

CARLIN

HEALTH SAFETY & TRAINING

TRAINING BROCHURE

2025



Focused on delivering the right solutions for our clients

LEARNING AND DEVELOPMENT DIRECTOR'S MESSAGE



Natasha Carlin

Our goal has always been clear: to explore and challenge the way things are done so we can achieve the best possible outcomes. This philosophy drives every aspect of our work, particularly when it comes to promoting the importance and benefits of a healthy, safe, and supportive workplace culture.

A good workplace culture is more than just an idea; it's a living, breathing environment where individuals feel protected, valued, and equipped to thrive.

It's about creating spaces where health and safety are prioritised alongside mental well-being, where practical training equips teams to handle challenges with confidence, and where conversations about mental health are not only welcomed but encouraged.

Through our tailored health and safety and mental health training courses, we aspire to empower businesses of all sizes and sectors to move beyond check-lists and policies to provide genuine, lasting support for their teams.

We are a family business focused on delivering the right solutions for our clients.

Whether it's equipping employees with the skills to create a safe working environment or training them to recognise and support mental health challenges, we're here to help you create workplaces where people can truly thrive.

Thank you for choosing to take this journey with us.
I look forward to seeing the impact we can achieve together in 2025.

WE SPECIALISE IN DELIVERING TAILORED, IN-HOUSE TRAINING SOLUTIONS

We specialise in delivering tailored, in-house training solutions for building resilient health and safety cultures. With extensive experience across diverse industries, we pride ourselves on creating bespoke programs that address specific operational risks, enhance workforce competence, and drive compliance with regulatory standards.

Tailored Training

Our approach begins with understanding your organisation's unique needs. Whether it is vehicle marshalling for groundwork teams, emergency preparedness for retail operations, or comprehensive site safety management for construction, we craft bespoke training modules that align with your challenges. By incorporating real-world scenarios, we ensure that training is practical, relevant, and immediately applicable.

Accredited Courses

We deliver nationally recognised programs such as **CITB Site Safety Plus, IOSH Courses, NUCO First Aid and Mental Health Course.**

These accredited courses are customised to fit your organisational goals while meeting the highest industry standards. Our expertise ensures your teams are equipped with the skills and certifications necessary for safe, compliant operations.

Flexible Delivery Methods

Our training evolves alongside your organisation's needs by incorporating planned, reflective, and reactive approaches.

- **Planned Training:** Structured schedules to comprehensively cover essential topics.
- **Reflective Training:** Continuously improving content based on participant feedback and emerging trends.
- **Reactive Training:** Rapidly addressing new risks, incidents, or regulatory changes to keep your workforce prepared.



COURSES OVERVIEW

We've provided a list of our current available courses. However, if you have a specific course, you would like us to deliver or a group booking, please contact us on 01794 330925 for more information or to discuss delivering any of these courses in-house at your premises.

Open Access Courses See Page 15 for 2025 Open Access Course Dates

Our Open Access Courses are delivered at set times throughout the year or can be delivered on-demand for group bookings or at your own premises.

IOSH Managing Safely
IOSH Working Safely
CITB Site Managers Safety Training Scheme (SMSTS)
CITB Site Supervisors Safety Training Scheme (SSSTS)
CITB Site Environmental Awareness Training Scheme (SEATS)
CITB Health & Safety Awareness
First Aid at Work
Emergency First Aid
First Aid for Mental Health
Supervising First Aid for Mental Health

Tailored Training Courses

We recognise every business's unique challenges. Our tailored training equips your team with the knowledge, skills, and confidence to maintain safety, efficiency, and regulatory compliance.

First Responders Spill Control
CDM Duty Holders
Cut Off Saws inc Abrasive Wheels
COSHH Awareness
Employee Health & Safety Representative
Risk Assessor
Cable Avoidance & Safe Digging Techniques
Working at Height Awareness

Online Self Paced Courses

CLEANING

- | Chemical Competence for Cleaners
- | Cleaning Toilet & Washroom Facilities
- | Damp Mopping
- | Dusting & Damp Wiping of Surfaces
- | Hard Floor Burnishing
- | Hard Floor Machine Scrubbing
- | Hard Floor Spray Burnishing
- | Hard Floor Spray Stripping
- | Mop Sweeping
- | Slips, Trips & Falls – Improving Safety During Cleaning Operations
- | Safe Assembly of Cleaning Equipment
- | Safe Storage of Cleaning Equipment & Materials
- | Spill Kit Training for Bodily Fluids
- | Spill Kit Training (Chemicals & Oils)
- | Vacuum Cleaning

CORONAVIRUS

- | Coronavirus Infection Control In Construction
- | Coronavirus Infection Control in Industry
- | Coronavirus Infection Control in Offices
- | Daily Cleaning for Coronavirus
- | First Aid During Coronavirus

