



Courses 2018

## Welcome to our latest eBrochure.



Inside you will find that our range of NEBOSH, IOSH, and IEMA courses are all present as well as a selection of our popular safety passports and short courses. As well as our hugely successful classroom based training we now also offer a huge range of eLearning subjects, designed to complement our current training portfolio and make your training more cost effective.

We've been providing health, safety, environmental and plant training at our venues in Southam, Bromsgrove and Birmingham since 1984. Our dedicated training centres are in Central England at the heart of the West Midlands motorway network (M6, M5, M1, M42 and M40) and provide a convenient location for our public courses.

May I take this opportunity to thank all our clients past, present and future for your continued support which has enabled us to become one of the UK's leading Health, Safety and Environmental Training and Consultancy partners – *Craig Gibbs* Managing Director

Click the link on each page to request more information or visit our website to view courses or book online. Remember to book early as some courses fill up quickly.

***Any of the following courses can be delivered on your premises, and can be made bespoke by including your company processes and procedures.***

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All accreditation / passport fees listed may be subject to change

# The National Examination Board in Occupational Safety and Health

NEBOSH qualifications are recognised and respected by employers in all sectors of the economy and provide the benchmark standard against which others are compared in the UK and internationally.

## NEBOSH National General Certificate in Occupational Health and Safety

**Ten Day Block or Day Release Course £1345 (plus £110 NEBOSH fees) + VAT**

This popular Certificate is for those who have responsibilities for health and safety and require an accredited measure of capability in this field. If you are a manager, health and safety advisor in a low risk environment, or if you are just starting out on a career in safety this course will provide a solid foundation on which to build your knowledge.

Delegates successfully completing this programme who can demonstrate suitable experience in a health and safety role will be eligible to apply to IOSH for Tech IOSH membership.

NGC1 and GC2 written examinations will be held on the final day of the course.

The GC3 practical examination needs to be completed in the candidates' own workplace.



**nebosh**

Accredited centre

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Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

# NEBOSH National General Certificate

Block Courses @Southam or Bromsgrove



Southam		Bromsgrove	
Week One	Week Two	Week One	Week Two
22 – 26 January	29 Jan – 02 Feb	19 – 23 February	12 – 16 March
09 – 13 April	16 – 20 April	04 – 08 June	25 – 29 June
10 – 14 September	17 – 21 September	15 – 19 October	12 – 16 November
19 – 23 November	26 – 30 November		

## Day Release @ Bromsgrove

Course delivered every Monday:-

Starting on 08 January with exams on 16 March

Starting on 10 September with exams on 16 November.

All NEBOSH courses will require an element of private study.

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

# NEBOSH National Diploma in Occupational Health and Safety



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This is a unitised six-week programme accredited by NEBOSH  
There is a formal 3 hour exam for each Unit and an assignment (Unit D).

Candidates have a period of 5 years to gain the award after initial enrolment with NEBOSH and can start the National Diploma at Week 1 of any Unit (A, B or C).  
The National Diploma will give entry to IOSH at the membership grade of Grad IOSH

<b>Block release @ Southam or Bromsgrove</b>	
Unit A Managing Health & Safety	£1695 plus £82 NEBOSH fees per unit Registration fee £60
Unit B Hazardous Agents in the Workplace	
Unit C Workplace and Work Equipment	
Unit D Guidance (2 submissions)	£280 + £82 + VAT
Complete Diploma special offer	£4950 + £388 fees + VAT

Revision Day per Unit	£175 + VAT
Revision for all 3 Units (3 days)	£480 + VAT

Unit D Workshop Day	£175 + VAT
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Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

## NEBOSH National Diploma Dates

<b>Unit A</b>	<b>Southam</b>	<b>Bromsgrove</b>
Week One	05 – 09 March	03 – 07 September
Week Two	14 – 18 May	08 – 12 October

