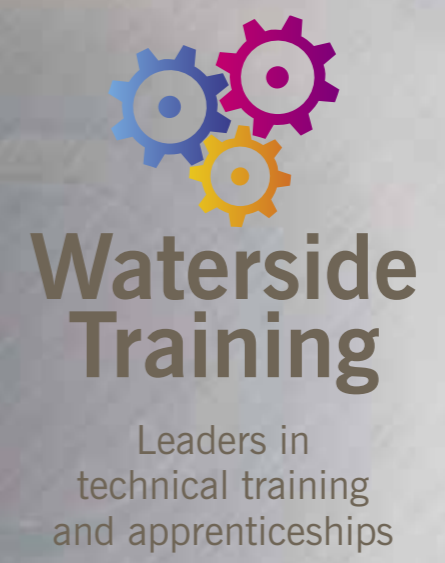
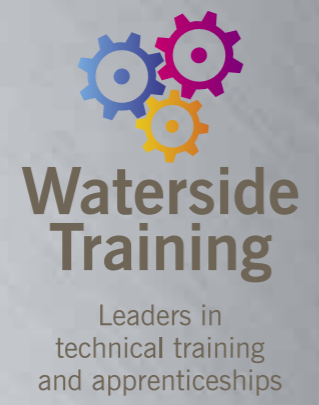




# Technical Training Course Prospectus



**WATERSIDE TRAINING LIMITED**

Technology Campus | Pocket Nook Street | St Helens | Merseyside | WA9 1TW

Tel: 01744 616837 | Fax: 01744 454631 | [info@waterside-training.co.uk](mailto:info@waterside-training.co.uk)

Leaders in technical training and apprenticeships

## WHO ARE WATERSIDE TRAINING

Waterside Training is recognised as one of the foremost industrial training companies in the North West. We are based at a state of the art training centre in St Helens. As an accredited provider, we deliver standard and bespoke technical training courses, apprenticeships and NVQs for an extensive range of disciplines.

We are an award winning company whose highly experienced team of Staff and Tutors has gained an excellent reputation in all types of training for Industry throughout the UK.

We can help your company grow and improve business performance by transferring the skills of our experts to your people.

Our results speak for themselves...

- IMechE Apprentice of the Year winners 2012
- IMechE Apprentice of the Year winners 2011
- Winner of the Pro Skills UK Apprentice of the Year Award 2010
- Winner of the Glass Training Ltd Apprentice of the Year 2010
- Finalists in the Pro Skills UK Training Provider of the Year in 2009
- Double National average of retention rates for apprentices.

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## WORKING WITH WATERSIDE

Our aim is to give our customers a professional and value added service. By sharing our knowledge and expertise we will help you to attain business goals, working efficiently, safely and by gaining up to date knowledge of procedures and regulations.

Waterside has an experienced team who can quickly understand your business needs. Our team of specialists will work with you to develop solutions that are flexible, cost effective and meet the unique requirements of your company.

If you cannot find the course you are looking for within this brochure, we would be happy to arrange a visit to your premises to discuss in detail your exact requirements.

All our courses are monitored with detailed feedback to ensure we meet the highest quality standards possible.



## TESTIMONIALS

*“Our delegates found Waterside to be a friendly learning environment and the courses were very enjoyable and informative. Since our delegates have been attending Waterside courses pass rates have definitely improved.”*

John Marsh  
PepsiCo Int. UK & Ireland



*“The feedback from delegates who have attended courses at Waterside is always very positive. The multi-skilling courses have brought out the full potential of our employees allowing them to progress within the company. We can't fault the customer service we receive from Waterside.”*

Deborah Davies  
Hitachi Automotive Systems



*“We have always considered Waterside an excellent company to work with. Courses have been specially developed to suit our needs and we value the flexibility they can offer with their training programmes.”*

June King  
HR Manager,  
Linpac Packaging



*“We get great customer service from Waterside. The feedback from our delegates who have attended any of Waterside's courses is always good.”*

Angela Knox  
Training Manager,  
Tarmac Ltd.



*“The delegates we sent on your Mechanical Maintenance for Operators training all had positive comments about the course and informed me it has been well received. Thank you for this and in future we will definitely be sending more delegates for training at Waterside.”*

Malcolm Wheeler  
Bardon Asphalt



*“All mechanical courses held at Waterside have been well received and have worked well for us. The training has given our staff more confidence to perform certain tasks and encouraged team building. Overall the mechanical courses have been a great success and Pilkington Architectural are planning to continue with more of the training in future.”*

Sean Connaughton  
Pilkington Architectural,  
NSG Group



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## 17TH EDITION WIRING REGULATIONS

### WHO SHOULD ATTEND?

Ideally suited for all those involved in either maintenance or contracting roles who are required to undertake electrical duties pertaining to current legislation.

### WHY IS THIS COURSE IMPORTANT?

Attending this course will ensure you are undertaking electrical duties in line with the current legislation.

### COURSE CONTENTS

- Influence of International Electrotechnical Commission (IEC) & Institution of Electrical Engineers (IEE)
- Outline of general characteristics: purposes, supplies & structures, nature of supply, external influences, compatibility & maintainability
- Accessories: conventional circuit arrangements max demand

#### Introduction to sizing live conductors

- Sizing live conductors: sizing conduit and trunking
- Protection against shock: SELV and FELV, direct contact
- Protection against indirect contact: EEBAAD calculations
- Sizing protective conductors

#### Selection and calculation

- Over current protection
- Isolation and switching
- Selection and erection of equipment
- Special installations or locations
- Inspection and testing

**DURATION**  
3 day course

**EXAMINATION**  
City & Guilds online multiple choice exam

**CERTIFICATION**  
City & Guilds certified



*Our delegates attain excellent pass rates; consistently gaining higher results than the national average*

## 2394 INITIAL VERIFICATION AND CERTIFICATION OF ELECTRICAL INSTALLATIONS

### WHO SHOULD ATTEND?

The 2394 course is aimed at practicing electricians who have not carried out inspection and testing since qualifying or who require some update of training before going on to other City & Guilds qualifications.

The qualification is also suitable for those with limited experience of initial inspection of electrical installations, such as those entering the industry from other engineering disciplines or who have been working in allied trades.

