



On-Site

Instructor RAMS Guide R23

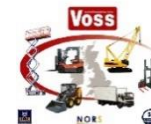
(Please keep with you for all training for client inspection on request)

Vocational Operator Safety Services Ltd (VOSS)

Covid-19 Safe Working Training RAMS Addendum R23

Risk Assessment and Method Statement

Site Training Policy



It has been assessed whilst observing the following rules the site training areas are Low Risk in line with current HSE guidance “Working safely during the coronavirus outbreak”. In order to maintain this status ALL attending site must adhere to the following site rules / Policy. This policy being in addition to current site rules and RAMS in place and will be monitored and reviewed daily.

Daily “Toolbox Talk”	
<p>Wash Hands When arriving on site, follow guidance posters displayed during your stay at the site.</p>	<p>Cups / Cutlery Instructors will use their own cup/cutlery for the day or use disposable cups/cutlery if preferred.</p>
<p>Report to Nominated Instructor / Assessor At the start of each day “sign in”. If you have any concerns at any point speak to them “One to One”.</p>	<p>Stay on Site Instructors / Candidates: please bring sandwiches or ready meal to avoid leaving site.</p>
<p>DO NOT attend if you, or immediate family members are “Symptomatic” Where appropriate follow government & NHS guidance in this circumstance.</p>	<p>Additional PPE Instructors: will have their own Disposable Gloves and Masks and will adhere to each site rules and regulations.</p>
<p>Maintain Social Distancing Where possible 2 metre (6 feet), Observe & Follow Floor Markings specified by each company.</p>	<p>Waste All disposable “Cups, Gloves, Masks and Wipes” to be disposed while adhering to each site policy & procedures, before leaving site.</p>
<p>Clean as you go Use wipes provided to sanitise desk surface / pens at end of your shift. Use wipes provided by each site in-between uses of fork lift truck controls, or use disposable gloves if preferred.</p>	<p>Desks / Workstation / Classroom Keep to allocated “Workstation” Chair Desk during your visit. Do Not move or re-arrange. Maintain regular breaks away from classroom 45 minute then break for 5 minutes allowing air circulation into classroom.</p>
<p>Groups Training groups/classes Must Not be mixed, when completing refresher training may complete one to one after the induction.</p>	<p>Maximum Persons Observe and respect the “Maximum Person” signage displayed in each area.</p>
<p>Staggered Activities: Lunch Breaks - Instructors / Candidates: Use your allocated workstation / desk for lunch and written work. Smoke Breaks - Instructors / Candidates: Do Not congregate in groups, stagger breaks and maintain social distance. Tea Point - Instructors / Candidates: Do Not congregate in groups, stagger making drinks, maintain social distance. Instructors will bring their own refreshments to site.</p>	<p>Warehouse Segregation Keep to allocated “Workstation” Chair Desk during your site visit. Do Not move or re-arrange.</p>



Dynamic Risk Assessment Calculations

Risk = Likelihood x Severity	
Risk Rating Majority of hazards straightforward Simple method of rating needed Major and complex hazards need special techniques	
Numerical scales of Likelihood and Severity	
Likelihood	Severity
Rating 0 = Zero to very low Rating 1 = Very unlikely Rating 2 = Unlikely Rating 3 = Likely Rating 4 = Very Likely Rating 5 = Almost certain Rating Likelihood Subjective, your judgement based on your experience and knowledge. It is not absolute, 0 does not mean never. Important to rate likelihood of incident not likelihood of someone being hurt For example; A chair collapsed, or people touching live wires.	Rating 0 = No injury or illness Rating 1 = First aid injury or illness Rating 2 = minor injury or illness Rating 3 = "3 day" injury or illness Rating 4 = Major injury or illness Rating 5 = Fatality, disabling injury, etc. Severity Distributions Use tripping as an example; this could lead to differing degrees of injury such as: Bruised ego Carpet burn Broken leg Fatality We estimate likelihood of incident and degree of severity so risk is;
LIKELIHOOD x SEVERITY	
Calculating Risk	Understanding Risk Value & Action Needed:
Very high risk, stop job (16 or over) High risk, high priority (9 or over) Medium risk, priority (6 or over) Low risk, monitor for change (5 & under) Note the significance of zeros	Very high risk (stop job) 16+ High risk (high priority) 9+ Medium risk (priority) 6+ Low risk (monitor for change) 5 & under.
Dynamic Risk Assessment Summary	
N.B L (Likelihood) S (Severity) Risk = L X S	
On individual Risk Assessment Forms Input the Highest Value so if Likelihood is 1 and Severity is 5 for example 1 x 5 = 5, input the value 5	
Observations and Risk Indications are correct at the time of visit, although every effort has been made to capture risk information relating to Health & Safety Guides at the time there may be persons, equipment or variables not present during the observation periods. Therefore, this information should be used as a guide to improving and reducing current exposure to risk but does not substitute "Adequate Training" Supervision and "Safe Working Practices" which should also include: Suitable "Industry Specific and Internal Risk Assessments" should also be made, kept up to date and monitored continuously for change. This should also include feedback from employees (Operators etc). Please ask for further clarification, guidance or relevant literature if required.	

