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0141 427 5171



# ACS TRAINING COURSE BROCHURE

YOUR ONE STOP  
CONSULTANCY FOR  
HEALTH, SAFETY AND  
WELLBEING TRAINING

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# WELCOME

The provision of adequate and appropriate information, instruction and training is generally considered the cornerstone of effective governance.

Utilising qualified educators and subject matter experts, ACS is well placed to develop and deliver a range of accredited and bespoke training to meet clients' individual requirements. Training can be delivered at your own premises, at the ACS Training Academy in Glasgow or online via Zoom.

Professor Roger Willey  
CEO



**PROFESSOR ROGER WILLEY  
IS A RENOWNED SPEAKER  
ON ASBESTOS AND HEALTH  
& SAFETY**

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**YOUR ONE STOP CENTRE  
FOR HEALTH, SAFETY AND  
ENVIRONMENTAL TRAINING**

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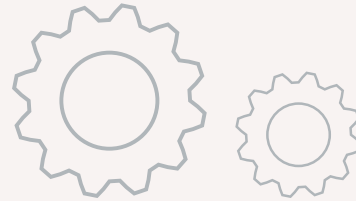
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# ASBESTOS TRAINING COURSES



## WHO SHOULD ATTEND

It is a legal requirement that all who may come across asbestos in their day to day work have been provided with asbestos awareness training. If they intentionally work on asbestos, they must have had appropriate training specific to the tasks they will undertake.



ACS has been approved by UKATA (United Kingdom Asbestos Training Association) to deliver certificated Asbestos Training Courses.

ACS also offers a wide range of bespoke asbestos training designed to suit the particular needs of your organisation and employees, including The Duty To Manage Asbestos; Asbestos for Managers; Asbestos Sampling; and, in the event of any employees having concerns, specific sessions to properly explain the risk and quell fears.

**ACS HAS BEEN  
APPROVED BY UKATA TO  
DELIVER CERTIFICATED  
ASBESTOS TRAINING**

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# ASBESTOS AWARENESS

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## WHO SHOULD ATTEND

Asbestos awareness training should be given to employees whose work could foreseeably disturb the fabric of a building and expose them to asbestos or those who supervise or influence the work.

In particular, it should be given to those workers in the refurbishment, maintenance and allied trades where it is foreseeable that asbestos containing materials may be present in the work area.

## OVERVIEW

The Asbestos Awareness course provides delegates with a general awareness of the hazards and risks associated with asbestos.

Training covers the key legal and practical implications for those who may come across asbestos in the course of their work and provides guidance on minimising risk.

## KEY INFORMATION



**UKATA Approved**

- **1/2 day course**
- **Remote training available**
- **Refresher course available**



# DUTY TO MANAGE ASBESTOS

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## WHO SHOULD ATTEND

This course is suitable for any person requiring an overview of the duty to manage and legislative requirements. This usually includes, but is not limited to:

- Duty holder's assistants
- Appointed persons assistants
- Building owners
- Landlords
- Sub-lessors
- Managing agents etc. as well as any person assisting duty holders in the compliance with CAR 2012 regulation 4



**UKATA Approved**

- **Refresher course available**
- **Remote training available**



## KEY INFORMATION

The duration of this training is divided into three categories:

01

Initial training with no previous UKATA asbestos awareness training is expected to last 1 day or a minimum of 6 learning hours

02

Initial training with previous UKATA certificated asbestos awareness training within 6 months of the start date

03

Refresher training which can be taken when work methods are changed or gaps in competency have been identified by means of carrying out a TNA

**Please note this course covers an overview of the duty to manage asbestos in non-domestic premises**

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# DUTY TO MANAGE ASBESTOS FOR HOUSING SECTOR

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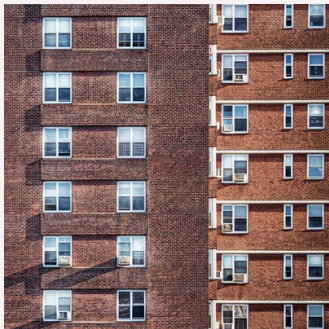


## UKATA Approved

- Remote training available
- Refresher course available

The course provides **an extended guidance of Duty to Manage Asbestos** to deliver bespoke course content, while using the existing Duty to Manage Asbestos Syllabus.

Please read the "Duty to Manage Asbestos", page 10.