<b>Unit B</b>	<b>Southam</b>	<b>Bromsgrove</b>
Week One	17 – 21 September	19 – 23 March
Week Two	15 – 19 October	23 – 27 April

<b>Unit C</b>	<b>Southam</b>	<b>Bromsgrove</b>
Week One	12 – 16 November	14 – 18 May
Week Two	10 – 14 December	25 - 29 June

	<b>Revision Days</b>	<b>Exam Days</b>
<b>Unit A</b>	08 January	16 January
	10 July	17 July
<b>Unit B</b>	09 January	17 January
	11 July	18 July
<b>Unit C</b>	10 January	18 January
	12 July	19 July

<b>Unit D Workshops</b>	21 June	06 December
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# NEBOSH National Certificate in Construction

*Ten Day Block Release Course, with some private study*

**£1345 (plus £66 NEBOSH fees) + VAT**



**nebosh**

Accredited centre  
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The NEBOSH Certificate in Construction Health and Safety is a ten day endorsement for those who have gained the National General Certificate within the past 5 years.

The programme covers: the main legal requirements relating to health and safety in UK construction work, identification and control of construction workplace hazards, and the practical application of this knowledge.

The written examination (NCC1) completes the two weeks of study and will be held on the final day of the course. Candidates will need to find a suitable site for the practical assessment (NCC2) - a safety inspection of a construction workplace

<b>Bromsgrove</b>			
<b>Week One</b>	<b>Week Two</b>	<b>Week One</b>	<b>Week Two</b>
12 – 16 March	19 – 23 March	12 – 16 November	19 – 23 November

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

# NEBOSH National Certificate in Fire Safety and Risk Management

*Five Day Block Release Course, with some private study*

**£750 (plus £66 NEBOSH fees) + VAT**



**nebosh**

Accredited centre

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The NEBOSH National Certificate in Fire Safety and Risk Management is a five-day endorsement for those who have gained the National General Certificate within the past 5 years.

It covers: legal requirements, principles of fire and explosion, causes and prevention of fires, fire protection in buildings and ensuring the safety of people in the event of a fire.

The written examination (FC1) completes the week of study and will be held on the final day of the course. A practical assessment (FC2) needs to be completed in the candidates' own workplace.

<b>Southam</b>	<b>Bromsgrove</b>
24 – 28 September	14 – 18 May

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

# Site Management Safety Training Scheme (SMSTS)



*Five Day Block Release Course, with some private study*

**£545 (includes CITB fees) + VAT**

This is a five-day course which provides project managers, site managers and supervisors, business proprietors and client-based personnel with the knowledge and skills to enable them to ensure healthy and safe conditions for construction site employees

This is a highly interactive course delivered by means of case studies, classroom discussion, group work and individual/group presentations. You will be continuously assessed and required to successfully complete a multiple-choice test. Upon successfully completing the course you will be awarded a CITB Site Safety Plus certificate.

This qualification can be renewed every five years by attending the SMSTS Refresher course.

<b>Southam</b>	<b>Bromsgrove</b>
29 October – 02 November	23 – 27 April

CITB impose a minimum of 6 delegates per course

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

# Site Management Safety Training Scheme (SMSTS) Refresher



*Two Day Block Release Course, with some private study*

**£355 (includes CITB fees) + VAT**

This two-day course aims to refresh your understanding of your key responsibilities and accountability for site safety, health, welfare and the environment, enabling you to provide healthy and safe working conditions for everyone on site.

Delegates must hold a valid SMSTS certificate, which has been gained within the last five years.

<b>Southam</b>	<b>Bromsgrove</b>
23 – 24 May	23 – 24 October

CITB impose a minimum of 6 delegates per course

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

# Site Supervisor Safety Training Scheme (SSSTS)

*Two Day Block Release Course, with some private study*



**£275 (includes CITB fees) + VAT**

This two-day course introduces Site Supervisors to their legal responsibilities regarding health, safety, welfare and environmental issues

This is a highly interactive course delivered by means of case studies, classroom discussion, group work and individual/group presentations. You will be continuously assessed and required to successfully complete a multiple-choice test. Upon successfully completing the course you will be awarded a CITB Site Safety Plus certificate.