VOSS (Vocational Operator Safety Services)
Addendum to Specific Training Risk Assessment for Training / Assessing Activities

Coronavirus (Covid-19) including the new variant is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal.

This is a generic Risk Assessment for dealing with the current risks associated in the workplace. It is not likely to cover all scenarios and each employer should consider their own unique circumstances. Much more specific assessments, such as that for health care workers, may look quite different although many of the principles would still be relevant.

To keep up to date with HSE, PHE and NHS advice to workplaces in this fast changing situation visit: <https://www.hse.gov.uk/news/coronavirus.htm>, <https://www.gov.uk/government/organisations/public-health-england>, and <https://www.nhs.uk/conditions/coronavirus-covid-19/>

What are the hazards?	Who might be harmed and How?	What are we already doing, To control the risks?	What further action is necessary to control the risks?	Action by who?	Action by when?	Risk Rating L.M.H.
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors to your premises • Cleaning • Contractors • FLT Operators / Instructors / Assessors • Plant Cabs / Operators / Instructors / Assessors • Work / Training & Assessing requiring being less than 2m Social Distancing 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Staff encouraged to protect the skin by applying emollient cream regularly • https://www.nhs.uk/conditions/emollients/ • Gel sanitisers in any area where washing facilities not readily available 	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it! and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice:- https://coronavirusresources.phe.gov.uk/</p>	<p>Training / Assessing Staff</p> <p>Training / Assessing Staff</p> <p>Training / Assessing Staff</p>	<p>Daily Basis</p> <p>Daily Basis</p> <p>Daily Basis</p>	<p>Low Risk Monitor</p> <p>Low Risk Monitor</p> <p>Low Risk Monitor</p>

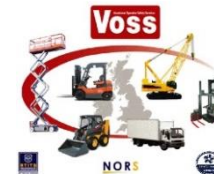
	<ul style="list-style-type: none"> • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes contact with you in relation to your business • Temperature checking for visitors / Instructors / Assessors at VOSS Training centres 	<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/</p> <p>Social Distancing Social Distancing, Reducing the number of persons in any work area to comply with the current social distancing guidance (currently 2-metre and likely to change to 1 meter from 4th July 2020) however as advised by the HSE: https://www.hse.gov.uk/coronavirus/social-distancing/index.htm</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p>	<p>Posters, leaflets and other materials are available for display. https://coronavirusresources.phe.gov.uk/resources/</p> <p>Rigorous checks will be carried out by Supervisor / manager to ensure that the necessary procedures are being followed.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. CCTV in operation in both classrooms and the practical training area, this is monitored 24 hours a day.</p>	<p>Training / Assessing Staff</p> <p>Manager</p>	<p>Daily Basis</p> <p>Daily Basis</p>	<p>Low Risk Monitor</p> <p>Low Risk Monitor</p>
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		<p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><u>RPE</u> <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out –</p> <p>Both the fit tester and those being fit tested should wash their hands before and after the test. Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask). Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.</p> <p>Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF) Reference https://hse.gov.uk/coronavirus/ppe-face-masks/index.htm</p> <p>Internal communication channels and cascading of messages from supervisor / managers will be carried</p>	<p>Manager</p> <p>Manager</p> <p>Supervisor</p> <p>Supervisor</p> <p>Directors</p>	<p>Daily Basis</p> <p>Daily Basis</p> <p>Daily Basis</p> <p>Daily Basis</p> <p>Daily Basis</p>	<p>Low Risk Monitor</p> <p>Low Risk Monitor</p> <p>Low Risk Monitor</p> <p>Low Risk Monitor</p> <p>Low Risk Monitor</p>
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		<p><u>Symptoms of Covid-19</u> If any staff or candidates are symptomatic, with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time, and will consult relevant training partners at once. We will then have a discussion with our partners and decided if we continue with the course by another staff member.</p> <p>If advised that a member of staff or candidate has developed Covid-19 and were recently on our premises, (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://publichealthmatters.blog.gov.uk/2020/02/13/expert-interview-what-is-contact-tracing/</p>	<p>out regularly to reassure and support employees in a fast- changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	Directors	Daily Basis	Low Risk Monitor
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		<p><u>FLT, Plant & Machinery (Open Cab) Operations</u> Procedures in place for Instructors / Assessors / Operators to ensure adequate welfare facilities available during their work - Reference https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles COVID-19-guidance on vehicles and transport.</p> <p>Vehicle cab sharing should be avoided wherever possible at all times.</p> <p><u>Work requiring being less than recommended Social Distance, (Closed Cab) Operations</u> Where the recommended social distance is not possible for the delivery of training and supervision, for example Plant & Machinery Cabs (FEL, Excavators LGV's), during initial vehicle control familiarisation and demonstration. Then these activities should be kept to a reasonable minimum time and a maximum of 1 trainee & 1 Instructor / Assessor permitted at any one time. The cab windows must remain open whilst ensuring working side by side or facing away from one another. Where face to face contact is essential, this should be kept to 15 minutes or less wherever possible.</p>	<p>Communicate with companies where we deliver training to ensure welfare facilities will be available to our Instructors. Allowing Instructors adequate breaks to avail of proper welfare facilities.</p> <p>All our instructors will be vetted and given the appropriate PPE support and guidance before entering any other company premises. This will be reviewed on a daily basis ad to adhere to HSE and government guidelines</p> <p>2-Way radios or communication at a distance during routine practical Instruction / Assessing should be practiced during the rest of the training. Face masks and or disposable gloves can be used where individual site RAMS dictate this or the attendees feel more comfortable in use.</p>	<p>Manager/ Directors</p> <p>Manager /Directors</p>	<p>Daily Basis</p> <p>Daily Basis</p>	<p>Low Risk Monitor</p> <p>Low Risk Monitor</p>
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		<p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference:- https://www.nhs.uk/conditions/stress-anxiety-depression/ https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing</p> <p><u>Induction</u> When attending the training centre for the first time all candidates will be asked to complete a health screening questionnaire before starting each course.</p> <p><u>Staggered Activities:</u> Lunch Breaks - Use your allocated workstation / desk for lunch and written work. Smoke Breaks - Do Not congregate in groups, stagger breaks and maintain social distance. Tea Point - Do Not congregate in groups, stagger making drinks, maintain social distance.</p> <p><u>Cups</u> Wash before use, keep the same cup for the day or use disposable cups if preferred.</p> <p><u>Stay on Site</u> Tea, Coffee & Biscuits are provided free of charge, please bring sandwiches or ready meal to avoid leaving site.</p>	<p>Regular communication of mental health information and open-door policy for those who need additional support.</p> <p>Staff will complete the standard document with all candidates and they will ensure all information is recorded and passed on to the office after completion.</p> <p>Warehouse supervisor to liaise with instructors and Assessors on a daily basis to maintain all staggered breaks. While maintaining current social distancing guidelines.</p> <p>Daily information and guidance given to all candidates/staff who attend site.</p> <p>Daily information and guidance given to all candidates/staff who attend site.</p>	<p>Training / Assessing Staff</p> <p>Training / Assessing Staff</p> <p>Training / Assessing Staff</p> <p>Training / Assessing Staff</p> <p>Training / Assessing Staff</p>	<p>Weekly Basis</p> <p>Daily Basis</p> <p>Daily Basis</p> <p>Daily Basis</p> <p>Daily Basis</p>	<p>Low Risk Monitor</p> <p>Low Risk Monitor</p> <p>Low Risk Monitor</p> <p>Low Risk Monitor</p> <p>Low Risk Monitor</p>
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TRAINING RISK ASSESSMENT FOR CENTRES & ON-SITE