### COURSE CONTENTS

This course designed to enable learners to understand principles, practices and legislation for the initial verification of electrical installations with statutory and non-statutory regulations and requirements. Its content is the knowledge needed by a learner to underpin the application of skills for the inspection, testing, commissioning and certification of electrical installations.

**DURATION**  
4 days theory  
1 day practical

**CERTIFICATION**  
City & Guilds certified

**EXAMINATION**  
Multiple choice online exam, written theory exam and practical assessment.

**PREREQUISITES**  
17<sup>th</sup> Edition delegates must be practicing craftsmen.

## 2395 PERIODIC INSPECTION, TESTING AND CERTIFICATION OF ELECTRICAL INSTALLATIONS

### WHO SHOULD ATTEND?

It is aimed at practicing electricians who have not carried out inspection and testing since qualifying or who require some update of training before going onto other City & Guilds qualifications.

The 2395 qualification is also suitable for those with limited experience of periodic inspection of electrical installations, such as those entering the industry from other engineering disciplines or who have been working in allied trades.

The qualification prepares candidates for the periodic inspection of electrical installation work.

### COURSE CONTENTS

This unit is designed to enable learners to understand principles, practices and legislation for periodic inspection, testing and condition reporting of electrical installations in accordance with statutory and non-statutory regulations and requirements. Its content is the knowledge needed by a learner to underpin the application of skills for the periodic inspection, testing and condition reporting of electrical installations.

**DURATION**  
4 days theory  
1 day practical

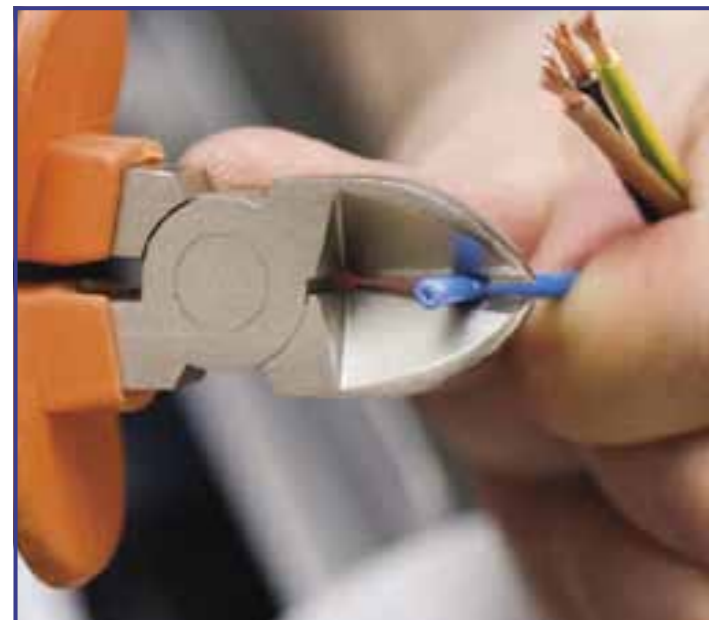
**CERTIFICATION**  
City & Guilds certified

**EXAMINATION**  
Multiple choice online exam, written theory exam and practical assessment.

**PREREQUISITES**  
17<sup>th</sup> Edition delegates must be practicing craftsmen.

*“The training that I received over the 4 days theory and 1 day practical has been first class. Both tutors had the ability to make everyone feel at ease and in doing so, gave me the confidence to learn what I personally considered a difficult course”*

*Geoff O'Brien - John Comaish Advertising*





## ELECTRICAL MAINTENANCE MODULES

### WHO SHOULD ATTEND?

This programme is aimed at mechanical personnel who require basic knowledge of electrical areas. On completion, delegates will be equipped to apply a range of electrical skills within a maintenance environment to complement their mechanical background.


Each module is deliberately planned to allow individuals to return to the workplace and gain relevant experience before returning to Waterside for further training, practical skills and knowledge.

### WHY IS THIS COURSE IMPORTANT?

This hands on course will provide your staff with the knowledge to become multi-skilled enabling them carry out routine electrical maintenance on machinery.

### COURSE CONTENTS:

- Basic electrical principles (V, I, R)
- Single phase AC, three phase AC and DC supplies
- Protection against shock
- Operation of over current and earth leakage devices
- Safely and correctly using a range of electrical test and measuring equipment
- Treatment for electric shock, resuscitation and first aid procedures
- EAWR 1989 and 17th IEE Wiring Regulations
- Identifying and terminating cables and plugs etc
- Operation and testing of AC motors
- Generation, transmission and distribution of electricity
- Operation of solenoids, contactors and transformers
- Reading wiring/circuit diagrams
- Electrical underpinning knowledge checked

 **DURATION**  
2 x 5 day modules

 **CERTIFICATION**  
EAL certificated

 **EXAMINATION**  
EAL assessment paper

*“Our mechanical technicians found the course easy flowing, enjoyable and it gave them a strong platform to move forward”*

*John Marsh - PepsiCo International, UK & Ireland*

## DOMESTIC ELECTRICAL INSTALLATION PART P

### WHO SHOULD ATTEND?

This course is suitable for those who carry out electrical work in association with their main job role within domestic property.


The programme has been designed to focus on the correct installation methods and good working practices for domestic electrical installation. The modules will cover the practical, theory and principles of electricity plus the safe working practices that each delegate will have to undertake. During the programme delegates will have to use a range of test instruments to check installations and clearly interpret the results.

### WHY IS THIS COURSE IMPORTANT?


Successful delegates will achieve the understanding of a domestic electrical installer. Allowing the qualified supervisor (under a competent person scheme) to self certify that domestic electrical installations are electrically safe and comply with legislation, saving valuable time and money for many firms.

### COURSE CONTENTS:

- Building regulations applicable to domestic electrical installations
- Electrical safety legislation, regulations, standards and terminology
- Pre work survey and inspection
- Safe isolation procedures
- Identification of unsafe electrical situations
- Earthing requirements
- Test procedures
- Cable selection principles
- Installation and replacement of electrical components
- Checking the safe operation of installed electrical components
- Recording of test results and completion of certificates
- Installing and rerouting of cables
- Special locations
- Understanding of new domestic electrical circuit requirements
- Installation of domestic lighting circuits
- Maintenance of domestic installations
- Basic 3 phase supplies

 **DURATION**  
5 day course

 **CERTIFICATION**  
EAL VRQ qualification

 **EXAMINATION**  
Practical & theory assessment

*Develop your potential & gain a qualification*



## PAT TESTING

### WHO SHOULD ATTEND?

Ideally suited for all those involved in either maintenance or contracting roles who are required to undertake the testing of portable equipment.

