

William Martin 

TRAINING GUIDE

Helping you train for
a better, safer future

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Helping you train for a better, safer future

At the centre of all good health and safety practice is quality training. By giving staff the compliance skills and expertise needed to carry out their duties, your business will optimise productivity, reduce the risk of costly and time consuming accidents and improve employee engagement.

Here's why you can count on William Martin Compliance to meet your training needs:



Innovation

We continually innovate and develop our training services to reflect the latest best practice in health and safety across a wide range of disciplines.



Quality

All of our courses are independently accredited and our trainers undergo continuous assessment and personal development to ensure they are at the top of their game.



Client-centric

Our training services are bespoke and tailored to each client's unique needs, reflecting the sectors they work in, workforce size and relevant local laws.



Integrity

Our work is underpinned by honesty and trust, along with respect for our clients and an aspiration to understand and support their aims.

William Martin Compliance is different to other training providers

We're renowned as experts in the field of professional health and safety training. This is because we do things differently to deliver:

- ✓ **Leading edge courses**
William Martin Compliance is the only company to offer IOSH Managing Safety for Property Managers, developed specifically for specialists in the property sector.
- ✓ **Enviably high pass rates**
We assist people who train with us to pass the first time, ensuring your teams can focus on delivering for your business.
- ✓ **Ongoing learning and support**
We're conscious that learning is a journey. That's why we provide post course access to our trainers along with ongoing support.
- ✓ **Training designed for the real world**
Our courses are practical and scenario based, in order to aid skills translation into everyday situations in your workplace.
- ✓ **Fair and transparent pricing**
We charge a simple flat fee, meaning the price quoted is the price you pay – preventing any unwanted surprises or additional costs for things like mileage or overnight expenses.
- ✓ **Continual improvement**
We want our business to be the best it possibly can - which is one of the reasons why we make a rigorous post course evaluation based on delegate feedback.

The William Martin Compliance approach

Our comprehensive range of highly bespoke company-specific training and IOSH approved courses can be provided in a 'face-to-face' classroom setting at your own premises, or online. All courses are delivered by qualified trainers who have experience as safety practitioners with relevant and appropriate knowledge.

Our delivery methods are designed to encourage delegate participation and promote sustainable learning through case studies, workshops and Q&A activities. Course formats include half or full-day options and can be supported by refresher training and compliance monitoring to ensure the skills taught are implemented consistently over time.



In-person training

Our trainers are able to come to your premises to deliver one-to-one tuition, or training in a multi-delegate classroom. Course content will be tailored in advance to deliver relevance to your business through appropriate case studies and scenarios. Pass certificates are awarded in person at the end of each session as appropriate.

We provide all necessary materials, including a delegate pack. For full day courses, we can tailor refreshments in accordance with your requirements.



Virtual training

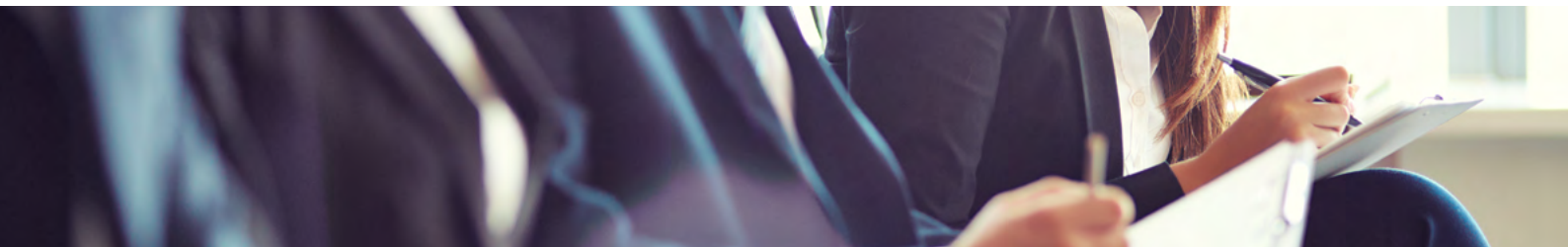
Your employees are given access to an online conferencing portal for the delivery of the course. Ahead of the training session, we will send delegate packs where appropriate and tailor case studies and scenarios in line with your business, to ensure relevance.

Virtual courses feature interactive Q&A components, as well as opportunities to engage with the tutor as if delivered in-person. Pass certificates can be emailed or posted to participants as required.