The completion of this Risk assessment has looked at the general hazards within training environments both in centre and on-site, but may need to be added to or subtracted from in order to meet the requirements of any additional changes.

Company:	VOSS (Vocational Operator Safety Services Ltd)	Date of risk assessment:	28/08/2023			
Completed By:	Billy Chorley	Date of review:	28/08/2024			
Following Risk Assessment calculations process: Likelihood x Severity = Risk Rating Scores: (5, 6+ 9+ 16+) (Refer to Risk Assessment Calculations sheet for the detailed scoring format)						
Risk Rating	Very High Risk	High Risk	Medium Risk	Low Risk		
Action / Status	Stop! Training	High Priority	Priority	Monitor for Change		
Scores	16+	9+	6+	5		
What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action is necessary, to control the risks?	How will you put the assessment into action?		
				Action by who	Action by when	Risk Rating VOSS Centres L M H
Operation of Lift Trucks, Associated Mechanical Handling Equipment.	Injuries such as fractures or at worse fatalities can be caused as a result of: The lift crashing into other trucks and/or other objects; racking fixed structures Staff and visitors being hit by lift trucks; Objects falling from lift trucks on to staff and visitors;	All equipment to be used by trained and competent persons. Lift trucks to be checked over before every shift pattern. Equipment serviced regularly and examined as per LOLER requirements.	Instructors/Assessors to ensure all the lift truck operators check the trucks each day before starting. All staff to be vigilant during daily Operations within the training area. Strict requirement, that only competent drivers may operate lift trucks to be explained to all staff. Disciplinary action to be taken against anyone involved in breaking this rule.	All staff when operating within the training environment Supervisor	Weekly basis	L 1 X S 1 = 1 Low Risk Monitor

