

# FST

## Facilities Staff Training

### Food Hygiene Update

#### Aims:

An updating of food hygiene and handling safe food in the workplace, looking at the implications of the Food Hygiene (England) Regulations 2006. It is recommended that staff refresh & update their food hygiene training every three years.

#### Objectives:

- An opportunity to revisit and update food hygiene knowledge
- Study and discuss the Food Hygiene Regulations
- Complete a self awareness test which can be retained in the training record as evidence of updating.

Programme (times may vary – refer to your joining instructions)

9.15	Arrival
9.30	Overview of Food Hygiene (England) Regulations 2006
9.45	Hazard analysis critical control point food safety system
10.00	Photo quiz – what's good, what's bad
10.15	Update on Level 2 Award Food poisoning facts and figures
10.30	Causes of food poisoning, Bacteriology, Food handling
11.00	Break
11.15	Temperature control
11.30	Introduction to Safer Food Better Business
	Video - bacteria bites business
	Cleaning - schedules and how to clean
	Cooking - examination of safe methods
	Chilling - quiz
	Cross contamination - examination of safe methods
	Management diaries and responsibilities, Food hygiene quiz
12.30	Evaluation and close

#### Award

As this course is not externally validated the content can be varied to suit the requirements of the workplace.

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## *Facilities Staff Training*

### **Food Hygiene Awareness – Royal Society for the Promotion of Health**

#### **Aims:**

The aim is for course participants to gain basic knowledge of the principles of food hygiene and is suitable for Category A food handlers (as defined by the Industry Guide to Good Hygiene Practice) such as waiter/ess, stores staff, servery assistants, meals on wheels helpers

#### **Objectives:**

- Understand the importance of maintaining good standards of food hygiene
- Know about 'Germs' and their potential to cause illness
- Be aware of safe handling procedures with food
- Recognise the importance of good personal hygiene and other factors such as food pests which can cause harm

#### **Timetable**

9.15	Arrival
9.30	Welcome and introductions and outline
9.40	Definition, persons at risk, causes of food borne illness
10.00	Simple bacteriology, types growth factors, spores and toxins
11.00	Break
11.15	Bacterial sources, cross contamination
11.30	Food Storage, personal hygiene,
11.45	cleaning and disinfection, pest control, legislation
12.15	Multiple choice examination
12.30	Evaluation and close

#### **Award**

Following successful completion of the 16 question multiple choice examination candidates will be awarded the Food Hygiene Awareness Certificate, from the Royal Society for the Promotion of Health.

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## *Facilities Staff Training*

### **CIEH Level 2 Award in Food Safety in Catering**

(Formerly CIEH Foundation Certificate in Food Hygiene and Basic Food Hygiene Course – this course has now been replaced by the Level 2 Award in Food Safety)

#### **Overview**

This qualification will benefit anyone working where food is prepared, cooked or served. It is relevant to all catering operations and especially now with the requirement for all food operations to have a documented HACCP system in place.

#### **Objectives**

- Understand the basic requirements of the Food Safety Act 1990 and the Food Hygiene (England) Regulations 2005.
- Understand the characteristics of food safety hazards and their potential to cause harm.
- Understand methods of preventing food poisoning including maintaining temperature control, cooking, hot holding and reheating, safe food handling and storage.
- Understand the need for high standards of personal hygiene.
- Recognise the need for high standards of hygiene and cleanliness in food premises.