E-learning

E-learning courses enable your teams to complete a range of courses at a pace and time that works for your business. Each course requires delegates to complete tasks and answer questions in order to evidence successful skills acquisition. Passes are awarded at the end of each course and certificates can be downloaded as needed.



TRAINING COURSES



Helping you train for
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Accident Investigation and Prevention

Accident Investigation and Prevention is a practical course that calls on a range of real life case studies to explain the importance of effective record keeping, the link between accidents and personal injury claims, and pre and post accident risk assessments.

This course teaches:

- The importance of writing and implementing an accident policy
- The principles of accident investigation, covering fault tree analysis
- The principles of accident prevention such as investigation outcomes and proactive monitoring
- RIDDOR requirements and guidance on reportable incidents

Designed for employees who are responsible for reporting, investigating and reducing accidents and incidents, this course counts towards CPD.

🕒 0.5 days

✅ In person or virtual



Asbestos Awareness

Using case studies and incident data from similar industries, this course covers changes in relevant legislation and HSE guidance, as well as practical actions to ensure asbestos safety.

This course teaches:

- Asbestos use, locations and impacts on health
- Asbestos law in relation to surveys and the appointment of surveyors, management plans, asbestos registers and remedial actions
- The principles of asbestos identification
- Emergency procedures where asbestos is exposed or damaged
- Processes for instructing maintenance contractors and employees

Designed for workers who are responsible for sites in areas such as purchasing, refurbishment, contractor instruction and day-to-day management, this course counts towards CPD.

🕒 0.5 days

✅ In person or virtual



Construction design and management awareness

Calling on case studies from a range of projects, this course explains the importance of effective record management and how to discharge client duties in practical terms.

This course teaches:

- The principles of CDM Regulations 2015 and relevant case law
- The specific roles and responsibilities of the client, principal contractor, and principal designer
- When CDM applies, including maintenance work which exceeds 30 days or 500 hours
- The various stages in the CDM process, for example F10, the pre-construction and construction phase health and safety plans, health and safety files

A key part of CPD, this course is designed for workers involved in the construction, extension, demolition and refurbishment of sites, including instructing works, which may come under the CDM Regulations due to length of time.

🕒 0.5 days

✅ In person or virtual



Contractor Management

Drawing on case studies and real accident data from construction sites during the previous 12 months, this course comprises practical sessions on the appraisal and approval of contractors and effective record keeping.

This course teaches:

- The importance of effective contractor management based around case law
- The Contractor Management process and its practical application
- The principles of permit-to-work systems (dependent on the target audience)
- The roles and responsibilities between clients and contractors

Designed for anyone involved in appointing, instructing, or otherwise controlling, contractors, this course counts towards CPD.

🕒 1 day

✅ In person or virtual



Fire Door Inspection Training

From January 2023, certain buildings will require additional fire door inspections. This short site-based training course allows you to complete your own inspections in between more formal surveys undertaken by qualified assessors.

This course teaches:

- Certification – understand what a certification means, how/where to find the information, what it looks like and what to do if certification cannot be confirmed
- Gaps – find out what an acceptable gap is, how to measure it and what to do if gaps are too large
- Seals – understand the role of seals, where they should be located, assessing their effectiveness and how resolve issues
- Hinges – discover how to check door hinges are correct, sufficient in number and fit for purpose
- Closes – how to check if doors close correctly
- Glass – understand what type of glass is required in a fire door, how to check and note its overall condition

The course will allow delegates to complete a fire door inspection and they will receive a certificate of attendance. It will not make delegates accredited fire door inspectors/assessors Designed for anyone who may need to complete fire door inspections.

🕒 2 hours

✅ In person



Fire Warden/ Fire Co-ordinator

This practical course uses the fire emergency plans of attendees and enacts a simulated fire evacuation whilst exploring the relevant extinguishers for various locations within a building.

This course teaches:

- The principles of fire evacuation using case studies and best practice
- The roles and responsibilities of those involved in fire evacuation
- The principles of fire, for example fire triangles and fire prevention

Other areas covered may also include:

- The importance of effective record management
- Fire drills – recommended frequency, recording and dealing with non-conformance

Designed for employees who are responsible for assisting or coordinating fire evacuation, this course counts towards CPD.

🕒 0.5 days

✅ In person

Fire assembly point



IOSH – Safety for Property Managers

Drawing on case studies from real life events on a range of sites, this course explains external audits and assessments and closing actions. Can be split over a number of half days to accommodate distance learning.

