

**Bruche
Associates**



Brochure 2017



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Welcome



We have built our reputation by helping organisations become more efficient. We deliver cost effective support to ensure workplaces are safe and secure along with compliance of legal requirements and best practice. This helps create a culture and environment for workers to be at their best.

Our bespoke certificated training courses are tailored to the needs of delegates; meaning that anyone who trains with us will gain knowledge that is relevant to their specific workplace.

‘We offer bespoke courses and accredited qualifications’

We have staff and consultants throughout the UK. Our head office and training centre is based in Cheshire. Our people are committed to attaining the highest level of competence and undertake continual professional development to keep abreast of changing legislation and changes to industry best practices.

We work hard to ensure you and your employees are compliant and where required working toward continual improvement in performance.

Bruche Associates Limited are an established Health & Safety and Continual Improvement Consultancy, which evolved out of the chemical and oil and gas industries.

We work across a range of sectors from chemical manufacturing, engineering, trade & retail, and small & medium size enterprises

We offer companies:

- **High quality safety support**
- **Advisory & Training services, at a very competitive price, with no gimmicks or false promises.**
- **Continual improvement programmes**
- **Mentoring and Coaching**

All of our Advisors have many year's experience within Industry and have gained extensive experience in practical implementation. This ensures that solid, practical advice is given at all times, allowing work to continue both safely and efficiently.

Our Advisors are involved in continuous professional development. We can provide copies of individual staff qualifications, our insurance cover and customer references with pleasure upon request.

We recognise at all times that, the cost of our service must be realistic and not impose a financial penalty on the contract. Therefore, our costs are competitive and tailored to our customers' exact requirements.



There are no hidden extras. The price you pay is the price you have been quoted.

Our Business Services

The breadth of Bruche Associates Limited influence is almost infinite in those businesses in which we are most effective; our services move businesses towards clear, definable achievements:

- We help businesses deliver their strategy on a practical level, efficiently and cost-effectively
- We enable businesses to identify and unlock potential in their people, propositions and processes
- We help build high performance teams
- We help develop integrated business processes that improve operational efficiency and organisational effectiveness

Ultimately we provide sustainable solutions to operational issues. We specialise in process and organisational development. We provide support for procurement and supply chain management, in single or multi-site organisations. We look beyond the symptoms until we find the root causes of operational and organisational barriers and find pragmatic solutions to overcoming them.

The end result?

Cost savings, greater efficiency and productivity, elimination of process wastage, more profitable operations, better performing teams.



Examples of our work:

Perhaps the clearest way to convey what we achieve is through real-life case studies. A selection of these include:

- Designing a Key Performance Indicator (KPI) matrix that enabled clients to generate effective and useful monitoring of financial, safety, technical and commercial performance and identify areas of improvement.
- Support in re-designing an appraisal system to increase personal accountability for achieving Organisational/Departmental objectives.
- Designed and delivered a corresponding coaching and mentoring programme for Production Supervisors, Engineers, Customer Service Teams, Site Managers and their Assistants.
- Scenario planning exercises for the Asset Management function of a manufacturing plant in preparation for extension or end of life.
- Process mapping a work management and planning processes to identify and overcome functional barriers and increase operational efficiency.
- Developing an operationally leveraged system of management for several UK, European and International business which improved communication, consultation and work planning
- Conducting a UK-wide assessment for two retail clients to understand whether operational demands exacerbated levels of occupational stress amongst managers.
- Developing a balanced scorecard system for a European division of an international company enabling the monitoring of operational performance across its operations.
- We are currently conducting an analysis and transformation project at a large manufacturing organisation of its supply chain, to create a supply chain management architecture with inbuilt performance and cost controls. We will also be leading on the deployment of a corresponding intervention programme.

Training Services

Bruche Associates Limited offers a range of training services to meet your needs.

Our speciality is in designing bespoke solutions for your organisation, however we also have a library of effective training packages and Ofqual qualifications.

Specific Safety, Health and Environmental Training

A Selection of standard courses we can provide:

- Health & Safety Awareness
- Manual Handling Awareness
- Risk Assessment Training
- Incident and Accident Investigation
- Managing Health and Safety Requirements
- Manual Handling Train the Trainer
- Fire Safety Awareness
- Fire Marshall Training
- Environmental Awareness
- Managing Environmental Requirements



Accredited Ofqual Qualification's

- Level 2 – Health & Safety in the Workplace
- Level 3 – Health & Safety in the Workplace
- Level 3 – Health & Safety Compliance
- Level 4 – Health & Safety in the Workplace
- Level 2 – Emergency First Aid at Work (EFAW)
- Level 3 – First Aid at Work (FAW) (including Refresher training)
- Level 3 Award in Education and Training

Our speciality is in designing bespoke solutions for your organisation.