#### **Programme**

9.15 Arrival  
9.30 Welcome and introductions  
9.40 Food safety and HACCP  
10.00 Legislation  
10.15 Bacteriology and temperature control  
11.00 Break  
11.15 Video – Bacteria Bites Business  
11.30 Food allergies  
11.45 Safe food handling, refrigeration and food storage  
12.35 Food preservation  
12.45 Break  
13.30 Personal hygiene & due diligence  
14.00 Cleaning and disinfection  
14.30 Self assessment quiz  
15.00 Break  
15.15 Premises and kitchen layout – hazard spotting  
15.35 Pests – video ‘Uninvited Guests’  
15.55 Examination (candidates may take up to 60 minutes)  
17.00 Evaluation and close

#### **Award**

Candidates who achieve twenty or more correct answers in the thirty question multiple-choice examination will be awarded the CIEH Level 2 Award in Food Safety in Catering certificate

#### **Pre-course reading**

Candidates will be supplied with a text book and/or handouts and no pre-course reading is necessary although it is useful to read your organisation food safety rules prior to the course.

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## *Facilities Staff Training*

### **Level 3 Award in Supervising Food Safety in Catering**

(Previously [CIEH Intermediate Certificate in Food Safety](#))

#### About the course

The L3 Award is designed for those working in all food businesses at supervisory level. This includes 'traditional' supervisors and team leaders, but also anyone who needs a broad understanding of food hygiene as part of their work. Among those who would benefit are people who have responsibility for the jobs and functions listed below:

- Senior cooks and chefs
- Quality assurance
- One to one or on the job instruction/training
- Customer complaints investigations
- Raw materials buying

Owners and managers in small to medium sized organisations, depending on the type of food business, may also find that the intermediate course provides them with sufficient knowledge to carry out their responsibilities effectively.

In addition the intermediate course is an ideal development stage for those considering future progression to the advanced level programme.

The course has a general syllabus. It should be tailored to suit the background of the individual students, so that all facets of food production, processing, storage, transport, wholesaling, catering and retailing are covered.

Successful completion of the course and examination will enable candidates to:

- play an active part in monitoring food hygiene standards
- be involved in training activities, especially on the job training
- be equipped to effectively supervise food handlers on hygiene issues
- be able to carry out hygiene audits
- encourage good standards of personal hygiene
- be able to assist in hazard analysis programmes
- help in the formulation and writing of hygiene policies, instructions etc.

Suitable students for the course and examination will need to have an analytical approach to food hygiene and will be encouraged to demonstrate how they can influence others and positively encourage good standards. The training time to cover the syllabus must be at least 18 hours, typically covered in 3 days. The students are then assessed on the basis of their performance in a 2 hour objective test. The assessment can be offered immediately following the training programme, or after a period for consolidation and revision, to suit trainer and candidates. There are no scheduled examination dates.

#### Course content

- Legislation
- Supervisory management
- Temperature control (chilling, cooking)
- Cleaning
- Contamination control
- Applying and monitoring good hygiene practices
- Implementing good food safety procedures
- Contributing to the safety training of others

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## *Facilities Staff Training*

### **HACCP – Awareness**

**Half day**

#### **Aims:**

The aim is for course participants to gain an understanding of the requirements of the Food Hygiene (England etc) Regulations 2006 and in practical terms how they can contribute to maintaining a hazard critical control point system. Delegates will be introduced to the Safer Food Better Business publication produced by the Food Standards Agency.

Suitable for all staff who handle food.

#### **Objectives:**

An awareness of the impact of the new legislation  
completion of a practical assured safe catering exercise to use as a foundation for carrying out a full review within the workplace

Programme (times may vary – refer to your joining instructions)

9.15 Arrival

9.30 Welcome and introductions and outline

9.40 The new regulations - an overview of the key points – what is hazard analysis

10.00 Risk Assessment, Hazard Analysis and Critical Control Points

10.30 A typical Assured Safe Catering flow-chart.

11.15 Workshop - delegates prepare a simple hazard analysis chart

12.00 Records, critical control points, targets, implementation

12.45 Evaluation and close

#### **Award**

This course is not externally validated. The content may be adjusted to suit individual requirements.

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## *Facilities Staff Training*

### **Hazard Analysis Critical Control Points (HACCP) - Food Safety**

#### **One Day**

#### **Who is it for?**

Anyone who is responsible for food safety in a kitchen, such as the centre manager or the head cook. It is recommended that participants have previously attended a Foundation Certificate in Food Hygiene course (now called L2 Award in Food safety in Catering).