This qualification can be renewed every five years by attending the SSSTS Refresher course.

<b>Southam</b>	<b>Southam</b>
21 – 22 May	25 – 26 October

CITB impose a minimum of 6 delegates per course

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

# Site Supervisor Safety Training Scheme (SSSTS) Refresher

*One Day Course*



**£190 (includes CITB fees) + VAT**

This one-day course will reinforce and update your knowledge and understanding of your legal responsibilities regarding health, safety, welfare and environmental issues.

Candidates must take an SSSTS Refresher course before their existing certificate expires, otherwise the full SSSTS course will have to be taken again. There is no longer a grace period available.

<b>Southam</b>	<b>Bromsgrove</b>
25 May	22 October

CITB impose a minimum of 6 delegates per course

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

# CITB Health & Safety Awareness

*One Day Course*



**£157 (includes CITB fees) + VAT**

This course is for those who have entered, or are about to enter, the construction and civil engineering industry as a member of the workforce, to help them understand the potential hazards that they face at work on site.

It provides a practical summary of health and safety, welfare and environmental issues identifying individual responsibilities for looking after themselves and others, what the employer's duties are and what should be done if they think anyone's health and safety is being put at risk.

This course is also an alternative route to the QCF Level 1 Award in Health and Safety in a Construction Environment for the CSCS Labourer Card.

Southam		Bromsgrove	
01 June	03 December	26 March	07 September

CITB impose a minimum of 6 delegates per course

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

# Institution of Occupational Safety and Health



IOSH is the Chartered body for health and safety professionals. With more than 39,000 individual members, it is the biggest professional health and safety organisation in the world. The following courses have been accredited by IOSH for delivery using our own KeyOstas training notes and presentation materials.

## IOSH Managing Safely

**Three Day Course      £595 (plus £20 IOSH fees) + VAT**

Managing Safely provides delegates with an understanding of health and safety requirements relating to their work activities.

It highlights organisational and human influences on safety at work and focuses on a range of risk control measures essential to company activities. It will help to develop an approach to safe working, using tried and tested health and safety management systems such as HSG65.

<b>Southam – one day per week</b>	<b>Bromsgrove – three day block</b>
09, 16 & 23 February	22 – 24 January
02, 09 & 16 July	18 – 20 June
	03 – 05 October

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

# IOSH Managing Safely Refresher



**One Day Course                    £165 (plus £20 IOSH fees) + VAT**

An update and refresher programme for Managing Safely certificate holders with current information on health and safety issues in the workplace and recent changes to key pieces of legislation. This course is open to anyone, but IOSH certificates are only available to delegates who have completed the full course within the last 3 years.

Bromsgrove			
26 January	26 March	06 April	17 September

# IOSH Working Safely

**One Day Course                    £165 (plus £20 IOSH fees) + VAT**

This course is designed to ensure that employees' actions contribute to health and safety in the workplace and that they understand their individual responsibilities. Attendees will learn to define the terms hazard, risk and risk controls and understand the need to work safely and not to put others at risk through their own actions in the workplace.

Southam		Bromsgrove	
26 February	03 September	04 May	14 December

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

# IOSH Safety for Executives and Directors



**One Day Course      £165 (plus £20 IOSH fees) + VAT**

This one day presentation is designed to provide an understanding of the moral, legal and business case for proactive safety, health and risk management, and of strategic safety and health management and its integration into holistic business management systems and procedures.

<b>Southam</b>		<b>Bromsgrove</b>	
22 February	16 August	24 May	22 November

# IOSH Working with Environmental Responsibilities

**One Day Course      £165 (plus £20 IOSH fees) + VAT**

This one day course is aimed at raising awareness of the way that your business activities could be damaging the environment, and giving you a start on the process of reducing that damage and possibly saving or earning yourself money as a result.