DISPLAY SCREEN EQUIPMENT

- | DSE Awareness for Managers
- | Display Screen Work - Trainee Risk Assessment
- | DSE Awareness Training
- | Essentials of Display Screen Risk Assessment
- | Laptop Work

DRIVING FOR WORK

- | Vehicle Inspection – Cars
- | Vehicle Inspection – Light Commercial
- | Highway Code Changes 2022
- | Electrical Safety
- | Electrical Safety Principles For Maintenance Work
- | Essentials of Electrical Safety Risk Assessment
- | Lithium-ion Battery Safety

ENVIRONMENTAL PROTECTION

- | Environmental Protection In Industry
- | Environmental Protection In Offices
- | Environmental Protection in Industry for Managers
- | Environmental Protection in Offices for Managers

HOME WORKING

- | Home Working - Setting Up Your Office To Work Comfortably
- | Home Working - Time Management Principles
- | Home Working - Communication Principles
- | Home Working - Balancing Work & Home Life Responsibilities

FIRE SAFETY

- | Extinguishing Fires at Work
- | Fire Safety In Industry
- | Fire Safety In Offices
- | Role of the Fire Warden
- | Fire Door Awareness

FIRST AID

- | Essentials Of Conducting a First Aid Risk Assessment

FOOD SAFETY

- | Food Safety - Managing Food Allergens
- | Food Safety Risk Assessment

GENERAL HEALTH & SAFETY

- | Accident Prevention In Industry - For Managers
- | Accident Prevention In Industry
- | Accident Prevention In Offices - For Managers
- | Accident Prevention In Offices
- | Bomb And Terrorist Threats
- | Health And Safety In Industry
- | Health And Safety In Offices
- | Health And Safety In Warehouses

HAZARDOUS SUBSTANCES

- | Essentials Of Hazardous Substances Risk Assessment
- | COSHH training
- | DSEAR Awareness
- | Hazardous Substances In Healthcare
- | Hazardous Substances In Industry
- | PPE Safety in Industry
- | Sharps Health & Safety Awareness
- | Silica Dust Awareness
- | Spill Kit Training - How to Clean Hazardous Substances
- | Diisocyanates for Managers
- | Diisocyanates Awareness

HOME WORKING

- | Home Working - Setting Up Your Office To Work Comfortably
- | Home Working - Time Management Principles
- | Home Working - Communication Principles
- | Home Working - Balancing Work & Home Life Responsibilities

HOT WORKS

- | Hot Work Safety
- | Welding Fume Control

HR COURSES

- | Bribery & Corruption
- | Bullying & Harassment
- | Colour Blind Test
- | Cyber Security Awareness
- | Customer Service
- | Data Security Awareness
- | Discipline & Grievance Awareness
- | Drugs & Alcohol - Awareness
- | Effective Communication Principles
- | Effective Communication Principles in Offices
- | Equality & Diversity Awareness
- | Equality & Diversity Awareness - in Offices
- | GDPR Awareness
- | Menopause Awareness
- | Modern Slavery
- | Sexual Harassment Awareness
- | Smart Objective Setting
- | Time Management
- | Disability Awareness

Online Self Paced Courses Continued

LIFTING OPERATIONS

- | Lifting Operations - What Everyone Needs To Know
- | LOLER - Awareness

MANAGING CONTRACTORS

- | Managing Contractors in Industry for Managers
- | Managing Contractors in Offices for Managers

MANUAL HANDLING

- | Back Care In Industry
- | Back Care In Offices
- | Manual Handling In Industry - For Managers
- | Manual Handling In Industry
- | Manual Handling In Offices
- | Manual Handling in Offices for Managers
- | Manual Handling In Warehouses

MENTAL HEALTH & WELLBEING

- | Bullying & Harassment
- | Coping with Stress In Industry
- | Coping with Stress In Offices
- | Sleep & Fatigue
- | Dementia Awareness
- | Mental Health Awareness

NEAR MISS REPORTING

- | Near Miss Training for Managers in Industry
- | Near Miss Training In Industry
- | Near Miss Training for Managers in Offices
- | Near Miss Training In Offices

NOISE AT WORK

- | Essentials of Noise Risk Assessment
- | Hearing Conservation In Industry

PERMIT TO WORK

- | How A Permit To Work System Can Fail
- | Permits to Work

SECURITY & EMERGENCY RESPONSE

- | Bomb And Terrorist Threats
- | Emergency Preparedness

SICKNESS ABSENCE

- | Back Care In Industry
- | Back Care In Offices
- | Sickness Absence Awareness
- | Essentials of Sickness Absence Management

SLIPS & TRIPS

- | Preventing Slips, Trips and Falls to Members of the Public
- | Slips, Trips And Falls In Industry
- | Slips, Trips And Falls In Offices