#### **Aims**

The course aim is to introduce learners to the concept of HACCP. From January 2006 it became a legal requirement for food businesses to maintain a documented HACCP system and at the end of the course delegates will have been introduced to the principles of the system along with a practical way of implementing the system within their workplace.

#### **Contents**

- What is HACCP and why is it important
- Food Hygiene (England etc) Regulations 2006
- Principles of HACCP and prerequisite programmes
- Basic HACCP methodology:
- Constructing a process flow diagram
- Identifying hazards and control measures
- Establishing critical control points
- Establishing critical limits and monitoring systems
- Setting up and maintaining your HACCP system
- How to apply HACCP to your workplace:
- Safer Food Better Business
- Product v process systems
- Action planning

#### **Award**

This course is not externally accredited and the content can be adjusted to suit the needs of the organisation

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## *Facilities Staff Training*

### **Health & Safety Awareness**

#### **Half Day**

Suitable for all staff

#### **Aim:**

To provide a background of health and safety issues to make staff aware of their responsibilities to themselves, colleagues and the public. Includes an overview of general health and safety, COSHH, the principles of risk assessment,

#### **Objectives:**

By the end of the workshop participants will be able to:

- Understand how general health and safety awareness can impact on better safety standards at work.
- Understand the concept of risk assessment and in practical terms how it relates to specific work activities.
- Understand how to reduce risks associated with hazardous substances.

#### **Timetable**

9.15 - 9.30      Arrival

9.30 – 10.30    Proactive and reactive health & safety monitoring

- 'Club quiz activity' in teams to examine the place of risk assessments, safety inspections, training, empowerment, safety policies, accident reporting, health surveillance,

10.30 – 11.45    General health and safety awareness

- importance of health & safety, accident ratios (triangle), legal requirements, health & safety policy, incident reporting, consultation arrangements, personal protective equipment, health & safety at work, fire and first aid. Substances at work (COSHH).

11.45 – 12.45    Principles of risk assessment

- Reasons for using risk assessment
- Hazards, risks and control measures
- Risk rating – *Workshop* – risk assessment in practice

#### **Award**

This programme is not externally validated – the content can be adjusted to suit the needs of the organisation

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## *Facilities Staff Training*

### **CIEH (New) Level 2 Award in Health and Safety in the Workplace**

Health and safety understanding for all employees  
The course lasts one day.

#### **Overview**

The CIEH Level 2 Award in Health and Safety in the Workplace replaces the Foundation Certificate in Health & safety in the Workplace (see below). The qualification can be tailored to business and individual needs to make the learning experience relevant and fit for purpose and is suitable for all grades of staff.

#### **Outline programme:**

The qualification covers the following topics:

- Legislation
- Health
- Safety
- Welfare
- The workplace and workplace equipment
- Risk assessment
- Manual handling
- Hazardous substances
- Ergonomics and workstation design
- Transport and vehicles
- Noise and vibration

#### **Assessment:**

Candidates are assessed by a 30 question multiple choice paper and on successfully passing the examination will be awarded the CIEH Level 2 Award in Health and Safety in the Workplace certificate

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## *Facilities Staff Training*

### **CIEH Foundation Certificate in Workplace Health & Safety** (Formerly Basic Health & Safety Course)

#### **Aim:**

The Basic Health & Safety Certificate has been designed as a first level course incorporating fundamental occupational health and safety knowledge for all employees.

