



Plumpton College at Flimwell Centre for Sustainable Food & Farming Course Information

Course Name: Health and Safety Procedures and Awareness for Small Rural Business

Tutor: Ray Matthews

Venue: Plumpton College at Flimwell,
The Woodland Enterprise Centre, Flimwell,
TN5 7PR

Part day course 19th March 2014

Start Time: 9.00 am
Finish time: 1.00 pm

Designed for: New and existing micro and small businesses in the south east of England

Aims of the course: All businesses are required to have a health and safety policy in place and demonstrate due diligence.

Typical number of delegates:

Price: Rural businesses: £38 (Full Cost £106)

Course Timetable

9.00 am – 9.15 am

Course administration/ tea or coffee/introductions

Health & Safety Legislation: General Overview of Health & Safety in the Workplace: Employer & Employee Responsibilities

Accident Reporting: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) latest update on changes

Occupational Health: Respiratory issues, Contact with chemicals: Control of substances hazardous to health (COSHH)

Break for tea / coffee

10.30

Risk Assessment: Requirements of legislation overview and methods to consider

10.45

Manual Handling Requirements: Legislation - Manual Handling Regulations 1992

Working at Heights / Slips, trips and falls: Overview

Noise At Work – Overview

Fire Safety overview: Fire Safety Legislation (Regulatory Reform (Fire Safety)

Order 2015: The duty of the responsible person: Procedures: Fire Notices, Daily and Weekly Fire Checks and Record Keeping

12.45 – 1pm

Summary /Questions and Answers

Tea / Coffee and Course Evaluations

What you need to bring: Hot & cold drinks are provided. Course notes will be provided for post course reference, but you might like to bring a pen and paper to make any additional notes of your own.

Course Outcome: College Certificate

Follow on course suggestions: Introduction to Web Design for Micro Businesses, ICT for sales and marketing for Rural Micro Businesses. Advanced Twitter and Social Media. Obtaining Finance. For dates and further course information please contact Plumpton College at Flimwell

To book this course, for further information, Plumpton College at Flimwell, Woodland Enterprise Centre, Hastings Road, Flimwell, TN5 7PR Tel 01580 879 547 e-mail gammonc@plumpton.ac.uk
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