



Elite Training Solutions

DELIVERING SKILLS TO SAVE LIVES...

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

# E-Learning Course List



Suitable for Android, Mac and Microsoft platforms

## Health & Safety Pack



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## About our E- Learning

E-learning, is a cost effective flexible way of ensuring employees get the right training they require as and when suits, meaning that they are not tied down to specific dates or times to sit training sessions. This flexible approach means that learners log on to their unique training page and complete training at a pace to suit them and still achieve the desired results. All our courses are written by Industry Experts to give you peace of mind that training is of the highest quality majority of our courses are also RoSPA approved.



Candidates receive an online certificate on successful completion which can be downloaded and printed. Whether you are an individual, small, medium or large company we have the right course for you at the right price. Our online training platform is second to none, not only does it provide an affordable cost effective way of providing business with training support we offer recognised training qualifications at the same time.

## What is RoSPA?

The Royal Society for the prevention of accidents (RoSPA) is the UK's leading safety organisation, RoSPA's range of occupational safety training courses reflects our passion, expertise and leadership in the area. Our Patron is H.M Queen Elizabeth.

Our trainers are our biggest asset. Not only health and safety experts – they also know how to engage with delegates to get the very best results. If you think you can't afford safety training, you certainly can't afford an accident - the financial benefits alone may far exceed the initial outlay for essential safety training, while the focus on employee safety and health demonstrates your dedication to staff welfare.

## How our online training Works

- All learners are registered as a unique learner on our Learning System
- We automatically send out login details for candidates.
- Candidates log in via our website
- Learners sit the course at their own pace over a 2month period.
- Once the course is complete certification can be instantly printed or downloaded
- All qualifications once completed are stored on our database

## Support and management

- We can run reports on candidate's progress this can be sent to Managers
- Courses are set to a 2month completion time frame
- Additional course licence extensions can be purchased separately per learner
- We are always available to support our Clients queries
- Candidates are sent email reminders if they are close to the course expiry and not completed their course.

Our online training gives you the flexibility to train your staff when suits your business. Our courses are accessible 24/7 (internet connection required). Our courses are ideal for companies that want to complete training at their own pace without being tied down to specified dates or times

Contact us today for your tailor-made quote, unlike many providers we give you the flexibility to choose which courses and the number of learners per course that are suited to your business, without being tied up in costly long-term contracts. whether you are an individual, large or small company, we can accommodate you.



# Asbestos Awareness



## Introduction

The Elite Training Solutions Asbestos Awareness eLearning course helps organisations and individuals to understand the risks associated with working in locations where asbestos might be found. This includes educating people about what asbestos is, what impact it can have on health if people are exposed and what to do if an asbestos material is encountered in the workplace.

The online course will also explain the relevant legislation, focusing on The Control of Asbestos Regulations Act, as well as highlight what information an asbestos survey and register provide.



## Course Content:

The ETS Asbestos Awareness course explains what asbestos is, why it was so widely used, and the dangers of being exposed to it. The overall process of asbestos management is explained, from producing a management plan and arranging an asbestos survey, to interpreting material and priority scores and determining how to protect people.

Use of asbestos and likely locations are described and illustrated, to help workers identify tasks that they should not proceed with until they have checked with someone that asbestos will not be disturbed. Actions to be taken if a worker believes that asbestos has been disturbed are outlined, although this must be reinforced with information about local arrangements.

Although asbestos management is outlined, this course is not a substitute for a full P405 Management of Asbestos in Buildings course, although it would provide a useful preparation for a manager attending such a course.

## Course outline:

- Introduces the properties of asbestos and its effects on health
- Describes the types, uses and likely occurrence of asbestos
- Highlights how to avoid the risks from asbestos

# Alcohol & Drug Awareness



## Introduction

The Elite Training Solutions Alcohol and Drug Awareness eLearning course highlights the dangers of alcohol and drug abuse in the workplace. It outlines the responsibilities and duty of care employers have to provide a working environment that is free from the misuse of drugs and alcohol.

It also outlines the responsibilities that individual workers who are misusing drugs or alcohol have towards their employers and their colleagues. The course provides clear advice on how to manage and support employees who suffer from a drug or alcohol addiction.



## Course Content:

Substance misuse is described as the problematic use of alcohol, drugs (legal or illegal) and other substances such as solvents or New Psychoactive Substances (formerly known as legal highs).

Problematic use means the substance damages a person's mental or physical health, their relationships or their working lives. Substance misuse affects the individual and the organisation.

Those who misuse substances may find that their performance is affected, that they develop mental health problems, or they are off work more often.

A person who uses drugs or alcohol inappropriately at work, or who comes to work while under the influence of drugs or alcohol puts themselves and others' safety at risk.

The Alcohol Awareness course highlights the dangers and encourages those who may have a problem to seek help and to avoid the problem being treated as a disciplinary matter rather than as a health problem.

## Course outline:

- Highlights the dangers associated with drugs (both legal and illegal) and alcohol misuse in the workplace.
- Discusses the effects of alcohol and drug related problems
- Discusses support available for employees who suffer from misuse of drugs and alcohol



# Contractors Safety



## Introduction

The Elite Training Solutions Contractor Safety eLearning course provides contractors with the information they need to identify and minimise potential dangers that can exist within a workplace. The online course highlights the duties and responsibilities of the contractor, as well as your organisation, to ensure a healthy and safe working environment. It also outlines the code of behaviour necessary to reduce accidents in the workplace.



## Course Content:

Despite a strong focus on recent year on health and safety, there are still hundreds of accidents each year, many of which involve contractors. According to the UK Health and Safety Executive, figures for 2018/19 show 147 workers killed at work, over 69,000 employee injuries reported under RIDDOR and 4.7 million working days lost due to work-related illness and workplace injury.

The ETS Contractor Safety course provides contractors with the information they need to identify and minimise potential dangers that can exist within a workplace. The online course highlights the duties and responsibilities of the contractor, as well as your organisation, to ensure a healthy and safe working environment. It also outlines the code of behaviour necessary to reduce accidents in the workplace.

The course has been designed to cover specific areas, including the importance of effective communication between contractor, organisation, other workers and the general public; safety equipment, including what to wear; the use of any special equipment; and security and emergency procedures.

## Course overview:

- Describes your duty to minimise the risks of workplace accidents
- Discusses specific health and safety requirements and legislation
- Highlights the responsibilities of both contractor and the organisation

# Driver Training UK



## Introduction

The Elite Training Solutions UK eLearning course has been designed to highlight how driver behaviour can impact road safety, for themselves and for other drivers. The online course explains how accidents can be caused by how the driver behaves, including failing to observe rules of the road, not paying enough attention or being distracted. It details the responsibilities each driver has each time they use a public highway and covers the legal requirements within the UK for ensuring that vehicles are roadworthy.