WORK AT HEIGHT

- | Working At Height
- | Working At Height in Construction

WORK EQUIPMENT

- | Abrasive Wheels – Introduction To The Health & Safety Principles
- | Hand Safety In Industry
- | Hand-Arm Vibration (HAV)
- | Hearing Conservation In Industry
- | Maintenance Safety
- | PUWER Awareness
- | Harness and Lanyard Awareness
- | Lithium-ion Battery Safety
- | Scaffolding Awareness

WORKPLACE STRESS

- | Coping with Stress In Industry
- | Coping with Stress In Offices
- | Stress Management in Offices for Managers
- | Stress Management in Industry for Managers

WORKPLACE TRANSPORT

- | Workplace Transport Safety - General induction for all drivers

EMPOWERING YOUR WORKPLACE TO RESPOND WITH CONFIDENCE

We specialise in delivering expert, industry-recognised first aid training tailored to your team and your business.

Whether it's a single day of Emergency First Aid training or the more comprehensive First Aid at Work course, we provide engaging, practical, and fully accredited sessions designed to empower your employees to handle emergencies with confidence.

➔ **See Page 15 for 2025 Open Access Course Dates**

Why Choose Our First Aid Training?

Tailored to Your Industry

We adapt every session to the specific needs and risks of your workplace. Whether you're in an office, warehouse, or retail environment, our training ensures your team gets the skills they need to respond effectively.

Delivered On-Site

Save time and money by hosting training at your premises. Your team can learn in the comfort of familiar surroundings without the downtime and expense of traveling to external courses.

Practical, Hands-On Learning

Our training is interactive, engaging, and focused on real-world scenarios, so your team walks away with confidence and knowledge they can rely on.

Cost-Effective Solutions

In-house training eliminates travel and accommodation costs, offering substantial savings compared to off-site options or impersonal online sessions.

Accredited and Trusted

All our courses meet industry standards and are delivered by friendly, experienced trainers who genuinely care about your team's safety and success.





Emergency First Aid

This one-day, in-person Emergency First Aid course is designed to equip participants with essential first aid skills to handle workplace emergencies effectively. Ideal for low-risk environments, such as small offices, this course covers emergency first aid protocols for adult casualties only, ensuring compliance with workplace safety regulations.

Who Should Attend?

This course is perfect for those who are nominated to become first aiders in smaller, low-risk workplaces. It's particularly suited for office-based employees, or anyone who needs basic first aid training covering emergency situations.

Key Course Features

- Duration: 1 day
- Location: Classroom-based training
- Group Size: Maximum of 12 participants for an effective learning experience

Topics Covered

- Adult resuscitation (CPR)
- Burns and scalds
- Choking (adult)
- Casualty care and communication
- Defibrillator usage (theory-based)
- Managing minor and severe bleeding
- First aider responsibilities & health and safety regulations
- Seizures, shock, and unresponsive adults

Learning Outcomes

By the end of this course, participants will be able to:

- Confidently perform CPR and use an Automated External Defibrillator (AED)
- Respond to an adult who is choking, bleeding heavily, or suffering from shock
- Recognise and treat seizures, burns, and unresponsive adults

Assessment and Certification

- Continuous assessment through trainer observation.
- No formal exam required.
- Participants should have a good command of spoken and written English.

Course Requirements

- Learners must be physically able to perform the required tasks.
- If you have concerns about the language requirements, please contact us prior to booking.
- This course offers practical, hands-on training to give you the confidence to apply first aid in real-life emergencies.

For further details or to book your place please call us on 01794 330925 or email info@carlinltd.co.uk

Speak with our Learning and Development Director today to design a bespoke training solution that perfectly aligns with your organisation's goals and industry.



1 DAY

CLASSROOM BASED

IN-HOUSE

First Aid at Work

The First Aid at Work training course is an HSE-recognised, comprehensive program that equips participants with essential first aid skills. Designed for those working in higher-risk environments such as construction sites, warehouses, and factories, this course enables learners to respond effectively to a wide range of emergencies. Participants will gain both theoretical and practical knowledge, meeting the standards required by the Health and Safety (First Aid) Regulations.

Who Should Attend?

This course is perfect for those who are nominated to become first aiders in smaller, low-risk workplaces. It's particularly suited for office-based employees, or anyone who needs basic first aid training covering emergency situations.

Key Course Features

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- Location: Classroom-based training
- Group Size: Maximum of 12 participants for an effective learning experience

Topics Covered

- Adult resuscitation (CPR)
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Assessment and Certification

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MOVE FROM TRENDS TOWARDS TRUE INVESTMENT IN 2025

We are bombarded daily with trends and gimmicks for improving mental health and well-being, it's easy for businesses to feel overwhelmed. From mindfulness apps to wellness hashtags, these quick fixes often lack the depth needed to create meaningful change.

Investing in mental well-being for your workforce should go beyond writing policies or making public declarations.

It's time for organisations to provide real, actionable support for their staff - support that empowers teams to **recognise**, **respond to**, and **sustain** mental health within the workplace.

