



Catalogue of Training Courses.

Introduction

RADCaT Ltd offer training courses that are specifically bespoke to your company needs. Within this catalogue there are some brief descriptions of the training topics that we can offer, and a full list is available from page 13.

Some courses will include a site visit prior to the delivery of the course to assess need which will then prescribe the content required by the company.

We deliver a vast range of training courses, so please discuss your requirements if you do not see them listed in this catalogue.



Let us manage your training needs for you.



We work with other training companies as well which allows us to draw on a vast array of training opportunities. Because of this we are able to source, manage and arrange any training that you may require, leaving you to continue doing your day to day tasks.



For any further information please do not hesitate to contact:

Office: 01942 590785 info@radcat.co.uk www.radcat.co.uk

HAZARD AWARENESS TRAINING.

A hazardous material is any solid, liquid, or gas that can harm people, other living organisms, property, or the environment. Hazardous materials (hazmat) may be radioactive, flammable, explosive, toxic, corrosive, biohazardous, an oxidizer, an asphyxiant, a pathogen, an allergen, or may have other characteristics that render it hazardous in specific circumstances.

Whilst these events are rare it is prudent for companies to ensure staff receive adequate training that will help to reduce these accidents and even fatalities. This course aims to provide staff with the underpinning skills required to carry out hazard identification and risk assessments according to organisation policy.



The training will look specifically at:



- The ADR Regulations.
- Class specific overview.
- Marking and Labelling of packages.
- Documentation requirements.
- Emergency response information.



The staff who can attend can be of any level from Administration through to Managers.

This training is NOT for the drivers of the transportation vehicles.



Effective training is an essential element of any competency framework and this is no exception. The trainer will guide staff through the legal requirements to ensure that the company are fully complying with the ADR Legislation.

HAZARD IDENTIFICATION TRAINING

All workplaces are filled with hazards of one kind or another. There are signs everywhere and procedures that accompany these galore. If you are a company dealing with hazardous materials are your staff fully aware of all the hazards and possible consequences that may lie in store? Unfortunately, human error is a significant contributing factor to many explosions, slips, falls etc, and even the most conscientious staff can cause an accident. This can have a massive impact on both the staff involved and the company itself.

**This course is the
'What if...' of Accident
Prevention.**

Whilst these events are rare it is prudent for companies to ensure staff receive adequate training that will help to reduce these accidents and even fatalities. This course aims to provide staff with the underpinning skills required to carry out hazard identification and risk assessments according to organisation policy.



The course content includes:

- A method to identify workplace hazards.
- An observation tool for understanding how both unsafe conditions and actions occur.
- An understanding of the various hazards associated with the hazardous materials they are working with.
- An understanding of the company policies, procedures and documentation that is required to be completed.
- How to determine the cause of a 'Near Miss' Accident.

STATIC AWARENESS TRAINING

In most industrial operations, fire presents a risk which may be defined in terms of financial loss (infrastructure and business interruption) or safety of employees and the surrounding population. The risk depends on the combustibles available for fire development, their physical arrangement, the geometry of the buildings and the likelihood of ignition. The risk is also influenced by the fire protection measures in place, which relate to both fire prevention and fire control.

This training course concentrates on the likelihood of ignition in relation to the 'static spark'. Thus, it considers how a fire risk is present on a daily basis and how this fire hazard can be either eliminated altogether or at least controlled. It considers the control procedures that are in place and examines ways to improve these control procedures therefore reducing the risk of fire and other possible effects of this phenomenon.



It is vital that staff understand the risks associated with explosive atmospheres and more importantly understand the factors which increase the likelihood of an explosion or a fire; factors which they may themselves contribute to, or even cause through a lack of understanding or relevant training. If you are working with solvents or flammables – remember PEOPLE are walking Ignition Sources and they require specific training.