### WHY IS THIS COURSE IMPORTANT?

Requirements for the testing of portable equipment affect all of us wherever we work. This course provides participants with a thorough knowledge of those legal requirements and the ability to interpret test results effectively as detailed in the IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment.

### COURSE CONTENTS

#### Day 1

- Course induction programme
- Electrical theory
- Health & safety law- Electricity at Work Act 1989
- Health & safety at work Act 1974 (HASAW)
- Portable appliance – visual inspections
- Video – visual inspections
- The IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment

#### Day 2

- The IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment continued
- Testing procedures
- Video Portable Appliance Testing
- Practical testing (candidates are encouraged to bring along their own PAT testing equipment for use during the practical exercise)
- City & Guilds on-line Examination 2377-22

*Our tutors are highly specialised & selected for excellence*



**DURATION**  
2 day course

**CERTIFICATION**  
City & Guilds certificated

**EXAMINATION**  
City & Guilds online multiple choice exam

## MECHANICAL MAINTENANCE MODULES

### WHO SHOULD ATTEND?

The programme is an entry point typically undertaken by electrical crafts people who are cross-skilling. It is designed for those who desire a grounding or understanding of the fundamentals of mechanical maintenance.

### WHY IS THIS COURSE IMPORTANT?

This hands on course will provide your staff with the knowledge to become multi-skilled enabling them to carry out routine mechanical maintenance on machinery.

**DURATION**  
2 x 5 day modules

**CERTIFICATION**  
EAL certificated

**EXAMINATION**  
EAL assessment paper

*“Since attending the course, operators are able to carry out routine repair and maintenance as a matter of course; preventing minor mechanical faults turning into major problems”*

*Sean Connaughton – Pilkington Architectural, NSG Group*

### COURSE CONTENTS

#### Health and safety:

- Current legislation that applies to maintenance activities
- Safe working practices are observed at all times, including locking off procedures
- All guards and safety systems are correctly adjusted and in place when equipment is running
- Identification of potential hazards
- Personal protection and hygiene procedures are followed

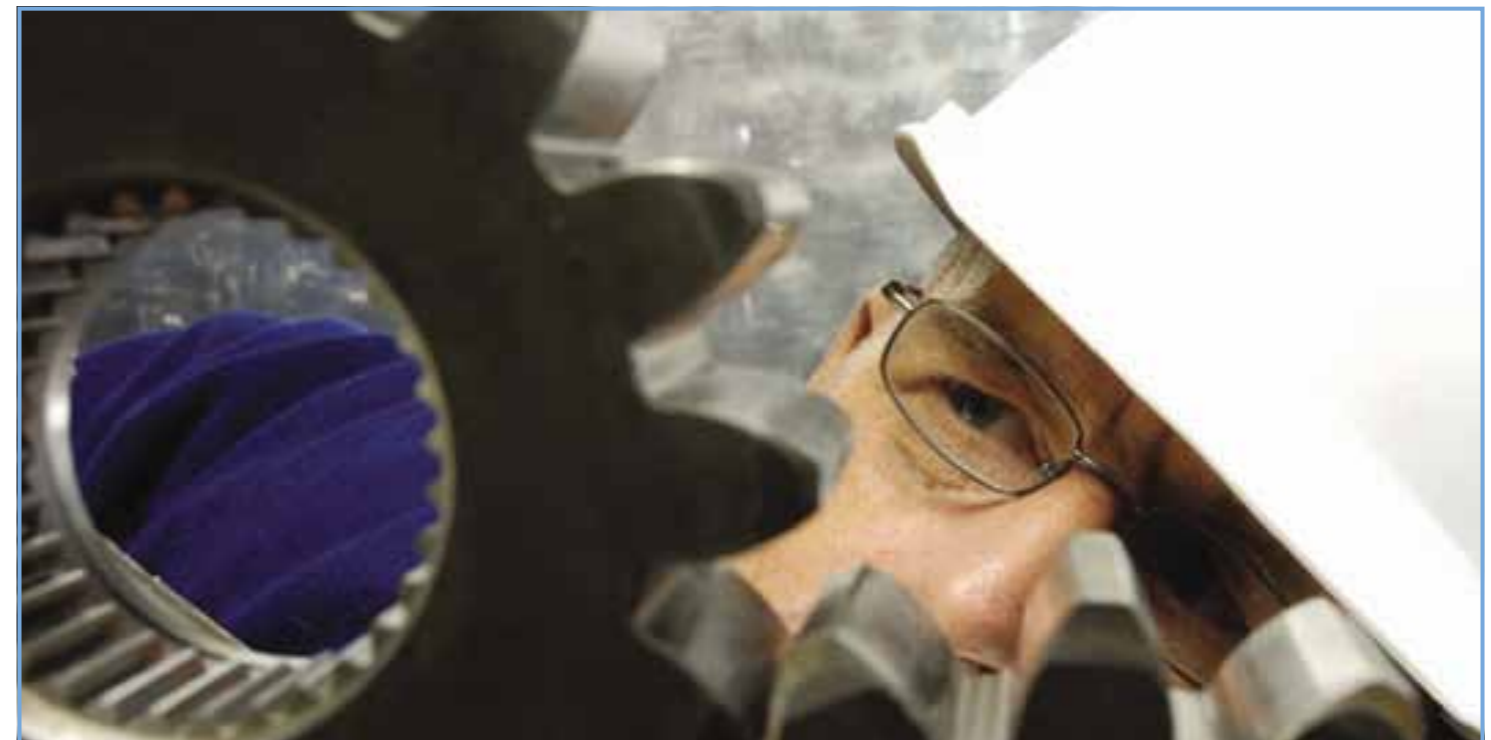
#### Marking and measuring:

- Practice in the use and care of a range of metric and imperial measuring equipment used in maintenance situations
- Practice in using equipment to mark out items to include hole position, datum/guidelines, angles and radii

