Where safety matters

Zero harm in the workplace

• Safety Training and Education
• Keep your staff safe
• Bespoke Options in Electrical Safety
• Flexible Training to suit your needs

Making sure everyone goes home at the end of the working day
Introduction

We all face a raft of new legislative and health and safety measures in an increasingly complex workplace. Training and Education on such subjects can help you on the way to removing risks and hazards within your working environment.

You need a partner who understands the risks and dangers within the workplace, an organisation committed to achieving zero harm within its own workplace.

We offer a flexible range of practical and theoretical training courses to develop the judgement and skills of your staff. We want to offer our solutions to enable you to achieve zero harm in your workplace.

The Safety Centre – our business is safety, is yours?

The benefits of training with Schneider Electric include:

- A highly qualified team of instructors with 200+ years experience across a range of industry sectors
- A hands-on approach which gives safe exposure to real-world situations
- A dedicated safety training centre which enables you to learn quickly and effectively on the types of equipment and environments you encounter day to day
- As one of the world’s leading electrical manufacturers and providers of engineering solutions, Schneider Electric gives you the reassurance of expert, up to date instruction to make maximum use of your valuable time
- The potential to tailor courses to your particular needs
- The option of training at your site, to get your entire department up to speed as effectively as possible
Selecting your safety solutions

Electrical Safety Courses

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Occupational Safety Courses

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CCNSG Safety Passport ........................................................................... 23
Risk Assessment ....................................................................................... 24
Health, Safety & Environmental Awareness ........................................... 25

Customised Electrical Safety Training

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## Electrical safety courses

### Our view of electrical safety

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Electrical safety courses
High voltage authorised person (industrial)

Training code: 107

These courses are primarily designed for people operating High Voltage (HV) or Low Voltage (LV) electrical systems on site. Note, all of our Authorised Person courses contain practical exercises so delegates are advised to bring appropriate protective clothing.

Objectives
➤ Delegates will be introduced to electrical systems and the dangers which exist and can arise when operating and working on HV and LV systems.
➤ A facility for examining equipment and gaining hands on operating experience will be available throughout the course.

Content
➤ The training will cover safe operating procedures relating to the operation and maintenance of a variety of manufacturers HV equipment.
➤ Delegates will gain the required experience to issue documentation abiding by current legislation in addition to attaining the role of safety coordinator.
➤ Statutory safety regulations
➤ HV switchgear operation and maintenance
➤ Operation and isolation of electrical distribution equipment
➤ Issue of Permit to Work
➤ Issue of Sanction to Test
➤ Network operations
➤ Application of Electrical Safety Regulations to high voltage equipment and systems
➤ Basic protection operations
➤ Cable location and identification

Target audience
• Your scope: Industrial, commercial and public facilities
• Your job: Nominated as Authorised Person, electrical maintenance manager

Prerequisite knowledge
• None

Duration and delivery
• A four day course (residential or non-residential options available)
• In-class sessions within Schneider Electric training centre

Contact us for more information or prices by phone, our online form or by email
Electrical safety courses
Low voltage authorised person (industrial)

Objectives
- The training will teach safe operating procedures relating to the operation and maintenance of a variety of equipment
- Delegates will gain the required experience to issue documentation abiding by current legislation in addition to attaining the role of safety coordinator

Content
- Statutory safety regulations
- LV switchgear operation and maintenance
- Operation and maintenance of electrical distribution equipment
- Issue of Permit to Work
- Issue of Sanction to Test
- Network operations
- Application of Electrical Safety Regulations to LV equipment and systems
- Basic protection operations
- Cable location and identification

Equipment used
- Various LV equipment

Target audience
- Your scope: Industrial, commercial and public facilities
- Your job: Nominated as Authorised Person, electrical maintenance manager

Prerequisite knowledge
- None

Duration and delivery
- A three day course (residential or non-residential options available)
- In-class sessions within Schneider Electric training centre

Training code: 101
Electrical safety courses
High voltage authorised person (MOD JSP 375)

Objectives
- To enable delegates nominated for appointment as authorised persons to acquire the necessary background knowledge, skills and basis for gaining company experience
- To revise and update the requirements and application of relevant legislation
- To learn procedures for a safe system of work on high voltage systems to JSP375
- To obtain practise in implementing the above
- To provide an introduction to the operation, control and protection of Electrical distribution systems

Target audience
- Suitably qualified M&E staff who have been nominated for appointment as Authorised Persons-Electrical

Prerequisite knowledge
- None

Content
- Statutory safety regulations
- LV switchgear operation and maintenance
- Operation and maintenance of electrical distribution equipment
- Issue of Permit to Work
- Issue of Sanction to Test
- Network operations
- Application of Electrical Safety Regulations to LV equipment and systems
- Basic protection operations
- Cable location and identification

Equipment used
- Various HV and LV equipment

Duration and delivery
- A four day course (residential or non-residential options available)
- In-class sessions within Schneider Electric training centre

Contact us for more information or prices by phone, our online form or by email
Electrical safety courses
Low voltage authorised person (MOD JSP 375)