## Course content:

The course considers how driver behaviour can lead to, or prevent accidents on the road. This includes the need to be well-rested before a journey, to refrain from alcohol, to take account of the weather, and to plan journeys to enable sufficient breaks. Driving techniques on motorways, urban and rural roads and in car parks are considered, such as the two-second rule, joining a queue, changing lanes and reversing.

The course includes some multi choice questions to assess understanding through the course, as well as the final test at the end.

## Course overview:

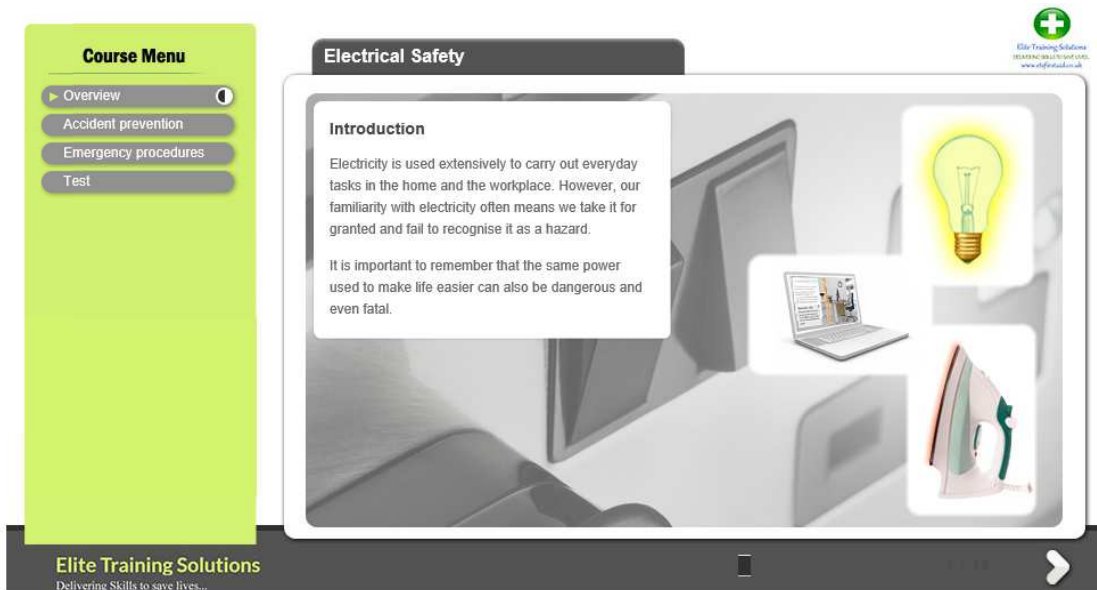
- Outlines your responsibilities to make sure that a vehicle is roadworthy and legal before starting a journey, and that you are fit to drive
- Describes your responsibilities for safe behaviours while driving
- Considers specific driving techniques and good practice

# Electrical Safety



## Introduction

The Elite Training Solutions Electrical Safety eLearning course has been designed to highlight the main dangers associated with use of electrical equipment. It explains a range of basic concepts and circuits to demonstrate how electricity travels. The online course explores common causes of electrical-related accidents – including faulty appliances and damaged or overloaded sockets, plugs and cables – and provides guidance on how to check for potential hazards and minimise the risk of accidents.



## Course content:

The Electrical Safety course covers the types of electrical accidents and injuries that may occur, such as electric shocks and electrical burns.

It discusses the common causes of electricity-related accidents, eg faulty appliances, overloaded sockets and damaged cables. Guidance is provided on what general employees with no specialist electrical training can do to keep electrical equipment maintained in a safe manner.

What to do in the event of an accident involving electricity is covered, including a high-voltage accident involving overhead power lines

## Course overview:

- Increases awareness of the potential dangers of electricity
- Discusses the common danger signs in electrical equipment and how to use appliances safely
- Provides advice on electricity-related injuries



# Environmental Awareness

## Introduction

The Elite Training Solutions Environmental Awareness eLearning course is an important first step. It introduces the key concepts and definitions to your workforce. The online course highlights how individual actions that seem small can, collectively, have a significant impact on your resource usage. Examples include the implementation of a waste hierarchy – which can lead to real savings in the resources consumed and the amount of waste produced – along with recycling cans, glass and food waste and reducing the amount of paper.



## Course content:

The effects of these largely human-made problems are becoming increasingly obvious through extreme weather events, warmer temperatures, increased water scarcity, loss of biodiversity and harm to human health. We all have a responsibility to protect our Earth.

This course focuses solely on the environmental concerns our Earth is facing using the most up-to-date information and statistics from NASA, WWF, EPA, National Geographic, and the IPCC. Information and advice on what you can do to be more resource-efficient and reduce, reuse and recycle waste can be found in our Resource Efficiency course

## Course overview:

- Considers current environmental concerns and practices
- Describes sustainable environmental practices within the workplace
- Highlights how individual practices impact the environment

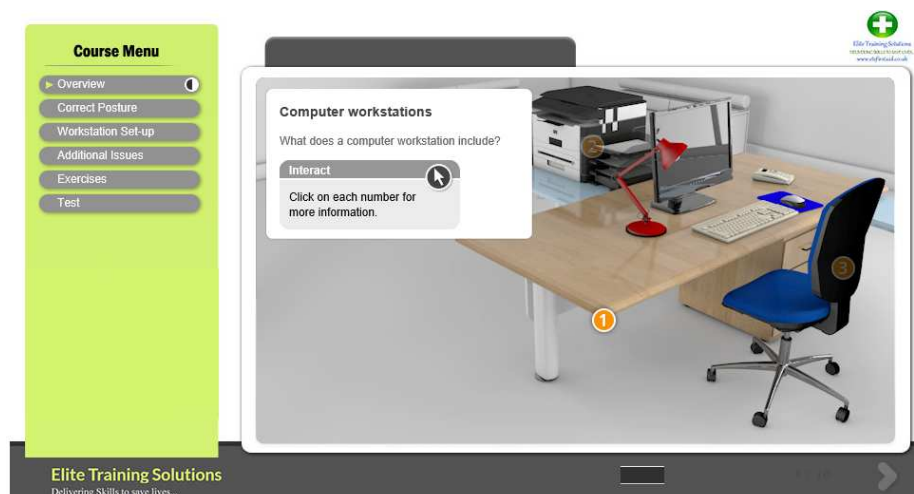
# Display Screen Equipment Training



## Introduction

The Elite Training Solutions DSE eLearning course explains how small changes and interventions in the use of a workstation, such as altering a sitting position or using the mouse and keyboard in different ways, can have significant impacts.