#### Maintenance skills:

- Practice in sawing, filing, drilling holes, using taps and dyes, removing burrs and fitting mating parts
- Cutting and fitting keyways
- Bearing selection and installation
- Identification of faults
- Practices in these maintenance skills are performed by using the correct tool assembly, techniques and equipment. These will be applied by carrying out work on training rigs and equipment
- Current legislation that applies to maintenance activities
- Safe working practices are observed at all times, including locking off procedures
- All guards and safety systems are correctly adjusted and in place when equipment is running
- Identification of potential hazards
- Personal protection and hygiene procedures are followed

Electrical Courses	
<b>Electricity at Work Regulations 1989</b>	This course is designed for engineers and managers and covers in detail the requirements of the Electricity at Work Regulations 1989.
<b>Electrical Awareness</b>	These courses are for non tradespersons that have simple electrical duties such as lamp replacement, fitting of 13 amp plugs, resetting of overloads and using electrical equipment. Courses are often tailored to suit individual customer requirements.
Process Control	
<b>PLCs</b>	Ideally suited for people involved in maintenance roles who are required to maintain and monitor activities related to PLCs.
<b>Hydraulics</b>	Ideally suited for people involved in maintenance roles who are required to undertake activities related to hydraulic machinery.
<b>Pneumatics</b>	Ideally suited for people involved in maintenance roles who are required to undertake activities related to pneumatic machinery.



## OXY FUEL CUTTING

### WHO SHOULD ATTEND?

Anyone required to safely and competently operate oxy fuel cutting and burning equipment.

### WHY IS THIS COURSE IMPORTANT?

This course introduces delegates to the oxy fuel cutting process. It allows the delegates to develop a range of techniques to produce a good quality cut on a variety of thickness of materials, understanding the correct procedures and safe working practices in handling the equipment and cylinders.

#### COURSE CONTENTS

- Health & safety
- Application of safe working practices
- Cylinder handling
- Preparing cutting equipment for use
- Square edge and bevel cutting
- Shut down procedure
- Storage
- Underpinning knowledge questionnaire

**DURATION**  
1 day course

**EXAMINATION**  
Underpinning knowledge questionnaire

**CERTIFICATION**  
Waterside certificate of attendance

**RECOMMENDED RENEWAL**  
Every 3 years



## TIG WELDING

### WHO SHOULD ATTEND?

This course introduces the delegates to TIG welding. It should be regarded as a foundation and be for individuals who are expected to carry out basic welding activities. Advanced courses are also available.

### ABOUT THE COURSE

This emphasis of the course is on the practical aspects of welding and health and safety and introduces the delegates to tungsten inert shielded welding (TIG). The knowledge and skills gained will allow course members to understand the function of the equipment and ensure that safe conditions for welding are met. This course should be regarded as a foundation.

#### COURSE CONTENTS

- Health and safety
- Application of safe working practices
- Identify the components of the system
- Connect the components correctly
- Selection of basic parameters
- Identify suitable consumables
- Use of equipment, basic techniques
- Produce welded joints



**DURATION**  
Varies from 1 to 2 day courses

**EXAMINATION**  
Underpinning knowledge questionnaire

**CERTIFICATION**  
Waterside certificate of attendance

**RECOMMENDED RENEWAL**  
Every 3 years



## MIG WELDING

### WHO SHOULD ATTEND?

This course introduces the delegates to Metal Inert Gas Shielded Welding (MIG). This course should be regarded as a foundation and be for individuals who are expected to carry out basic welding activities. Advanced courses are also available.

### ABOUT THE COURSE

The emphasis of this course is on the practical aspects of welding and health and safety. The knowledge and skills gained will allow course members, to understand the function of the equipment and ensure that safe conditions for the use of MIG welding are met.

#### COURSE CONTENTS

- Health and safety
- Application of safe working practices
- Identify the components of the system
- Connect the components correctly
- Selection of basic parameters
- Identify suitable consumables
- Use of equipment, basic techniques
- Produce welded joints

**DURATION**  
Varies from 1 to 2 day courses

**EXAMINATION**  
Underpinning knowledge questionnaire

**CERTIFICATION**  
Waterside certificate of attendance

**RECOMMENDED RENEWAL**  
Every 3 years

## OXY FUEL WELDING

### WHO SHOULD ATTEND?

Anyone requiring to safely and competently operate oxy fuel welding equipment.

### WHY IS THIS COURSE IMPORTANT?

The course introduces delegates to the oxy acetylene welding process, there is no previous experience required. The 2 day course will allow individuals to return to work with an ability to perform welds on a variety of material thickness on low carbon steel.

#### COURSE CONTENTS

- Health & safety
- Application of safe working practices
- Prepare oxy acetylene equipment for use
- Knowledge of working practices/filler rods
- Welding joints in the flat position
- Shut down procedures
- Storage
- Underpinning knowledge questionnaire

**DURATION**  
Varies from 1 to 2 day courses

**EXAMINATION**  
Underpinning knowledge questionnaire

**CERTIFICATION**  
Waterside certificate of attendance

**RECOMMENDED RENEWAL**  
Every 3 years



## MMA WELDING

### WHO SHOULD ATTEND?

This course introduces the delegates to Manual Metal Arc (MMA). This course should be regarded as a foundation and be for individuals who are expected to carry out basic welding activities. Advanced courses are also available.

### ABOUT THE COURSE

The emphasis of this course is on the practical aspects of welding, but covers all relevant aspects of health and safety. The knowledge and skill gained will allow course members to use the equipment and produce welds in the flat position.

### COURSE CONTENTS

- Health & safety
- Application of safe working practices
- Prepare MMA welding sets for use
- Understanding of electrodes, types and size
- Preparation of material
- Use of equipment

**DURATION**  
Varies from 1 to 2 day courses

**EXAMINATION**  
Underpinning knowledge questionnaire

**CERTIFICATION**  
Waterside certificate of attendance

**RECOMMENDED RENEWAL**  
Every 3 years



## INDUSTRIAL GAS SAFETY AWARENESS

### WHO SHOULD ATTEND?

- Anyone using, handling or storing industrial gases in workshop or site environments
- Managers or supervisors with operational responsibilities for Health and Safety
- Staff from all departments who are responsible for the safe use of gases with in their department

### ABOUT THE COURSE

This programme has been designed to enable personnel to fully understand the correct handling, storage and safe use of industrial gas cylinders. Instruction and demonstration in all the mandatory safety checks before and after use will be covered. Candidates will make their own risk assessment of the working area. A test paper will be issued on Health & Safety, recognition of components used and knowledge gained on the course.

