

## Developing an Environmental Policy

### Who is the Course Aimed at?

This is a practical course for managers and "Green Team" leaders who are preparing or reviewing environmental policy statements. Many organisations need to make a formal commitment to environmental good practice for communication to customers and other stakeholders. This short course is for those in all organisations where an environmental policy is needed.

### Key Objectives

- To prepare an environmental policy that is appropriate to the environmental impacts of the organisation.

### Course Content

- Review of typical environmental impacts of business
- Recognised standards for environmental policies
- A recipe for the content of an environmental policy
- Reviewing existing policies
- Developing and writing an environmental policy in line with the environmental management standard ISO14001

### Course Outcome

Participants will review any existing environmental policy statements and prepare an up to date policy appropriate for the organisation and its stakeholders.

## Clinical Waste Management

### Who the Course is Aimed at?

- All who have responsibility for managing clinical waste and controlling waste costs. Department of Health Research has shown that up to 70% of the amount of the waste currently found in clinical waste bags (yellow) could safely be disposed of in black bags thus saving an NHS Trust at least £300 per tonne in disposal costs.
- Anyone who comes in contact with clinical waste from the time it is created to its safe disposal. This includes those working at ward level, those who have responsibility for its storage, carriage, treatment and final disposal. (Nurses, porters, facilities managers and those who handle the waste whilst it awaits pickup for transport and disposal)

### Key Objectives

To learn about:

- your legal Duty of Care to manage clinical waste safely and avoid pollution
- who regulates clinical waste management and disposal

### Course Content

- How to segregate your waste
- Identifying and describing the waste correctly
- Keeping the waste safely
- How to label your waste properly
- What transferring the waste to an authorised person means
- Learn about the necessary documents and permits and ensure you know where the waste has gone
- What is a waste management licence and is it sufficient to treat clinical waste?
- How to review and audit your Trust's procedures
- Environmental law and guidance relating to clinical waste, e.g.
  - Section 34 of the Environmental Protection Act
  - Environmental Protection (Duty of Care) regulations 1991
  - The Hazardous Waste (England and Wales) Regulations 2005
  - The Safe Disposal of Clinical Waste – NHS Guidance for Trusts and other services who create clinical waste



## Waste Management for the Construction Industry

### Who is the Course Aimed at?

Anyone who comes in contact with construction materials from when they arrive on site or waste from the time it is created to its safe disposal.

### Key Objectives

To learn about the government's strategy for sustainable construction and your duty of care under:

- Section 34 of the Environmental Protection Act
- Environmental Protection (Duty of Care) Regulations 1991
- The Hazardous Waste (England and Wales) Regulations 2005
- Site waste management plans
- WEEE regulations

### Course Content

- Learn about European waste codes
- What can be reused/recycled
- How to improve procurement and on site storage
- How to achieve zero waste to landfill by 2020
- How to draft a site waste management plan
- How to segregate your own waste
- Identifying and describing the waste correctly
- What transferring the waste to an authorised person means
- Learn about the necessary documents and ensuring you know the waste has gone to a properly licensed disposal site

### Course Outcome

Being able to:

- Identify code and segregate on waste sites
- Draft a site waste management plan
- Make sure that all the necessary paperwork is available if waste is leaving the site
- Know about various outlets for recycling or reusing waste materials



# Environmental & Health and Safety

## Fire Warden's/Marshall's Course

### Who is the Course Aimed at?

This course is aimed at members of a company who are nominated as Fire Marshalls/Wardens.

### Key Objectives

- To identify the requirements of their role within the company fire team.

### Course Content

- Take preventative measures to protect the lives of staff and visitors
- Identify the fire precautions that exist within the premises
- Predict the consequences of a serious fire within the company
- Spot potential fire hazards that may exist and implement measures to remove or reduce the level of hazard
- Take charge of evacuation procedures and First Aid fire fighting operations in the event of a fire
- Select and safely use the correct extinguisher to deal with a small fire

## Environmental Risk Assessment

### Who is the Course Aimed at?

All managers and staff who have responsibility for ensuring that their organisation identifies and controls the environmental risks arising from workplace activities. Environmental risks include non-compliance with environmental law, the potential for pollution and accidents and emergencies. Identifying, understanding and controlling these risks are increasingly vital to day to day management.

### Key Objectives

- To understand the requirements of the main environmental laws affecting business and how to keep up to date
- To understand how to identify and control the main pollution risks in the typical workplace
- To understand how to identify and respond to environmental accidents and emergencies in the typical workplace

### Course Content

- Reviewing the environmental impacts of business activities
- Evaluating environmental risks
- Key requirements of environmental legislation affecting business
- Mitigating risks and dealing with emergencies

## CIEH Level 2 Award in Health and Safety

### Who the Course is Aimed at?

Employees in all types of work place setting.

### Key Objectives

- To gain an understanding of the Health and Safety Law
- Prevention of work related ill health
- Understand the principles of accident prevention
- Be aware of hazards and risks involved with manual handling, hazardous substances, working at heights, noise, transport and vehicles

### Course Content

- Health and Safety Law
- Health and welfare
- Safety – accident prevention
- Electricity, fire, hazardous substances
- Risk assessment, noise & transport
- Workplace and work equipment
- Manual handling – ergonomics

### Course Outcome

Enable employees to carry out work activities safely and protect their health. Understand principles behind health and safety issues.



## Be **one step ahead** in Health and Safety with our other courses

- Fire Safety
- Manual Handling
- CIEH Level 2 Award in Principles of Risk Assessment
- CIEH Level 2 Award in Conflict Resolution