The online course highlights preventative action that can help users to avoid health issues, such as regular movement and stretching, changing focal point and correct usage of mobile devices such as laptops.



## Course content:

The course explains how to set-up your chair, desk, desk equipment and screen. It addresses how to achieve comfortable postures while you work and the importance of avoiding sitting or standing for too long.

Optional material covers carrying and using mobile devices, including laptops, tablets and mobile phones. Standing for work, working in vehicles, using multiple screens and touchscreens are also provided as optional sections. There is a skippable lesson suitable for expectant and new mothers, as well as those who manage women of child-bearing age.

The final lesson provides some simple stretching exercises to reduce tension and stress. These can be downloaded as a PDF for reference after the course is finished.

## Course overview:

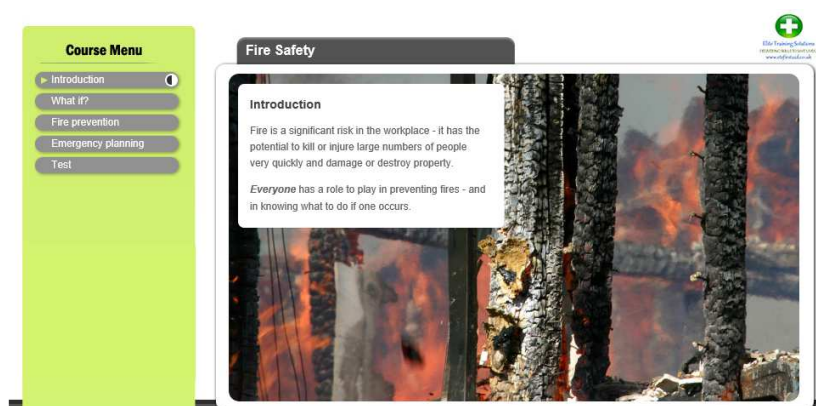
- Highlights the key issues associated with working with display screen equipment
- Discusses the importance of good posture and varying your posture
- Provides practical guidance on the safe set-up and use of computer workstations

# Fire Safety



## Introduction

The Elite Training Solutions Fire Safety eLearning course provides essential information about what to do if a fire breaks out, including how to raise the alarm, who to contact and how and where to evacuate. The online course describes the fire triangle – the chemical reaction between heat, fuel and an oxidising agent (usually oxygen) that cause fires – and explores how fires start, how they develop, and how they spread. It explains what to look out for in relation to potential fire hazards in the workplace, particularly focusing on carelessness and the misuse of electrical appliances.



## Course content:

The Fire Safety training course uses a story-telling approach in Lesson 2 to illustrate what can go wrong if people do not practice good housekeeping, and if they delay their evacuation. Learners are able to undo the mistakes made by the character in the story in order to save the day. Information is included to help learners decide if they might need a Personal Emergency Evacuation Plan (PEEP), or to provide information if they have been asked to assist a colleague or visitor with a PEEP.

The Fire Safety online training provides a brief outline of fire extinguishers that might be available in the event of a fire, but is not intended to teach learners how to use them. The emphasis of the advice is to get safely away from a fire. Emergency first aid for non-specialists is included, focusing on action that can be taken while waiting for a first aider or the emergency services.

Questions and interactive exercises, such as matching tasks, are used to prompt the user to think about how to apply the lessons learnt in the course.

## Course overview:

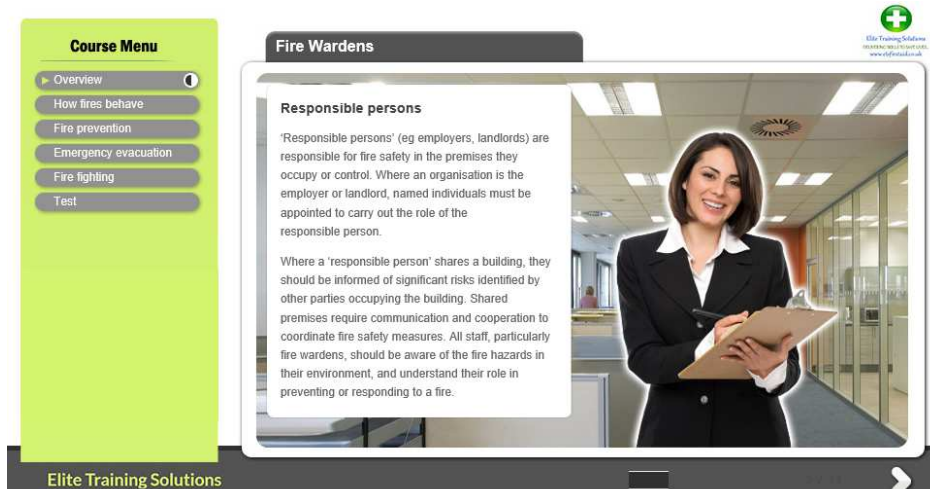
- Highlights the importance of understanding how fires start and spread
- Details the actions that should be taken on discovering a fire or on hearing a fire alarm
- Highlights the use of Personal Emergency Evacuation Plans (PEEPs)

# Fire Wardens



## Introduction

The course focuses on the duties and responsibilities that Fire Wardens will have, including the requirement to carry out effective fire risk assessments. The online course explains the key elements that should be included in a fire risk assessment: identifying fire hazards and potential risks; recognising possible sources of ignition and fuel; knowing which people are most at risk; ensuring that appropriate fire warning and detection systems are in working order; understanding evacuation routes and other means of escape; and becoming familiar with fire-fighting equipment.



## Course content:

Overall fire safety is the responsibility of employers and property owners, as specified in the Regulatory Reform (Fire Safety) Order 2005. The Order enables the responsible person to appoint competent, named people to assist in the implementation of fire safety procedures. This can include people referred to as fire wardens or fire marshals. This course uses the term “fire warden” but your administrator can edit this to the term used in your organisation.

The online Fire Warden course explains how a fire starts (using the fire triangle), how it develops, and how it can be extinguished. Questions and interactive exercises, such as matching tasks, are used to prompt the user to think about how to apply the lessons learnt in the course.