### COURSE CONTENTS

- Health and safety/PPE
- Overview of risk assessment SOP/COSHH
- Correct identification of cylinders
- Correct handling techniques
- Correct storage and separation of gases
- Control of gas wastage due to incorrect gauge settings
- Gas control equipment i.e. cylinders, regulators, flash back arrestors and gas hose pipes
- Correct lighting and closing down procedures
- Savings on cylinder rental costs

**DURATION**  
1day course

**EXAMINATION**  
Underpinning knowledge questionnaire

**CERTIFICATION**  
Waterside certificate of attendance

**RECOMMENDED RENEWAL**  
Every 3 years



## ABRASIVE WHEELS

### WHO SHOULD ATTEND?

This course is recommended for employees who are designated to mount or use abrasive wheels.

### WHY IS THIS COURSE IMPORTANT?

There is a legal requirement for anyone who needs to change abrasive wheels to be trained in accordance with a code of practice and in line with The Provision and Use of Work Equipment Regulations 1998 (PUWER).

### COURSE CONTENTS

- Course induction
- Relevant legislation/ approved advisory literature
- Characteristics of abrasive wheels
- Hazards arising from the use of abrasive wheels
- Methods of marking, testing, handling and storage
- Wheel mounting
- Truing and dressing
- Work rest adjustment
- Wheel balancing
- Fault finding
- Personal protective equipment regulations and other relevant legislation



**DURATION**  
½ day course

**EXAMINATION**  
Underpinning knowledge questionnaire

**CERTIFICATION**  
Waterside certificate of attendance

**RECOMMENDED RENEWAL**  
Every 3 years

*The knowledge & skills gained will ensure safe working methods are practiced*

Mechanical Courses	
<b>Mechanical Maintenance for Operators</b>	The Mechanical Maintenance for Operators course provides machine operators with the fundamentals of first line mechanical maintenance and the associated skills and knowledge so they can perform minor maintenance tasks.
<b>Autocad 2011</b>	The Autocad 2011 course provides the main elements required in industry to produce 2D drawings that can easily be printed or transferred into other computer aided manufacturing systems prior to machining. Course participants will have access to a CAD station and demonstrate practical applications using Autocad 2011.
Welding Courses	
<b>Oxy Fuel Brazing &amp; Soldering</b>	Anyone required to safely and competently operate Oxy Fuel Brazing / Soldering equipment.
<b>Air Plasma cutting</b>	This course is for anyone required to safely and competently operate Air Plasma Cutting equipment.
<b>Coded Welding</b>	Coded welding tests and welding procedures can be gained through Waterside Training. The welding samples are tested and certified by Zurich Insurance Laboratories to the following standards: <ul style="list-style-type: none"> <li>• British Standard 4872 Part 1 or Part 2</li> <li>• British Standard EN 287-1/2A1 and or ASME IX</li> <li>• British Standard EN ISO 15614-1 and or ASME IX</li> </ul> Fillet and butt weld tests can be carried out on pipe and plate to suit customer needs.

## FIRST AID

### WHO SHOULD ATTEND?

Waterside's three day First Aid at Work Course covers the practical skills a first aider requires in a modern working environment giving a confident approach to deal with most first aid emergencies. We can also provide a 2 day requalification and a one day annual refresher. All courses are recognised by an awarding body.

### WHY IS THIS COURSE IMPORTANT?

As an employer, you are legally required to provide first aiders on your premises.

#### COURSE CONTENTS

- Dealing with accidents and illness
- Using a first aid kit
- Simple record keeping
- Resuscitation
- Treatment of an unconscious casualty
- Choking
- Treatment of heart attack
- Control of bleeding
- Burns and scalds
- Poisoning
- Fractures
- Shock
- All courses focus on life saving skills and knowledge
- The course delegates will carry out practical based training to cover the requirements of the regulations and examiners

**DURATION**  
1, 2 or 3 day courses

**EXAMINATION**  
Assessment

**CERTIFICATION**  
Approved Course certification.

**RECOMMENDED RENEWAL**  
Every 3 years



## ECITB CCNSG SAFETY PASSPORT

### WHO SHOULD ATTEND?

Any contractors or personnel working on site who require basic all round health and safety training.

### WHY IS THIS COURSE IMPORTANT?

The Safety Passport scheme aims to ensure that contractor personnel working in Manufacturing or Processing Industries are trained to a minimum standard of safety prior to commencing work on site.

#### COURSE CONTENTS

- Safe Behaviour at Work
- Safe Place of Work
- Hazard and Risk
- Control of Risk
- Confined Spaces
- Work Permits
- Excavations
- Working at Height
- Fire Risk Control
- Site Vehicles

#### Safe Systems Of Work

- PUWER 1998
- LOLER 1998
- Electricity
- Energy and Hazard Isolation
- Manual Handling

#### Safe Solutions

- Noise
- Vibration
- Reporting Accidents
- First Aid
- Hazardous Substances
- Asbestos
- The Environment
- PPE and Welfare

**DURATION**  
Basic 2 day course, 1 day Refresher course & 1 day Supervisor course

**EXAMINATION**  
Multiple choice assessment

**CERTIFICATION**  
ECITB accredited course

**RECOMMENDED RENEWAL**  
Every 3 years

## MANUAL HANDLING

### WHO SHOULD ATTEND?

This programme is designed for anyone who performs manual handling as part of their employment

### WHY IS THIS COURSE IMPORTANT?

This programme introduces delegates to handle and lift loads in a safe and efficient manner, and in accordance with the statutory requirements of the Health and Safety Executive. The course aims to reduce the number of handling injuries which may occur in the workplace, through practical experience in the appropriate working environment and by assessing the risks.