#### **Objectives:**

- Understand the benefits of working in a safe and healthy way and contribute towards health and safety within the organisation
- Identify key hazards in their own workplace
- Understand the importance of health and safety rules and working procedures
- Recognise their own responsibilities and the importance of reporting problems

#### **Programme (times may vary – refer to your joining instructions)**

- 9.15 Arrival
- 9.30 Welcome and introductions and outline
- 9.40 General health & safety, factors, occupational health, stress, noise
- 10.15 Legislation activity
- 10.30 (incorporating break) Risk assessment activity Accidents and accident triangle, video 'Whose risk is it anyway'
- 11.30 Workplace signs
- 11.40 Self assessment quiz
- 12.10 Electricity - hazard spotting, video 'Live Wire'
- 12.45 Break
- 13.30 First aid quiz
- 13.45 Fire, triangle types of fire, actions to take in case of fire, video '
- 14.30 Manual handling/ergonomics definitions, regulations, risks and controls, short practical exercises, video
- 15.00 Break
- 15.15 COSHH, definition, regulations, risks & controls
- 15.45 Personal protective equipment
- 16.00 Foundation certificate examination (candidates allowed up to 60 minutes)
- 16.30 Evaluation and close.

#### **Award**

Candidates who achieve a pass in the multiple-choice examination will be awarded the Foundation Certificate in Workplace Health & Safety by the Chartered Institute of Environmental Health.

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## *Facilities Staff Training*

### **Manual handling course – load handling**

#### **Half day**

#### **Aim:**

To enable the participants to implement safer manual handling of inanimate loads, and to understand the effects of cumulative strain of prolonged or repetitive poor postures on their spine

#### **Objectives:**

The participant will:

- Understand their rights and obligations in the Manual Handling Operations Regulations 1992
- Have an understanding of the types of tasks and postures that can predispose them to back pain
- Be able to assess their handling tasks with a greater knowledge of the ergonomics involved
- Handle loads more safely

**NOTE:** this session includes some practical lifting and handling. Delegates must advise the trainer of issues which may affect their safety during this activity and should wear suitable clothing such as low heeled shoes and no limiting skirts.

#### **Programme**

- 9.30 Introduction and background
- 9.55 Practical session – lifting techniques
- 10.15 Injuries, types and causes of, actions causing injuries, lifting zones, check weights  
TILE factors & controls
- 11.00 Break
- 11.15 Video: ergonomics, body mechanics, control stress, keep fit
- 11.25 Manual handling Regulations.
- 11.35 Hierarchy of Controls and MH risk assessments
- 12.00 MH practical exercises:
  - Team lift
  - Power lift
  - Squat lift
- 12.15 Back care -10 things to help your back/quiz
- 12.30 Evaluation and close

#### **Award**

This programme is not externally validated – the content can be adjusted to suit the needs of the organisation

# FST

## Facilities Staff Training

### Manual handling and Display Screen Awareness

#### Half day

This course is designed to help staff who work in administrative areas reduce risks when moving and handling loads and using computers.

#### Course objectives

By the end of the workshop participants will be able to:

- Understand the hazards associated with manual handling and the use of display screen equipment
- Understand the legal requirement to carry out risk assessments with reference to the Manual Handling Operations Regulations 1992 and the Health and Safety (Display Screen Equipment) Regulations, 1992
- Understand the procedures and techniques used for methods of safer manual handling and use of display screen equipment.

**NOTE:** this session includes some practical lifting and handling. Delegates must advise the trainer of issues which may affect their safety during this activity and should wear suitable clothing such as low heeled shoes and no limiting skirts.

#### Timetable

- 9.30 - 10.00 Manual handling – the background
- Why back problems arise.
  - Anatomy of the back and how injuries are caused
  - Practical manual handling: safe kinetic handling
- 10.00 - 10.45 Working safely with display screen equipment
- The hazards of working with visual display screens
  - How to organise your workstation
  - Workstation assessment
  - Using a laptop
  - DSE legislation
- 10.45 – 11.00 Influencing factors
- lifting zones, weight filters
  - task, load, environment, individual factors
- 11.15 – 12.10 Manual handling risk assessments and controls
- Video: ergonomics, body mechanics, stress, keep fit
  - Risk assessments , hierarchy of control, control measures
- 12.10 – 12.25 Practical manual handling exercises
- Squat lift, power lift, tripod lift, team lifting
- 12.25 – 12.30 Evaluation and close

#### Award

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## *Facilities Staff Training*

### **CIEH Principles of Manual Handling**

#### **Aim:**

Principles of manual handling is a stand-alone qualification aimed at those who carry out manual handling at work. The course will introduce students to the hazards of manual handling, the risks and controls and what to expect from a manual handling assessment. Candidates will briefly examine safer methods of manual handling.