## WHO SHOULD ATTEND

This usually involves duty holder's assistants, appointed persons assistants, building owners, landlords, sublessors, managing agents etc.



## KEY INFORMATION

01

Initial training with NO previous UKATA asbestos awareness training undertaken plus an additional 30 minutes minimum

02

Initial training with previous UKATA certificated asbestos awareness training (within 6 months of the start date) plus an additional 30 minutes minimum

03

Refresher training as deemed necessary

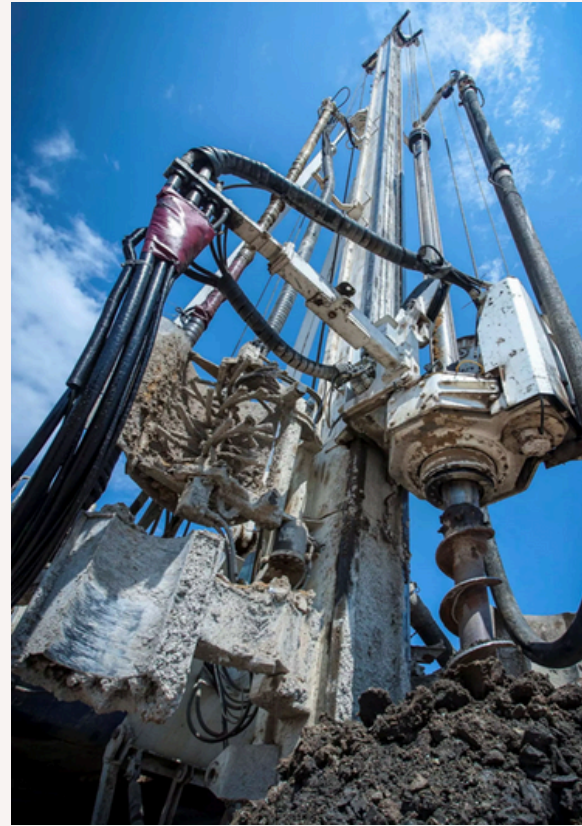
# ASBESTOS AWARENESS FOR GROUNDWORKERS

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## WHO SHOULD ATTEND?

Any persons who may encounter asbestos containing materials during their day to day work activities whilst undertaking ground work activities. This would normally include, but is not limited to:

- Site investigation engineers
- Utilities installation and maintenance engineers
- Ground works operatives, including ground drilling and manual excavations
- Fencing installation
- On site remediation and waste disposal or any other persons likely to disturb asbestos containing materials



## KEY INFORMATION



**UKATA Approved**

The duration of the training lasts a minimum of 3-4 learning hours.



# ASBESTOS NON-LICENSED OPERATIVE

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## WHO SHOULD ATTEND?

Any persons carrying out Non-Licensed works with asbestos containing materials. This would normally include, but is not limited to:

- Demolition workers
- Construction workers
- General maintenance staff
- Electricians, plumbers, roofers, joiners, shop fitters, painters, plasterers, roofers, heating and ventilation engineers etc.



## KEY INFORMATION



**UKATA Approved**

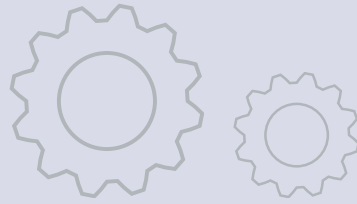
- **Refresher Course available**

The duration is divided into three categories:

- Initial training with no previous asbestos awareness training undertaken (1 ½ days or a minimum of 9 learning hours)
- Initial training with previous UKATA certificated asbestos awareness training within 6 months of the start date
- Refresher training having undergone NLW GW1, NLW GW2 or NLW GW3 above within the last 12 months



# HEALTH & SAFETY TRAINING COURSES



The following courses can be tailored to specific objectives of your business or team. Please call **0141 427 5171** to discuss your needs

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ACS provides a comprehensive and accessible range of Health and Safety courses tailored to a wide range of delegates.

ACS have been providing Health & Safety Training for many years and receive excellent feedback on the content and presentation of courses. We are confident that our training courses could assist you with valuable support in the continued development of staff competence.

**ACS PROVIDES  
SPECIALISED CERTIFIED  
HEALTH & SAFETY  
COURSES**

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# SAFE WORKING FOR HOUSING ASSOCIATIONS (OFFICE STAFF)

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## WHO SHOULD ATTEND

All employees of registered social landlords who require a general introduction to health and safety in the workplace.