We offer two specialised courses to support your teams and managers.

First Aid For Mental Health

Duration: One-day (6 hours)

Focus: Participants learn to identify signs of mental health conditions, provide practical advice, and understand their limits as non-medical professionals.

Outcome: This foundational course equips teams with the skills to support mental well-being confidently and responsibly.

Supervising Mental Health

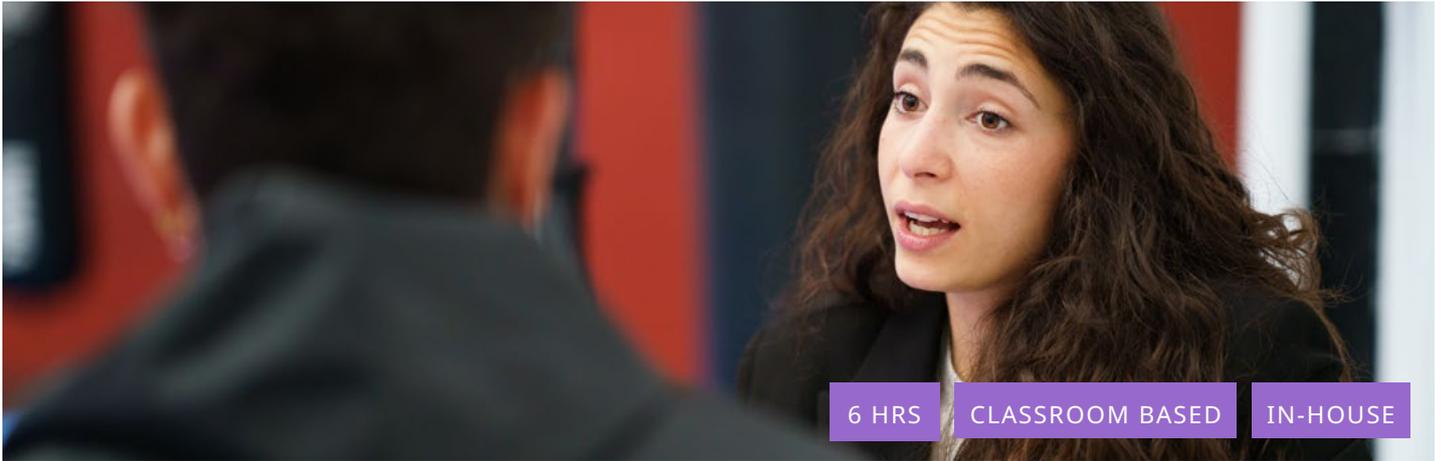
Duration: Two-day (12 hours)

Focus: Designed for leaders and supervisors, this comprehensive course covers recognising a wide range of mental health conditions, initiating supportive conversations, and fostering a positive mental health culture.

Outcome: Graduates of this course are prepared to guide their teams, promote awareness, and connect individuals with professional resources when needed.

 **See Page 15 for 2025 Open Access Course Dates**





First Aid For Mental Health

This one-day First Aid for Mental Health course provides essential knowledge and skills to help you support mental well-being in the workplace. Over the course of 6 hours, participants will learn to identify signs of mental health conditions and offer practical advice and support, while understanding their limits as non-medical professionals.

Who Should Attend?

This course is ideal for anyone looking to enhance their awareness of mental health and offer support to colleagues or peers. Whether you're a manager, team leader, or a concerned co-worker, this course will equip you to start supportive conversations and direct individuals to the right professional resources. Please note, this course does not train learners to diagnose or treat mental health conditions.

Key Course Features

- Duration: 6 hours
- Location: Classroom-based learning
- Group Size: Limited for interactive, focused learning

Topics Covered

- Understanding mental health and the role of a First Aider for mental health
- How to offer advice and practical support to someone in distress
- Recognising and managing stress
- Identifying common mental health conditions such as depression, anxiety, psychosis, eating disorders, self-harm, and suicide
- The impact of substance abuse on mental health
- Creating a positive mental health culture in the workplace
- First Aid action plan for mental health

Learning Outcomes

By the end of this course, participants will be able to:

- Recognise when someone may be struggling with their mental health
- Provide initial support and guidance
- Understand when and how to refer someone to professional help
- Promote a healthier workplace environment with a focus on mental well-being

Assessment and Certification

- Continuous assessment through case studies, discussions, and group activities
- No formal examination
- Participants need a good understanding of spoken and written English

Course Requirements

- Learners must be comfortable participating in group activities
- If you have concerns about language requirements, please contact us in advance

Learning Environment

- Classroom-based, interactive sessions with case studies and role-play
- Taught by experienced tutors in a supportive environment

For further details or to book your place please call us on 01794 330925 or email info@carlinltd.co.uk

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SUPERVISING MENTAL HEALTH



Supervising Mental Health

Our Supervising Mental Health two-day classroom course equips learners with the skills to recognise a wide range of mental health conditions and understand how to provide the right level of support. Over 12 hours, participants will learn how to initiate supportive conversations, signpost individuals to appropriate professional resources, and create a positive mental health culture in the workplace.