The course content includes:

- Examines how static accumulates around the machinery on the premises and on people.
- Review the effectiveness of risk assessments already in place.
- Review the effectiveness of the PPE provision within the workplace.
- Examines how to reduce the risk of a 'static spark' by identifying the control measures that are in place and how to ensure these are used appropriately.

DSEAR AWARENESS COURSE



HUMAN ERROR IS A SIGNIFICANT CONTRIBUTORY FACTOR TO MANY EXPLOSIONS. THE COMPETENCY OF STAFF IS ESSENTIAL WHEN WORKING IN POTENTIALLY EXPLOSIVE ENVIRONMENTS.

The consequences of explosions are usually significant in terms of personal injury, capital loss of plant and production. Whilst these events are rare, the effects tend to dwarf a majority of any other accident or incidents that may occur in the workplace. Buncefield is a clear example therefore it is important that staff who manage, operate and maintain plant involving these hazards, are competent to carry out these tasks they are undertaking.

The course content for this training includes:

- An overview of the DSEAR Regulations.
- An understanding of how these relate to their workplace.
- An understanding of the control measures that are in place and how to use them appropriately.
- An understanding of the DSEAR Risk Assessment that is in place.

It is vital that staff understand the risks associated with explosive atmospheres and more importantly understand the factors which increase the likelihood of an explosion or a fire; factors which they may themselves contribute to, or even cause through a lack of understanding or relevant training.

If you have a DSEAR Risk Assessment in place then it pays to enhance the knowledge of the staff as much as you can.

MANAGEMENT OF HAZARDOUS MATERIALS

If you are storing and segregating hazardous material then you will be aware of the requirement to determine the formal hazard identification and risk assessment of the workplace **BUT** Are your staff fully aware of how they can be used to minimise the foreseeable risks of a major accident or hazard?

This training will enhance the staff understanding of the procedures that are in place to manage hazardous materials giving them a further understanding of both the need and the necessity for such rigorous tools thereby, making the storing of such materials as safe as possible. The training will also address human factors that can contribute to a failure in compliance with the procedures including:

- (UN)Conscious incompetence. A look at behaviour within the workplace and how culture can have a negative effect on staff who may not be following procedures as well as they should.
- Ignorance towards physical and chemical properties of stored substances.



The course content for this training will also include:



- An overview of the chemical inventory system which categorises hazardous materials into compatible groups;



- An overview of the site plan illustrating and explaining the need for designated zones/plots for compatible hazardous



- An understanding of the sufficient warning signs that are in place to inform employees and visitors of the potentially, hazardous environments.



- An understanding of the need for sufficient traffic routes, ventilation etc.

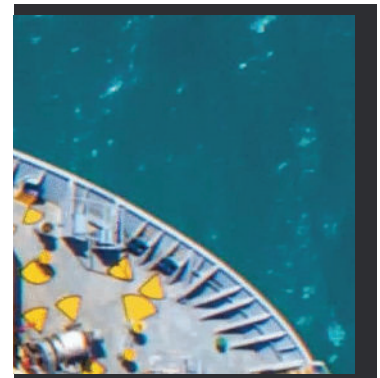
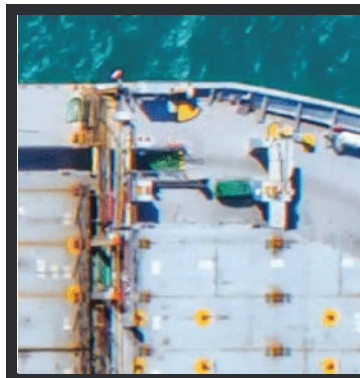
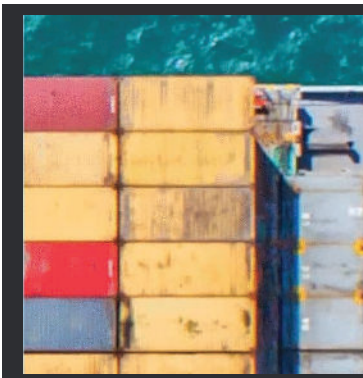


- An understanding of the emergency provisions in place to control the risks associated with leaks, spills and fires.