#### COURSE CONTENTS

- Human Kinetics – Techniques of Safe Lifting
- Explanation including accident statistics
- Demonstrations and practice by delegates
- Individual lifting and team tasks
- Assessment of Load
- Standards
- Protection
- Good housekeeping
- Reporting of defects
- Environmental Conditions
- Access
- Lighting
- Temperature
- Noise and vibration

**DURATION**  
½ day course

**EXAMINATION**  
Underpinning knowledge questionnaire

**CERTIFICATION**  
Waterside certificate of attendance

**RECOMMENDED RENEWAL**  
Every 3 years



*We instil a safe working practice*



## ASBESTOS AWARENESS

### WHO SHOULD ATTEND?

This half day course is designed for those in the building trade, installation services or maintenance engineers. It identifies the health risks associated with accidental exposure to the release of air borne asbestos and how to minimize this risk during the course of work activities.

### WHY IS THIS COURSE IMPORTANT?

The course aims to reduce dangerous exposure of asbestos by focusing on where it can be found and how to recognise it by addressing the different types of products commonly used within non domestic buildings, as well as why and how asbestos is dangerous.

#### COURSE CONTENTS

- What is asbestos? Why was it used?
- How does asbestos get into our body? What are the dangers?
- Where asbestos can be found? Who is at risk?
- Identification sampling of asbestos airborne fibres
- Introduction to asbestos regulations/ duty holder options
- What you can do to protect yourself and others

**DURATION**  
½ day course

**EXAMINATION**  
Underpinning knowledge questionnaire

**CERTIFICATION**  
Waterside certificate of attendance. Accredited course also available.

**RECOMMENDED RENEWAL**  
Every 3 years

## IOSH MANAGING SAFELY

### WHO SHOULD ATTEND?

The course is designed for supervisors and managers from any organisation who are required to manage efficiently and effectively in accordance with the organisation's safety policy and safety legislation.

### WHY IS THIS COURSE IMPORTANT?

The course will ensure the designated delegate will meet the organisation's safety policy legislation so as not to endanger their workforce, other people, the environment or the physical assets of the organisation.

#### THE COURSE CONSISTS OF THE FOLLOWING 8 MODULES

1. Managing safely
2. Assessing risks
3. Controlling risks
4. Understanding your responsibilities
5. Identifying hazards
6. Investigating accidents and incidents
7. Measuring performance
8. Protecting the environment

**DURATION**  
4 day course

**EXAMINATION**  
Multiple choice theory exam & practical project in the workplace

**CERTIFICATION**  
IOSH accredited certification



*Gain the knowledge to be confident in your environment*



## NEBOSH

### WHO SHOULD ATTEND?

The NEBOSH National General Certificate is an examined qualification for people involved in health and safety at work such as safety advisers, managers and supervisors with part-time responsibility for health and safety and also safety representatives.

### WHY IS THIS COURSE IMPORTANT?

The NEBOSH National Diploma in Occupational Health and Safety provides delegates with the core health and safety knowledge which, combined with understanding and appropriate application, underpins the competent performance of an occupational health and safety practitioner.

#### AFTER COMPLETING THIS TEN DAY COURSE DELEGATES SHOULD BE ABLE TO

- Identify hazards and unsafe practices
- Use proactive strategies to prevent accidents and control risk
- Give advice on or take action to reduce risks within the work environment
- Identify the main requirements of health and safety legislation
- Use appropriate methods of safety monitoring techniques

**DURATION**  
10 day course

**EXAMINATION**  
Written exam paper & practical assessment in the workplace

**CERTIFICATION**  
NEBOSH accredited certification

## PASMA

### WHO SHOULD ATTEND?

The course has been designed to give delegates the necessary skills and knowledge to ensure their own safety when erecting, using, moving and dismantling mobile and static access towers, in addition to the skills and knowledge required when inspecting access towers.

### WHY IS THIS COURSE IMPORTANT?

The course ensures delegates understand the need for safe systems of work and the importance of following procedures when carrying out erection, use and dismantling operations of mobile scaffold towers.

#### COURSE CONTENTS

- Understand the main aims of health and safety legislation - HASWA, Construction (HS & W) Regulations, P.U.W.E.R. 1998 and other relevant current regulations and guidance
- The Work at Height Regulations 2005
- Understand and identify typical components
- Understand the importance of stability
- Understand the hazards associated with erecting and dismantling access towers and the consequences of misuse by not following guidelines for erecting towers
- Understand the need to inspect prior to use and the safe use of tower scaffold access equipment
- Carry out an inspection and complete an appropriate report

**DURATION**  
1 day course

**EXAMINATION**  
Practical & theory assessment

**CERTIFICATION**  
PASMA accredited certificate & ID card

**RECOMMENDED RENEWAL**  
Every 5 years



*Reduce the risk, identify hazards and be safe*

## WORKING AT HEIGHTS

### WHO SHOULD ATTEND?

Anyone who is involved in the use of access equipment including planning and authorisation for working at heights. The course focuses on the regulations and actions to be taken to comply with this law.

### WHY IS THIS COURSE IMPORTANT?

This course covers the regulations of the single biggest cause of workplace deaths – work at height. The Work at Height Regulations 2005 places duties on all employers and the self employed and will apply in all cases where there is a risk of a fall liable to cause personal injury.

#### COURSE CONTENTS

- The Working at Height Regulations
- The hazards of height work
- Preparation and planning including basic risk assessment
- The need for safe work practices
- Safe use of ladders
- Personal fall protection and safety harnesses
- Fault finding with access equipment (scaffold and ladders)
- Practical exercise using ladders and fall prevention equipment
- Questions and answers relating to company specific requirements

**DURATION**  
1 day course

**EXAMINATION**  
Underpinning knowledge questionnaire

**CERTIFICATION**  
Waterside certificate of attendance

**RECOMMENDED RENEWAL**  
Every 3 years

## IPAF (MEWPS)

### WHO SHOULD ATTEND?

This one day course is a blend of classroom-based theory and hands on experience for anyone who uses, supervises or manages Mobile Elevated Work Platforms (MEWPS).


### WHY IS THIS COURSE IMPORTANT?


This course is designed to teach the operator the preparation, safe operation and maintenance of hydraulic platforms ensuring safe working practices are met.