#### **Objectives:**

- Examine the term manual handling and give examples
- Understand how manual handling can cause injury and give examples
- Recognise the principles for controlling manual handling risks and apply these in a practical context
- Recognise the purpose and value of conducting manual handling assessments and what staff can expect of such assessments
- Understand the basic requirements of the Manual Handling Operations Regulations

#### **Programme (times may vary – refer to your joining instructions)**

- 9.15 Arrival
- 9.30 Welcome and introductions
- 9.40 Defining manual handling and identifying manual handling tasks, which the group carry out.
- 10.15 Identification of injuries that can be caused by manual handling and factors that can cause injuries.
- 10.40 Video 'A Healthy Back'
- 11.00 Break
- 11.15 Manual Handling Operations Regulations and controls
- 11.35 Quiz
- 11.50 Manual handling risk assessment
- 12.10 Manual handling practical
- 12.25 Multiple choice examination
- 12.45 Close

#### **Award**

Candidates who achieve a pass in the multiple-choice examination will be awarded the Principles of Manual Handling Certificate awarded by the Chartered Institute of Environmental Health (CIEH)

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## *Facilities Staff Training*

### **Principles of Manual Handling (CIEH) and Manual Handling Train the Trainer**

#### **One Day**

#### Course Objectives

Principles of Manual Handling (CIEH)

Programme (part 1- half day - morning)

#### **Aim:**

Principles of manual handling is a stand-alone qualification aimed at those who carry out manual handling at work. The course will introduce students to the hazards of manual handling, the risks and controls and what to expect from a manual handling assessment. Candidates will briefly examine safer methods of manual handling.

#### **Objectives: (Part 1)**

- Examine the term manual handling and give examples
- Understand how manual handling can cause injury and give examples
- Recognise the principles for controlling manual handling risks and apply these in a practical context
- Recognise the purpose and value of conducting manual handling assessments and what staff can expect of such assessments
- Understand the basic requirements of the Manual Handling Operations Regulations

Programme (times may vary – refer to your joining instructions)

- 9.15 Arrival
- 9.30 Welcome and introductions
- 9.40 Defining manual handling and identifying manual handling tasks, which the group carry out.
- 10.15 Identification of injuries that can be caused by manual handling and factors that can cause injuries.
- 10.40 Video 'A Healthy Back'
- 11.00 Break
- 11.15 Manual Handling Operations Regulations and controls
- 11.50 Manual handling risk assessment
- 12.10 Manual handling practical
- 12.25 Multiple choice examination
- 12.45 Close

#### **Award**

Candidates who achieve a pass in the multiple-choice examination will be awarded the Principles of Manual Handling Certificate awarded by the Chartered Institute of Environmental Health

# FST

## Facilities Staff Training

### Manual Handling Train the Trainer (Part 2 – half day)

#### Aim

This is a supplementary half day programme to add on for trainers or supervisory staff who may be required to train or supervise staff who carry out manual handling activities. The course aim is to develop a teaching strategy to enable manual handling techniques to be taught to staff who work in a variety of activities. It should be noted that the target group for this course should already have some training experience and/or be very experienced in the manual handling activities they will be teaching. It should be remembered at all times that the emphasis is to avoid manual handling operations where possible.

#### Objectives:

- Consider course objectives and learning targets for the students. What will they gain from the session
- To look at lesson planning and devise a session plan to meet the course objectives and legal requirements
- To look at resources available to add interest to the session, enrich the learning experience and to use as possible handout material
- To examine practical ways of imparting and assessing the manual handling skills of the staff who will receive the training.