	Lift trucks turning over	<p>Instructors to maintain truck key control.</p> <p>Gangways and aisles of sufficient space to enable lift trucks to load and unload safely from the racking system.</p> <p>System in place to keep pedestrians separated by the guard rails/designated walkways.</p> <p>Access to training area restricted to trainees and trainer.</p> <p>Floor condition maintained on a regular basis, housekeeping standards maintained by cleaner/workforce</p> <p>Warning signs located around the training area.</p> <p>Trucks to have seat belts and roll cages were required by LOLER</p> <p>Seat belts were fitted to be worn at all times in accordance with PUWER Regulations.</p>	<p>CCTV has now been implemented within VOSS centres, with each class room and the practical training area being monitored 24hours of the day.</p> <p>Housekeeping standards and floor condition to be covered by a monthly inspection by the manager.</p>	<p>Supervisor Management</p> <p>7/11/19 All staff when operating within the training environment</p>	<p>From now on Weekly basis</p> <p>5/11/19 From now on</p>	
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<p>Traffic movements</p>	<p>Injuries such as fractures or at worse fatalities can be incurred by</p> <p>Staff and visitors being hit by a truck</p> <p>People falling from a truck, or parts of a truck</p> <p>Objects falling from trucks on to pedestrians</p>	<p>Floor and traffic routes suitable for the truck using them</p> <p>Truck routes kept free of obstructions (with spillages cleaned up promptly)</p> <p>Parking of cars and vans only allowed in marked spaces well away from training area</p> <p>Outside area gritted when frosty and cleared of snow</p> <p>Sensible speed limits imposed and adhered to</p> <p>Adequate signage to warn of training</p>	<p>Anyone working in the vicinity of moving vehicles should be given training and high-visibility clothing</p>	<p>Supervisor</p>	<p>Weekly basis</p>	<p>L 1 X S 2 = 2</p> <p>Low Risk</p> <p>Monitor</p>
<p>Falling objects</p> <p>From racking and during movement</p>	<p>A member of staff or any other person in the training area may suffer serious injury if struck by a falling object</p>	<p>Racking is designed to be suitable for the loads carried and has not been modified</p> <p>Staff report any damage to racking immediately</p> <p>System in place to make sure defective pallets withdrawn from use immediately</p> <p>Protective footwear used by all entering training area</p> <p>Protective gloves provided to handle pallets</p>	<p>Share this risk assessment with relevant persons. Check their awareness of health and safety issues and ensure they give health and safety information to any staff new to the site</p>	<p>Supervisor</p>	<p>Weekly basis</p>	<p>L 0 X S 0 = 0</p> <p>Low Risk</p> <p>Monitor</p>
<p>Hazardous Substances</p> <p>(Vehicle exhaust fumes)</p>	<p>The fumes may cause staff eye irritation and respiratory irritation</p>	<p>Number of trucks allowed in the area at any one time is relatively low and exposure very limited this prevents build-up of fumes</p> <p>Operators not allowed to leave truck</p>	<p>No further action required</p>	<p>Supervisor</p>	<p>Weekly basis</p>	<p>L 0 X S 0 = 0</p> <p>Low Risk</p> <p>Monitor</p>

		<p>engines running in confined area.</p> <p>Roller shutter doors and warehouse windows open where practicable to assist with ventilation</p>				
<p>Recharging of fork lift truck batteries – Potential explosion by release of hydrogen, spillage of acid</p>	<p>Burns or fractures from material ejected could affect any candidate nearby at the time</p>	<p>Batteries charged in designated bay that is well ventilated.</p> <p>Safe system of work used which includes the provision and use of the correct type of PPE</p> <p>Potential sources of ignition controlled.</p>	<p>Supervisor to monitor and ensure protective equipment is being worn.</p>	<p>Supervisor</p>	<p>Weekly basis</p>	<p>L 3 X S 1 = 3</p> <p>Low Risk</p> <p>Monitor</p>
<p>Lighting</p>	<p>Poor lighting is likely to result in higher levels of work errors and accidents</p>	<p>Good quality lighting provided throughout the training area</p> <p>Stacking on top of racking is restricted in order to avoid blocking light and creating shadows</p> <p>Warehouse staff checks that lighting units are operating and are replaced by electrician when necessary</p> <p>Floodlighting in external areas of training.</p>	<p>No further action required</p>	<p>Supervisor</p>	<p>Weekly basis</p>	<p>L 0 X S 0 = 0</p> <p>Low Risk</p> <p>Monitor</p>
<p>Hygiene/Comfort</p>	<p>All staff could suffer varied discomfort e.g. being too hot or too cold.</p>	<p>Heated mess room provided with hot and cold water and water for beverages</p> <p>Area kept clean</p> <p>Toilets a short walk away from training area and cleaned daily.</p>	<p>No further action required</p>	<p>All staff when operating within the training environment</p>	<p>Weekly basis</p>	<p>L 0 X S 0 = 3</p> <p>Low Risk</p> <p>Monitor</p>