This course teaches:

- Contractor management and permit-to-work processes
- Statutory checks
- How to complete effective record-keeping to meet clients' policies and processes
- How to maintain the day-to-day safety of employees, tenants, visitors, and other people
- The principles of accident prevention and investigation
- The roles and responsibilities in managing safety on site on a day-to-day basis and how to practically achieve this

Designed for managers who are responsible for health and safety and already have some experience or qualifications, this course counts towards CPD.

🕒 3.5 days

✅ In person or virtual



IOSH – Managing Safely

This comprehensive course is designed to give managers and supervisors an understanding of everyone’s health and safety responsibilities in the workplace. It will enable them to recognise how they can influence, monitor and control risk and improve health and safety at work.

This course teaches:

- The key reasons for managing safety at work
- The responsibilities and accountabilities for health and safety
- What constitutes a hazard, a hazardous event and a risk
- How to manage a risk assessment process
- How to control and evaluate risk
- What laws relate to health and safety at work
- Where to find help and guidance to ensure laws are complied with
- The consequences of failing to meet legal requirements
- What a health and safety management system is and the benefits of having one
- The six hazard groups, their effects and how to manage them
- How to investigate and report incidents
- How to measure and audit performance

At the end of the course, delegates will understand the principles that underpin effective health and safety at work. They will be able to describe the key reasons to manage it, define the key terms related to it and understand how the law can impact on it. They will also know how to assess, reduce and control hazards and risks and identify how to report and evaluate them. The course is suitable for anyone who manages others or manages risks and resources. Delegates will be assessed in two ways: through a knowledge and comprehension test and a practical application of what they have learned.

🕒 21 hours (delivered over 3 days) + 1 hour for assessments

✅ In person or virtual



IOSH – Managing Safely refresher course

Building on existing capabilities, this course enables practitioners to continue putting Managing Safely into action. Participants are encouraged to offer personal reflections on good practice and implement their refreshed knowledge via the Plan-Do-Check-Act model in the workplace.

The refresher reinforces previously taught knowledge using:

- Modules backed by clear examples and recognisable scenarios
- Summaries to reinforce key points
- Checklists and materials supplied for subsequent use in the workplace
- Practical exercise based on the operations of a real business

Designed for anyone in a management or supervisory role who has completed the full Managing Safely course, this refresher day counts towards CPD and successful delegates will receive a Managing Safely Refresher certificate.

🕒 1 day

✅ In person or virtual



IOSH – Working Safely

This introductory course explains why safety at work is important and who is responsible for it. It defines the hazards and risks in the workplace and how to identify and deal with them. It will also explore how to improve and maintain safety performance. It aims to provide delegates with an understanding of how their actions contribute to health and safety and clearly understand their responsibilities.

This course teaches:

- Why it is important to work safely
- The responsibilities for safety in the workplace
- The six hazard groups
- What constitutes a hazard or risk
- How to mitigate and control risk
- The dangers of hazards and how they can be avoided
- What organisations can do to manage and improve safety
- What a “permit to work” is
- How to effectively communicate health and safety information
- What the types of workplace inspection are
- Reporting incidents, near misses and accidents
- The role of the health and safety enforcement officer
- Surveillance and monitoring

At the end of the course, delegates will be able to identify everyone’s responsibilities in relation to health, safety and wellbeing in the workplace. The course is suitable for anyone who is employed or looking to be employed. Delegates will be assessed in two ways: through a knowledge and comprehension test and a practical application of what they have learned.

🕒 5 hours + 30 minutes for assessments

✅ In person or virtual



Legionella Awareness – Management and control of building hot and cold-water systems

This practical course calls on water monitoring records and case studies to explain the importance of effective record keeping, water logs and how to audit records.

This course teaches:

- What is Legionella exactly: Take a look at what the legionella bacteria is and how it can enter a water system. Also examine the illnesses that this bacteria may cause & become aware of the symptoms that people may experience.
- Identify legionella risks and understand its control: Consider the risk factors for growing the legionella bacteria and learn how these may be controlled by following some basic principles.
- Maintenance Tasks: Understand the basic preventative steps that can be followed and the requirements for performing routine maintenance tests and checks.
- Tools that may help: Listen to the latest advice and guidance from an industry specialist on specific equipment that can help you prevent and control the bacteria and limit the risks to health.
- Record keeping: Identify what records and documents need to be kept on site and understand the management systems that are available to help you

Designed for team members with responsibilities for legionella control in relation to water systems, this course counts towards CPD.

