmental Training

- NEBOSH Certificate in Environmental Management
- NEBOSH Award in Environmental Awareness at Work
- CITB Site Environmental Awareness Training Scheme
- IEMA Foundation Certificate in Environmental Management
- IEMA Environmental Sustainability Skills for Managers
- IEMA Environmental Sustainability Skills for the Workforce

First Aid Courses (FAIB)

- Emergency First Aid at Work
- First Aid at Work
- First Aid at Work - Refresher
- CPR and Defibrillator Training
- First Aid - Annual Skills Updates
- Paediatric Emergency First Aid
- Paediatric First Aid

Fire Safety Courses

- Fire Safety Awareness
- Fire Warden
- Fire Safety Management
- NEBOSH National Certificate in Fire Safety and Risk Management

General Health and Safety Courses

- Toolbox Talk Delivery
- Risk Assessment Workshop
- CoSHH Assessment Workshop
- Display Screen Equipment Assessment Workshop
- Accident Investigation
- Managing Noise
- Safety Management for Work-Related Driving
- Driver Safety Awareness
- Sharps Awareness
- Health and Safety in the Office

Highways Training

- Cable Avoidance Tools (CAT and Genny)
- Signing, Lighting and Guarding Training

IEMA

- Foundation Certificate in Environmental Management
- Environmental Sustainability Skills for Managers
- Environmental Sustainability Skills for the Workforce

IOSH Courses

- Leading Safely
- Working Safely
- Safety for Executives and Directors
- Managing Safely
- Managing Safely - Refresher
- Supervising Safely
- Managing Occupational Health and Wellbeing

Achieving ISO Certification with SSG

- ISO 9001: 2015 - Quality Management Internal Auditor
- ISO 14001: 2015 - Environmental Management Internal Auditor
- ISO 45001: 2018 - Occupational Health and Safety Internal Auditor

Leadership and Team Management Skills

- Disciplinary and Grievance
- Accountabilities
- Customer Service
- Difficult Conversations
- Data Protection and Confidentiality
- Attendance Management
- Leadership Skills
- Emotional Intelligence
- SMART Objectives
- Ensuring Compliance
- Improving Performance
- Inspiring Leaders
- Overcoming Challenges

Manual Handling Courses

- Manual Handling (Kinetic Lifting Techniques)
- Manual Handling Instructor

Mental Health First Aid

- Adult MHFA
- MHFA Champion
- Mental Health Aware
- MHFA Refresher

NEBOSH Courses

- National Diploma in Occupational Health and Safety
- National General Certificate in Occupational Health and Safety
- National Certificate in Fire Safety and Risk Management
- National Certificate in Construction Health and Safety
- Certificate in Environmental Management
- Award in Environmental Awareness at Work

Safety at Height Courses

- Working Safely at Heights
- Scaffold Awareness and Inspection
- Safe Use of Harnesses and Lanyards
- Safe Use and Inspection of Ladders
- PASMA Towers for Users

S.P.A (Safety Pass Alliance) Safety Passports

- Petrol Retail (including Core Day)
- Petrol Update, Improve and Renew

Specialist Training

- PUWER / CE Mark Awareness
- Managing Contractors (including Permit to Work Systems)
- Pallet Racking Safety Awareness
- Legionella Awareness: Control of Legionella in Water Systems
- Face Fit - Correct Fitting and Testing Procedures
- Face Fit Testing

Work Equipment Training

- Abrasive Wheel Mounters Course for Handheld and Bench/Pedestal Grinders
- Petrol Driven Cut-off Saws
- Safety in the Use of Woodworking Machinery

Spill Management Training

We are pleased to be able to provide a range of spill management courses in conjunction with NPS.

- Practical Spill Management
- Train the Trainer Spill Management



Through our partnership with Red One Ltd and Devon and Somerset Fire and Rescue Training Academy, we are able to provide a range of courses.

Confined Space Training

- Confined Space Awareness
- City & Guilds 6150-02 Medium Risk Confined Space
- City & Guilds 6150-03 High Risk Confined Space
- City & Guilds 6150-05 Emergency Rescue & Recovery of Casualties in Confined Space

Water Safety Training

- Management of Water and Flood Incidents
- Rescue 3 Swiftwater and Flood Rescue Technician (SRT)
- Safe Working In / Near Water Training
- Water Safety and Awareness

Bespoke Training

Courses can be tailored to suit the exact requirements of your business. Please call us for more information.

Consultancy Services

Our comprehensive range of health, safety and environmental consultancy services offer the guidance, support and assistance required to achieve legislative compliance. We believe that by partnering with our clients we can provide the most suitable and cost effective solutions to your consultancy requirements.

If you would like to find out more information about the consultancy services we offer, please contact our Customer Service Team on 01752 201616.

"Health and safety has now become one of the most important areas of our business and SSG walks us through it all - training, site inspections, compliance reviews and support."

SSG's level of professionalism, in-depth knowledge and response time to queries and information requests enable us to do our job. We are confident in the knowledge that SSG proactively monitors and manages our safety procedures, ensuring that we provide the safest working environment for our office and on-site staff."