Contact us with your specific needs and see how we can help you.

e-Learning



e-learning is a cost effective and flexible learning solution which is tailored to the needs of your organisation.

- Increase learner engagement
- Reduce your environmental impact
- Break down international borders
- Deliver convenient, personalised and responsive training

By leading the way in online training delivery, Bruche Associates Limited is setting new standards in e-learning with fresh and modern content:

- Various high quality video demonstrations to bring learning to life
- Detailed animations to help communicate content
- Mix of illustrations and high colour photographs to keep learners engaged
- Interactive games, learning activities, recap sessions and Q&A exercises including revision questions, in-course reviews and end of course tests
- Voiceovers
- Fully customisable self-paced learning for maximum flexibility
- Certificate of Completion is available

Your organisation will own any bespoke package created, which can be adjusted by either Bruche Associates Limited or your organisation in the future.



Our e-learning suite includes:

- Basic Health and Safety Awareness (this can be used to create a bespoke induction programme for your organisation)
- Fire Safety Awareness
- First Aid Awareness/Revision
- Environmental Awareness
- COSHH (Control of Substances Hazardous to Health)
- Moving and Handling Principles

Our speciality is in designing bespoke solutions for your organisation.

Contact us with your specific needs and see how we can help you.

In-company Training

Bruche Associates Limited are the specialists in in-company training. Our programmes include:

1. Accident Investigation
2. Behaviour Workshops
3. Control of Contractors
4. Culture and Behaviour
5. Display Screen Assessments
6. Environmental awareness
7. Environmental Management
8. Fire Awareness
9. Fire Marshals
10. Fire Risk Assessment
11. IOSH for Senior Executives
12. IOSH Managing Safely
13. IOSH Working Safely
14. IOSH Supervising Safely
15. Law and Health & Safety
16. Management Commitment
17. Management Safety Briefing
18. Manual Handling Assessment
19. Manual Handling Trainers
20. Motivation for Health and Safety
21. NEBOSH National General Certificate
22. Permit to Work
23. PPE Assessment
24. Risk Assessment
25. Safety in Team working
26. Safety for Managers
27. Safety for Supervisors
28. Safety Management Systems



29. Safety Reps and Committees
30. CITB
31. Level 3 Paediatric First Aid: 1 & 2-day course (units 1 & 2 Ofsted and the Early Years Foundation Stage (EYFS)).
32. Level 2 Activity First Aid: 2-day course
33. Level 3 Oxygen Therapy Administration: 1-day course
34. Level 3 Immediate Management of Anaphylaxis: 1-day course

Bespoke training



Our bespoke training services provides businesses of all sizes an opportunity to meet the specific needs of their organisation, these bespoke packages dove tail into your organisations philosophy, mission statement and branding styles.

They enable an extra level to transforming the behaviour of employees, supervisors, managers and senior leadership teams and ultimately enhances the experience for each individual attending.

We come to you to deliver the training. You choose the date, time and venue that suits you and your team the best. All our courses are fully

referenced and each delegate receives an up to date and comprehensive materials. We can also help you in developing your training matrix to help you with organising your training calendar for the next 12-18 months.

At the end of each training session delegates fill in an evaluation form which inspires them to comment on what positive changes they will make as a result of our training course.

Advisory Safety Services: from as little as £34.99 per month

Our Advisory Safety Services is your opportunity to have access to a dedicated team who will inspire your business to achieve health and safety compliance and improve performance.



Essential Package:

- Retained Safety, Health and Environment advisor providing telephone and email support
- Initial compliance review to identify gaps and improvements
- Preferential training rates offered on most open course bookings
- Dedicated point of contact who will be able to ensure that all enquires are dealt with promptly and efficiently at all times

Premium Package:

- All Essential Package retained advisory services listed above, plus
- Develop a tailored, comprehensive Health & Safety Policy and update the policy on an annual basis to ensure it remains in line with legislative requirements and company activities.
- Provide document templates e.g. risk assessment, method statements, inspection, audit, accident reporting, investigation, corrective action, plus many more...
- Conduct a training need analysis and compile a training matrix for Safety, Health and Environmental compliance
- Maintain contact with regular progress calls
- Provide access to our on-line system holding specific documentation, newsletters archives and selected document templates.