### COURSE CONTENTS:

- Health and Safety at Work Act
- Safe operations and limitations of use
- Introduction to Mobile Elevated Work Platforms and specific machines
- Major component identification
- Starting /stopping the machine procedures
- Function checks prior to use
- Check prior to road travel
- Site condition and route planning
- Travelling the route and manoeuvring
- Setting the machine for work
- Basic operational practice including typical work applications
- Correct parking procedures
- Course review and questionnaire

 **DURATION**  
1 day course

 **EXAMINATION**  
IPAF Practical Assessment

 **CERTIFICATION**  
Powered Access License issued by IPAF

 **RECOMMENDED RENEWAL**  
Every 5 years

## FORK LIFT TRUCK DRIVER TRAINING

### WHO SHOULD ATTEND?


Fork Lift Truck courses are available to suit all standards from novice to those who are just requiring a retest. The course will enable delegates to operate fork lift trucks to comply with the standard set in accordance with HSE code of practice L117.


### WHY IS THIS COURSE IMPORTANT?

By law you must be trained by an accredited trainer to operate a fork lift truck.

### COURSE CONTENTS

- Health and Safety at Work Act 1974
- P.U.W.E.R. 1998 (Provision and Use of Work Equipment Regulations 1998)
- Operators code
- Principals of lifting
- Battery care
- Stability factors
- Principals of the fork truck
- Steering operations (forward and reverse) & confined areas
- Picking up, setting down, transporting pallets/loads
- Stacking and de-stacking loads at various heights
- Daily maintenance checks

 **DURATION**  
5 day novice course,  
3 day previous experience course or  
1 day Refresher course

 **EXAMINATION**  
Practical & theory assessment

 **CERTIFICATION**  
Accredited courses available

 **PREREQUISITES**  
Delegates must be 16 years & above

 **RECOMMENDED RENEWAL**  
Every 3 years



*Course numbers are limited to increase opportunities for individual participation & practical activities*



Health & Safety Courses	
<b>COSHH (CIEH Cert)</b>	This course covers the COSHH regulations and is aimed at anyone who will be involved in carrying out assessments of hazard and risk with harmful substances maintenance and the associated skills and knowledge so they can perform minor maintenance tasks.
<b>Basic H&amp;S (CIEH Cert)</b>	This is a basic health and safety course with a CIEH accreditation for all employees in industry.
<b>Risk Assessment</b>	The Risk Assessment course is designed for those responsible for health and safety in the workplace to assess the risk involved and to control the measures to reduce risk.
<b>Wood Machining</b>	The course is designed for all those who use wood machining tools including bandsaws, cross cut saws, panel saws, surface/ thickness planers, saws.
<b>Defibrillator Training</b>	The Defibrillator course teaches the essential skills required to operate an AED (automated external defibrillation) and gives students the confidence to know what to do in the event of a cardiac arrest.
<b>CDM Regs</b>	This course aims to provide candidates who are working within the construction, maintenance and allied industries with a detailed overview of the CDM regulations.
<b>CIEH Award in Food Safety</b>	The course is designed for people handling or involved with the preparation of high risk food in the catering sector.
<b>Fire Marshall/Awareness</b>	The course covers the role of fire marshal, including the use different types of fire extinguisher and evacuation procedures.
<b>Display Screen Equipment</b>	The course is designed to assist risk assessors to carry out a suitable and sufficient assessment of display screen equipment.
<b>Rigging</b>	The course aim is to teach maintenance staff to rig lifting equipment safely.

## SAFE LIFTING & SLINGING

### WHO SHOULD ATTEND?

Those people whose job role involves the transferring of loads using different types of lifting gear. The use of pendant cranes can also be included in this course.

### WHY IS THIS COURSE IMPORTANT?

This highly practical course provides delegates with a range of techniques that can be used to carry out effective assessments of loads and prepare them for lifting in a safe manner, then to use lifting equipment and signalling techniques to safely complete the lifting operation.



### COURSE CONTENTS

- Relevant health & safety legislation
- Types of slings, their capabilities and basic inspection
- Load characteristics
- Hazards and risk assessment
- Planning the lifting operation
- Signalling techniques
- Carrying out the lifting operation
- Use of pendant cranes (on request)

<b>DURATION</b> 1 day course	<b>PREREQUISITES</b> Delegates must be 18 years & above
<b>CERTIFICATION</b> Waterside certificate of attendance	<b>RECOMMENDED RENEWAL</b> Every 3 years
<b>EXAMINATION</b> Practical & theory assessment	

### Lifting & Slings Courses

<b>Pendant Crane Operation</b>	The Pendant Crane training is a highly practical course providing delegates with experience of preparing loads for lifting and carrying out lifting operations using a pendant crane in a controlled and fully supervised environment.
<b>LOLER</b> (Lifting Operations and Lifting Equipment Regulations)	This LOLER course covers the regulations on a wide range of lifting equipment including cranes, fork lift trucks, lifts and hoists etc plus user checks and maintenance requirements.

## PRODUCTION PLANNING TECHNIQUES

<b>DURATION</b> 1 day	<b>EXAMINATION</b> None
<b>CERTIFICATION</b> Waterside certificate of attendance	<b>PREREQUISITES</b> Delegates should be in a planning role or looking to move into one

### WHO SHOULD ATTEND?

A Masterclass in Planning Systems aimed at people who currently work in production planning or are moving into a production planning role and need to understand the principles of work scheduling.

### WHY IS THIS COURSE IMPORTANT?

Effective and efficient Production Planning plays an essential role in profitable organisations. The course includes the Principles of Manufacturing Planning, how to design and use Material Requirement Planning (MRP), Master Production Schedule (MPS), calculation of inventory levels, Rough-Cut Capacity Planning and creation of Bills of Materials (BOM).

**COURSE CONTENTS:**

**The training will cover:**

- A thorough examination of manufacturing planning concepts and techniques.
- An explanation of the suitability of different techniques, depending upon the production environment.
- A discussion of the practical issues involved in the successful use of these techniques.
- Manufacturing Planning and control
- Principles of manufacturing Planning
- Materials Requirement Planning
- Master Production Schedule
- Calculation of Inventory and outstanding orders
- Creation of Bills of Materials
- Rough cut capacity Planning
- An interactive session, to ensure we cover what you need to know



## PROBLEM SOLVING TECHNIQUES

### WHO SHOULD ATTEND?

The course is for both management and employees.

### WHY IS THIS COURSE IMPORTANT?

Introducing a formalised problem solving process allows companies to identify deviations and inefficiencies in systems and take steps to eliminate them. This is achieved introducing employees to robust problem solving techniques which can pinpoint the cause of the problem which can then be tackled and eliminated. Companies that introduce improvement processes are better placed to spot inefficiencies and take action.