<b>Southam</b>	<b>Bromsgrove</b>
23 March	22 October

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

# Institute of Environmental Management and Assessment (IEMA)



The Institute of Environmental Management and Assessment (IEMA) is a recognised specialist authority in the field of the environment.

## IEMA Foundation Certificate in Environmental Management

**5 Day Course, with some private study (Foundation Level)**

**£880 (plus £196 for 1st year IEMA Membership and Exam / Certification fees) + VAT**

This course will provide learners with a foundation of environmental and sustainability knowledge to build on. Covering a wide range of environmental, sustainability and governance principles, this course will give learners an understanding of the breadth of the sustainability agenda, and the management tools and skills that they will need when working within this area. Ideal for those learners who are starting out in environmental management, and want a solid foundation of environment and sustainability knowledge to build on.

Successful completion of the course leads to Associate membership of IEMA.

<b>Bromsgrove</b>	
12 – 16 March	01 – 05 October

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

# IEMA Practitioner Certificate in Environmental Management



**15 Day Course, with some private study (Practitioner Level)**

**£2590 (plus £196 for 1st year IEMA Membership and Exam / Certification fees) + VAT**

This course will give learners detailed knowledge of environment and sustainability, and the ability to apply environmental management/assessment tools and skills that are needed to be an effective environment/sustainability practitioner. The course is ideal for those learners who are working within environmental management and require detailed knowledge of environmental/sustainable principles, management tools and skills to effectively deliver positive change.

Upon successful completion learners can gain Practitioner membership of IEMA, giving them access to the PIEMA suffix and all membership benefits

<b>Bromsgrove</b>		
<b>Week One</b>	<b>Week Two</b>	<b>Week Three</b>
26 Feb – 02 March	09 – 13 April	21 – 25 May
10 – 14 September	08 – 12 October	05 – 09 November

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

## CDM Workshop

### One Day Course £165 + VAT

The aim of this workshop is to provide delegates with a practical approach to the Construction, Design and Management Regulations.

<b>Southam</b>	<b>Bromsgrove</b>
05 October	09 March

## COSHH Assessors

### One Day Course £165 + VAT

Our training approach to this subject will equip delegates with the appropriate knowledge and practical skills to enable them to conduct effective workplace CoSHH assessments with confidence

<b>Southam</b>	<b>Bromsgrove</b>
19 March	03 September

## DSE Assessors

### One Day Course £165 + VAT

Developing knowledge and practical skills for those making assessments of display screen equipment workstations

<b>Bromsgrove</b>	
02 March	02 November

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

# Manual Handling Instructors and Assessors

## Three Day Course £540 + VAT

On this course we show delegates how effective training and instruction can be used as part of a programme of manual handling risk management in the workplace.

Delegates are required to deliver an assessed presentation at the end of the course and on successful completion they will be added to our Register of Instructors and Assessors for a period of 3 years.

<b>Southam</b>	<b>Bromsgrove</b>
26 – 28 March	22 – 24 August

# Manual Handling Instructors and Assessors Refresher

## One Day Course £165 + VAT

Refresher course for those who have been on our Register of Instructors and Assessors for 3 years. Delegates are re-assessed on their ability to instruct others in manual handling.

<b>Southam</b>	<b>Bromsgrove</b>
29 March	21 August

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

## Safety Pass Alliance (SPA)



An organisation whose purpose is to design and implement Safety Passport Training Schemes and to affect their delivery.

Acknowledged by the Health and Safety Executive (HSE), the cost effective programme drives good practice through the contractor supply chain increasing safety awareness and contribution to higher standards of safety, health and environment performance.

The Safety Pass Alliance works with employers, employer associations, trade unions, national training organisations and other relevant bodies to design and develop training programmes tailored to suit the specific requirements of each sector.