IMDG CODE (DGN) TRAINING. (The International Maritime Dangerous Goods (IMDG) Code).

The IMDG Code was developed as a uniform international code for the transport of dangerous goods by sea covering such matters as packing, container traffic and stowage, with particular reference to the segregation of incompatible substances.

The Code lays down basic principles; detailed recommendations for individual substances, materials and articles, and a number of recommendations for good operational practice including advice on terminology, packing, labelling, stowage, segregation and handling, and emergency response action.



IMDG Code training became mandatory from 1 January 2010 for All shore-side staff involved in dangerous goods transport by sea. Shore side staff requiring IMDG Code training can include:

- Shippers and forwarders, container packers and consolidators, (un)loaders of vehicles, shipping line operations and booking staff, stevedores and port staff.

This is a two-day training course and the contents include:

- ADR legislation and how this fit in with the IMDG Code. Staff are required to understand that when DG's are being shipped by sea they first need to travel by road and therefore both ADR and IMDG legislation are to be accounted for which is explained in the training.
- Documentation.
- Segregation Coding.
- Marking / Labelling / Signage.
- Responsibilities.

At the end of the two-day course attendees will be required to sit an exam which will incur a pass or a fail. **This training will ensure that all of your staff will be competent in the assessing of packages and able to complete / check any documentation that is required for transporting dangerous goods via the sea.**

SPECIFIC ADR CLASS TRAINING

Dangerous goods must be classified in accordance with the requirements in ADR and assigned a UN Number, Proper Shipping Name and a Packing Group (where appropriate) as indicated in the Dangerous Goods list in ADR. They are therefore assigned to different classes dependant on their predominant hazard. Each class is described separately within the ADR legislation and will cover a full and detailed account of the substance.



If your company only carries certain classes and you require training on those substances specifically then this is the training for you.

The course content will include:

- What is this class?
- How can this be carried safely on the road?
- What emergency procedures are to be followed?
- What PPE do I require?
- What should be stated on the documentation?

Class 1 – Explosives is a one-day course and cannot be delivered with any other class.

Class 7 – Radioactives is a one-day course and cannot be delivered with any other class. All other classes can either be delivered alone or with other classes as per your company requirements.

Class 1 – Explosives
Class 2 – Gases
Class 3 – Flammable Liquid
Class 4 – Flammable Solids
Class 5 – Oxidising Substances
Class 6 – Toxic Substances
Class 7 – Radioactive Material
Class 8 – Corrosive Substances
Class 9 – Miscellaneous Dangerous Goods

WALK AROUND VEHICLE CHECKS TRAINING

If your drivers conduct a simple check (including sounding the horn) at the start of a driving period, it really can make a significant difference in ensuring the safety of your vehicles. An effective vehicle check can save you money by preventing potential prohibition and spot fines. This kind of check can also increase your efficiency and most importantly improve your transport operations safety.

HOW OFTEN DO YOU HEAR THE VEHICLE HORN?

FTA data taken from 100,000 vehicle inspections reveals annually that a dramatic 50% of defects could have been avoided if

AN EFFECTIVE DRIVER WALK AROUND CHECK HAD TAKEN PLACE



This kind of check can also easily demonstrate your business compliance with the Operator's Licence obligations. VOSA on average carry out over 275,000 roadside checks per year! Complete the training and avoid unnecessary fines!

CRISIS MANAGEMENT / DISASTER RECOVERY PLANNING TRAINING

Crisis management and Disaster Recovery planning can protect organisations against complete failure if/when a catastrophic disruption happens. This course explores sudden onset and slow onset crises caused by internal and external issues as well as methods for determining risk to use as a basis for crisis management plans.

ARE YOU PREPARED?