Programme (Afternoon)

#### Typical content

- 13.30 Course objectives – setting SMART objectives
- 13.45 Lesson planning and meeting the legal requirements of what must be covered by the training
- 14.15 Putting together a package to meet the needs of the learners and the organisation.
- 15.00 Break
- 15.30 Resource materials - examination of possible resource materials to make the sessions appropriate and interesting such as: anatomical models, booklets/publications, videos, presenters
- 15.45 Manual Handling assessment options
- 16.00 Assessment of learners
- 16.15 Questions, evaluation
- 16.30 Close

#### Award

This part of the course is not externally validated. A certificate of attendance may be issued.

# FST

## *Facilities Staff Training*

### **COSHH Risk Assessment**

#### **Half Day**

#### **Objectives:**

- By the end of the workshop participants will be able to:
- Understand the legal requirement to carry out COSHH risk assessments
- Understand the hazards associated with substances and routes of entry into the body.
- Recognise the factors to consider when assessing risk and the hierarchy of control measures used.
- Understand the terms and application of control limits and measurements of exposure.

#### **Timetable**

9.15	Arrival
9.30	Legal requirement to carry out COSHH risk assessments
10.00	The hazards associated with substances: types, routes, effects
10.15	video clip and discussion 'what went wrong?'
10.30	Control measures- hierarchy of control
11.00	Break
11.00	Workshop – COSHH risk assessments, video clip - 'Rash Decisions'
12.00	Recording, reviewing and monitoring: reason for, frequency
12.30	Evaluation & Close

#### **Award**

This course is not externally validated and the content can be adjusted to suit the group

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## *Facilities Staff Training*

### **Programme**

#### **CIEH Principles of COSHH**

#### **Half Day**

#### **Aim:**

Principles of COSHH is a stand-alone qualification aimed at those who use hazardous substances at work. The course will introduce students to the hazards associated with those substances, the risks and controls and what to expect from a COSHH assessment.

#### **Objectives:**

- Examine the term hazardous substances and give examples
- Understand how hazardous substances can cause ill health and give examples
- Recognise the principles for controlling risks from hazardous substances and apply these in a practical context
- Recognise the purpose and value of conducting COSHH assessments and what staff can expect of such assessments
- Understand the basic requirements of the Control of Substances Hazardous to Health Regulations

#### **Programme** (times may vary – refer to your joining instructions)

- 9.15 Arrival
- 9.30 Welcome and introductions
- 9.40 Defining hazardous substances and identifying hazardous substances tasks which the group use.
- 10.15 Routes of entry and effects, acute, chronic, intermediate, video clip
- 10.40 COSHH regulations, assessments, product supply labels, safety data sheets
- 11.00 Break
- 11.15 Hazards, risks, and control activities
- 11.35 Quiz
- 11.50 COSHH assessment
- 12.10 Self assessment quiz
- 12.25 Multiple choice examination
- 12.45 Close

#### **Award**

Candidates who achieve a pass in the multiple-choice examination will be awarded the Principles of COSHH Certificate awarded by the Chartered Institute of Environmental Health

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## *Facilities Staff Training*

### **Risk Assessment for Managers**

#### **Half day**

This course is designed to provide managers and supervisors with an overview of the key points of risk assessment which will enable them to complete non complex assessments and to identify areas where more in depth study or support is required.