## SPA Supervisor

This stand alone course is for individuals who have a supervisory or managerial role on site

**One Day course £175 (plus £24 Passport Fee) + VAT**

<b>Southam</b>	<b>Bromsgrove</b>
23 March	10 August

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

## SPA Food & Drink Basic

This course is designed for all employees or contractors working within the food and drink industry



### Two Day course £150 (plus £24 Passport Fee) + VAT

Southam		Bromsgrove	
08 – 09 January	12 – 13 March	15 – 16 February	16 – 17 April
14 – 15 May	02 – 03 July	11 – 12 June	13 – 14 August
03 – 04 September	19 – 20 November	01 – 02 October	10 – 11 December

## SPA Food & Drink Renewal

This course is designed for those who have completed the basic course, and whose passports are about to expire.

### One Day course £110 (plus £24 Passport Fee) + VAT

Southam		Bromsgrove	
10 January	14 March	13 February	18 April
16 May	04 July	13 June	15 August
05 September	21 November	03 October	12 December

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

## SPA Petrol Basic

This course is designed for all employees or contractors working within the petrol retail industry.



### Two Day course £150 (plus £26 Cogent / Passport Fee) + VAT

Southam		Bromsgrove	
08 – 09 January	12 – 13 March	15 – 16 February	16 – 17 April
14 – 15 May	02 – 03 July	11 – 12 June	13 – 14 August
03 – 04 September	19 – 20 November	01 – 02 October	10 – 11 December

## SPA Petrol Update, Improve and Renew

For those who have completed the basic course, and whose passports are about to expire.

### One Day course £110 (plus £26 Cogent / Passport Fee) + VAT

Southam		Bromsgrove	
11 January	15 March	14 February	19 April
17 May	05 July	14 June	16 August
06 September	22 November	04 October	13 December

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

## SPA/MPQC Mineral Products Basic

This course is designed for all employees or contractors working within the quarry and extractive industries.



**Two Day course £150 (plus £68 SPA / MPQC / QCF Fees) + VAT**

Southam		Bromsgrove	
04 – 05 January	08 – 09 March	08 – 09 February	09 – 10 April
21 – 22 May	18 – 19 July	18 – 19 June	20 – 21 August
13 – 14 September	12 – 13 November	11 – 12 October	03 – 04 December

## SPA / MPQC Mineral Products Renewal

For those who have completed the basic course, and whose passports are about to expire.

**One Day course £110 (plus £46 SPA / MPQC Fees) + VAT**

Southam		Bromsgrove	
12 January	16 March	19 February	11 April
23 May	20 July	22 June	17 August
07 September	23 November	10 October	07 December

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

## SPA Core Construction



From October 2014 anyone wishing to apply for a CSCS Labourers Green Card must first attend a suitable course. KeyOstas will give the delegate a certificate of completion. The delegate must then contact the CSCS national helpline to book their online CSCS test – 0344 99 44 777. The SPA certificate will be required as evidence that the delegate has successfully completed the training course. Please note that an SPA ‘Passport’ will be issued to each delegate but it is the paper certificate that is required to apply for the CSCS online test. The SPA passport is valid for 5 years from the course date.

### One Day course **£110 (plus £24 SPA Fees) + VAT**

<b>Southam</b>	<b>Bromsgrove</b>
19 February	13 April
26 October	17 August

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

# Client Contractor National Safety Group (CCNSG)



The aim of the CCNSG Safety Passport Scheme is to ensure a basic knowledge of health and safety for all site personnel to enable them, after appropriate site induction, to work on site more safely with lower risk to themselves and others.

ECITB impose a minimum of four delegates per course, with a maximum of 16.

## CCNSG National Course

The CCNSG National Course is a two day course for basic site safety. The passport is valid for three years from the date of the course.