## Course overview:

- Explains how the duties and responsibilities of a Fire Warden fit into the overall process of fire safety
- Describes how fires start and spread in order to identify and act on fire hazards
- Details the actions a fire warden should take on discovering a fire



# Food Safety - Level 1



## Introduction

The course explains the importance of maintaining clean premises, equipment and work areas when working with food, as well as good personal hygiene standards. It also delivers information about correct temperatures for cooking and storing different food types. The course explores the causes and symptoms of food poisoning, relating it directly to poor practices and standards. It also identifies individuals who may be most at risk. Importantly, the course explains the difference between food poisoning and food allergies, exploring symptoms and impacts of food allergies. It provides a full allergen list and highlights the dangers of cross-contamination.



## Course content:

The Food Safety Level 1 course covers the importance of food hygiene standards and shows how poor standards can impact a food business and human health. The causes and symptoms of food poisoning are discussed and the difference between food poisoning and food allergies.

The Food Safety Level course provides a full allergen list and highlights the dangers of cross-contamination. Contamination is explained including temperature control, food delivery and stock rotation. The course explains the importance of maintaining clean premises, equipment and work areas and good personal hygiene standards.

## Course overview:

- Introduces basic food safety standards and hygiene principles
- Discusses foodborne illness, food allergens, food safety law and who enforces it
- Details the responsibilities of food businesses and food handlers



# Food Safety - Level 2



## Introduction

This course follows the CIEH syllabus, level 2 and is aimed at food handlers who work in the retail sector. This course has been through a thorough approval process with the Chartered Institute of Environmental Health, although is no longer endorsed by the CIEH. The course explores the causes and symptoms of food poisoning, relating it directly to poor practices and standards. It also identifies individuals who may be most at risk. Importantly, the course explains the difference between food poisoning and food allergies, exploring symptoms and impacts of food allergies. It provides a full allergen list and highlights the dangers of cross-contamination.



## Course content:

The Food Safety Level 2 course covers the importance of food hygiene standards and shows how poor standards can impact a food business and human health. The causes and symptoms of food poisoning are discussed and the difference between food poisoning and food allergies.

The Food Safety Level course provides a full allergen list and highlights the dangers of cross-contamination. Contamination is explained including temperature control, food delivery and stock rotation. The course explains the importance of maintaining clean premises, equipment and work areas and good personal hygiene standards.

## Course overview:

- Introduces basic food safety standards and hygiene principles
- Discusses foodborne illness, food allergens, food safety law and who enforces it
- Details the responsibilities of food businesses and food handlers

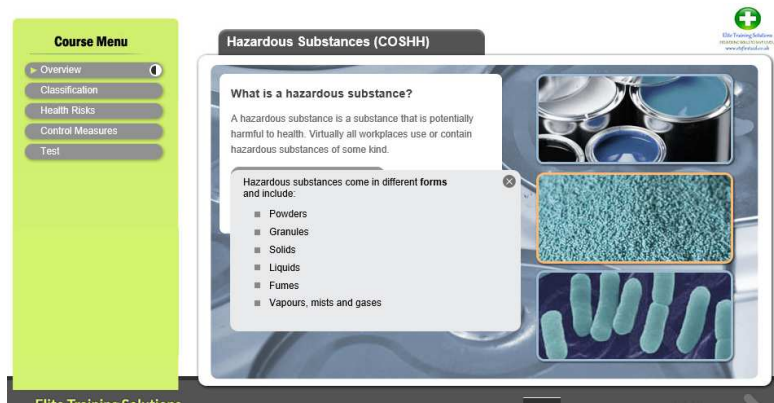
# Hazardous Substances COSHH



## Introduction

The Elite Training Solutions Hazardous Substances (COSHH) eLearning course highlights the key responsibilities that employers and their workforce have in relation to hazardous substances.

The online course explains what hazardous substances are, explores substance classification and hazard classification symbols, both old and new, along with the importance of labelling and safety data sheets.



## Course content:

The COSHH online training includes a lesson on how to interpret information provided with hazardous substances (for example, labelling on bottles, or statements on safety data sheets), and must be supplemented with local information about the specific substances to which employees might be exposed.

Lesson 3 explains the ways in which hazardous substances can enter the body, and describes three common health conditions that can develop as a result (dermatitis, asthma and cancer).

The final lesson of this online COSHH training describes some of the control measures that might be in place to manage hazardous substances, following the hierarchy of control. The emphasis is that hazards should first be eliminated, with personal protective equipment (PPE) a last resort where the residual risk cannot be reduced sufficiently. This information will help the learner to interpret and apply locally produced risk assessments in relation to hazardous substances.

## Course overview:

- Highlights the importance of understanding that hazardous substances
- Describes how to recognise the type of immediate and long-term harm that a hazardous substance might cause
- Details what to do to identify and control risks.

# Health and Safety Induction



## Introduction

The Elite Training Solutions Health and Safety Induction eLearning course outlines the specific duties and actions needed to keep the workplace safe and healthy, highlighting the different roles and responsibilities of the employer, employees and different parts of the supply chain. The online course explains the relevant legislation and the powers that the Health and Safety Executive have to enforce it. A core part of the course emphasises the importance of an organisation's Health and Safety Policy, outlining the information that should be contained in the Policy, and an associated risk assessment and management procedure.



## Course content:

This Health and Safety Induction course covers typical workplace hazards, such as manual handling, stress, hazardous substances and falls from height. The course looks at what to do if an accident or incident occurs, or if they experience any signs of ill-health. A case-study illustrates the importance of reporting accidents and near misses.

This course does not attempt to teach staff to carry out risk assessments, but it explains how they can contribute to, and make use of the findings of risk assessments. In particular, examples show how understanding a risk assessment can help you to work more safely.

The course includes story-based scenarios and active learning opportunities. It also emphasises the importance of health (for example work-related ill-health reporting, stress, asbestos awareness) as well as safety. The course reminds learners to find out specific information about the organisation they are working for.