<p>Slips trips and falls & Working at Height</p>	<p>All staff may suffer sprains or fractures if they trip over debris or slip on spillages.</p>	<p>Flooring kept dry and quality maintained</p> <p>All staff trained to maintain good housekeeping standards and too ensure stock does not project into gangways.</p> <p>Cleaner/workforce empties bins and removes debris daily</p> <p>Pallets are stored safely in designated area</p> <p>Protective footwear to be worn at all times.</p> <p>All staff trained on safe working at height.</p> <p>All staff working at height are provided with safety harnesses & equipment, which is to be worm at all times.</p> <p>All staff are adequately trained in the safe use of safety harnesses & equipment.</p>	<p>Suitable absorber to be made available for liquid spills.</p> <p>Staff to be trained to clean and dry spillages at once.</p> <p>Extra bins to be provided for waste material near loading bays.</p>	<p>All staff when operating within the training environment</p>	<p>Weekly basis</p>	<p>L 3 X S 1 = 3</p> <p>Low Risk</p> <p>Monitor</p>
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<p>Fire</p> <p>Bulk storage of easily burnt materials</p> <p>Ignited through electrical fault, battery recharging etc</p>	<p>All staff/candidate's visitors may suffer injury or fatalities.</p> <p>If trapped in the warehouse, all staff and visitors could suffer from smoke inhalation or burns which could potentially kill.</p>	<p>Building designed with fire-resisting materials.</p> <p>Exits/fire exits marked and kept clear.</p> <p>Fire extinguishers well located.</p> <p>Clear access kept at all times to all exits and fire extinguishers. Fire detection and alarm system.</p> <p>Each fire alarm point displays evacuation procedures.</p> <p>Maintenance contracts for extinguishers and detection/alarm system.</p> <p>Annual fire drill and training in correct use of extinguisher.</p> <p>Cleaner ensures no debris left.</p> <p>Staff trained in good housekeeping.</p>	<p>Maintain the weekly fire alarm on a Wednesday morning, ensuring the roll call is completed at the muster point</p>	<p>Supervisor Management</p>	<p>Weekly basis Annual Fire Risk Assessment is in place and reviewed at least once annually.</p>	<p>L 3 X S1 = 3</p> <p>Low Risk</p> <p>Monitor</p>
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THE FOLLOWING COLUMNS ARE LEFT BLANK FOR THE SUPERVISOR TO RECOMMEND / MAKE ANY ADJUSTMENTS THAT MAY BE REQUIRED IN ORDER FOR THE RISK ASSESSMENT TO MEET THE NEEDS AND REQUIREMENTS OF THE TRAINING CENTRE.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Who will put the assessment into action?		
				Action by who (Supervisor)	Action by (Manager)	Date Completed / Reviewed

Method Statement

Client Premises Lift Truck Training

BACKGROUND INFORMATION

Company Details	Vocational Operator Safety Services Ltd 11 Westlink Business park, Salford, Manchester M50 1EW Tel: 0161 737 8880 / 0151 650 6600 e-mail: sales@voss.co.uk web: www.voss.co.uk
Aims & objectives	To allow nominated drivers to operate types of lift truck vehicle ON SITE around company premises with authorisation to work from the client
Suitability / Operator Criteria	Nominated operators must meet company requirements for training, and H.S.E. requirements for operating all vehicles around the workplace
Course Numbers	Maximum of 3:1:1 Ratio (3 Trainees :1 Vehicle 1 Instructor). for basic and Refresher /Conversion courses Specific / Familiarisation Training combined, bespoke ratios will be discussed and arranged with the client
Core Business	To provide a dynamic mix of on-site accredited, non-accredited and bespoke industrial training services for workplace transport users, to suit client's needs
Workplace Transport Training	The Voss training catalogue includes Lift Trucks, Tow Trucks, POETs, Pivot Steer, MEWPs ,VNAs, Order Pickers, Multi Directionals, Skidsteers, Rough Terrain Telescopic/Masted Material Handlers, Vehicle Mounted LT's and Hydraulic Lorry Loader Cranes. In addition to added value courses management/supervisory/instructor and manual handling training but excluding all vehicles covered by the Highway Code, air, rail or water transport and underground mining.

RISK

Types of accidents	Most workplace transport accidents involve moving vehicles, people being hit or run over by moving vehicles, people falling from vehicles, people being struck by falling objects (usually part of the load) vehicles overturning or reversing, overhead obstructions including power lines and cables
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Risk Assessment

Risk Assessment	At all sites new to Voss a risk assessment will be undertaken to ensure the safety of the instructor and trainees, which is paramount at all times and that the facilities are conducive to safe operator training. Voss will file the original but a copy will be given to the client if requested
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ON-SITE OPERATOR TRAINING FOR WORKPLACE TRANSPORT

Syllabus / Type of Training	Off-the-job training where it is carried out in a controlled and segregated environment. Understanding Health & Safety at Work Act 74, pre use checks, basic manoeuvres, Hydraulic systems &controls, lifting and carrying loads, weight assessment, vehicle loading/ unloading and fuelling systems. practical training will require access to loads, racking, loading areas, elevated areas and use of ancillary equipment.
Course content	HSG 6 Working with lift trucks, L117 Approved Code of Practice, L.O.L.E.R. 1998, P.U.W.E.R. 1998. HSE Workplace Transport Safety (INDG199) Company Policies & Procedures