#### **Objectives:**

By the end of the workshop participants will be able to:

- Understand the legal requirement to carry out risk assessments with specific reference to the Management of Health & Safety at Work Regulations 1999
- Understand the terms hazard, risk, likelihood & severity.
- Recognise both quantitative and qualitative methods of risk assessment
- Recognise the need to review and monitor risk assessments

#### **Timetable**

9.15	Arrival
9.30	The legal requirement to carry out risk assessments
10.00	Risk assessment - key terms: hazard, risk , likelihood, severity., risk rating, competence
10.30	Methods of Risk assessment: quantitative, qualitative
11.00	Break
11.15	Workshop - risk assessments: generic, pregnant women, young persons.
12.00	Reviewing and monitoring
12.15	Summary & evaluation
12.30	Close

#### **Award**

This course is not externally validated and therefore the content can be adjusted to suit the needs of the group

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## *Facilities Staff Training*

### **CIEH Risk Assessment Principles and Practice Certificate**

#### **One day plus assignment writing and briefing**

#### **Aims:**

The aim is for course participants to gain background knowledge and practical skills in risk assessment to meet the requirements of the Management of Health & Safety at Work Regulations 1999 and the needs of their organisation.

#### **Objectives:**

- Understand the purpose of and the benefits of using a risk assessment approach to managing health & safety
- Recognise the basic principles of risk assessment and the stages
- Recognise the key legal requirements on risk assessment
- Carry out, record monitor and review risk assessments in their own working environment
- Become aware of own personal limitations and where to seek further information and guidance

#### **Programme** (times may vary – refer to your joining instructions)

9.15	Arrival
9.30	Welcome and introductions and outline
10.00	Principles of risk assessment
11.00	Break
11.15	Workshop: Risks to vulnerable persons
12.00	Legislation
12.45	Lunch
13.30	Workshop: Practice of risk assessment Desk based risk assessment
14.45	Practical risk assessment incorporating break
15.50	Risk assessment feedback
16.10	Resources
16.30	Assignment briefing
17.00	Course evaluation & close

#### **Award**

Following the one day course participants will carry out a work based risk assessment as an assignment exercise which will be marked and submitted to the Chartered Institute of Environmental Health for the Risk Assessment Principles and Practice Certificate. An additional assignment briefing/support session may be arranged.

# FST

## *Facilities Staff Training*

### **Display Screen Equipment Risk Assessment**

**Half Day**

**Aim:**

Provide an understanding of the need to carry out risk assessment in relation to use of display screen equipment (DSE). The programme will include an examination of the legal requirement for risk assessment, the nature of the hazards associated with DSE and factors to take into account when assessing risk. The concept of selecting appropriate control measures and safe use of DSE will be examined. Delegates will look at the requirement to maintain records and the need for review and monitoring DSE assessments

**Timetable**

- 9.15 Arrival
- 9.30 Legal requirement to carry out DSE risk assessments: Regulations, DSE 'user'
- 10.00 Display screen equipment hazards and associated health risks and symptoms
- 10.30 Factors and Control measures workstation, individual, environment
- 11.00 Break
- 11.00 Workshop – DSE risk assessments
- 12.00 Recording, reviewing and monitoring
- 12.30 Evaluation & Close

**Award**

This programme is not externally validated – the content can be adjusted to suit the needs of the organisation

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# FST

## *Facilities Staff Training*

### **Using Display Screen Equipment Safely**

**1.5 hours**

#### **Aims:**

This short course aims to introduce delegates to the risks of using display screen equipment and to enable users to identify and reduce the risks.

#### **Objectives:**

- Briefly examine the Health & Safety (Display Screen Equipment) Regulations 1992
- Examine the how good practices can reduce risks
- Complete a workstation check to help to identify and control bad practices.

#### **Programme** (times may vary – refer to your joining instructions)

- 12.00 Welcome and introductions and outline
- 12.05 Health & Safety (Display Screen Equipment) Regulations 1992
- 12.25 Main risks from use of display screen equipment
- 12.45 Examination of key workstation issues:
  - screen
  - keyboard and mouse
  - seating
  - software
  - work planning and breaks
- 13.00 Video – The Key Position
- 13.15 Workstation checklist
- 13.30 Close

#### **Award**

This course is not externally validated, a certificate of attendance may be issued.