Plus:

Essential and Premium Packages are extremely flexible and can be tailored to your exact requirements. Additional services could include:



- Workplace inspections
- Additional progress meetings
- ISO consulting
- Training courses
- Tool box talks
- Risk assessments
- Incident and Accident reporting direct to Bruche Associates Limited*
- Accident investigation

*Bruche Associates Limited has been piloting during 2015 a central incident and accident reporting process using smart phones, online reporting and telephone reporting for customers on our Premium Advisory Safety Services Package. From 2016 onward this incident and accident reporting facility will be available to all clients for a small additional service charge.

Health & Safety Training

Level 2 Health and Safety in the workplace: 1-day course

or IOSH working safety

This is an excellent introduction to health and safety in the workplace and will benefit all employees, particularly those who may be accepting a health and safety role, such as a safety representative within their organisation. Successful candidates will be awarded a national Level 2 (Level 5 in Scotland) qualification which will provide an ideal platform to higher level training or career development.

Syllabus

A range of subjects are covered including:

- The roles and responsibilities for health, safety and welfare in the workplace
- The value and process of risk assessments
- The identification and control of workplace hazards
- How to respond to workplace incidents and accidents



Level 3 Health & Safety compliance: 5-day course

or IOSH Managing Safely



We work, live and play in a world dominated by Health and Safety, if you are considering a career in it then this course will equip you with a vast range of skills and qualifications. This unique course is designed to suit those who want to teach a range of Health and Safety qualifications that are nationally accredited, and for those who are seeking an alternative career in Health and Safety.

Bruche Associates Limited accredited and approved 5-day Health & Safety Compliance course will give you the following qualifications, for which you will receive certificates issued by an Ofqual and SQA regulated awarding organisation, upon completion of the course – *alternatively we can offer in-house IOSH Managing Safely course*

Level 2 Manual Handling Course (Principles and Practice): 1-day course



We are all exposed at times to some form of manual handling such as lifting, carrying, pulling and pushing actions that can be compounded by simultaneous movements such as climbing or pivoting. Personal injuries resulting from incorrect manual handling in the workplace accounts for over one million working days lost per year, as well as the pain and suffering experienced by the casualties. Correct manual handling techniques can make a huge difference.

The risks arising from manual handling have been recognised by the Health and Safety Executive for many years, as evidenced in their regulations and advisory activities promoting good practice.

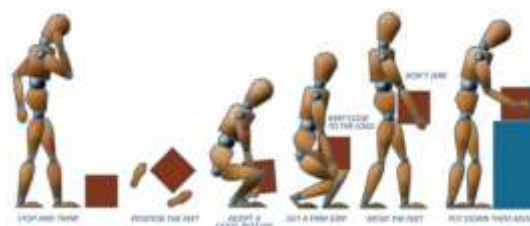
The Regulations require employers to provide their employees with health and safety information and training – supplemented, as necessary, with more specific information and training on manual handling injury risks and prevention.

This course provides an ideal approach to safer and more effective manual handling – not only meeting HSE recommendations, but also promoting good and safe practices in any situation.

Syllabus

A range of subjects are covered that will equip delegates to:

- Understand the reasons for safe manual handling
- Understand how manual handling risk assessments contribute to improving health and safety
- Understand the principles, types of equipment and testing requirements associated with manual handling safety
- Be able to apply safe manual handling principles



Manual Handling Train the Trainer: 2-day course

Our two-day, highly interactive Manual Handling Train the Trainer course is ideal for any organisation wishing to deliver their own manual handling training to staff.



This Manual Handling Train the Trainer course is an assessed and certificated course which will provide you with the tools and expertise needed to confidently deliver Manual Handling Awareness courses to your colleagues.

All instructors are provided with the tools and materials they need to deliver a Manual Handling Awareness course in their place of work.

The Manual Handling Train the Trainer Course is a two-day course which will equip you with everything you need as an instructor in order to deliver training in your place of work. On completion, your trainer resources will be sent to you so that you can start teaching without delay.

Our Manual Handling Train the Trainer course is delivered to you by a highly experienced health and safety trainer.

Syllabus

A range of subjects are covered including:

- What is a manual handling task?
- The consequences of poor manual handling
- The legal requirements placed on an employer
- Correct manual handling techniques
- How to risk assess all manual handling tasks
- The Manual Handling Awareness course

After completing the Manual Handling Train the Trainer course, you will receive the following documents in electronic form for the Manual Handling Awareness Trainer's toolkit:

- [Manual Handling Awareness Course Attendance register sheet](#)
- [Manual Handling Awareness Course outline](#)
- [Power Point Presentation: Manual Handling Awareness Training course \(including a e-learning self-teach\)](#)
- [Manual Handling Risk Assessment template documents](#)
- [Manual Handling Awareness Course feedback form for delegates](#)
- [Manual Handling Awareness Tip Sheet](#)
- [Manual Handling Awareness Quiz](#)

This course is assessed by lesson observation and exam and a pass is awarded to all delegates who can demonstrate their ability to deliver Manual Handling Awareness competently.

