

# In-House Services from ACT

All courses can be tailored; if a course is not listed please contact the ACT Enquiry Team to discuss further options: + 44 (0) 1384 447915



ACT prides itself on its less prescriptive approach to health and safety, preferring to work with clients to establish solutions which are both acceptable and workable. We would be willing and able to be involved in the full extent of your current health and safety strategy, providing support in both a consultative and training capacity, in addition to offering the services of an independent, confidential, cost effective audit team.

## General Training:

Accident Investigation  
CCNSG Safety Passport: 2 day standard, 1 day renewal and 1 day for supervisors  
CDM Co-ordinator's Certificate  
Construction (Design & Management) Regs 2007  
Control of Contractors  
CoSHH Workshop  
Display Screen Equipment Assessment  
Employee Safety Representatives  
Environmental Awareness  
Environmental Management Certificate  
Fire Safety Briefing  
Fire Marshall Training  
Fire Risk Assessment  
Internal Environmental Auditor  
Manual Handling: 3 day Trainers, 1 day Assessment, 1 day Refresher or ½ day Techniques  
Risk Assessment  
Training Skills  
Use of Fire Extinguishers

## NEBOSH:

National General Certificate  
Certificate in Fire Safety & Risk Mgmt  
Certificate in Construction  
International Diploma  
International General Certificate  
Mgmt of Health and Well-being at Work  
National Diploma  
National Diploma in Environmental Management  
NEBOSH Examination Centre

*NEBOSH courses now available at National venues: Bristol, Cardiff, London, Midlands, Manchester, Leeds, Newcastle, Glasgow*

## IOSH:

Managing Safely  
Working Safely  
Safety for Senior Executives  
Supervising Safely

## Blended Learning:

NEBOSH General and Construction Certificates  
NEBOSH National Diploma  
IOSH Managing Safely

## City and Guilds:

NVQ's in Occupational H&S Practice Levels 3, 4 & 5

## Publications

### Study Books for NEBOSH Courses:

National General Certificate  
International General Certificate  
Certificate in Fire Safety & Risk Mgmt  
Certificate in Construction  
National Diploma (Units A, B & C)  
Environmental Management Certificate

**Other:** Controlling Skin Exposure (BOHS)



## Specific Training Needs:

Asbestos Awareness  
Advice on Health and Safety Plans  
Crane Driver Training  
Executive Briefings  
Fire Extinguisher Use  
First Aid  
Food Hygiene Training (IEHO)  
Fork Truck Driver Certification  
General Workplace Inspections  
Health and Safety Awareness Courses  
Introduction to Health and Safety  
Noise Surveys  
Review and Development of H&S Policy Docs  
Stress Management  
Supply of Machinery Safety Regulations / PUWER  
Training Needs Analysis  
Ventilation Systems, Test & Maintenance  
Violence and Conflict in the Workplace  
Working at height  
*(This list is not exhaustive)*

## ACT Auditing

### Audit Courses:

Certificate in Safety Programme Auditing  
Audit 123 System Skills Training  
Software Skills Training

### Audit Publications:

Workbook & Guidance Level 1  
Workbook & Guidance Level 2 Vol 1  
Workbook & Guidance Level 2 Vol 2  
Workbook & Guidance Level 3

## Audit Software:

Compliance Manager – Auditor  
*Available either as a stand alone package or for use in tailoring your own Health and Safety system.*  
Competence Manager – Assessor.



## e-learning:

NEBOSH National Diploma  
NEBOSH National General Certificate  
NEBOSH Certificate in Construction  
*International Certificate and Certificate in Fire Safety & Risk Management – under development*  
IOSH Managing Safely  
IOSH Working Safely  
iAS BS OHSAS 18001 Internal Auditor

## Interactive Training Software:

Employee level awareness packages -  
Health & Safety Induction  
Workstation Safety (DSE) & Office Induction  
Ensuring Your Fire Safety  
Looking After Your Manual Handling

**DVDs:** Working Safely On Our Site  
Workplace Fire Safety