### COURSE CONTENTS:

#### Introduction to Problem Solving.

- Why companies need to improve and solve problems
- Recognising Continuous Improvement practices
- The Improvement Process

#### Structured Problem Solving.

Problem Solving Stages:

<b>Planning:</b>	Problem Definition Data Gathering Data Analysing Identification of Root Cause
<b>Do:</b>	Implementation Potential solution testing Training Performance measuring
<b>Check:</b>	Analysing results Benchmarking results
<b>Act:</b>	Making results permanent Communicating

#### Problem Solving Practical Exercise

Delegates will test their knowledge via an in depth practical exercise. A problem will be presented and each delegate will be taken through each stage of the problem solving cycle.

<b>DURATION</b> 2 day Course	<b>EXAMINATION</b> Practical Project will be assessed
<b>CERTIFICATION</b> Waterside certificate of attendance	<b>PREREQUISITES</b> Delegates should be working in an environment where improvement activities are undertaken



## INTRODUCTION TO LEAN MANUFACTURING

### WHO SHOULD ATTEND?

The course is for employees working in manufacturing who need a fuller understanding of the concepts of Continuous Improvement and Lean Manufacturing, plus employees who are, or would like to be, employed in an Improvement role.

### WHY IS THIS COURSE IMPORTANT?

This interactive course provides attendees with a thorough background to the concepts of Lean Manufacturing and helps to develop an understanding of how to implement relevant Lean Manufacturing techniques into the workplace.

#### COURSE CONTENTS:

##### Introduction to Lean Manufacturing.

Why companies need to improve  
Recognising "Best in Class" companies  
The improvement process

##### Lean Exercise

Team based activity - up to ten delegates  
Simulation of a manufacturing facility  
First hand practical examples of improvement techniques and their impact on efficiencies.


##### The Seven Wastes


Overview of Value Added and Non Value Added activities  
Waste Walk - assessment of site efficiency


##### Selected Improvement Techniques


- Value Stream Mapping
- Developing Current State and Future State maps
- Set up Reduction - a step by step guide to reducing machine change-over time
- Workplace Organisation - an overview of the five stages and audit process
- Operation and design of Kanban Systems
- Daily Management - how to run Supervisor morning meetings
- Visual management techniques
- TPM concepts
- Layout improvements
- Problem Solving



 **DURATION**  
1 day

 **CERTIFICATION**  
Waterside certificate of attendance

 **EXAMINATION**  
None

 **PREREQUISITES**  
Delegates should be in a manufacturing or improvement role

## MANAGEMENT COURSES

<p>People Management</p> <p>Team Leader</p> <p>Instructional Techniques</p> <p>Mentor Training</p> <p>Assessing Performance</p> <p>Tool Box Talks - Writing and Delivery 2 Day Course</p> <p>SOP (Standard Operating Procedures) Writing 2 Day Course</p> <p>Train the Trainer 1 Day Course</p>	<p>The people management course provides coaching in good management practice and is aimed at anyone who needs to develop their softer management skills.</p> <p>The team leader course is a two day programme which has been designed to provide a range of tools and techniques essential to the role of the effective team leader.</p> <p>The Instructional Techniques course is designed to give an understanding of the abilities and techniques necessary to impart both knowledge and skills to others in the workplace in a systematic and standardised manner.</p> <p>This mentor course is for people who will act as a mentor, coach or assessor working with younger or less experienced colleagues.</p> <p>This course is aimed at people whose job role involves assessing or appraising the performance of others, but who do not necessarily want or need to achieve the A1 or A2 qualifications.</p> <p>The programme is designed to give each delegate a thorough understanding of how Toolbox Talks are designed, delivered and used by leaders to provide regular slots of information about risks and controls as part of a proactive approach in the Management of Health, Safety &amp; Welfare. Company examples can be used.</p> <p>The programme is designed to give each delegate a thorough understanding of how Standard Operating Procedures are designed, delivered and used regarding the Safe Operating of Machinery and Management of Activities within the workplace environment. Company examples can be used</p> <p>The programme is designed to give each delegate a thorough understanding of how to design training material, deliver training material to a group and assess individuals The session is of a practical and interactive nature.</p>
<p><b>Additional Health and Safety Courses</b></p> <p>Safety Representatives 3 Day Course</p> <p>Dynamic Risk Assessment ½ day Course</p> <p>Construction Law (Contracts) 2 Day Course</p> <p>IOSH for Senior Executives 1 Day Course</p> <p>Bespoke Courses - Just for your business</p>	<p>This 3 Day course is designed around the role and function of a Safety Representative, including the implications of health and safety legislation, hazard identification, risk assessment, accident/incident investigation, occupational health and hygiene, fire safety, manual handling, stress, and violence and aggression.</p> <p>The programme is designed to give each delegate an understanding of what Dynamic Risk Assessment is and how it is used by individuals during work and everyday activities. This is part of a proactive approach in the management of Health, Safety &amp; Welfare of individuals during any activity being undertaken.</p> <p>The programme is designed to give each delegate an understanding of Contract Law, Contract Management, Site Instruction, Dispute Resolution, Mediation, Advocacy, Recording Settlements and other agreements.</p> <p>To ensure that Health &amp; Safety is appreciated by people at the most senior level, this course will enable top executives to review policy, strategy and where necessary, introduce changes to make their organisation operate more safely.</p> <p>These courses are designed to assist with company issues around Training, Health &amp; Safety, Induction, or Machinery and after consultation with companies are delivered to company staff, at Waterside Training or at the company premises'.</p>
<p><b>Waterside Training Specialised Apprenticeships</b></p>	<p>National Award Winning Apprenticeships that are tailored just for your business needs:</p> <ul style="list-style-type: none"> <li>• Technical Support Apprenticeships</li> <li>• Mechanical Engineering Apprenticeships</li> <li>• Electrical Engineering Apprenticeships</li> <li>• Laboratory Technical Apprenticeships</li> <li>• Production Apprenticeships</li> <li>• Manufacturing Engineering Apprenticeships</li> <li>• Refractory Engineering Apprenticeships</li> </ul> <p>Need an apprentice? Call for more information from our dedicated Apprentice Team.</p>