DSE (Workstation) Assessor Training Courses: 1-day course

On completion of our DSE Assessor Training you will be both confident and competent at carrying out a DSE Risk Assessment in accordance with the DSE regulations (1992 and 2002).

Our DSE Assessor course will deliver real benefits to your business including:

- Reducing risk of legal action
- Lowering levels of staff sickness
- Improving morale
- Increased productivity

This course concentrates on the practical aspects of being a DSE assessor and includes case studies and use of a 'mock up' workstation for practical sessions to increase your level of DSE assessing confidence.

Syllabus

A range of subjects are covered including:

- Definitions and an introduction to the Health & Safety at Work Act DSE Regulations (1992 amended 2002).
- Health risks: presentation, discussion and questioning on experience, demonstrations of neutral position.
- Equipment adjustment and correct use: presentation, questioning, demonstration.
- Environment: presentation, questioning, demonstration.
- Software, task management, breaks – presentation.
- Exercises: presentation, demonstration.
- How to complete the forms (based on the HSE L26) and documentation provided.
- Practical role playing session: checking a workstation and carrying out a DSE Assessment with another team member.
- Questions and Answers session.

You are provided with a training manual, template DSE document, tips sheets, certificate of attendance and access to our DSE consultants for free advice in the future if you should come across a DSE related issue when carrying out DSE assessments.

Our trainers are also DSE risk assessors which means you will benefit from their real life DSE assessment experiences as well as theoretical scenarios.

We DO NOT sell DSE accessories, furniture or chairs. Our DSE Training courses are presented to you with no ulterior motives. If you require information about DSE accessories, furniture or chairs, we can recommend you to industry leading specialist suppliers.



Risk Assessment: 1-day course

As part of managing health and safety within an organisation, you are responsible for assessing and controlling any risks in the workplace. In order to do this, you need to understand what might cause harm and then be able to take appropriate action in order to minimise the risk.

Our Risk Assessment course will provide you with an excellent grounding in the principles of the risk assessment process. This course has been designed to ensure you meet the requirements detailed in The Health and Safety at Work Act (HASAWA) 1974 Section 2 (1).

This Risk Assessment Training course will bring many benefits to your business including:

- Helping you to comply with legal responsibilities including protecting people “as far as is reasonably practicable”
- Attendees will bring back to work a thorough knowledge of risk assessment procedures
- The correct procedures for risk assessment will be understood including monitoring and reviewing.
- Delegates will bring positive changes to the working environment and improvements to safety
- We can tailor the course to your specific company requirements, incorporating existing plans and health and safety policies
- Accidents cost businesses time and money. Therefore, by training staff in the prevention of accidents we can help you reduce these costs



Syllabus

A range of subjects are covered including:

- What is risk assessment?
- Moral and legal responsibilities.
- Principles of hazard identification.
- Defining a risk.
- Risk assessment, the five step process.
- Evaluating the risk.
- Developing safe systems of work in order to minimise risk and prevent accidents.



Accident Investigations: 1-day course



Ensuring a safe work environment is paramount and a key part of this is minimising the risk of an accident. To do so, steps must be taken to find out the cause of accidents and consequently help prevent similar accidents in the future.

Understanding the root causes of accidents is paramount in reducing the risk of accidents occurring.

Our one-day Accident Investigation training covers each process an accident investigation requires and it is suitable for anyone who is required to be involved in accident investigation at work. The course will help ensure your company meets its moral and legal obligations to correctly manage, investigate and report accidents at work.

This course will bring many benefits to your organisation including:

- Helping you ensure compliance with current legislation including RIDDOR
- Identifying the root causes of accidents or potential accidents before an occurrence
- Understanding the correct investigative procedures
- Understanding the correct reporting of accidents
- Delegates will bring positive changes to the working environment and improvements to safety
- We can tailor this course to your specific company requirements incorporating your existing plans and health and safety policies

This one-day course is aimed at those who are expected to be involved in investigating the root causes of accidents in the work place. It will deliver the core skills and knowledge needed by an accident investigator at work.

The course provides a range of techniques necessary for accident investigation and can incorporate your organisation's own existing procedures.

Our Accident Investigation course covers contributory factors to accidents, information gathering and interview techniques, correct reporting procedures. We also look at the legal requirements to ensure your organisation's compliance.