Who Should Attend?

This course is ideal for supervisors, managers, HR professionals, and those responsible for overseeing the well-being of employees. It is suitable for individuals who want to develop the ability to have non-judgemental conversations, recognise early signs of mental health issues, and guide colleagues to seek professional help when necessary.

Key Course Features

- Duration: 12 hours over two days
- Location: Classroom-based training
- Group Size: Limited for personalised learning

Topics Covered

- Understanding mental health and the role of a Mental Health First Aider
- Providing practical support and advice for mental health conditions
- Recognising and managing stress
- Understanding the effects of substance abuse on mental health
- Mental health first aid action plan and how to implement it
- Promoting a positive mental health culture in the workplace
- Overview of mental health disorders and the professional support available

Learning Outcomes

By the end of the course, participants will:

- Develop confidence in initiating supportive conversations and guiding individuals towards appropriate resources
- Be able to identify signs and symptoms of common mental health conditions
- Understand how to apply the first aid action plan for mental health in the workplace
- Gain insight into professional support services for mental health

Assessment and Certification

- Continuous assessment through group activities, case studies, and classroom discussion
- No formal exam, but participants should have a good understanding of spoken and written English

Course Requirements

- A good understanding of English is required for participation
- If you have concerns regarding language proficiency, please contact us in advance

Learning Environment

- Interactive classroom sessions with practical group work
- Supportive, face-to-face learning with experienced tutors
- Focused study environment away from the workplace for maximum engagement

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SITE MANAGERS' SAFETY TRAINING SCHEME (SMSTS)



Site Manager Safety Training Scheme

The CITB Site Managers' Safety Training Scheme (SMSTS) is a comprehensive five-day course designed for those responsible for managing construction sites. It provides an in-depth understanding of health, safety, welfare, and environmental issues that impact site management. Ideal for site managers, project managers, and supervisors, this course equips learners with the skills and knowledge to manage site safety efficiently and in compliance with legal regulations.

Who Should Attend?

This course is aimed at professionals in the construction industry who have management responsibilities, including:

- Site Managers
- Project Managers
- Supervisors
- Business Owners
- Clients

Key Course Features

- Duration: 5 days
- Location: Classroom-based learning
- Group Size: Limited to ensure interactive and focused sessions

Topics Covered

- Health and Safety at Work Act and CDM Regulations 2015
- Effective site setup and risk management
- Risk assessments and method statements
- Safe working practices, including working at height and managing scaffolding, electricity, excavations, and demolition
- The latest developments in accepted working practices and behavioural safety
- Addressing health, safety, and environmental responsibilities

Learning Outcomes

By the end of this course, participants will:

- Understand and apply all health, safety, welfare, and environmental legislation that affects site management
- Manage site safety in accordance with legal requirements and best practices
- Recognise that an efficient and productive site is also a safe one
- Implement the latest safety guidelines and industry practices on-site
- Understand your duties and responsibilities concerning health, safety, welfare, and the environment

Assessment and Certification

- Examination: A paper with 20 multiple-choice questions and five short written questions
- Trainer Review: Evaluated based on group exercises, participation, and four core exercises related to site safety
- Full attendance is required for certification, and certificates are valid for five years
- It is recommended that participants take the SMSTS Refresher Course within three years to stay updated on changes in the law and best practices

Course Requirements

- A good understanding of English is required for participation
- If you have concerns regarding language proficiency, please contact us in advance

Learning Environment

- Interactive classroom-based learning with hands-on exercises
- Support from experienced tutors and collaboration with fellow professionals
- A focused study environment away from workplace distractions
- Focused study environment away from the workplace for maximum engagement

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SITE SUPERVISORS' SAFETY TRAINING SCHEME (SSSTS)



2 DAY

CLASSROOM BASED

IN-HOUSE

Site Supervisors' Safety Training Scheme

The Site Supervisors' Safety Training Scheme (SSSTS) is a CITB-accredited course designed for those who have or are about to assume supervisory responsibilities in the construction industry. This two-day training is essential for supervisors to gain a solid understanding of health, safety, welfare, and environmental issues, and the legal duties that impact their role. The course emphasises that safety is a critical element of effective site supervision.

Endorsed by the UK Contractors Group, the SSSTS is recognised as the industry standard for supervisors working on UKCG sites.

Who Should Attend?

This course is perfect for current or aspiring site supervisors in the construction industry, as well as anyone looking to move into a supervisory role. Whether you're already overseeing workers on-site or preparing to step into that role, this course equips you with the necessary skills to ensure site safety and compliance with legal standards.