🕒 1 day

✅ In person or virtual



Legionella Awareness – Management and control of cooling towers and other high-risk systems

A practical course calling on case studies and water monitoring records, delegates are taught about the importance of effective record keeping, water logs and how to audit records. In particular, how often various checks should be carried out.

This course teaches:

- The history, growth requirement and health effects of legionella and associated organisms
- Legislation requirements and L8 (as amended)
- The specific roles and responsibilities of those involved in legionella control, for example property managers, maintenance contractors, water treatment contractors, external assessors
- The principles of legionella prevention and minimisation
- Role of the control scheme in relation to cooling towers

Designed for team members with responsibilities for legionella control in relation to water systems, this course counts towards CPD.

🕒 0.5 days

✅ In person or virtual



Manual Handling

This practical course draws on industry-relevant case studies and examples, while demonstrating good practice using items delegates are required to handle in their work.

This course teaches:

- The requirements of the Manual Handling Regulation Regulations and risk assessment
- Why regulations are necessary and accident statistics from similar industries
- The principles of elimination, mechanisation, and minimisation in relation to manual handling tasks
- The principles of effective manual handling including planning, equipment, training, and individual limitations

Designed for employees who carry out significant manual handling as part of their role, this course counts towards CPD.

🕒 0.5 days

✅ In person



Personal Safety and Lone Working

Drawing on real life case studies and accident data from the UK, this course explores the risks associated with lone working and how to mitigate them.

This course teaches:

- The risks associated with lone working
- Lone working and practical implementation
- The principles of lone working risk assessment and ways of minimising risk where lone working cannot be avoided
- The principles of personal safety during travel, when working alone and on site

Designed for anyone who completes site visits, including surveyors, building managers, estate agents and valuers, this course counts towards CPD.

🕒 0.5 days

✅ In person or virtual



Practical risk assessment

This practical course examines real sites and/or real case studies to practice risk assessment and can be tailored to include related assessments such as COSHH and manual handling.

This course teaches:

- The law and guidance in relation to risk assessment
- The principles of risk assessment using UK related case studies and examples
- The risk assessment process and complete examples
- What to do once assessments have been documented, for example implementation, explanation, additional controls and sign off
- The importance of effective record management

Designed for employees who are responsible for completing or reviewing risk assessments, this course counts towards CPD.

🕒 0.5 days

✅ In person or virtual



Seek and Search Training

Site-based staff responsible for responding to a fire alarm activation need to know how to approach potential fires safely. This course will provide training in how to conduct the seek and search aspect of any role requiring staff to seek confirmation of the reason for an alarm activation.

This course teaches:

- Fire strategy – why we have a seek and search (investigation) strategy
- Roles and responsibilities
- How to approach a potential fire situation
- How to complete a dynamic risk assessment
- When and how to open a door/enter a room
- Required reporting and recording
- Handover requirements to the attending Fire Brigade officer in charge

There will also be the chance to ask questions and conduct a site walk with an experienced fire-fighter. Each delegate will receive an attendance certificate.

🕒 2 hours

✅ In person



Site safety awareness course

Based on the RICS Surveying Safely Guide and HSE Guidance, this course explains relevant legislation and guidance for construction sites and the built environment.