## OVERVIEW

Safe Working for Housing Associations course covers the essentials of health and safety in the workplace, and is specifically designed for staff of Registered Social Landlords.

## CONTENT

- Part One: Background
- Part Two: Compliance with Legal Requirements
- Part Three: Defining Hazard, Risk, Risk Assessments and Control Measures
- Part Four: Identifying Common Hazards and Risks, Identifying Associated Control Measures
- Part Five: Practical Hazard / Risk Exercise

## KEY INFORMATION

- **ACS Learning & Consultancy Certificate**
- **1 day course**





# WORKING SAFELY

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## WHO SHOULD ATTEND

This course is aimed at any employee at any level, in any sector, needing a grounding in the essentials of health and safety.

## OVERVIEW

Working Safely course is ideal for introducing employees to why health and safety is important within the workplace and demonstrates how everyone can make a difference to their own wellbeing and that of others through everyday behaviour. The course is appropriate for all employees at all levels.

Working Safely is fun, interactive and focuses on best practice rather than legislation.

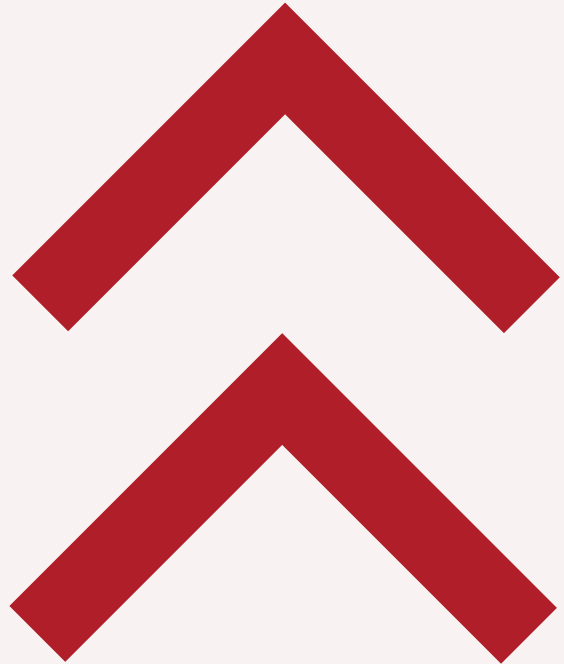
## CONTENT

- Part One: Background
- Part Two: Defining Hazard and Risk
- Part Three: Identifying Common Hazards
- Part Four: Improving Safety Performance
- Part Five: Protecting Our Environment

## RIGHT COURSE?

**Call 0141 427 5171 to  
talk over your needs  
with our training team**

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## KEY INFORMATION

- **ACS Learning & Consultancy Certificate**
- **1 day course**

# HEALTH & SAFETY FOR SENIOR EXECUTIVES & MANAGERS

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## OVERVIEW

This course highlights the roles and responsibilities of senior employees relating to the management of health and safety. It will help directors, senior executives and managers wishing to promote behavioural change and a positive health and safety culture within an organisation.

## CONTENT

- Background to Health and Safety Legislation
- Retroactive to Proactive to Post
- Industrialisation
- H&S Management Regulations
- The H&S Control Manual: How It Should Operate
- Roles of Senior Executives and Managers
- Organisation of H&S Management
- Requirements of Individual Staff
- Reporting Mechanisms and Monitoring

## KEY INFORMATION

- **ACS Learning & Consultancy Certificate**
- **1/2 day course**
- **Remote training available**



# HEALTH & SAFETY FOR MAINTENANCE STAFF

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## OVERVIEW

This course aims to provide delegates with an overview of the key regulations relating to their day to day work. This course helps to identify hazards associated with maintenance work and provides information on how to apply appropriate risk control measures.

## CONTENT

- Legal Requirements
- RAMS Hazards, Risks,
- Risk Assessment, Risk
- Control and Method Statements
- Work Equipment and PPE (Personal Protective Equipment)
- COSHH
- Electricity at Work
- Work at Height – Safe Use of Ladders
- Manual Handling

## KEY INFORMATION

- **ACS Learning & Consultancy Certificate**
- **1/2 day course**
- **Remote training available**



# INTRODCUTION TO HEALTH & SAFETY AND THE ROLE OF THE HEALTH & SAFETY ADMINISTRATOR

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## OVERVIEW

This course highlights the roles and responsibilities of the Health and Safety Administrator in relation to the administration of the Health and Safety Control Manual.