## Course overview:

- Details both employee and employer health and safety responsibilities
- Provides employees with basic health and safety information
- Explains the causes of accidents and the importance of reporting accidents

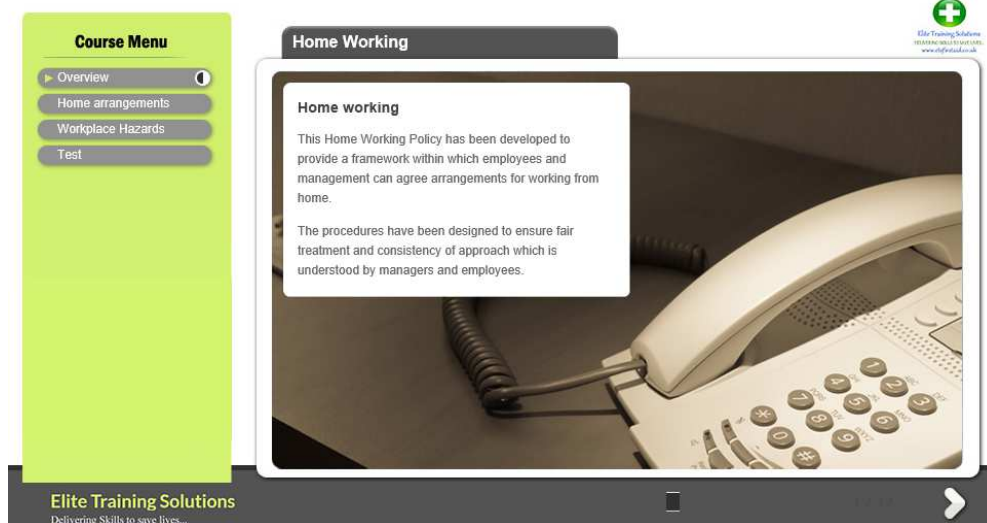
# Home Working



## Introduction

The Elite Training Solutions Home Working eLearning course has been designed to help both employers and their workers to understand what is required of them in a home working situation.

The course explains different categories of home working, who might be eligible and specific conditions that relate to home working, including insurance requirements, the supply of equipment and ensuring the security of data, particularly any data that includes personal information.



## Course content:

The course explains how homeworking might affect tax and insurance expenses. It also describes what, if any, costs an employer will cover.

It outlines that homeworkers are prone to particular stressors and problems of social isolation and describes ways in which the employer and employee can manage these issues.

The course describes how to set up and maintain a safe homeworking environment. It outlines the importance of carrying out a risk assessment and how to manage health and safety considerations like display screen equipment, electrical safety and fire safety.

## Course overview:

- Describes what homeworking is and the advantages and disadvantages of it
- Outlines the various contract, policy and expense implications of homeworking
- Covers the health and safety requirements homeworkers and their employers must comply with



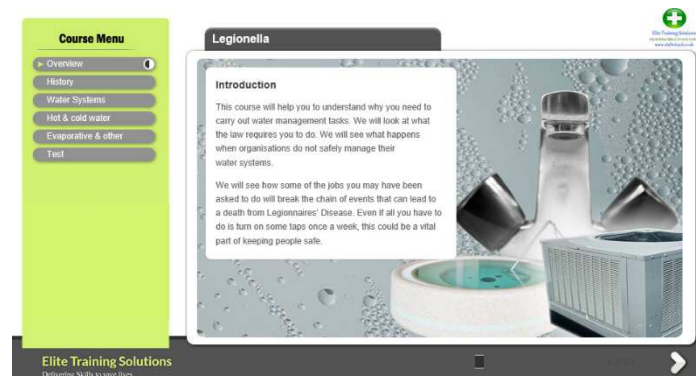
# Legionella



## Introduction

The Elite Training Solutions Legionella eLearning course has been designed for employees who carry out water management tasks, as part of an organisation's water management system.

The online course describes the common symptoms of legionella-related diseases, which can be anything from very mild flu-like symptoms to full-blown pneumonia-like symptoms, including coughing, muscle pains, fever, headaches and shortness of breath. It also describes how to identify conditions where the legionella bacteria might thrive, in the context of an effective water management system.



## Course content:

L8 is clear that all employees involved in work that might expose an employee or other person to legionella must be provided with the “information, instruction and training on the significant findings of the risk assessment and the appropriate precautions and actions they need to take to safeguard themselves and others.” This Legionella training provides the generic elements of this, but the specific details of each organisation's risk assessment and control scheme must be covered in addition to this course.

This online Legionella Awareness training explains what legionella is, how legionella bacteria grow, and how exposure to harmful levels of the bacteria can be prevented. Information is provided on symptoms to watch for and to report. Within the course, learners will see how any of the jobs they have been asked to do play a part in breaking the chain of events that can lead to a death from Legionnaires' Disease.

Case studies are used to explain the consequences of failing to carry out appointed water management tasks, and to highlight the lessons learnt, such as the 4 Cs of water management: Control, Co-operation, Communication, Competence

## Course overview:

- Describes how to identify the conditions that could result in people being exposed to legionella
- Details how to carry out some basic water management tasks
- Describes how to recognise early symptoms of Legionella

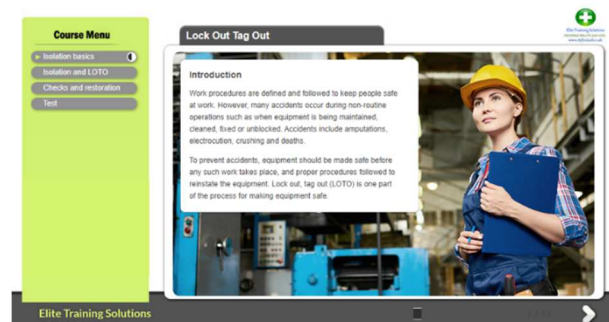


# Lock Out Tag Out Online Training

## Introduction

The ETS Lock Out Tag Out Online Training Course is designed to help users understand what Lock Out Tag Out is, the steps behind the isolation process, and why it's an important part of workplace health and safety procedure.

Lock Out Tag Out (LOTO) is a health and safety procedure that temporarily disables access to a control panel or piece of heavy machinery in order to prevent unauthorised or unscheduled use by other operators. The main aim of the practice is to safeguard employees from preventable accidents and fatalities and is a standard operating procedure across heavy-duty industries such as manufacturing, construction and agriculture.



## Course content:

The lock out tag out course explains a five-step process, from planning to trying out, before work is carried out. It also summarises the steps to be taken after work has finished but before restoring power. As well as more obvious electrical hazards, the course explains that there are other energy sources that might need to be protected against, including hydraulic pressure, gas and moving parts. It uses cases studies based on real accidents to illustrate the importance of applying controls and to engage the learner.

It is not the aim of this course to explain particular shutdown sequences or lock out tag out steps for specific equipment. Although the course illustrates examples of how energy sources can be locked out, it is the responsibility of the employer to carry out specific risk assessments, to have tailored procedures in place and to train employees to use specific equipment.

Where lock out tag out is a significant element of an individual's job role, it is recommended that this course is used as part of a blended learning approach, for example as preparation for a skills-based practical course or as a refresher of the key points.