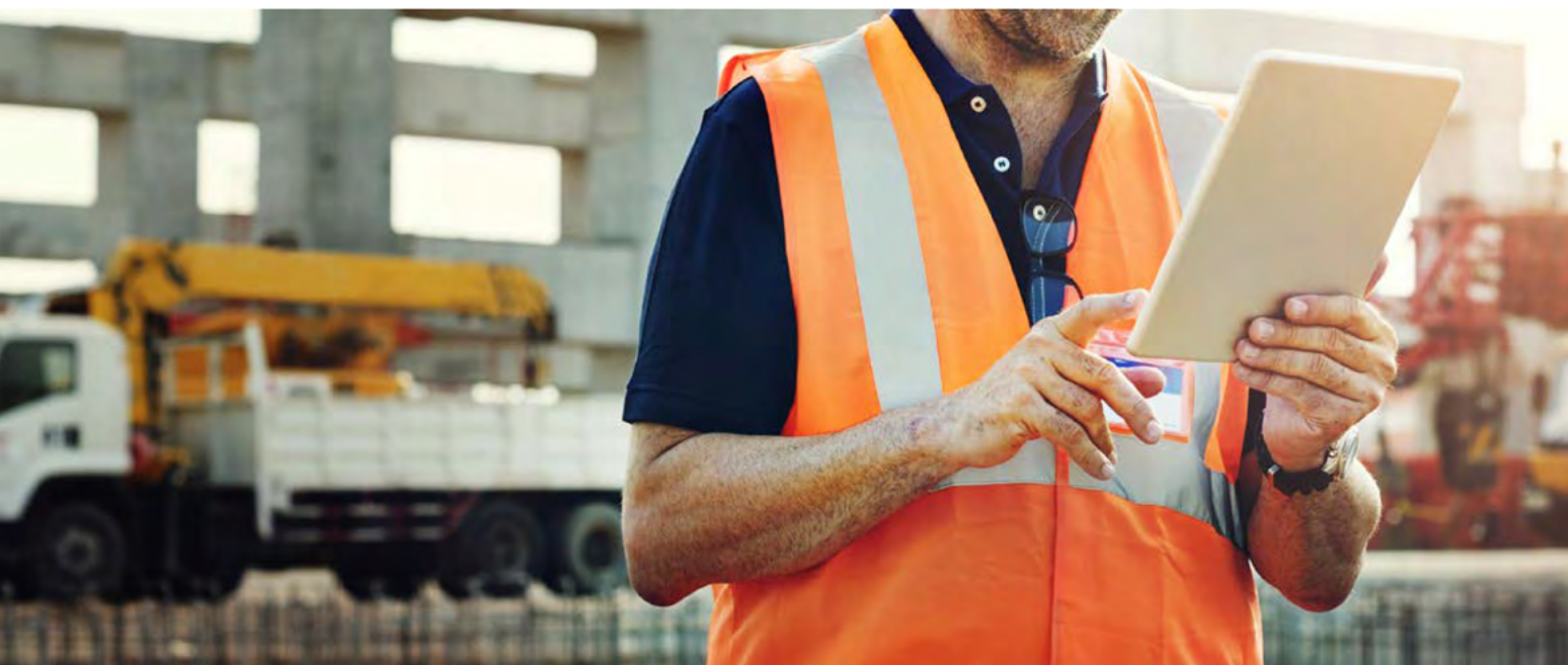
This course teaches:

- How to establish safe sites during set-up
- How to review construction phase health and safety
- The selection and use of personal protective equipment
- How to plan site inspections and visits
- How to maintain your own and others' safety

Designed for property management and facilities management professionals who inspect properties as part of their day-to-day work activities, this course counts towards CPD.

🕒 0.5 days

✅ In person or virtual



Working at Height

A practical course that uses industry-relevant case studies and examples from the UK. Participants will gain an understanding of the principles of working at height and current legislation, while reviewing and comparing the various control measures such as scaffolding, portable ladders, elevating platforms, fall prevention and fall arrest systems and nets/airbags.

This course teaches:

- Control measure hierarchies, restrictions on access to drop zones and working near fragile surfaces in addition to other considerations
- The roles and responsibilities of those working at height, for example site managers, maintenance contractors and employees
- The principles of working at height risk assessments

Designed for anyone who is responsible for instructing and controlling people working at height, this course counts towards CPD.

🕒 1 day

👤 In person



Workstation/DSE Assessor

Using practical examples and demonstrations, this course explains how to set up comfortable and effective workstations, in addition to discussing the different ways organisations can deal with health issues identified via DSE assessments.

This course teaches:

- Legislation, guidance and case law in relation to DSE
- The principles of ergonomics and workstation set up
- DSE and its implementation
- The role of occupational health
- How to identify sources of further assistance in relation to any long-term health issues

Designed for employees responsible for carrying out DSE assessments or coordinating the findings of self-assessments, this course counts towards CPD.

🕒 0.5 days

✅ In person or virtual





Compliance Without Compromise

We create next generation building compliance by fusing clever consultancy with cutting-edge technology, so our clients can grow. Our products include:




Unparalleled expertise to safeguard your people and property.



Our online compliance and risk management platform gives you total visibility.



Take control of your supply chain, confidently and efficiently.

 0203 819 8829

 enquiries@wmcompliance.co.uk

 wmcompliance.co.uk

Health & Safety • Legionella • Fire Safety • Asbestos • Contractor Management • Accessibility • Environmental • Training

London Office, 20 Grosvenor Place, London, SW1X 7HN

Registered Office, C/O Marlowe Plc, 20 Grosvenor Place, London, England SW1X 7HN

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