Syllabus

A range of subjects are covered including:

- What is an accident?
- Statistics relating to accident at work
- Why accident investigation matters – the costs and consequences of accidents
- RIDDOR
- The principles of accident investigation
- The scope and stages of an investigation
- Investigation and interview techniques
- Monitoring and reviewing
- Human factors: the brain and behaviour
- Organisational factors
- Other contributory factors

NEBOSH National General Certificate* 10-day course, plus 1-day revision and 1-day exam

The NEBOSH National General Certificate is recognised as the standard, transferable qualification in health and safety for the non-specialist.

The NEBOSH National General Certificate meets the academic requirements for Technician membership (TechIOSH) of the Institute of Occupational Safety and Health (IOSH) and Associate membership (AIIRSM) of the International Institute of Risk and Safety Management (IIRSM).

Who Should Attend?

This course is ideally suited to managers, supervisors, engineers and safety representatives or anyone with responsibilities for people, processes, equipment or premises. Additionally, the NEBOSH National General Certificate is a level 3 qualification and fulfils the underpinning knowledge requirements for entry into the NEBOSH Diploma in Health and Safety Practice.



Course Duration

This course is taken in two different options:

1. 10 days over 10 weeks' day release format. Plus, one additional revision day and exam day
2. over 10 days in two weeks. Plus, one additional revision day and exam day



Syllabus

A range of subjects are covered including:

The Management of Health and Safety (NGC1)

- Health and safety foundations
- Policy
- Organising for health and safety
- Planning
- Measuring, audit and review

Controlling Workplace Hazards (GC2) - (New Combined Unit)

- The workplace
- Transport

- Musculo-skeletal hazards and control
- Work equipment
- Electrical safety
- Fire safety
- Chemical and biological hazards and control
- Physical and psychological hazards and control

Practical Application (GC3)

To be completed in the candidate's own workplace within 7 days of the GC2 examination. Full briefing given during the courses.

*This qualification is new for 2016

First Aid Training

Level 3 First Aid at Work: 3-day course

It is a requirement of Health & Safety law that employers provide a safe and healthy environment to work in. If your assessment of first aid needs highlights the need for qualified first aiders, then this level 3 qualification (level 6 in Scotland) will provide you with suitable, highly trained personnel.



This comprehensive three-day course covers a wide range of first aid emergencies, enabling all participants to deal with emergency situations with confidence in a prompt, safe and effective way. In addition, this course will include any protocol changes that may have arisen since their last training course.

This course will give the participants a qualification to the highest level of First Aid, meeting the statutory requirements of the Health and Safety (First Aid) Regulations 1981.

Syllabus

A range of subjects are covered in:

- Legalities, responsibilities and reporting
- Heart attacks
- Dealing with an unresponsive casualty
- Eye injuries
- Fractures and spinal injuries
- Choking
- Control of bleeding
- Chest injuries
- Assessment of the situation
- Diabetes
- Shock (including Anaphylaxis)
- Asthma
- Head injuries
- Poisoning
- Sprains and strains
- Stroke



- Burns
- Epilepsy
- Resuscitation
- Bandaging



This qualification lasts for 3 years. To renew the qualification, learners will need to sit the FAW Requalification course. However, it is recommended that during the 3-year period, the learners attend annual refresher courses.

Level 3 First Aid at Work Requalification: 2-day course

This 2-day First Aid at Work course is designed for those who currently hold a First Aid at Work qualification and are due to expire.

Please consider the following rules for attendance:

A First Aider can renew their First Aid at Work qualification by attending a 2-day requalification course without question, if it's within 1 month past the expiry date.

The important thing to remember is that as soon as the certificate expires, the First Aider is no longer considered competent to act as a First Aider in the workplace which may well leave the employer with a shortfall of First Aiders. Therefore, it would be prudent to arrange their First Aid at Work Requalification before they expire.

Level 2 Emergency First Aid at Work: 1-day course

Where an organisation's risk assessment of First Aid needs identifies that there is a requirement for Emergency First Aid at Work practitioners, then this national Award in Emergency First Aid at Work satisfies the requirements of the regulatory body for First Aid – the Health and Safety Executive (HSE).

All learners will have the skills and knowledge to provide the organisation with Emergency First Aiders that can provide treatment to their casualties in a prompt, safe and effective manner.

Syllabus

A range of subjects are covered including:

- Responsibilities and reporting
- Assessment of the situation
- Dealing with an unresponsive casualty
- Basic hygiene in First Aid
- Burns
- Epilepsy
- Resuscitation
- Anatomy
- Minor injuries
- Bleeding control
- Choking
- Shock

First Aid Annual Refresher Course for First Aiders and Emergency First Aiders: Half-day course

Although it is not mandatory, the HSE strongly recommend that qualified First Aiders and Emergency First Aiders undertake a first aid annual refresher course in order to keep their skills up-to-date and refreshed.