## CONTENT

- Background to H&S Legislation
- HSWA. The Management Regulations
- The EVH/ ACS Response
- The Health and Safety Control Manual and How It Should Operate
- Rules and Duties of Managers, Risk Owners and Health and Safety Administrators

## KEY INFORMATION

- **ACS Learning & Consultancy Certificate**
- **1/2 day course**
- **Remote training available**



# HEALTH & SAFETY FOR MANAGEMENT COMMITTEES OF HOUSING ASSOCIATIONS

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## OVERVIEW

This course highlights the roles and responsibilities of the management committee. This course focuses on promoting behavioural change and positive health and safety culture within an organisation.

## CONTENT

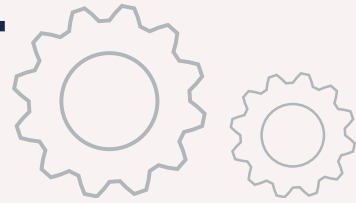
- Background to Health and Safety Legislation
- Retroactive to Proactive to Post
- Industrialisation
- The EVH/ ACS Response
- The Health and Safety Control Manual. How It Operates
- The Role of the Management Committee

## KEY INFORMATION

- **ACS Learning & Consultancy Certificate**
- **1/2 day course**
- **Remote training available**

# WORKPLACE ESSENTIALS

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The following courses can be tailored to specific objectives of your business or team. Please call **0141 427 5171** to discuss your needs

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Legislation requires employers to provide whatever information, instructions and training is necessary to ensure, so far as is reasonably practicable, the health and safety of employees.

This simply means that as an employer you need to make sure that all your staff are trained well enough to be able to work safely.



**ACS PROVIDES A FULL RANGE OF COURSES TAILORED TO A WIDE RANGE OF DELEGATES**

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# LEGIONELLA AWARENESS AND MANAGEMENT

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## WHO SHOULD ATTEND

All employees responsible for the maintenance of water systems/Legionella records.

## CONTENT

- What is Legionella?
- Why Should Action Be Taken?
- The Symptoms
- Who Is at Risk?
- How Legionella May Spread
- What May Be Done to Control the Risk

## OVERVIEW

This course provides an introduction to Legionella, explaining the dangers posed and the actions required to mitigate the risk of an outbreak within both work and domestic environments.

The course also covers the roles and responsibilities involved with Legionella management, providing delegates with the tools needed to identify the symptoms of Legionella and persons at greater risk.

## KEY INFORMATION

- ACS Learning & Consultancy Certificate
- 1/2 day course
- Remote training available



# RISK ASSESSMENT IN PRACTICE

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## OVERVIEW

This course provides delegates with a working knowledge of the concept of a risk assessment and explains, in very easy terms, how to conduct risk assessments.

## CONTENT

- Why do we Have Risk Assessment in the Workplace
- Hazard or Risk?
- What is a Risk Assessment?
- Who is Responsible for a Risk Assessment?
- The Five Steps to a Risk Assessment
- The Hierarchy of Control
- Examples of Specific Types of Risk Assessments

## KEY INFORMATION

- **ACS Learning & Consultancy Certificate**
- **1/2 day course**
- **Remote training available**

# COSHH IN PRACTICE

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## OVERVIEW

This course explains in a simple and effective way, the risks associated with hazardous substances and the practical steps that can be taken to manage the risk. This course aims to raise awareness of the identification, safe handling, use, storage and disposal of hazardous substances commonly found within a workplace.

## CONTENT

- Legal Requirements
- Hazard or a Risk?
- Identifying Hazardous Substances
- COSHH Risk Assessment
- The Hierarchy of Control
- Exposure Routes and Control Measures
- Accidents and Emergencies

## KEY INFORMATION

- **ACS Learning & Consultancy Certificate**
- **1/2 day course**
- **Remote training available**

# WORKING AT HEIGHT AND SAFE USE OF LADDERS

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## WHO SHOULD ATTEND

All individuals working at height or those supervising others working at height.

## OVERVIEW

This course provides delegates with a working knowledge on work at height tasks and how they may be safely carried out. This course enables delegates to recognise how harm can be caused by work at height and introduces a range of risk control measures, to enable safe working.