Training Methodology – R.T.I.T.B. Programmes (course ref page 3)	RTITB's published accredited training programmes with certificated testing to included N.O.R.S. registration
Training Methodology – Voss Programmes (course ref page 3)	The genesis for Voss training is the R.T.I.T.B. structure amended and adjusted in order to satisfy the identified training needs for vehicles currently out-of-scope to R.T.I.T.B. and N.O.R.S which incorporates Voss certification and registration
Training Instructors - Employed and Associates	The minimum standard is R.T.I.T.B. and N.O.R.S. instructor registration with additional certification for additional vehicles and skills which may or may not be in-scope to R.T.I.T.B.
Training Instructor's Role	To give instruction for the systematic development of the attitude/knowledge/skill pattern required by a trainee in order to perform adequately and safely the tasks and duties applicable to the vehicle or machine upon which he/she has received instruction
TRAINING FACILITIES	
Practical Training Areas	Suitable designated area provided by the Employer. It should be relevant to the category of vehicle being trained on, and should, where possible, be sheltered from adverse weather conditions
Training Room	Training room should be warm and of a size to accommodate the trainees and instructor. Tables or desks and chairs must be provided with access to electricity to power A/V equipment
Training of Operators	Should always include the three stages of training:
1. Basic Training 2. Specific Job Training 3. Familiarisation Training 4. Basic/Specific Job Training	<ol style="list-style-type: none"> 1. Basic: the basic skills and knowledge required to operate a lift truck safely and efficiently. 2. Specific: knowledge and understanding of the operating principles, controls of the lift truck to be used and how it will be used in their workplace. 3. Familiarisation: Applying the skills acquired under normal working conditions on the job under close supervision. 4. Basic & Specific: Which can be combined should take place off the job, away from production and other pressures of work.
Training Programmes	<ol style="list-style-type: none"> 1. Provided, accredited and certificated by RTITB 2. Provided and certificated by Voss 3. Provided and authorised by a Third Party
OPERATOR INSTRUCTOR TRAINING	
Definition of an Operator Instructor	An operator who from time to time may be asked to pass on his/her skills and knowledge to others, but otherwise returns to his/her normal duties
Workplace Transport covered by Voss operator instructor programmes	Lift Trucks, POETs, MEWPs and Tow Trucks plus Manual Handling with certification and registration by Voss
Certification	Upon satisfactory completion of the training, candidates will be issued with a certificate of basic, refresher or conversion training depending upon the type of course

Training Programme Reference's

R.T.I.T.B. Trainer's Guide's

VOSS Accredited	VOSS Non-Accredited
LTG/1 Counterbalanced Lift Trucks	As left plus
LTG/2 Reach Trucks	All Plant & Machinery
LTG/3 C/B + R/T	Winching & Recovery in Forestry
LTG/4 POETs	Abrasive Wheel
LTG/5 Rough Terrain Masted	Working at Height
LTG/6 Rough Terrain Telescopic	Loading Dock Safety
LTG/10 Vehicle Mounted LTs	Mobile Loading Ramp
LTG/11 Multi Directional LTs	Instructional Techniques
LTG/12 VNA (Man Up or Man Down)	Legionella
LTG/14 Side loader Lift Truck	Asbestos Awareness
LTG/14 Side loader Lift Truck	First Aid
LTG/16 MEWP – Scissor Lift, SPB	Fire Warden
LTG/17 01 Vehicle Mounted Hi AB	High Pressure Water Jetting
LTG/7 Industrial Telescopic Material Handler	Manual Handling
LTG/8 Pivot Steer	
LTG/9 Container Handler	
LTG/13/01 High Lift Order Picker	
LTG/13/02 Medium Lift Order Picker	
LTG/13/03 Low Lift Order Picker	
LTG/15 Tow Tractor	
LTG/19 Excavator	
LTG/30 Material Handling	
I TEC Instructor Train the Trainer	
Accredited Management Training	
LTG/31 Managing MHE For Managers & Supervisors	

Method Statement

Client Premises Vehicle Shunter Training

BACKGROUND INFORMATION

Company Details	Vocational Operator Safety Services Ltd 11 Westlink Business park, Salford, Manchester M50 1EW Tel: 0161 737 8880 / 0151 650 6600 e-mail: sales@voss.co.uk web: www.voss.co.uk
Aims & objectives	To allow nominated drivers to operate Vehicles ON SITE around company premises with authorisation to work from the client
Suitability / Operator Criteria	Nominated operators must meet company requirements for training, and H.S.E. requirements for operating all vehicles around the workplace
Course Numbers	Maximum of 3:1:1 Ratio (3 Trainees :1 Vehicle 1 Instructor). for basic and Refresher /Conversion courses Specific / Familiarisation Training combined bespoke ratios will be discussed and arranged with the client
Core Business	To provide a dynamic mix of on-site accredited, non-accredited and bespoke industrial training services for workplace transport users, to suit client's needs
Workplace Transport Training	The Voss training catalogue includes Lift Trucks, Tow Trucks, POETs, Pivot Steer, MEWP's, VNAs, Order Pickers, Multi Directional' s, Skid steer's, Rough Terrain Telescopic/Masted Material Handlers, Vehicle Mounted LT's and Hydraulic Lorry Loader Cranes. In addition to added value courses management/supervisory/instructor and manual handling training but excluding all vehicles covered by the Highway Code, air, rail or water transport and underground mining.