The qualification period for both groups of First Aiders is 3-years. It was felt that this period was too long without any additional training.

Syllabus

A range of subjects are covered including:

- Responsibilities
- Communication skills
- Primary Assessment
- Top-to-toe survey
- Recovery Position
- Action for vomit
- Resuscitation
- Chain of Survival
- Wounds and bleeding
- Bandaging and Hygiene

Level 2 CPR and AED (Cardiopulmonary Resuscitation and Automated External Defibrillation): 1-day course

Heart and circulatory disease claims around 200,000 lives each year. Many could have been saved if a defibrillator was made available.



Automated External Defibrillators (AED's) are now becoming more common throughout a range of public and work places. A casualty's survival rate will dramatically increase if an AED is available and if you have appropriately qualified personnel to use it.

This very practical course will enable your learners to use the AED competently and with confidence.

Not only does this course deal with the use of an AED but it also includes vital training in resuscitation and choking procedures.



Syllabus

A range of subjects are covered including:

- Responsibilities and reporting
- Dealing with an unresponsive casualty
- Assessment of the situation
- Paediatric defibrillation
- Defibrillation procedures
- Resuscitation
- Choking
- Heart attacks
- AED safety and Functions
- Infection control



CPR and AED training is fast becoming a necessity. Bruche Associates Limited Training not only offer this dedicated CPR and AED training course but also the new 4-hour Basic Life Support and Safe use of an AED course. Contact us on 0843 289 1030 for more details.

Fire Safety Training

You will, no doubt, be well aware of the potentially devastating effects of fires in the workplace in terms of lives lost, injuries, damage to property and the environment, and to the business continuity. You may also be aware that it is believed that most fires are preventable.

The importance of fire safety in the workplace is underpinned by health and safety legislation that places a duty on employers to establish policies and procedures and ensure their employees receive appropriate training.

Level 1 Fire Safety Awareness: Half-day course

This course is designed for all employees as an introduction to fire awareness and is an excellent ingredient in the induction programme of new employees. It deals with how fires can occur and what to do in the event of a fire. The qualification also provides a foundation for those employees who want to develop their basic fire safety awareness in order to assist their employer by undertaking more specific fire safety roles in the workplace to manage fire risk (e.g. as fire wardens/marshals/stewards etc).

Syllabus

A range of subjects are covered including:

- The common causes of fire
- The behaviour of fire
- Legislation (brief)
- Responsibilities
- Fire prevention
- What to do if a fire breaks out
- How to use fire extinguishers
- Emergency evacuation procedures



Level 2 Fire Safety: 1-day course



This Fire Safety Training Course is designed for employees who want to develop their basic fire safety awareness in order to assist their employer by undertaking more specific fire safety roles in the workplace to manage fire risk (e.g. as fire wardens/marshals/stewards etc.) Successful candidates will be awarded a national level 2 qualification (Level 5 in Scotland).

Syllabus

A range of subjects are covered including:

- The hazards and risks associated with fire in the workplace
- How fire risk is controlled in the workplace
- The role of the nominated fire warden
- The principles and practice of fire safety management at work



Environmental Training

Environmental Principles and Best Practice: 1-day course



This course has been created to provide an awareness of key environmental concepts and an introduction to environmental management systems.

Who needs this training?

All members of staff whose activities could have a significant impact on the environment or supervisors or managers who are being introduced to environmental issues for the first time.

Why is this training important?

Environmental issues impact on every organisation. The rising costs of energy and raw materials, growing awareness of stakeholders and increasing environmental legislation are forcing organisations to address their own environmental performance.

Many organisations have identified that tackling environmental issues can bring benefits to their business including reduced waste and utility costs, reduced liabilities and access to new markets and investors.

Syllabus

A range of subjects are covered including:

- Identify primary, local and global environmental impacts of their organisation
- Understand key terms and definitions of pollution
- Learn basic principles, key concepts and importance of environmental law
- Identify the link between their jobs and a range of environmental impacts
- Understand business benefits of adopting an environmental management system
- Identify key issues related to energy use and carbon management, waste minimisation, water use, pollution and emergency planning



Environmental Management: 2-day course

This course has been designed to develop the knowledge and understanding of all staff working within an environmental management system (e.g. ISO 14001).

Who needs this training?

Those with responsibilities within an environmental management system (such as ISO 14001)



Why is this training important?

All organisations have a legal responsibility for the impact that they may have on the environment.