Delegates will learn about the key elements of crisis management, how to formulate a crisis management plan and how to relate the plan to disaster recovery and other continuity plans. Practical matters including how and when to put a crisis management plan into action and determine when a crisis is over are also covered. This training course combines presentations as well as individual and team activities designed to establish a practical understanding of the elements of crisis management, enabling you to construct, deploy and validate relevant crisis management plans.

Delegates will have the knowledge to:

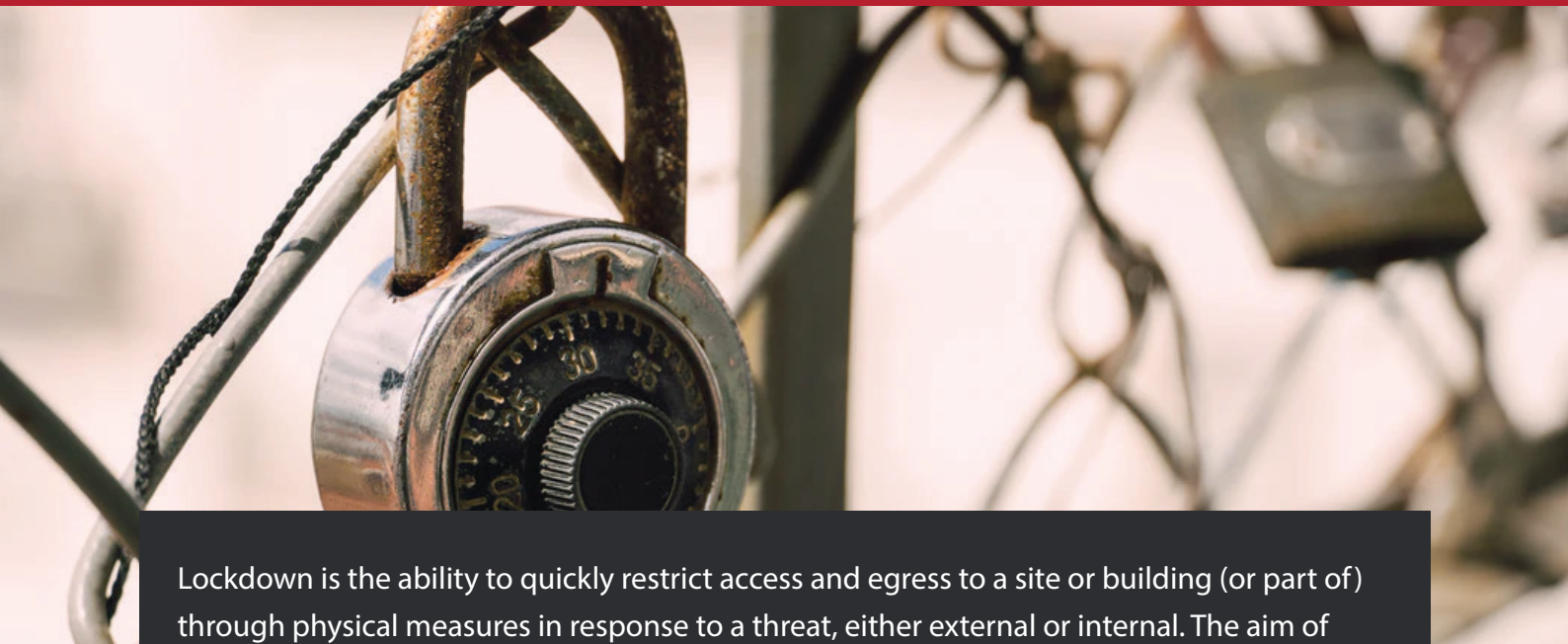
- Describe the type of circumstances where incident and crisis management are relevant.
- Explain the key features of effective Incident and Crisis Management Plans and formulate an effective one.
- Identify when Incident and Crisis Management Plans should be used and when to stand down.
- Invoke and manage an incident or a crisis through the use of a Crisis Management Plan.
- Understand the distinction between crisis management, recovery and continuity and be able to link in with other such plans.
- Develop incident management and crisis management arrangements for your organisation.