## Course overview:

- Explains isolation processes for powered equipment, including lock out, tag out procedures
- Describes what can go wrong without a successful isolation process
- Summarises other steps required before starting work on powered equipment

# Lone Working



## Introduction

The Elite Training Solutions Lone Working eLearning course has been designed to familiarise lone workers with their duties under the Health and Safety at Work Act 1974 and to equip lone workers with the information and understanding they need to reduce the risks of working alone.

The course has been designed to enable employers who have identified situations where people work alone, whether in the office or remotely, to provide training and information on the potential hazards and risks they may face and how to determine and implement appropriate controls.



## Course content:

All workers are exposed to some risk (eg accidents, illnesses or violent situations), but the potential for harm is greater for lone workers because they won't receive immediate assistance from colleagues or the emergency services.

In the ETS Lone Working course, lone workers will learn about their own and their employer's responsibilities towards health and safety. The course highlights what dangers lone workers might face and what they can do to keep themselves safe as well as other people affected by their work. This is relevant to lone workers whether they work

In an office separated from others

In a remote or isolated location

At home, or Away from base

By understanding what risks lone workers might face, they can help prevent accidents and avoid possible emergency situations.

## Course overview:

- Outlines what lone working is and the associated health and safety risks
- Explains the responsibilities of the lone worker and the employer for lone worker safety
- Describes safety practices and procedures when a lone worker is travelling, working at a fixed-site, homeworking, or visiting a home or commercial site

# Managing Health & Safety



## Introduction

The Elite Training Solutions Managing Health and Safety eLearning course has been designed for managers and highlights their responsibilities in managing the health and safety of their staff. The online course explains the legal requirements, as defined in the Health and Safety at Work Act 1974 and other legislation, as well as the importance of a robust Health and Safety Policy. The eLearning course also demonstrates the importance of carrying out regular risk assessments, to identify potential hazards, and the need for controlling and managing risks.



## Course content:

Health and safety should be a core business function discussed at highest levels in organisation and given equal priority along with functions such as finance, sales, recruitment or quality control.

The ETS Managing Health and Safety course has been designed for managers and highlights their responsibilities in managing the health and safety of their staff. The online course explains the legal requirements, as defined in the Health and Safety at Work Act 1974 and other legislation, as well as the importance of a robust Health and Safety Policy.

## Course overview:

- Outlines the legal framework for managing health and safety in the workplace
- Discusses the importance of health and safety in the workplace
- Highlights a manager's responsibilities in managing the health and safety of employees

# Manual Handling



## Introduction

The Elite Training Solutions Manual Handling eLearning course explains when manual handling tasks can occur, explores appropriate ways to handle and move objects and highlights core techniques to reduce the risks of injury. The course has been designed to be useful in different work environments, including offices, factories, warehouses and shops. The eLearning module highlights the importance of assessing every manual task and the potential impacts that might be involved. Using the TILE principle, the course advises on how to consider each task, the individual's capabilities, the nature of the load and the working environment in order to minimise risks.



## Course content:

The online Manual Handling course explains how to use “TILE” (Task, Individual, Load, Environment) to assess the risks of a handling task, and to plan the work to reduce the risk. The principles of good lifting technique are covered, with illustrations to show examples of good practice.

Typical problems with lifting are explained, to help students avoid these problems (for example, handling slippery loads, twisting at the same time as lifting or lowering). Examples of specific types of lift (team lifts, lifting into a car boot, lifting while seated, two-stage lift) are included.

While the test provides evidence of understanding the information provided in the course, it is recommended that where a job role includes significant elements of manual handling, understanding is assessed by a competent person observing the individual carrying out handling in the workplace

## Course overview:

- Describes how to recognise when a manual handling task could cause harm.
- Details what to do to avoid being harmed when moving items at work.
- Discusses how to apply an understanding of manual handling risks in different situations.

# Noise at Work



## Introduction

The Elite Training Solutions Noise at Work eLearning course has been designed to make a significant contribution to this obligation to provide information and training. The course describes what sound is, how it is measured, how the human ear works and the types of damage that certain levels of sound can have over different periods of time. The course demonstrates how workers can identify the source of noise that could be potentially damaging and explores a range of cost effective solutions that can be used to reduce noise exposure.



## Course content:

The hierarchy of noise controls is explained, with an emphasis on eliminating sources of noise, reducing noise at source, and minimising time spent exposed to noise. Where hearing protection is needed to manage the residual risk, the Noise at Work training outlines how to select and wear hearing protection, although this is not a substitute for manufacturers' information on products, or for a face-to-face demonstration and assessment of correct use of hearing protection.

If hearing protection is needed, selection of hearing protection should take account of information from manufacturers as well as the content of this course. Where hearing protection is worn a face-to-face demonstration should be given by a competent person, and users should be given feedback to assess if they understand how to use it correctly.

## Course overview:

- Details how to recognise harmful exposure to noise
- Discusses the importance of reducing noise exposure at source
- Discusses how to select and wear hearing protection

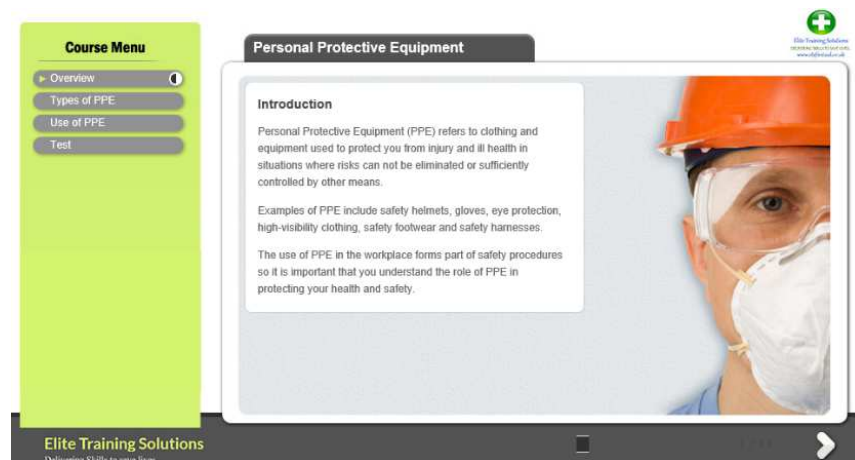


# Personal Protective Equipment



## Introduction

The Elite Training Solutions Personal Protective Equipment (PPE) eLearning course explains the responsibilities of employers in the provision, maintenance and storage of PPE to keep their employees safe in the workplace. It also highlights the responsibilities of the workforce to use PPE consistently and safely. The online course demonstrates different types of PPE, and how and when to use them. It examines the differences between a hazard – something with the potential to cause harm – and a risk, which combines the likelihood of harm occurring with the extent of that harm.