Key Course Features

- Duration: 2 days
- Location: Classroom-based training
- Group Size: Limited to ensure personalised attention and interactive learning

Topics Covered

- Health and Safety at Work Act and HSE regulations
- Risk assessments and control measures
- Legal responsibilities of site supervisors
- Daily site challenges and how to manage them
- Delivering effective toolbox talks
- Supervision of occupational health and behavioural safety

Learning Outcomes

By the end of this course, participants will be able to:

- Identify and understand common health and safety challenges in the construction industry
- Understand the structure of health and safety law and how it applies to site supervisors
- Recognise the role of a supervisor in maintaining a safe and productive site
- Carry out risk assessments and method statements effectively
- Conduct site inductions, toolbox talks, and briefings
- Monitor site activities and intervene when necessary to correct unsafe practices
- Ensure that sites operate safely, efficiently, and environmentally responsibly

Assessment and Certification

- Examination: Includes 22 multiple-choice questions and 3 short written questions
- Trainer Review: Based on candidate participation, group exercises, and the delivery of a 5-minute toolbox talk
- Certification: Awarded upon full attendance and active participation across both days. If attendance on consecutive days is not possible, both days must be completed within a two-week period

Course Requirements

- Full attendance across both days is required for certification
- Certificates are valid for five years; it is recommended to take a refresher course every three years to stay current with industry changes

Learning Environment

- Classroom-based learning with interactive discussions
- Group work and practical exercises for hands-on learning
- Face-to-face support from experienced tutors

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IOSH MANAGING SAFELY®



IOSH Managing Safely®

The IOSH Managing Safely® course provides essential knowledge for those in supervisory or managerial roles, equipping them to identify, evaluate, and control workplace risks effectively. This three-day classroom course gives participants a comprehensive understanding of health and safety responsibilities, helping them implement effective safety systems in their organisation.

An IOSH Managing Safely® certificate is a highly regarded accreditation that supports continuous professional development and demonstrates a commitment to maintaining high health and safety standards.

Who Should Attend?

This course is designed for team leaders, supervisors, and managers from any industry who are responsible for overseeing the safety and welfare of others. It is relevant for professionals across all sectors and markets who wish to improve workplace safety management.

Key Course Features

- Duration: 3 days
- Location: Classroom-based training
- Group Size: Limited to ensure a focused and interactive learning experience

Topics Covered

- Introduction to Managing Safely
- Understanding Health and Safety Responsibilities
- Identifying Hazards
- Assessing and Controlling Risks
- Investigating Accidents and Incidents
- Measuring Safety Performance

Learning Outcomes

By the end of this course, participants will:

- Understand the importance of managing workplace health and safety
- Learn how to assess, reduce, and control workplace risks
- Understand key health and safety terms and their relevance
- Measure the effectiveness of safety systems within their organisation
- Apply best practices in health and safety management

Assessment and Certification

- Multiple-Choice Exam: Demonstrates the participant's knowledge of key concepts
- Practical Assessment: Involves applying what has been learned to real-life scenarios
- Participants who successfully complete both assessments will receive a digital IOSH Managing Safely® certificate. A paper certificate is available for an additional charge of £10 + VAT

Course Requirements

- Participants must attend all three days of the course to qualify for assessment
- No prior health and safety experience is required

Learning Environment

- Interactive classroom learning with case studies and group discussions
- Practical, hands-on exercises to reinforce knowledge
- Support from experienced tutors and interaction with fellow professionals

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WORKING AT HEIGHT



Working at Height

The Working at Height training course is designed to equip individuals with the knowledge and practical skills necessary to work safely at height. This half-day course is particularly suited for those working in construction or other industries where working at height is required. The course covers essential safety practices, risk management, and the proper use of safety harnesses, ensuring that participants understand the risks and protective measures involved.

Who Should Attend?

This course is ideal for anyone in the construction industry or similar sectors where working at height is a regular requirement. It is designed for employees, supervisors, or managers who are responsible for ensuring safe working conditions at height and compliance with safety regulations.

Key Course Features

- Duration: Half day
- Location: Classroom and outdoor practical sessions
- Group Size: Limited for interactive and focused training

Topics Covered

- Understanding the risks and hazards of working at height
- Legislative requirements and safety regulations
- The correct use and fitting of safety harnesses
- Practical harness fitting and safety checks
- Safe working practices and risk assessment procedures

Learning Outcomes

By the end of the course, participants will:

- Have a thorough understanding of the risks and protective measures involved in working at height
- Be knowledgeable about the legislative requirements and how to comply with them
- Be able to correctly fit and check a safety harness before use
- Understand the practical steps required to ensure safety while working at height

Assessment and Certification

- Multiple-Choice Examination: A 12-question paper that assesses the participant's understanding of course content. A perfect score of 12 out of 12 is required to pass
- Practical Assessment: Participants must demonstrate proper safety harness fitting and safety checks as part of the hands-on training
- Successful candidates will receive a Working at Height certificate upon passing both assessments

Learning Environment

- Classroom Learning: Covers the theoretical aspects of working at height safety
- Outdoor Practical Sessions: Hands-on training with safety harnesses
- Face-to-Face Support: Guidance from experienced trainers

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2025 TRAINING CALENDAR

January

Site Manager Safety Training Scheme SMSTS

31 January

7, 14, 21 and 28 February

February

04 - 05	Supervising Mental Health	LOC02
10	Emergency First Aid at Work	LOC01
24 - 26	IOSH Managing Safely	LOC01

March

03 - 05	First Aid at Work	LOC02
07	Working at Height	LOC01

April

07 - 08	Supervising Mental Health	LOC01
10 - 11	Site Supervisors Safety Training Scheme	LOC01
14	Emergency First Aid	LOC01

May

12	Emergency First Aid	LOC01
13 - 14	Supervising Mental Health	LOC02
14 - 16	IOSH Managing Safely	LOC01
30	First Aid for Mental Health	LOC01

June

09	Emergency First Aid	LOC01
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July

04	Emergency First Aid	LOC01
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August

NO TRAINING

September

05	Emergency First Aid	LOC01
09 - 10	Supervising Mental Health	LOC02
18 - 19	Site Supervisors Safety Training Scheme	LOC01
30	First Aid for Mental Health	LOC01

October

Site Manager Safety Training Scheme SMSTS

3, 10, 17, 24 and 31 October LOC01

06 - 08	First Aid at Work	LOC02
20 - 21	Supervising Mental Health	LOC01
27 - 29	IOSH Managing Safely	LOC01

November

10	Emergency First Aid	L	OC01
14	First Aid for Mental Health		LOC01

December

01	Emergency First Aid	LOC01
09 - 10	Supervising Mental Health	LOC02

LOC01 G4 Mill House, Mill Road, Totton, Southampton, SO40 3AE

LOC02 Kingfisher House, Rownhams Lane, North Baddesley, Southampton SO52 9LP

Course Summaries

Emergency First Aid

£140+VAT pp

This one-day, in-person Emergency First Aid course is designed to equip participants with essential first aid skills to handle workplace emergencies effectively. Ideal for low-risk environments, such as small offices, this course covers emergency first aid protocols for adult casualties only, ensuring compliance with workplace safety regulations.

First Aid for Mental Health

£150+VAT pp

This one-day First Aid for Mental Health course provides essential knowledge and skills to help you support mental well-being in the workplace. Over the course of 6 hours, participants will learn to identify signs of mental health conditions and offer practical advice and support, while understanding their limits as non-medical professionals.

Supervising Mental Health

£325+VAT pp

Our Supervising Mental Health two-day classroom course equips learners with the skills to recognise a wide range of mental health conditions and understand how to provide the right level of support. Over 12 hours, participants will learn how to initiate supportive conversations, signpost individuals to appropriate professional resources, and create a positive mental health culture in the workplace.

Site Manager Safety Training Scheme

£595+VAT pp

The CITB Site Managers' Safety Training Scheme (SMSTS) is a comprehensive five-day course designed for those responsible for managing construction sites. It provides an in-depth understanding of health, safety, welfare, and environmental issues that impact site management. Ideal for site managers, project managers, and supervisors, this course equips learners with the skills and knowledge to manage site safety efficiently and in compliance with legal regulations.

Site Supervisors Safety Training Scheme

£295+VAT pp

The Site Supervisors' Safety Training Scheme (SSSTS) is a CITB-accredited course designed for those who have or are about to assume supervisory responsibilities in the construction industry. This two-day training is essential for supervisors to gain a solid understanding of health, safety, welfare, and environmental issues, and the legal duties that impact their role. The course emphasises that safety is a critical element of effective site supervision. Endorsed by the UK Contractors Group, the SSSTS is recognised as the industry standard for supervisors working on UKCG sites.

IOSH Managing Safely

£595+VAT pp

The IOSH Managing Safely® course provides essential knowledge for those in supervisory or managerial roles, equipping them to identify, evaluate, and control workplace risks effectively. This three-day classroom course gives participants a comprehensive understanding of health and safety responsibilities, helping them implement effective safety systems in their organisation. An IOSH Managing Safely® certificate is a highly regarded accreditation that supports continuous professional development and demonstrates a commitment to maintaining high health and safety standards.

Working at Height

£125+VAT pp

The Working at Height training course is designed to equip individuals with the knowledge and practical skills necessary to work safely at height. This half-day course is particularly suited for those working in construction or other industries where working at height is required. The course covers essential safety practices, risk management, and the proper use of safety harnesses, ensuring that participants understand the risks and protective measures involved.

TERMS & CONDITIONS TRAINING COURSES

Bookings are made subject to the following terms and conditions as set out below:

1. Course Bookings

Course enquiries can be made by email, post, telephone or via our website, although to book onto a course, subject to availability, you must submit a completed booking form. All bookings will be confirmed by email.

2. Payment by Individuals

Our standard payment terms require: Balance to be paid at least 14 days prior to the course start date or the full amount to be paid at the time of booking if within 14 days.

Payment can be made by credit/debit card, cheque or BACS.

Carlin Ltd reserves the right to cancel your course booking should payment not be received by the required due date.

If payment issues arise, we urge you to contact us as soon as possible to discuss your options. You will not be able to attend the course if any fees remain unpaid by the start of the course.

3. Payment by An Employer or Third Party

Carlin Ltd can request payment for the course from a third party, such as an employer on your behalf. This can be a limited company, charity or local authority. Subject to a booking form being submitted, an order being raised and the credit standing of the third party we will:

Issue an invoice with standard 30 day payment terms or;

Request the payment from the third party and confirm the course place once the payment has been received.

In either case we shall inform you what action is required. The third party's details should be provided in the booking form.

4. Payment by Enhanced Learning Credits (ELC) - Available To MoD Personnel

You should check availability of your chosen course and request a place be reserved prior to submitting your claim with the Enhanced Learning Credits Administration Services (ELCAS).

As soon as you have received your Claim Authorisation Note (CAN) you must forward this to us at your earliest convenience and pay the personal contribution specified on the CAN. Under the terms of the ELC scheme we can only confirm your place once you have presented your CAN and paid your contribution. For further details on the claims process please contact us or refer to your Education Office.

5. Transferring your Course Booking

Should circumstances mean that you need to transfer to another course the following charges will apply, dependent on the notice given:

- First transfer made more than 28 days prior to the course start date – no charge
- Additional transfers or first transfer made with 27 to 15 days' notice given – 25% of the course fee.
- Any transfer with 14 days or less notice – 50% of the course fee
- All transfers must be taken within a period of six months where possible or unless otherwise agreed.

6. Cancellations

Should circumstances mean that you must cancel your course and are unable to transfer your booking to another date at the time of cancellation, the following charges will apply:

- More than 28 days prior to the course start date – no charge

- 27 to 15 days prior to the course start date – 50% of the course fee

- 14 days or less prior to the course start date – full fee

If you have previously transferred your course from an alternative date and now wish to cancel altogether there will be a 25% administration fee payable, further to the charges listed above.

Cancellation must be confirmed in writing by post or email and received by the due date.

7. Failure to Attend/Complete a Course

If you do not attend a course or fail to complete the course in full, the full course fee remains payable and non-refundable.

8. Late Arrivals/Missed Sessions/Conduct

If you arrive late for a course or are absent from any session, Carlin Ltd reserve the right to mark you as failed. To conform with the requirements for regulated qualifications, attendance at all sessions is mandatory so it will be deemed that you have not met the assessment criteria if sessions are missed.

If your behaviour whilst attending a course is deemed as inappropriate, including threatening behaviour, bullying, racial or sexual harassment or generally disruptive to other delegates, you will be asked to leave the course.

In all such cases, whether a classroom-based course or distance learning, the full course fee remains payable.

9. Certification

Certificates are provided for successful completion of training/assessment as appropriate and are supplied only following full settlement of course fees.

10. Cancellation by Carlin Ltd

On occasions, unforeseen circumstances may require Carlin Ltd to cancel a course or move to an alternative venue. In such circumstances you will be given as much notice as possible and the option to transfer to another course or request a full refund of fees paid.

11. Coronavirus

Under the current guidance and legislation with regards to the Coronavirus pandemic, Carlin Ltd must abide by any Government announcement made. This may result in courses being cancelled with short notice, moved to an alternative venue or being operated via Distance Learning where applicable. In this instance you have the option to cancel your booking or to transfer to a later course, subject to availability. Under these circumstances there will be no transfer or cancellation charges applied.

If you are unable to attend or complete a course due to testing positive for the virus or having to self-isolate, you must inform us of this as soon as possible and must not attend the course. You will be asked to provide evidence of your test or self-isolation notice for any transfer or cancellation fees to be waived.

CARLIN The right solution for health and safety consultancy services.

01794 330925

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Hampshire SO40 3AE**

Office Hours

Monday - Friday 09:00 – 17:00

Saturday and Sunday Closed

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About this Document

In preparing this document we have taken all care to ensure there are no errors or discrepancies in the information contained. In the event that errors are found, or the document is not up to the standard you expect from us, or you require additional copies; please contact the author, or forward details to Carlin Limited at the contact details on the back cover.

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If you are looking to develop and inspire a group of employees, our creative in-company training services enable you to have a programme developed in partnership with you to deliver the solution that suits your culture, learning style and needs of your people.

For details of in-company training and developing tailored courses please call us on 01794 330925