## CONTENT

- Legal Requirements
- Risk Assessment
- Selection of the correct equipment
- Correct use of that equipment
- Planning, organising and competence
- Collective responsibility

## KEY INFORMATION

- ACS Learning & Consultancy Certificate
- 1/2 day course
- Remote training available





# DSE ASSESSOR

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## OVERVIEW

The DSE Assessor course is designed for any company where employees are working at display screens and workstations for prolonged periods and need to be assessed for compliance with current regulations. This course trains delegates on how to conduct DSE risk assessments.

## CONTENT

- Legislation Related to DSE
- Health Effects Associated with
- Poor DSE Use
- Hazards, Risk and Risk Assessment
- Principles and Benefits of Good Ergonomics and Design
- Risk Assessment in Practice

## KEY INFORMATION

- **ACS Learning & Consultancy Certificate**
- **1/2 day course**
- **Remote training available**



# MOVING AND MANUAL HANDLING

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## OVERVIEW

This course provides delegates with foundation knowledge on manual handling. This course enables delegates to recognise how harm can be caused by incorrect manual handling and highlights a range of risk control measures, enabling safe manual handling techniques.

## CONTENT

- Legal Requirements
- Common Injuries Caused by Incorrect Manual Handling
- Good Manual Handling Techniques
- General Risk Assessment Guidelines
- Managing and Controlling the Risk
- Planning and Organising Lifting Tasks

## KEY INFORMATION

- **ACS Learning & Consultancy Certificate**
- **1/2 day course**
- **Remote training available**

# SHARPS, BLOOD AND BODY FLUIDS

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## OVERVIEW

This course provides delegates with foundation knowledge and understanding of infections caused by Blood Borne Viruses (BBV). This course discusses good management and preventive measures against infections caused by BBVs and good health and safety practices when potentially dealing with Sharps, Blood and Bodily Fluids.

## CONTENT

- Legal Requirements
- What are Blood Borne Viruses (BBV)?
- Body Fluids
- Causes of Exposure
- Preventing or Controlling the Risk
- General Principles for Dealing with Sharps and Spills
- Needle Stick Injury
- Personal Protective Equipment (PPE)
- Disposal of Waste

## KEY INFORMATION

- **ACS Learning & Consultancy Certificate**
- **1/2 day course**
- **Remote training available**



# FIRE AWARENESS AND WARDEN TRAINING

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## WHO SHOULD ATTEND

Any employee who has been selected to carry out the duty of fire warden.

## OVERVIEW

The Fire Awareness and Warden Training course provides an overview of common causes of fire, the dangers posed and the preventative actions nominated fire wardens should take to manage the risks associated with fire within their workplace.

The course aims to install fire wardens with both the necessary knowledge to carry out their role safely and the confidence to effectively assist their colleagues or members of the public in an emergency situation.

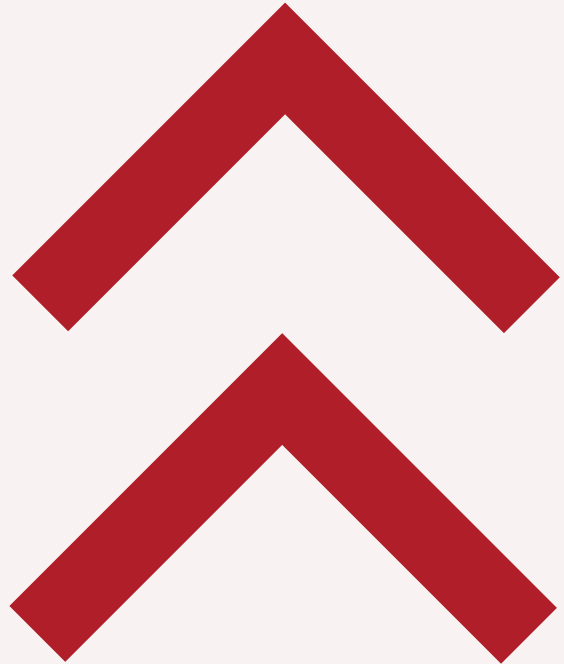
## CONTENT

- What is Fire?
- How Fire Spreads and the Fire Triangle
- Duties of Fire Wardens
- Why Should We Take Action?
- What to Do When a Fire Breaks Out
- Familiarity with Fire Extinguishers
- Identifying Hazards