## Course content:

The PPE training explains different types of PPE, and how and when to use them. Common workplace signs used to indicate PPE must be worn are illustrated and recognition of those signs is tested within the course. The benefits and limitations of PPE are discussed.

The responsibilities of employers to select, maintain and replace PPE are covered, along with the users' responsibilities to follow instructions and training on usage, storage and care of PPE.

Questions and interactive exercises, such as matching tasks, are used to prompt the user to think about how to apply the lessons learnt in the course

## Course overview:

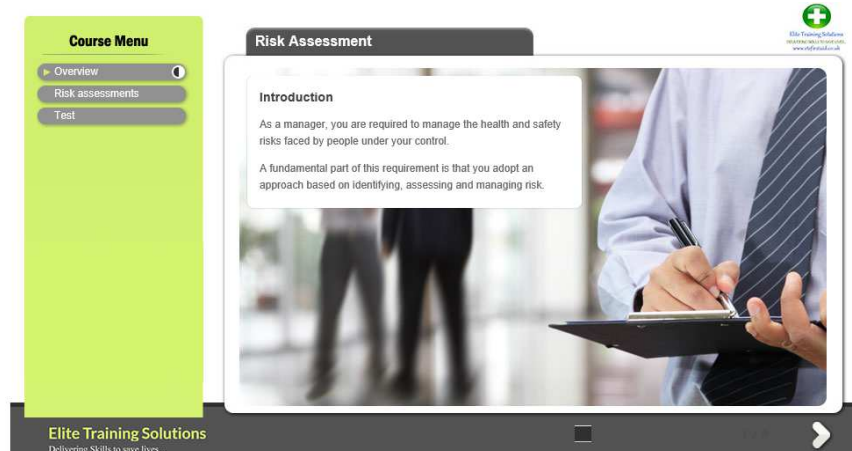
- Considers where Personal Protective Equipment (PPE) fits in the hierarchy of risk controls
- Outlines how responsibilities for providing and using PPE are shared between employers and employees
- Explains how to use, maintain and store PPE to maintain its effectiveness

# Risk Assessment



## Introduction

The Elite Training Solutions Risk Assessment eLearning course has been designed to introduce managers to the concept and importance of carrying out effective risk assessments, and their responsibilities to ensure that risks are appropriately managed. The course explains the difference between hazards and risks and demonstrates how to assess the likelihood and impact of a range of different risks. The online course also highlights the role of recording risks, and of keeping those records up to date. When incidents do occur, investigating authorities are entitled to demand to see risk assessments, procedures and controls alongside the incident report.



## Course content:

The first step is therefore expanded to include defining the scope of a risk assessment, as without this valuable step many risk assessments are misapplied or misunderstood by their end users. In line with the advice in RR151, this Risk Assessment online training encourages the person managing the risk assessment to involve a team, including employees with practical knowledge of the activity or process being assessed. In step 2, advice is given on how to produce consistent risk judgements across the organisation by using agreed definitions for “low”, “medium” and “high” ratings of severity and likelihood.

The online Risk Assessment course explains how to select the most cost-effective and powerful risk controls, and provides advice on determining how often risk assessments should be reviewed.

## Course overview:

- Introduces the difference between a hazard and a risk
- Details the steps in carrying out a risk assessment
- Discusses how to identify and prioritise hazards

# Safeguarding

## Introduction

The Elite Training Solutions Safeguarding eLearning course explains what safeguarding means. It explores how your employees can safeguard children and vulnerable adults from abuse and neglect, this course highlights what to do if there are concerns raised. The course highlights core information about the safeguarding process, exploring the range of problems that children and vulnerable adults might face and explaining what actions should be taken if concerns are identified. It looks at the different categories of abuse – physical, sexual, emotional and neglect – that could lead to concern, the kinds of situations where abuse could occur and who the abusers might be.



## Course content:

The course describes the different types of abuse—physical abuse, sexual abuse, emotional abuse and neglect—and what signs and symptoms to look out for.

The course provides a wide range of scenarios to give a clearer picture of what these forms of abuse might look like.

Identifying the signs and symptoms of abuse is critical in order to protect children's health and development and overall wellbeing.

The course gives advice on how to respond if abuse is suspected or if you are told about abuse.

Anyone who works with or around children or vulnerable adults is a part of the safeguarding process and has an obligation to report abuse and share information with other organisations and agencies to safeguard children.

Professionals working with children might also find themselves in a situation where an allegation is made against them. They will learn about allegation criteria, what happens after a claim has been made and what type of conduct is appropriate when working with children.

## Course overview:

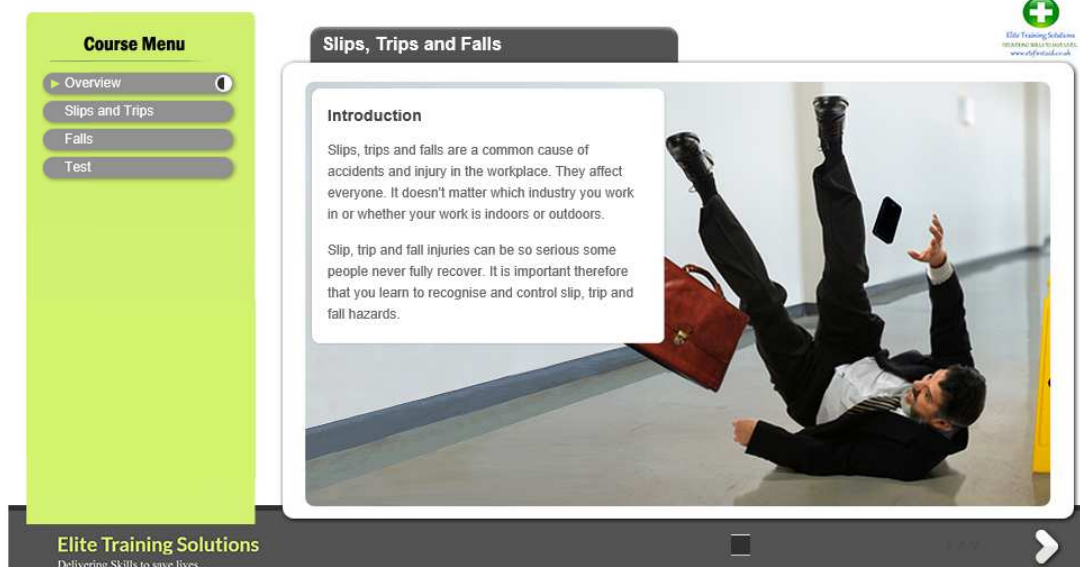
- Explains what safeguarding is and the part everyone plays in protecting children & adults
- Discusses the different types of abuse and the signs that abuse or neglect might be occurring
- Outlines appropriate ways to respond to a disclosure of abuse

# Slips, Trips and Falls



## Introduction

The Elite Training Solutions Slips, Trips, and Falls eLearning course explains what could be considered as workplace hazards, and examines how slips, trips and falls occur in different work environments. The course identifies the importance of risk identification, accident prevention and good housekeeping procedures. The course also highlights the responsibilities of each employee to protect themselves and others, by following the relevant procedures.