This course focuses specifically on the practical issues associated with implementing an environmental management system.

Syllabus

A range of subjects are covered including:

- key global environmental issues and the concept of sustainability
- the advantages and disadvantages of implementing an accredited environmental management system
- the purpose of and process involved in developing an effective environmental policy
- how to identify and evaluate an organisation's environmental aspects and impacts
- the structure, function and operation of environmental law
- how an environmental management system can be implemented
- the purpose and processes of checking environmental performance including monitoring and measuring, corrective and preventive actions and auditing
- the reasons for producing an environmental report

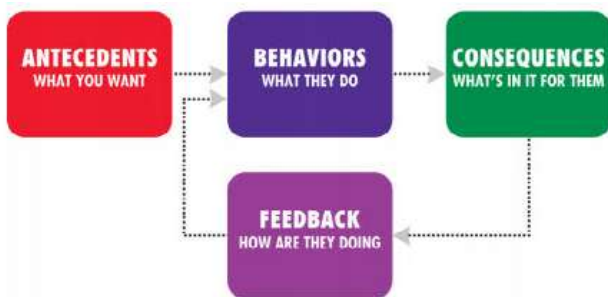


Behavioural Safety Training

For decades Behaviour Based Safety has proven to be an effective tool for the reduction of workplace accidents. While the business climate has changed dramatically since the 1980's, Behaviour Based Safety has changed little. Even a proven technology or any pre-defined methodology with documented results eventually must evolve or become obsolete. Our Behavioural and Culture approaches to safety continues to help both those starting out and those looking to re-energise their current programme.



Behavioural Safety Leadership



Our leadership model is easy to implement and provides a greater and faster return than the resource intensive, wait and see approach. Every methodology that produces results must continue to evolve or it will fail to produce new value.

Whether you have an existing process or are exploring new approaches to safety improvement, there are many different methods to internalise this capability (i.e., public and private implementation and improvement workshops, hybrid-implementations, fully-supported implementations).

Introduction to Behavioural Safety techniques: 1-day course

This introduction to Behavioural Safety is all about focussing in on actual behaviours of employees. The first step is giving employees at all levels an understanding of WHY people do what they do.

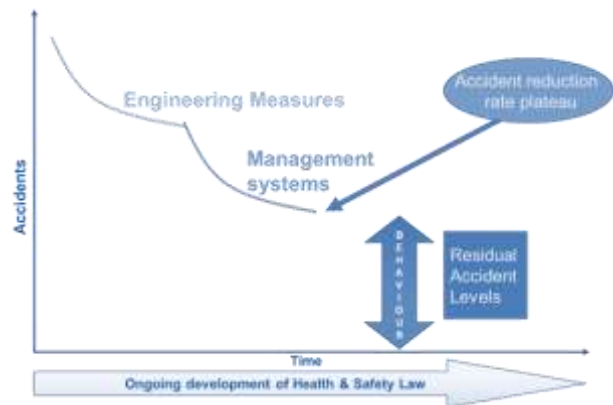
We can then start to apply some proven principles of Behavioural Science to help them understand how to change any critical behaviours toward work activities and environments.

By bringing behavioural safety to the front of your employees mind, many businesses we work with have seen reductions in injuries at work by as much as 35% which is sustainable. This leads to a better working environment, higher productivity and reduced likelihood of criminal prosecution and civil liability.



Behavioural Safety Leadership: 2-day course

Behaviour Safety Leadership is an enhanced approach to traditional Behaviour Based Safety and utilises aspects of performance, quality and best practice improvement. Behaviour Safety Leadership focuses on efficient and effective use of resources.



Syllabus:

A range of subjects are covered including:

- Cultural change challenge
- Personal safety commitment
- Safety Culture
- BP Texas City study
- The journey to 'Exemplar'
- Challenging the Present Culture
- A reporting and learning culture?
- Creating a positive & just culture
- Leadership Strategies
- Good and poor leaders
- Engagement strategies
- Cultural Change Strategy
- Behavioural expectations
- Roles and responsibilities
- Generative organisations
- Safety Commitment
- Safety Charters
- The role of the mentor

The six pillars of behavioural safety and culture improvement

improvement
and culture
behavioural safety



Training and Teaching

Level 3 Award in Education and Teaching: 5-day course

An introductory level, knowledge-based qualification for individuals who are not already in a teaching role.



Who needs this qualification?

This qualification is designed for people who:

- Are not in a teaching role, or who have just started a teaching role
- Want a short qualification
- Want a qualification without a minimum teaching practice requirement

Why is this training important?