## RIGHT COURSE?

**Call 0141 427 5171 to  
talk over your needs  
with our training team**

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## KEY INFORMATION

- **ACS Learning & Consultancy Certificate**
- **1/2 day course**
- **Remote training available**



# WELLBEING TRAINING COURSES

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# INTRODUCING OUR NEW COURSE: CALMING STRESS AND ANXIETY WITH THE ANCIENT PRACTICES

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## OVERVIEW

Designed specifically for employees, this interactive course provides accessible, **practical methods to break free from chronic stress patterns** and bring calm into your daily life both at work and at home. We use ancient techniques which have been around for 1000's of years to rebalance your body to better support today's face paced environment.

Contact us to find out more about our wellbeing services at:  
[info@acs-wellbeing.com](mailto:info@acs-wellbeing.com)  
or visit the following link:  
[www.acs-academy.com/wellbeing](http://www.acs-academy.com/wellbeing)

## CONTENT

- **Warm-Up & Introduction:** Learn about the impact of chronic stress on the body and mind and how energy techniques provide relief.
- **Interactive Exercises:** Experience guided practices to release anxiety and promote relaxation, including grounding movements and energy resets.
- **Takeaway Tools:** Receive a resource pack with tips and exercises to support your wellbeing after the session.



## WELLBEING IN THE WORKPLACE

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Part of successful Wellbeing implementation is knowing the people involved, which is why this course is delivered live, not recorded. In doing so we can learn about your existing knowledge, policies and experiences. It also allows us recap existing policies and procedures of your organisation.

## MENTAL HEALTH IN THE WORKPLACE-STARTING THE CONVERSATION

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This day course is capped to 10 delegates and intended for managers, team leaders or those likely to be in a position to talk to any member of staff about mental health issues. In this course we recap on the subject of our Mental Health Awareness training. Then we build on that knowledge as we set the scene within the workplace, using examples that are relevant to your organisation.

## KEY INFORMATION

- **Wellbeing in the Workplace, Mental Health in the Workplace Awareness, Stress in the Workplace and Managing Menopause in the Workplace courses can be delivered at Senior Management or Employee level, online or face-to-face**

## MENTAL HEALTH IN THE WORKPLACE-AWARENESS

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The three most common mental health issues in the workplace are Depression, Anxiety and Stress. With these as our starting points we guide attendees through spotting signs of problems forming, the language needed for healthy discussion and what we can all do to help our mental health.

## STRESS IN THE WORKPLACE

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In this training not only do we cover the definition of stress and learn how to spot its physical and behavioural signs, we explore the topic in much more depth. We cover the chemical and biological reaction to stress hormone release, how workplace activities can cause stress and even how stress can sometimes be good for us.



# MANAGING MENOPAUSE IN THE WORKPLACE

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## OVERVIEW

During the course, delegates will learn about the physical, mental, and cognitive symptoms of menopause, as well as how menopause can affect staff and teams' performance. Delegates will also gain insight into the legislation covering menopause in the workplace, and learn how to start conversations around this topic.

## CONTENT

- Background on Menopause physical, mental, and cognitive symptoms
- How can Menopause affect your staff's performance at work
- How can Menopause affect your teams' performance at work
- What legislation covers dealing with Menopause in the workplace
- How to start a conversation about menopause in the workplace
- Interactive discussions on actual workplace scenarios:
  1. how to deal with situations in the workplace;
  2. pitfalls to avoid in the workplace.



# ONLINE TRAINING COURSES



Our online courses exemplify an effective and user-friendly approach to modern education, surpassing the limitations of traditional eLearning in promoting comprehensive understanding and engagement.

ACS online learning is the perfect addition to complement and enhance your educational journey. These courses are the ultimate solution for those seeking flexibility, without compromising quality.

Whether you are looking to brush up on your basics or learn something new, our courses are designed so learning fits seamlessly into your busy schedule. Accessible around the clock, these courses empower you to learn at your own pace, anytime, anywhere.

#### These courses include:

- 26 Health & Safety Courses
- 11 Mental Health & Wellbeing Courses

Select your preferred account option [here](#).

To find out more about our online training please contact us on **0141 427 5171** or at [training@acsrisk.com](mailto:training@acsrisk.com).

[\*\*Click here to sign up for a free trial!\*\*](#)







Learning & Consultancy Ltd



## Get in Touch

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0141 427 5171



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