Have you looked at every scenario?

Are you confident that you have a good crisis management plan?

LOCK DOWN TRAINING



Lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of). It is recognised that due to their nature some sites may not be able to physically achieve lockdown

Why develop a lockdown procedure?

Those seeking to conduct attacks often undertake a level of planning including hostile reconnaissance. All opportunities to detect and deter threats at the attack planning phase should be taken. Presenting a strong security posture through visible and effective activity, for example by staff awareness and reporting processes, efficient use of CCTV, deterrent communications and active security zones is advised.

Therefore, for example, if preventing an attack has not been possible, the ability to frustrate and delay the attacker(s) during the course of the attack and reduce the number of potential casualties can be greatly increased through lockdown.

Advance planning of what needs to be done to lockdown a site and recognising the need for flexibility in those plans will save lives.

What if a child from your school is bitten by a stray dog?

**What if asbestos has been located on your site?
One 'what if' - could be contained with ONE 'Lockdown Procedure'.**

Other courses that are available include the following:

HEALTH AND SAFETY			
Health & Safety Management Training	Manual Handling Training		
Risk Assessment Training	Risk Management Training		
Accident Reporting / Investigation Training	How to get employees to contribute to Health & Safety in the workplace Training		
CLP / REACH Awareness Training	Toolbox Talks - the importance and how to deliver them effectively		
DSE Training	Hazard Identification Training		
PUWER - Provision and Use of Work Equipment Regulations 1998	Crisis (Risk) Management Training		
From CHIP to CLP Awareness Training	DSE (Display Screen Equipment Assessment Training		
COSHH Assessment / Awareness Training	Asbestos Awareness Training (Basic level)		
Fire Awareness Training	First Aid Training (1, 2- or 3-day training)		
Abrasive Wheel Training	Fork Lift Truck Training		
Spill Kit Training	Work at Height Training		
HUMAN RESOURCES			
Induction - What is it and how to deliver this effectively - Training	Stress Management Training		
Conflict Management Training	Recruitment & Selection Training		
Time Management Training	Equality & Diversity Training		
Interview Technique Training - How to effectively choose a candidate	Absence Management Training		
DISCIPLINARY WORKSHOPS.			
Attendance.	Capability.	Leadership.	Performance.

NEW TRAINING

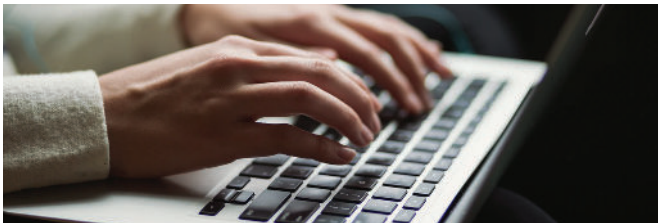
G.D.P.R. (General Data Protection Regulations) Awareness Training.

Password / Cyber Security Training.

DPO (Data Protection Officer) Training.

This new legislation deadline was the 25th May 2018 and addressed the way you work with people's data and system integrity as a whole. To ensure that you are fully aware of your responsibilities we have introduced these new training packages.

If you require advise, guidance and help with these new policies and procedures for GDPR then please contact us as we can help you to comply.



Other training that we can source on your behalf includes:

- Driver Courses – all aspects of licence acquisitions, ADR, DCPC, Banksman, Yard Shunter and Driver Development.
- Warehouse and Plant Operative Courses including Counterbalance, Reach, MEWP, Lorry Mounted Crane (HIAB), VNA and other disciplines.
- Instructor & Management Courses including Transport Manager CPC (Road Haulage), Train the Trainer, Lift Truck Instructor and Manual Handling Instructor.



If you require any training that is not listed, **we can source it for you** Or if you require consultancy advice, we at RADCaT Ltd do offer that service as well covering the topics within the training catalogue and more.

For more information contact us at:
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Total Risk Management with:

