guardian SUPPORT

Training Brochure

guardiansupport.co.uk

guardian SUPPORT

linkedin.com/company/guardian-support

@GuardianSupport

@Guardian_Info

Workplace training, for employers and employees, is essential for businesses that want to establish strong practices and implement clear HR and Health & Safety policies.

At Guardian Support, we provide professional and comprehensive in-person training courses across a wide range of HR and Health & Safety issues that affect all UK workplaces from manual handling and fire safety training to redundancy and discrimination – we are experts on it all.

Our employed consultants are fully qualified in delivering their training course and have visited many businesses across a plethora of industries over the years to educate and train workers, managers and even directors.

We can guarantee high-quality training that will empower, motivate and protect you and your staff!

All of our onsite courses can be found in this brochure along with a small description, the course duration and pricing.

If you would like to enquire about any of the courses listed,
call us on 0845 2626 260

Testimonials

"I completed the Employment Tribunal Training with Guardian Support and during the day, the staff were helpful and extremely courteous.

It was very clear from the professional way in which the training was delivered that Guardian Support have a high level of expertise in dealing with matters involving Human Resources, and I would have no hesitation whatsoever in recommending them to my clients."

– Doreen Byrne,
Director at Keeley and Co.

"The training workshops help you keep abreast of employment law and avoid the pit falls. Guardian Support is my Guardian Angel!"

- Marcia Lewinson,
Chief Executive at W.A.I.T.S

Health & Safety Courses

There are over half a million accidents in UK workplaces every year and, though that figure is slowly decreasing, it's far higher than it should be which is why you must take the Health & Safety of your employees seriously.

It can be a scary task and massive responsibility for employers but with the help of our Health & Safety consultants, you can sleep easy at night knowing that your workplace is fully compliant with the law and that every step has been taken to ensure the safety of your workforce.

Call us today on **0845 874 4064** to find out more about our Health & Safety consultancy services

Risk Assessment Training

Risk assessments are a legal requirement for all employers under Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

If you have more than 5 staff members, you also have a legal obligation to record, in writing, the significant findings of any such assessment.

Delegates will learn about:

- The legal duty to undertake risk assessments
- How to undertake a risk assessment
- The hierarchy of risk control measures
- How and when to review a risk assessment

Course duration:
1/2 day

12 delegates:
£495 + VAT

COSHH Training

COSHH assessments are a legal requirement under the Control of Substances Hazardous to Health Regulations 2002 for any organisation that uses hazardous substances.

Delegates will learn about:

- The requirements under legislation
- How to complete a COSHH Assessment
- Control measures available for safe use of chemicals
- Health surveillance
- Environmental monitoring
- Emergency plans
- Reviewing COSHH assessments

Course duration:
1/2 day

12 delegates:
£495 + VAT

Manual Handling Training

Manual handling often forms part of many workers' roles, whether this is conventional lifting, or some less well-known manual handling operations such as pushing, pulling, lowering or carrying.

Manual handling injuries can often be the cause of long-term health problems, especially as many injuries are often the cumulative result poor manual handling techniques over a long period of time.

Delegates will learn about:

- The requirements under the Manual Handling Operations Regulations 1992
- How to complete a manual handling assessment
- How to consider the task, individual, load and environment (TILE)
- Types of injuries from poor manual handling technique
- Control measures for manual handling

Course duration:
1/2 day

12 delegates:
£495 + VAT

CDM Training

The Construction Design and Management Regulations 2015 require all organisations involved in any construction activities to suitably plan and assess their work activities.

Delegates will learn about:

- Scope of legislation
- The role of the key personnel in CDM projects
- The difference between notifiable and non-notifiable projects
- Key requirements under legislation
- Site welfare requirements
- Planning of activities
- Roles and responsibilities defined under CDM
- Key communication between all parties
- Completion of the Health & Safety file

Course duration: **1/2 day**

12 delegates: **£495 + VAT**

Work at Height Training

Work at Height Regulations 2005 require all employers to put in place suitable arrangements for work at height. This will often include those working on or with ladders, towers, scaffolding, cherry pickers, scissor lifts, MEWPs etc.

Delegates will learn about:

- The legal requirements
- The definition of work at height
- Suitable work equipment for working at height
- Safe operating procedures for work at height
- Control strategies to mitigate any risks of working at height

Course duration: **1/2 day**

12 delegates: **£495 + VAT**

Fire Marshall Training

The Regulatory Reform (Fire Safety) Order 2005 requires all organisations to ensure that suitable fire safety procedures and provisions are made, including arrangements for evacuation and maintenance of fire detection and alarm systems. It also obliges the employer to appoint trained personnel to ensure these duties are met and maintained.

Delegates will learn about:

- Legislative requirements
- The role of a fire marshal
- The need for fire risk assessments
- Common fire hazards
- The fire triangle
- Principles of fire prevention and protection
- The need to evacuate including the needs for a personal evacuation emergency procedure (PEEP)

Course duration:
1/2 day

12 delegates:
£495 + VAT

Health & Safety Awareness for Managers

Managers are all too often unaware of their obligation under health & safety until something has gone wrong which has a damning effect on the other duties performed by managers.

Good practice favours prevention rather than managing the consequences.

Delegates will learn about:

- The reasons for managing health & safety
- Hazard identification
- Risk assessment and risk control
- Accident investigation and accident reporting

Course duration:
1/2 day

12 delegates:
£495 + VAT

Health & Safety Awareness for Directors

Directors bear ultimate responsibility under health & safety legislation, and with the accountability under both corporate manslaughter and existing legislation, it is more important than ever that directors understand their obligations.

Whether you delegate day-to-day responsibility to your staff members or not, why not reassure yourself with some basic knowledge so that you can ensure that, even when you have delegated duties to your staff members, they are being completed correctly.

Delegates will learn about:

- Legal requirements
- The reasons for managing health and safety
- Hazard identification
- Risk assessment and risk control
- Accident investigation and accident reporting

Course duration:
1/2 day

12 delegates:
£495 + VAT

Fire Risk Assessment Training

The Regulatory Reform (Fire Safety) Order 2005 requires all organizations to ensure that suitable fire safety provisions are made, including the provision of a written fire risk assessment.

Delegates will also have an opportunity to practice their own fire risk assessment during the training session.

Delegates will learn about:

- The legal requirements
- Undertaking a fire risk assessment
- Principles of fire detection and prevention
- The fire triangle
- Protective measures
- Circumstances requiring the review or amendment of a fire risk assessment

Course duration:
1/2 day

12 delegates:
£495 + VAT

HR and Employment Law

Business is more complex than ever, especially when it comes to the management of people, with the legislative pendulum swinging ever more in the direction of employees. Our HR consultancy can help you get the most out of your team and protect your reputation with our no-nonsense approach to HR support, advice and management.

If you are interested in outsourcing HR support, then call us on **0845 874 4087**

Management Employment Law Training

Managers are often at the forefront of employee relations issues, because as direct line managers they are often responsible for managing their individual teams.

There is now a lot of red tape that you must cut through to make you effective at staff management and it is more important than ever to understand your basic obligations under employment legislation.

This course provides managers with a good foundation level of knowledge to approach the key issues in the right way.

Delegates will learn about:

- Conducting disciplinary meetings
- How to handle Grievances
- Key elements of discrimination
- Family friendly rights and obligations

Course duration:
1 day

12 delegates:
£695 + VAT

Disciplinary Training

Disciplinary is often a common matter that is tackled by line managers and HR departments. However, have you ever grappled with some of the more intrinsic legal aspects to disciplinary? In this training session, we examine each and every aspect to staff disciplinary.

Delegates will learn about:

- The different types of disciplinary (conduct, absence and performance)
- Types of sanctions
- The disciplinary process
- How to manage each stage
- The role of the accompanying person
- Suspension and gross misconduct

Course duration: **1/2 day**

12 delegates: **£495 + VAT**

Grievance Training

Whilst most employment relationships start well, the reality is that after time employees can become disgruntled and some may even proceed to make formal complaints.

A well-handled complaint can often stop problems escalating and this is why it is important to ensure that you know exactly how to handle an employee grievance.

Delegates will learn about:

- What is a grievance
- Identifying a grievance
- The grievance process
- How to conduct the hearing
- How to resolve a complaint
- Dealing with difficult issues

Course duration: **1/2 day**

12 delegates: **£495 + VAT**

Redundancy Training

Does your organization need to consider making redundancies?
Is this untrodden ground for you, or something you need a refresher on?

If so, this course is perfect for you, as we look at each aspect of redundancy,
from small-scale redundancies right through to large-scale, collective redundancies.

Delegates will learn about:

- How to identify a redundancy situation
- Individual redundancy consultation
- Collective Consultation including when it arises and how to conduct it
- Statutory redundancy and notice payments
- Alternatives to redundancy
- Redeployment to alternative employment and statutory trial periods
- Selection matrices
- Bumping and identifying the correct pools for selection

Course duration:
1/2 day

12 delegates:
£495 + VAT

Family Friendly Training

In a time where working parents are gaining more and more rights
each day, just how up to date are you on the rights afforded to working families?

From maternity leave through to paternity leave and parental leave,
during this session, we take an in-depth look at each and every family friendly right.

Delegates will learn about:

- Dealing with pregnancy
- Maternity leave and maternity rights
- Paternity leave, including additional paternity leave
- Shared parental leave
- Adoption leave
- Dependent care leave
- Parental Leave
- Statutory bereavement leave

Course duration:
1/2 day

12 delegates:
£495 + VAT

Managing Sickness Absence Training

Do you have any employee on long term sick?
How about an employee who just keeps taking odd days off here and there?

If so, this course will provide you with essential knowledge that can be used to tackle both long-term and short-term absence.

Delegates will learn about:

- Managing short-term absence
- The Bradford Factor
- Managing patterns of absence
- Dealing with long term sickness
- Understanding obligations under disability discrimination
- Knowing about reasonable adjustments and when these are reasonable

Course duration: **1/2 day**

12 delegates: **£495 + VAT**

TUPE Training

This is probably the most complicated aspect of employment law, hated by HR professionals and legal practitioners alike.

With a lot of ambiguity and complex rules, you are not alone if you do not understand TUPE.

Whilst we will never be able to completely enlighten you on the issue, we will be able to give you the foundations needed to carry it out, including looking at measures which can avoid the application of this onerous legislation.

Delegates will learn about:

- Identifying a relevant transfer
- Understanding the test for a business transfer
- Understanding service provision changes
- Changing terms and conditions
- Dismissing staff members
- Informing and consulting
- Providing employee liability information
- Pensions
- TUPE and insolvency
- Managing the transfer

Course duration: **1/2 day**

12 delegates: **£495 + VAT**

Mock Employment Tribunal Training

Ever wondered what happens at an employment tribunal? Or perhaps you have an up and coming tribunal that you want to prepare yourself for?

If either of these situations apply to you, our mock employment tribunal training will teach you the foundations to the employment tribunal system, including the process itself, and give you an opportunity to participate in a mock employment tribunal in the comfort of a safe training environment.

Delegates will learn about:

- The employment tribunal system and process
- ACAS early and post claim conciliation
- How to negotiate with ACAS
- How to draft and ET3
- Schedule of losses and counter schedule of losses
- Disclosure and bundles
- Witness statements
- The employment tribunal hearings and tactics

Course duration: **1 day**

12 delegates: **£695 + VAT**

Discrimination Training

In a world where the possible grounds for discrimination have now reached well into double figures, and with there being almost as many different types of discrimination as there are protected characteristics, it is almost inevitable that virtually every employee has at least 1 ground to make an accusation that they may have been discriminated against. With compensation having no upper cap, and regularly reaching 6 figure sums, it is a worthwhile investment to understand exactly how discrimination laws operate and most importantly, how to avoid claims for the hefty sums.

Delegates will learn about:

- The protected characteristics
- The types of general discrimination (direct, indirect, harassment and victimisation)
- Character specific types of discrimination
- How to identify discrimination
- Enforcing discrimination complaints

Course duration: **1/2 day**

12 delegates: **£495 + VAT**

Equality and Diversity Training

Unlike our discrimination course, which looks at what amounts to discrimination, this course focuses on educating your workforce to avoid you being liable for any of their acts of discrimination.

Under discrimination legislation, every employer is liable for the discriminatory acts of their employees towards others if such acts are conducted in the course of employment, whether they knew of or condoned the actions.

However, as an employer, you may have a defence if you can show that you took all reasonable steps to prevent discrimination, including training your workforce.
This session is designed to help you meet this obligation and is aimed at individual workers.

Delegates will learn about:

- The protected characteristics
- The reasons why discrimination is not condoned
- The consequences of engaging in discriminatory behaviour
- How one person's "banter" is another person's "discrimination"
- Some real-life examples of discrimination

Course duration:
1 hour

12 delegates:
from £195 + VAT

What is Guardian Support?

Guardian Support is a trusted Health & Safety, employment law and HR partner for your business. We offer expert advice and dedicated support and training when you need us.

We pride ourselves on offering quality, bespoke services that help our clients to save time, money, and resource. Our advisors will become an extension of your team to offer competent support and advice to help with your HR needs, and ensure you follow correct regulation and legislation.

We can provide tailored health and safety and environmental advice and assessments for all industries to ensure the safety of your employees and to monitor your organisation's impact on the climate. With our support, you can focus on running a successful, and safe business for all involved.

Other courses available

As well as many on-site courses, we also offer a range of online training courses including General Data Protection Regulations (GDPR),RoSPA Asbestos Awareness Training, IATP Asbestos Awareness Training, Abrasive Wheels Training, and many more.

Learn more about our full range of services and training courses at guardiansupport.co.uk or call us on 0845 2626 260 to discuss your training needs.

Tel: 0845 262 6260. **Website:** guardiansupport.co.uk