## Course content:

The Slips and Trips training covers the importance of housekeeping and cleaning in preventing hazards, and the role of appropriate footwear in environments where it is difficult to maintain a slip-free surface at all times.

In relation to falls, the course provides information on the use of steps and step-ladders, with the emphasis on avoiding work at height first, and secondly on using an appropriate means of access where it cannot be avoided.

## Course overview:

- Describes how to identify slip, trip and fall hazards
- Details what to do to avoid creating slip, trip and fall hazards
- Highlights your obligations under equality legislation
- Describes how to reduce the risk from slip, trip and fall hazard

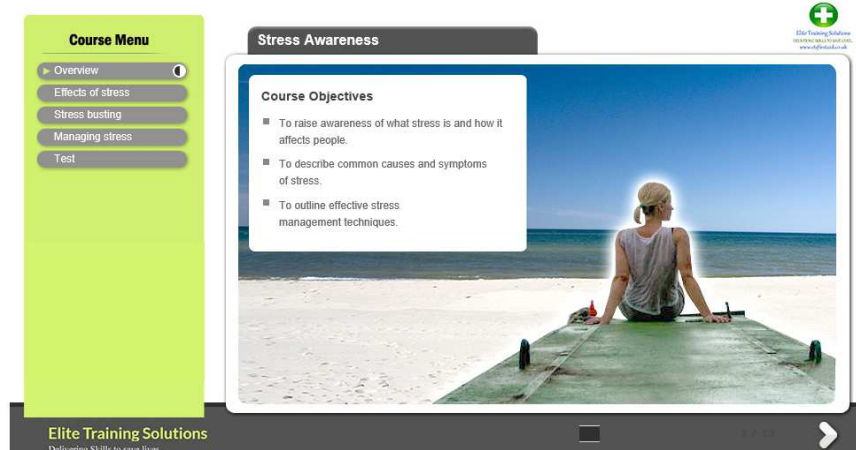
# Stress Awareness



## Introduction

The Elite Training Solutions Stress Awareness eLearning course has been developed as a way to help your employees better manage their levels of stress. The course provides clear definitions of key terms, like pressure and stress, and explores the differences between mild, acute and chronic stress.

The online course highlights the most common causes of stress, emphasising that what one person finds stressful, another may not. It looks at different reactions individuals can have when faced with a stressful situation, exploring the combination of physical, emotional, cognitive and behavioural responses that can be involved.



## Course content:

Stress can be caused by and affect all aspects of our lives and no one is immune. If we allow stress to become a negative influence, it can have a severe impact. HSE statistics show that nearly 10 million working days were lost in the UK because of work-related stress, at a cost of nearly £5.5 billion to the UK economy.

To ensure the wellbeing of your employees, it is essential to understand and recognise common causes of stress. Work-related stress can develop when an employee is unable to cope with the pressures being placed on them at work.

This might be down to an excessive workload, lack of flexibility, a lack of support or feeling uncomfortable in the workplace. The online course explains four models commonly used in analysing work-related stress.

The course also demonstrates practical tips and techniques to help relieve and manage stress, from reducing the build-up of stress on a day to day basis to finding new ways to relax and provides information about where to find advice and support.

## Course overview:

- Defines what stress is and the effects it has on an individual's mind and body
- Explains stress relief techniques and stress management tools
- Introduces four models used to analyse and assess work-related stress

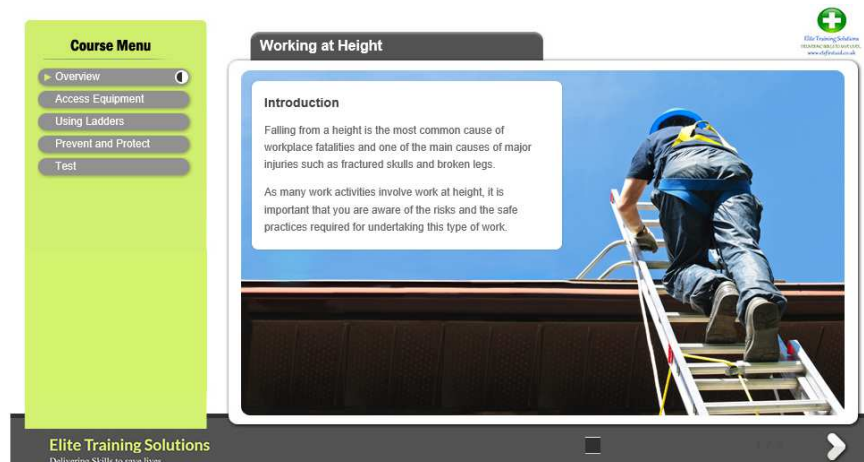


# Working at Height



## Introduction

The Elite Training Solutions Working from Heights eLearning course has been designed to inform any employees who might be engaged with working at height about the potential risks involved. Using illustrative examples, it explains what working at height means and the protective measures to implement. The online course highlights potential risks to raise the awareness of your employees, particularly exploring the risks associated with low level working at heights.



## Course content:

For many workers, the aim is to avoid working at height, for example through how the workplace is organised. Where access to heights is essential, the Working at Heights online course provides advice on selecting, inspecting and using access equipment safely. Harm from falling objects to those below is also considered.

The course is intended as an introduction to safe working at heights, or as a refresher for people who have attended other courses. It is particularly suitable for staff whose main job does not involve working at height, but who might come across situations where they need to access something out of reach from the floor. It can also be used as part of a blended learning approach for people who are working at height, under the supervision of a specialist, where the work has been planned by someone with a more detailed knowledge of the hazards (for example, working on fragile roofs).

## Course overview:

- Details how to identify work at height hazards
- Describes when to avoid working at height
- Describes how to reduce the risk from working at height