This training helps individuals who are new to teaching to develop an understanding of how to deliver inclusive and engaging training programmes that meet learners' needs.

Syllabus:

A range of subjects are covered including:

- Develop understanding of the teaching role and responsibilities
- Learn how to maintain a safe and supportive learning environment
- Plan, deliver and evaluate inclusive teaching and learning
- Develop understanding of the types and methods of assessment used in education and training
- Learn how to involve learners and others in the assessment process
- Understand requirements for keeping records



Enquires and Booking Form

One form per course

To: **Course Processing**
Bruche Associates Limited
14 Queens Avenue
Warrington
Cheshire
WA1 3BP

Alternatively email completed form to:
info@brucheassociates.com
or Fax to: 0872 113 7009
on-line form at
www.brucheassociates.com/contact-us/

Booking Contact Name:	
Job Title in organisation:	
Organisation Name:	
Organisation Address:	
Contact Telephone No.	
Email address:	

Quote your organisations Bruche Associates Limited Account No. (if known): _____

Please reserve place(s) on the course as shown:

Date	Course title e.g. 1-day Health & Safety in the workplace course	Location/Venue	No. Places

Schedule (open courses) / In-Company Course* (*delete as appropriate)

Please complete invoice address (if different to above)

1. Your organisations Purchase Order Number: _____
2. I enclose a cheque/postal order made payable to "Bruche Associates" *
3. Please invoice total tuition fees*

NOTE: all payments must be completed prior to starting the course.

Name of Delegate(s)	

Signed: _____ Date: _____

Price List

Training Courses:

Course title	No. Days	Cost per delegate	In-company costs*
Health and Safety in the workplace	1	£79.99	£499.99 + £15 per delegate (Max 15)
IOSH Working Safely	1	n/a	Contact us
Health and Safety compliance	5	£449.99	£2499.99 + £40 per delegate (Max 15)
IOSH Managing Safely	4	n/a	Contact us
Manual Handling (Principles and Practice)	1	£79.99	£499.99 + £15 per delegate (Max 15)
Manual Handling Train the Trainer	2	£349.99	1,499.99 + £40 per delegate (Max 15)
DSE (Workstation) Assessor	1	£79.99	£499.99 + £15 per delegate (Max 15)
Risk Assessment	1	£79.99	£499.99 + £15 per delegate (Max 15)
Accident Investigation	1	£79.99	£499.99 + £15 per delegate (Max 15)
NEBOSH National General Certificate*	10+2	£1,329.99	Contact us
First Aid at Work	3	£179.99	£1,499.99 + £40 per delegate (Max 12)
Requalification First Aid at Work	2	£119.99	999.99 + £40 per delegate (Max 12)
Emergency First Aid at Work	1	£79.99	£499.99 + £15 per delegate (Max 12)
First Aid Annual Refresher Course	½	£49.99	£299.99 (Max 20)
CPR and AED course	1	£79.99	£499.99 + £15 per delegate (Max 15)
BLS and safe use of AED	½	£49.99	£299.99 (Max 20)
Fire Safety Awareness	½	£49.99	£299.99 (Max 20)
Fire Safety	1	£79.99	£499.99 + £15 per delegate (Max 15)
Environmental Principles	1	£79.99	£499.99 + £15 per delegate (Max 20)
Environmental Management	2	£119.99	999.99 + £40 per delegate (Max 20)
Introduction to Behavioural Safety Techniques	1	£129.99	£599.99 + £15 per delegate (Max 20)
Behavioural Safety Leadership	2	£199.99	999.99 + £20 per delegate (Max 20)
Level 3 Award in Education and Teaching	5	£449.99	£2499.99 + £40 per delegate (Max 15)
****	****	****	****
Miscellaneous In-company training/facilitation	½	n/a	Contact us
Miscellaneous In-company training/facilitation	1	n/a	Contact us

**Our speciality is in designing bespoke solutions for your organisation.
Contact us with your specific needs and see how we can help you.**

Advisory Services:

Advisory Service	No. Days	Cost*
Essential Package	Monthly cover	£34.99**
Premium Package	Monthly cover	£69.99**
Health and Safety compliance audit	1	£499.99
Procedure writing	1	£499.99
Manual Handling Assessments	½	£299.99
Bespoke Tool Box Talks	½	£299.99
DSE (Workstation) Assessments	½	£299.99
Management Review Meeting Preparation	1	£499.99
Accident Investigation	1	£499.99
RIDDOR reporting	n/a	£99.99

All prices are subject to VAT

*In-company training and advisory services may have additional costs for travel and accommodation.

**Advisory safety services 'Packages' from £34.99/£69.99 per month, based on risk level and number of employees



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