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# FST

## *Facilities Staff Training*

### **Nutrition Awareness**

#### **Half Day**

#### **Overview**

This course aims to help people to make healthy and enjoyable choices when purchasing and preparing simple and pre-prepared meals

#### **Objectives**

- Understand the fundamentals of nutrition, diet and health
- Recognise the concept of 'The Balance of Good Health'
- Understand information provided on food labels

#### **Programme**

09.15 Arrival  
09.30 Welcome and introductions  
09.40 Introduction to nutrition  
11.00 Break  
11.15 Balance of good health  
12.15 Food labelling and purchasing  
12.45 Close

#### **Award**

This course is not externally validated and therefore the content can be adjusted to meet individual requirements. A certificate of attendance will be provided.

#### **Pre course reading**

Delegates will be provided with handout material and no pre-course reading is necessary. However it will be helpful if delegates can bring examples of typical meals preferred by and a description of the clients group to whom meals are served.

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# FST

## *Facilities Staff Training*

### **Nutrition**

#### **One day**

#### **Overview**

This course aims to help anyone who is involved in planning and providing meals for other people. Enjoyable and healthy food enhances and contributes to wellbeing and the course content will guide delegates to achieve this in a practical way.

#### **Objectives**

- Understand the fundamentals of nutrition, diet and health
- Recognise the concept of 'The Balance of Good Health'
- Recognise the nutritional requirements of different groups
- Understand the effects of food processing and fortification

#### **Programme**

09.15 Arrival  
09.30 Welcome and introductions  
09.40 Introduction to nutrition  
11.00 Break  
11.15 Balance of good health  
12.15 Diet and health  
12.45 Break  
13.30 Nutritional requirements of different groups  
14.30 food processing and fortification  
15.00 Break  
15.15 Catering for different groups  
16.00 Food labelling  
16.30 Evaluation and close

#### **Award**

This course is not externally validated and therefore the content can be adjusted to meet individual requirements. A certificate of attendance will be provided.

#### **Pre course reading**

Delegates will be provided with handout material and no pre-course reading is necessary. However it will be helpful if delegates can bring examples of typical meals or menus provided that they will be willing to share with the group and a description of the clients to whom meals are served.

[www.fastrain.co.uk](http://www.fastrain.co.uk)

# FST

## *Facilities Staff Training*

### **CIEH Stress Awareness**

#### **One Day**

A stand alone Level 1 qualification aimed at raising awareness of likely sources of work related stress, the range of symptoms it can cause and the options available for its control.

While the qualification is aimed at general workers, it would provide a suitable introduction to the issue of work related stress for more senior staff.

Successful completion will prepare students to look carefully at their own work activities and contribute to the development of strategies to combat work related stress, in co-operation with their managers and supervisors.

#### **Topics covered**

Definition of stress  
Stress as an occupational health hazard  
Identification of basic workplace stressors  
Development of basic controls for work related stressors  
Responsibilities imposed under UK legislation

The programme is delivered over one day - course programme to be announced.

The assessment is by means of a review of the students' own work practise and is designed to be completed under tutor supervision following the training.

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# FST

## *Facilities Staff Training*

### **Distance Learning – learn at home at your own pace**

In order to provide learning opportunities to individuals or small groups a number of our accredited qualifications can be delivered by this route. We will provide you with learning materials, on line support, activities to help your learning, assessments and an opportunity to sit the examination in Warlingham, Surrey. If the qualification you are looking for please contact us to see if this may be available.

In some circumstances we can conduct the examinations on your premises but there will probably be an extra charge for that. Candidates will need to provide a photo ID such as a driving licence or passport to take the examination.

Distance learning will suit those who are able to work independently and for some people this can be a rewarding and effective way to learn. It is helpful if candidates have access to a computer and are confident in its use. Those people who do not use a computer may conduct the course by post.

Qualifications currently available by distance learning are:

CIEH Level 2 Award in Food Safety in Catering – cost £50

CIEH Level 2 Award in Health & Safety in the Workplace – cost £50

[www.fastrain.co.uk](http://www.fastrain.co.uk)