RISK

Types of accidents	Most workplace transport accidents involve moving vehicles, people being hit or run over by moving vehicles, people falling from vehicles, vehicles overturning or reversing, overhead obstructions including power lines and cables
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Risk Assessment

Risk Assessment	At all sites new to Voss a risk assessment will be undertaken to ensure the safety of the instructor and trainees, which is paramount at all times and that the facilities are conducive to safe operator training. Voss will file the original but a copy will be given to the client if requested
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ON-SITE OPERATOR TRAINING FOR WORKPLACE TRANSPORT

Syllabus / Type of Training	Off-the-job training where it is carried out in a controlled and segregated environment. Understanding Health & Safety at Work Act 74, pre use checks, basic manoeuvres, Hydraulic systems &controls, moving and carrying loads, weight assessment, vehicle loading/ unloading and fuelling systems. practical training will require access to loading areas
Course content	HSE Workplace Transport Safety (INDG199) Company Policies & Procedures
Training Methodology – R.T.I.T.B. Programmes (course ref page 3)	RTITB's published accredited training programmes with certificated testing to included N.O.R.S. registration

Training Methodology – Voss Programmes (course ref page 3)	The genesis for Voss training is the R.T.I.T.B. structure amended and adjusted in order to satisfy the identified training needs for vehicles currently out-of-scope to R.T.I.T.B. and N.O.R.S which incorporates Voss certification and registration
Training Instructors - Employed and Associates	The minimum standard is R.T.I.T.B. and N.O.R.S. instructor registration with additional certification for additional vehicles and skills which may or may not be in-scope to R.T.I.T.B.
Training Instructor's Role	To give instruction for the systematic development of the attitude/knowledge/skill pattern required by a trainee in order to perform adequately and safely the tasks and duties applicable to the vehicle upon which he/she has received instruction
TRAINING FACILITIES	
Practical Training Areas	Suitable designated area provided by the Employer. It should be relevant to the category of vehicle being trained on, and should, where possible, be sheltered from adverse weather conditions
Training Room	Training room should be warm and of a size to accommodate the trainees and instructor. Tables or desks and chairs must be provided with access to electricity to power A/V equipment
Training of Operators 1. Basic Training 5. Specific Job Training 6. Familiarisation Training 7. Basic/Specific Job Training	Should always include the three stages of training: 5. Basic : the basic skills and knowledge required to operate a lift truck safely and efficiently. 6. Specific : knowledge and understanding of the operating principles, controls of the lift truck to be used and how it will be used in their workplace. 7. Familiarisation : Applying the skills acquired under normal working conditions on the job under close supervision. 8. Basic & Specific : Which can be combined should take place off the job, away from production and other pressures of work.
Training Programmes	4. Provided, accredited and certificated by RTITB 5. Provided and certificated by Voss 6. Provided and authorised by a Third Party
OPERATOR INSTRUCTOR TRAINING	
Definition of an Operator Instructor	An operator who from time to time may be asked to pass on his/her skills and knowledge to others, but otherwise returns to his/her normal duties
Workplace Transport covered by Voss operator instructor programmes	Lift Trucks, POETs, MEWPs and Tow Trucks plus Manual Handling with certification and registration by Voss
Certification	Upon satisfactory completion of the training, candidates will be issued with a certificate of basic, refresher or conversion training depending upon the type of course

Method Statement Asbestos Awareness

Aims & Objectives	<p>Aim: provide information and awareness relating to Asbestos in the work place and the necessary control measures</p> <p>Objective: at the end of the course trainee's will have awareness of asbestos, also appreciation of the legislative requirements relating to asbestos which will be covered during classroom session.</p>
Suitability	<p>All nominated Instructors will meet the company quality standards whilst having a minimum of 12 months training / teaching experience with adequate knowledge of all the course materials.</p>
Candidate Criteria	<p>Candidate selection from the company must be able to retain appropriate information relating to the course outcome aims & objectives.</p>
Course Duration	<p>One full day of training will be between 7.5 - 10 (Extended) Hours</p>
Course Numbers	<p>10:1 Ratio (10 Trainees to 1 Instructor)</p>
Syllabus	<p>Instructors timetable course structure and content, slide presentation</p>
Course Content	<p>Lesson plans records of training, course materials and relevant information to specific Legislation covering Asbestos Safety awareness: What is Asbestos, Health effects associated with exposure, Abatement, Defence mechanism, Location of ACBM and ACM, Smoking Operations & maintenance, Rules & Regulations, Emergency procedures & contacts, Recognition of damage, Smoking, Defence Mechanism, Questions</p>
Certification	<p>Upon satisfactory completion of the training, candidates will be issued with a certificate of Asbestos Awareness training of attendance.</p>
Aims & Objectives	<p>Aim: provide information and awareness relating to Asbestos in the work place and the necessary control measures</p> <p>Objective: at the end of the course trainee's will have awareness of asbestos, also appreciation of the legislative requirements relating to asbestos which will be covered during classroom session.</p>

Suitability	All nominated Instructors will meet the company quality standards whilst having a minimum of 12 months training / teaching experience with adequate knowledge of all the course materials.
Candidate Criteria	Candidate selection from the company must be able to retain appropriate information relating to the course outcome aims & objectives.
Course Duration	One full day of training will be between 7.5 - 10 (Extended) Hours
Course Numbers	10:1 Ratio (10 Trainees : 1 Instructor)
Syllabus	Instructors timetable course structure and content, slide presentation
Course Content	Lesson plans records of training, course materials and relevant information to specific Legislation covering Asbestos Safety awareness : What is Asbestos, Health effects associated with exposure, Abatement, Defence mechanism, Location of ACBM and ACM, Smoking Operations & maintenance, Rules & Regulations, Emergency procedures & contacts, Recognition of damage, Smoking, Defence Mechanism, Questions
Certification	Upon satisfactory completion of the training, candidates will be issued with a certificate of Asbestos Awareness training of attendance.