D. White (Western Counties Roofing)





Consultancy Services Available

General Services

- Health, safety and environmental policy preparation
- Health and safety audits and reviews
- Conducting CoSHH and workplace risk assessments
- Preparation of method statements
- Preparation of safe working procedures
- Training needs analysis
- Accident investigation
- Behavioural safety
- Noise assessments
- Scaffold inspections
- Workplace health, safety and environmental inspections
- Fire risk assessments
- ISO management systems



Construction and CDM Consultancy

Client:

- Advice on the responsibilities and competency of each duty holder
- Advice on time and resources required for the project
- HSE notification
- Advice on Pre-Construction Information
- Contractor monitoring through regular site safety audits and inspections

Designers / Principal Designers:

- Advice on Pre-Construction Information
- Advice on the design risk assessment process
- Liaison between design and construction teams
- Preparation / update of the Health and Safety File

Contractors / Principal Contractors:

- Advice on responsibilities of each duty holder
- Preparation of Construction Phase Plans
- Preparation of risk assessments and method statements
- Preparation / update of the Health and Safety File
- Conducting health and safety audits and inspections during the construction phase

Inspiring people and businesses to work safely and sustainably

ISO Certification

Whether you are a large multi-national or a small to medium size company, being able to demonstrate that business processes are being effectively managed and continually improved is critical.

SSG offers a wide range of management system consultancy services, including:

- Gap Analysis of existing systems against the requirements of recognised standards
- Provision of 'Internal Auditor' services where internal auditor resources are limited
- Design and build of bespoke management systems to any combination of ISO 9001, 14001, 45001 and 50001 standards
- Integration of new system elements into existing management system structures (e.g. adding health and safety and / or environmental management into an existing quality-only system)
- System 'health checks' in preparation for audit by a UKAS accredited certification body
- Ongoing systems support in a 'retained advisor' capacity via the SSG 'ISO ADVISOR' scheme

Working in partnership with SSG will ensure that your quality, health, safety and environmental management systems are aligned with the requirements of the relevant standards, steering you towards successful certification with a UKAS accredited certification body.



Workplace Health, Safety and Environmental Inspections

SSG are able to provide workplace health, safety and environmental inspections on client sites that include:

- Inspection visits on a frequency to suit client requirements
- Documented reports detailing identified breaches in legislation and safe working practices, advice on safe methods of work and associated recommendations for improvement. Report templates can be concise or detailed dependant on requirements
- Liaison with management on safety issues
- Periodic management review meetings
- Ongoing advice and guidance in relation to the sites being visited

ADVISOR Membership Schemes

ADVISOR is your opportunity to have access to a dedicated team who will inspire your business to achieve health and safety compliance and improve performance. We provide a range of tailored membership services to a variety of industry sectors including construction and allied services, manufacturing, oil and gas, renewable energy, agriculture, food and catering, education, retail and office environments.

If you would like to find out more information or would like to meet a member of our membership team, please contact us on 01752 201616.

ADVISOR
Health & Safety

ADVISOR
Employment Law & HR

ADVISOR
ISO Systems



Phone, email and
technical support



Preferential
training rates

|Health & Safety



External
advisory
service



Annual
review



Framework risk
assessments
and document
templates



Newsletters
and
e-bulletins



Tailored health
and safety policy

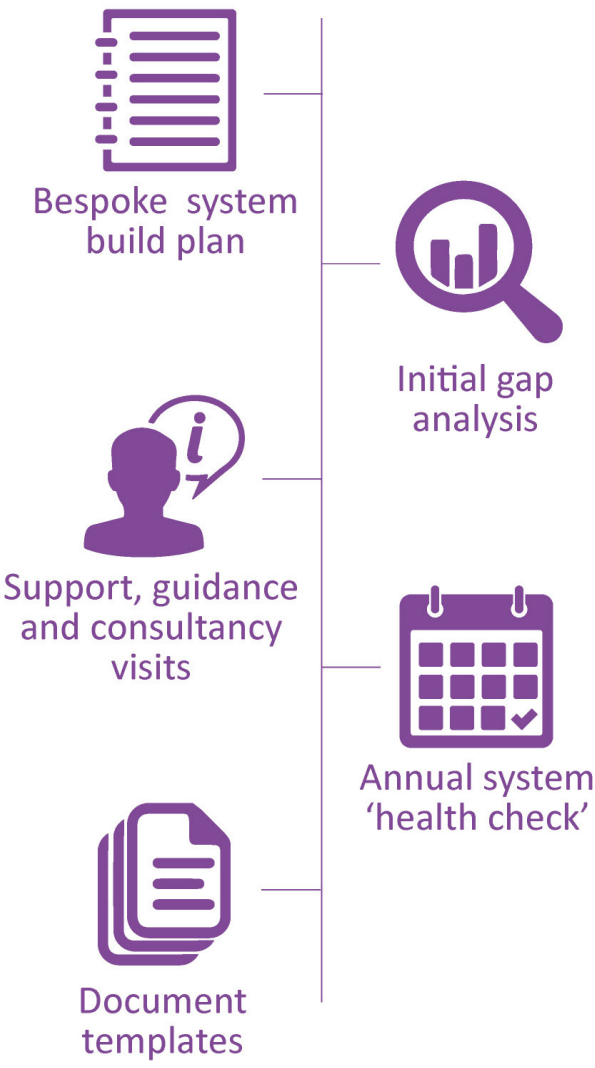
Core **ADVISOR** Benefits



|Employment Law & HR



|ISO Systems



Wellbeing First Charter

Workplace wellbeing relates to all aspects of working life - from how employees think and feel about work and their workplace, to the quality and safety of the work environment. Ultimately, wellbeing is about ensuring employees are healthy, satisfied and engaged.

Gaining accreditation to SSG's Wellbeing First Charter will demonstrate that your company views the health and wellbeing of employees with utmost importance. In return, you will reap the following benefits from investment:

- Improved company performance, with reduced levels of absence and presenteeism
- Employees have a sense of purpose and feel valued, resulting in improved levels of staff retention
- Better work organisation, leading to healthy work / life balance

The Wellbeing First Charter is based on a framework assessment which examines all aspects of employee wellbeing in the workplace. Our service enables your company to readily identify areas for improvement, to embed new systems and ways of working, and to recognise and appreciate more forward-thinking ways of working.

**WELL
BEING
FIRST**







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