**Two Day Course £125 (plus £25 Passport Fee) + VAT**

Southam		Bromsgrove	
03 – 04 January	05 – 06 March	05 – 06 February	05 – 06 April
08 – 09 May	09 – 10 July	07 – 08 June	06 – 07 August
10 – 11 September	14 – 15 November	16 – 17 October	05 – 06 December

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

## CCNSG Renewal Course

The CCNSG Renewal Course is designed as a one day refresher course for those who have already passed the CCNSG National Course. This has to be taken within three months of the Safety Passport expiry date.



Engineering Construction Industry Training Board

APPROVED PROVIDER

### One Day Course £85 (plus £25 Passport Fee) + VAT

Southam		Bromsgrove	
05 January	07 March	23 February	20 April
11 May	11 July	15 June	09 August
12 September	09 November	05 October	10 December

## CCNSG Leading a Team Safely

CCNSG Leading a Team Safely is a one day workshop designed to provide an essential introduction to managing small teams within the context of Health and Safety in the Engineering Construction Industry.

### One Day Course £95 (plus £25 Passport Fee) + VAT

Southam		Bromsgrove	
10 May	16 November	07 February	08 August

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

## eLearning

As an alternative to our hugely successful face to face classroom training, some clients also enjoy the flexibility that eLearning has to offer. Simply decide how many credits you need (one credit is for one person to sit a course) then the number of different courses you would like access to (a credit can be used against one of ten courses of your choice) Credits do not expire so then can also be used for refresh sessions or new starters.

Lessons can be completed at the delegate's PC and do not have to be completed in one session, and each lesson has a confirmation of understanding assessment at the end. Certificates of achievement can be saved as PDF versions, or printed and handed out.

The included management suite gives your company administrator access to see who has started, paused or completed sessions, they can also see how well each delegate performed. The system can be set up to email reminders to start or complete a course. The initial set up can include your company logo which will also print on the certificates.

eLearning is an ideal alternative for large volumes of delegates who need information on a variety of subjects. Some of the courses we offer are accredited by IOSH, others are also available in languages other than English.

Prices start from as little as £2 per person when purchasing 5,000 credits for large organisations, to £40 for five credits. A very cost effective method of training your staff. Prices exclude VAT.

Sample of available courses, if the course you want is not shown, please contact us

Abrasive Wheels	Asbestos Awareness	Assessing Mental Capacity	COSHH Awareness <sup>1</sup>	Data Protection
Display Screen Equipment <sup>2</sup>	Driver Awareness	Electrical Safety	Environmental Awareness	Equality and Diversity <sup>2</sup>
Fire Awareness <sup>1 2</sup>	Fire Warden	First Aid Appointed Person	Food Allergens	Food Safety levels 1 and 2
HAV Awareness	H&S Essentials	H&S for Managers	Legionella Awareness	Lone Working
Manual Handling <sup>1</sup>	Managing H&S	Noise Awareness <sup>1</sup>	Risk Assessments	Safeguarding Children
GDPR	Slips, Trips and Falls <sup>1</sup>	Stress Awareness	Working at Height	Confined Spaces Awareness

<sup>1</sup> Also Available in Polish, <sup>2</sup> Refresher also available

Credits	5	10	20	50	100	250	500	1000	5000
Cost Each	£40	£25	£15	£10	£8	£6	£5	£4	£2

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

## In – Company Training

In-company training from KeyOstas could be your perfect solution and accounts for up to 80% of the work we do in the UK and worldwide. We can offer you a much wider range of courses than those available at our training centres.

We charge a day rate for our trainer rather than a ‘per head’ fee so it’s highly likely to be very cost effective compared to sending your staff on open courses, plus we can incorporate your systems, policies, procedures and documentation into the delivery - or create a course specifically for you!

In-company training courses can be tailored to meet any specific needs for the industry in which you operate. Please contact us with any specific requirements you may have.