Method Statement Crane, Lifting & Slings

Aims & Objectives	To perform training & assessment of the Safe Operation & Working Practices of Crane Operation including Lifting, Slings & Signalling in the workplace.
Suitability	All nominated Instructors will meet the company quality standards whilst having a minimum of 12 months practical training / teaching experience with adequate knowledge of the course material.
Operator Criteria	Operator / candidate selection must meet the minimum standard approved by HSE of "Operator Selection" especially in relation to Maturity & Health requirements for the course outcome aims & objectives.
Course Duration	One full day of training will be 7.5 Hours
Course Numbers	2:1 Ratio Novice 3:1 Existing with previous experience
Syllabus	Appended Below
Course Content	Appended Below
Certification	Upon satisfactory completion of the training, candidates will be issued with a certificate of basic or refresher training.
Aims & Objectives	To perform training & assessment of the Safe Operation & Working Practices of Crane Operation including Lifting, Slings & Signalling in the workplace.
Suitability	All nominated Instructors will meet the company quality standards whilst having a minimum of 12 months practical training / teaching experience with adequate knowledge of the course material.
Operator Criteria	Operator / candidate selection must meet the minimum standard approved by HSE of "Operator Selection" especially in relation to Maturity & Health requirements for the course outcome aims & objectives.
Course Duration	One full day of training will be 7.5 Hours
Course Numbers	2:1 Ratio Novice 3:1 Existing with previous experience
Syllabus	Appended Below
Course Content	Appended Below
Certification	Upon satisfactory completion of the training, candidates will be issued with a certificate of basic or refresher training.
Aims & Objectives	To perform training & assessment of the Safe Operation & Working Practices of Crane Operation including Lifting, Slings & Signalling in the workplace.
Suitability	All nominated Instructors will meet the company quality standards whilst having a minimum of 12 months practical training / teaching experience with adequate knowledge of the course material.

Method Statement Working at Height & Harness

Aims & Objectives	To perform training & assessment of the Safe Operation, Use & Working Practices while working at Height & Harness in the workplace.
Suitability	All nominated Instructors will meet the company quality standards whilst having a minimum of 12 months practical training / teaching experience with adequate knowledge of the course material.
Operator Criteria	Operator / candidate selection must meet the minimum standard approved by HSE of "Operator Selection" especially in relation to Maturity & Health requirements for the course outcome aims & objectives.
Course Duration	One full day of training will be between 7.5 - 10 (Extended) Hours
Course Numbers	10:1 Ratio (10 Trainees to 1 Instructor)
Syllabus	Instructors timetable course structure and content
Course Content	Lesson plans records of training, course materials and relevant information to specific Legislation covering working at height and harnesses
Certification	Upon satisfactory completion of the training, candidates will be issued with a certificate of basic or refresher training.

Method Statement

Mobile Elevated Working Platform (MEWP)

Aims & Objectives	To provide training & assessment of the Safe Operation, Use & Working Practices while operating Mobile Elevated Working Platform (MEWPS) within the workplace.
Suitability	All nominated Instructors will meet the company quality standards whilst having a minimum of 12 months practical training / teaching experience with adequate knowledge of the course material.
Operator Criteria	Operator / candidate selection must meet the minimum standard approved by HSE of "Operator Selection" especially in relation to Maturity & Health requirements for the course outcome aims & objectives.
Course Duration	One full day of training will be between 7.5 - 10 (Extended) Hours
Course Numbers	3:1 Ratio (3 Trainees to 1 Instructor)
Syllabus	Instructors timetable course structure and content
Course Content	Lesson plans records of training, course materials and relevant information to specific Legislation covering safe operation of MEWPS within the workplace
Certification	Upon satisfactory completion of the training, all candidates will be issued with a certificate of basic or refresher training.
Aims & Objectives	To provide training & assessment of the Safe Operation, Use & Working Practices while operating Mobile Elevated Working Platform (MEWPS) within the workplace.
Suitability	All nominated Instructors will meet the company quality standards whilst having a minimum of 12 months practical training / teaching experience with adequate knowledge of the course material.
Operator Criteria	Operator / candidate selection must meet the minimum standard approved by HSE of "Operator Selection" especially in relation to Maturity & Health requirements for the course outcome aims & objectives.
Course Duration	One full day of training will be between 7.5 - 10 (Extended) Hours
Course Numbers	3:1 Ratio (3 Trainees to 1 Instructor)
Syllabus	Instructors timetable course structure and content
Course Content	Lesson plans records of training, course materials and relevant information to specific Legislation covering safe Operation of MEWPS within the workplace
Certification	Upon satisfactory completion of the training, all candidates will be issued with a certificate of basic or refresher training.

Vocational Operator Safety Services
Voss



NORS