All of our consultants are fully qualified experienced trainers and hold either Graduate or full Chartered membership of IOSH. Course attendees will receive a comprehensive set of notes for use during the course and for reference after the training has taken place, plus they can always contact us in the future if they need clarification regarding any issues relating to the topic we have trained them in.

We ensure through consultation that your staff gets the right training course every time, and that it’s relevant to their job role and responsibilities.

In addition to any of the courses listed on previous pages of this prospectus, we can also deliver training on your site on the following:

## In – Company Courses

Asbestos Awareness	Half Day	Internal Auditing	Two Days
Asbestos Management	One Day	Ladder Safety and Inspection	Half Day
Behavioural Safety	One Day	Legionella	One Day
COMAH	One Day	Manual Handling Awareness	Half day
Confined Space Awareness	Half Day	Noise at Work Awareness	Half Day
Contractor Management	One Day	Permit To Work Writers	One Day
COSHH Awareness	Half Day	PUWER Assessors	One Day
COSHH Assessors	One Day	REACH / CLP	One Day
Directors Briefing	One Day	Risk Assessors	One day
DSE Awareness	Half Day	Safety Committees and reps	One Day
DSE Assessors	One Day	Stress Awareness	Half Day
DSEAR	One Day	Supervisors and Managers	Two Days
Fire Wardens / Marshalls	Half Day	Vibration at Work Awareness	Half Day
Fire Risk Assessment	Two Days	Work At Height Awareness	Half Day

*We also offer a full Noise and Dust Survey service, please email for more information*

## Independent Training Standards Scheme and Register (ITSSAR)



ITSSAR is a body approved and listed as an accrediting organisation by the Health & Safety Executive (HSE) in the Approved Code of Practice (ACoP) for Fork Truck Operator Training. It has been constructed to cover all sectors of industry who use industrial trucks and it registers and monitors instructors and training organisations meeting its standards. The standards are relevant, current and comprehensive and meet national standards. It promotes the high standard of training and operation in industry targeted by the ACoP. ITSSAR specialises in all types of industrial truck and mobile materials handling equipment, abrasive wheels, slinging, signalling, etc.

<b>One Day Course</b>	<b>Two Day Course</b>	<b>Five Day Course</b>
£125 + £8.50 ITSSAR + VAT	£225 + £8.50 ITSSAR + VAT	£395 + £8.50 ITSSAR + VAT
Experienced Operators who are confident and operate trucks regularly	Experienced Operators who are less confident, and operate trucks less frequently	Novice Operators with either none or very limited exposure to trucks previously
Experienced Operators will be subject to an assessment prior to starting training		

Upon successful completion the delegate is awarded a recognised certificate and licence of competence

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

# ITSSAR Instructor / Examiner

Ten Day Course £1025 plus £91.50 ITSSAR Registration and Compendium fees) + VAT



Nominated delegates for this course must have been tested to basic operator standard within twelve months of course commencement. They should be motivated, medically fit and be able to communicate with other employees.

Digbeth, Birmingham			
Week One	Week Two	Week One	Week Two
05 – 09 March	12 – 16 March	10 – 14 September	17 – 21 September

## Instructor/Examiner Re-registration

Five Day Re-registration £550 (plus £91.50 ITSSAR Registration & Compendium fees) + VAT

The objective of this course is to prepare previously registered instructors for the re-registration examination. The delegate must be a registered Fork Lift Truck Instructor and be prepared to undertake intensive preparations for re-assessment by ITSSAR examiners.

Digbeth, Birmingham	
12 – 16 March	17 – 21 September

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

# Plant & Equipment Training

We can offer a variety of Plant and Equipment training, please call for more details

## **Cranes – All Types**

Slinging and Lifting

Rigging

Banksman

Lorry Mounted

## **Plant**

Dumper Trucks

Telescopic handlers

Rough Terrain

Excavators 360 / 180

Loading shovels

Bulldozers

Tractors

## **Mobile Elevated Working Platforms (MEWP)**

Scissor Lifts

Telescopic Boom

Articulated Boom

Vehicle Mounted MEWP

Trailed MEWP

## **Other Trucks**

Pedestrian – all types

Side loaders

Very Narrow Aisle

Bendi Trucks

Multi-Directional

## **Other Practical Courses**

Abrasive Wheels

Mobile Scaffolds

Safe use of Harness

Power Press

Ladder Safety

Vehicle banksman

## KeyOstas Advisory Service

Membership of the KeyOstas Advisory Service provides access to one of our professional competent advisors who will work in partnership with you to provide a 'Best Practice' health, safety and environmental culture appropriate to your business. The service operates on the following four levels charged at the fees listed below per annum:

<b>Bronze Service</b>	<b>Silver Service</b>	<b>Gold Service</b>	<b>Platinum Service</b>
£495 + VAT	£970 + VAT	£1450 + VAT	£2495 + VAT
Unlimited telephone advice / help line Relevant updates on legislation and best practice Quarterly safety bulletin updates Discount of 10% off KeyOstas in house training courses* Discount of 10% off any further agreed visits	In addition to bronze:- Right to nominate KeyOstas as the Company's Competent Person as required under the Management of Health and Safety at Work Regulations 1999 Annual audit - base line compliance**	In addition to Bronze:- Right to nominate KeyOstas as the Company's Competent Person as required under the Management of Health and Safety at Work Regulations 1999 Two visits per annum Accident investigation***	In addition to Bronze:- Right to nominate KeyOstas as the Company's Competent Person as required under the Management of Health and Safety at Work Regulations 1999 Quarterly visits Accident investigation***

\* To exclude any Plant training. \*\*Allocated time may be used for other purpose. \*\*\* Up to 1 day per year.

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

## Room Hire

<b>Southam</b>	<b>Bromsgrove</b>
Room 1 can hold up to 20 delegates	Room 1 can hold up to 12 delegates
Room 2 can hold up to 15 delegates	Room 2 can hold up to 10 delegates
Room 3 can hold up to 8 delegates	Room 3 can hold up to 10 delegates
Room 4 can hold up to 12 delegates	Room 4 can hold up to 18 delegates

Subject to availability, syndicate rooms are available should you wish to use these in conjunction with the main room you hire. Discuss prices for this when talking to us about your requirements.

\*

Rates are available for half day, full day or longer, contact us if you need a private meeting room for shorter periods

\*

We can also provide flip charts and pens, tea coffee and water, and a refreshment package of biscuits, sandwiches, crisps and cake. A hot food option is available at Bromsgrove.

\*

Ample free parking is available at both venues, but is not guaranteed depending on delegate numbers. Both venues have suitable free parking within a short walk.

\*

Wi-Fi access is available at both venues, with projectors / screens fitted to all rooms

\*

Book or enquire online at [www.keyostas.co.uk](http://www.keyostas.co.uk)

## Locations

### The Court, Southam

Our Southam centre has four large state of the art training rooms which have built in projectors, speakers and electric screens. Wi-Fi access is available in the ground floor training rooms and there is free parking.

[Directions to KeyOstas at The Court and Hotels \(PDF\)](#)

### The Mount School, Bromsgrove

The school has four comfortable training rooms, student study areas, Wi-Fi for e-mail and web access, and plenty of parking. Our Consultants are on hand on a daily basis to offer support and advice should you need it. We also have a mock workshop which allows students to get 'hands on' with machinery and equipment to aid their learning.

[Directions to KeyOstas at The Mount School and Hotels \(PDF\)](#)

### Perfecta Works, Digbeth

This centre has been purposely designed for all types of safety and equipment training within the field of material handling. As well as large indoor training area for forklift trucks and scaffolding erection, the centre also has seminar/training room for up to 12 delegates.

[Directions to KeyOstas at Perfecta Works \(PDF\)](#)



**Our Mission –  
To become your partners in Health, Safety and the  
Environment**