Objectives
- To enable delegates nominated for appointment as authorised persons to acquire the necessary background knowledge, skills and basis for gaining company experience.
- To revise and update the requirements and application of relevant legislation
- To learn procedures for a safe system of work on low voltage systems to JSP375
- To obtain practice in implementing the above
- To provide an introduction to the operation, control and protection of Electrical distribution systems

Content
- Statutory safety regulations
- LV / HV switchgear operation and maintenance
- Operation and maintenance of electrical distribution equipment
- Issue of Permit to Work
- Issue of Sanction to Test
- Network operations
- Application of Electrical Safety Regulations to LV equipment and systems
- Basic protection operations
- Cable location and identification

Equipment used
- Various LV equipment

Target audience
- Suitably qualified M&E staff who have been nominated for appointment as Authorised Persons-Electrical

Prerequisite knowledge
- None

Duration and delivery
- A three day course (residential or non-residential options available
- In-class sessions within Schneider Electric training centre

Training code: 2111
Electrical safety courses
Authorised Person NHS estates in accordance with HTM 0603

Target audience
- Your scope: Health estate buildings
- Your job: Nominated as Authorised Person

Prerequisite knowledge
Delegates who attend the course should have a firm understanding of basic electrical principles and theory

Duration and delivery
- A five day course (residential)
- In-class sessions within
- Schneider Electric training centre

Objectives
- UK National Health Service course for the appointment of persons working to the HTM 0603 Electrical Safety Code for Low Voltage/High Voltage systems
- This will apply to England and Wales and also covers the variations applicable to Scotland and Northern Ireland

Content
- Management policy
- Statutory legislation
- HTM 0603 roles and duties
- Safety programs
- Signs and notices
- Permits and sanctions in use
- Inspectorate
- Electrical apparatus construction, operation and maintenance
- Safe isolation of HV and LV systems
- Practical exercises on HV
- Cable workings
- Protection applications, settings and testing
- Written test assessment

Contact us for more information or prices by phone, our online form or by email
Electrical safety courses
Substation access

Objectives

➢ To enable personnel to enter substations and switch rooms for specific duties and to recognise the dangers associated with High Voltage equipment.

Content

➢ Electrical hazards and precautions
➢ Safety Requirements
➢ Legislation and Guidance
➢ Safe System of work
➢ Substation Entry Procedure
➢ Substation Visit

Target audience

➢ Electrical and non electrical personnel with no previous experience of electrical power systems who require Restricted Authorisation to permit access to areas containing High Voltage Electrical Apparatus with a view undertaking specific duties.

Prerequisite knowledge

➢ None

Duration and delivery

➢ One day
➢ Schneider Electric training centre
Objectives

- To enable engineers to gain an appreciation of the hazards and the precautions required, to prevent danger when working on or near equipment connected to a supply of electricity.

Content

- Electricity and shock
- Legislation and Guidance
- Safe Systems
- Safety Documentation and Procedures

Target audience

- Delegates nominated for appointment as competent. The course is aimed at helping them to acquire the necessary background knowledge, skills and basis for gaining company experience with legislation and safe system.

Prerequisite knowledge

- None

Duration and delivery

- One day
- In-class sessions within Schneider Electric training centre

Contact us for more information or prices by phone, our online form or by email.
Electrical safety course
UPS Systems training

Objectives
- To teach safe operating procedures relating to the operation and maintenance of UPS equipment
- Delegates will gain the required experience to issue documentation abiding by all legislation and their specific company defined procedures

Content
- Statutory safety regulations relating to UPS
- UPS principles
- UPS associated switchgear
- Discrimination including earth loop impedance
- Fault levels relating to mains, generator, UPS and switchgear
- Practical operation of UPS and switchgear

Equipment used
- UPS and associated switchgear

Target audience
- Your scope: Industrial, commercial and public facilities
- Your job: Maintenance manager, electrical engineer, facilities manager

Prerequisite knowledge
- None

Duration and delivery
- A two day course
- In-class sessions within
- Schneider Electric training centres
- Can be customised and delivered on customer premises

Training code: 160
Electrical safety course
Working safely with diesel generator systems

Objectives
To teach safe operating procedures relating to the operation and maintenance of generator sets

Content
- Statutory safety regulations relating to generator sets
- Generator set principles
- Safe isolation of generator sets
- Safety around a running engine

Equipment used
- Cummins diesel generator set

Target audience
- Your scope: Industrial, commercial and public facilities
- Your job: Maintenance manager, electrical engineer, facilities manager

Prerequisite knowledge
- None

Duration and delivery
- A one day course
- In-class sessions within Schneider Electric training centre
- Can be customised and delivered on customer premises

Contact us for more information or prices by phone, our online form or by email
Electrical safety course
17th Edition wiring regulations

Target audience
- Your scope: All public, commercial and industrial organisations
- Your job: Electrical engineer, maintenance manager, electrical contractor

Objectives
- This course is intended to provide comprehensive training on all aspects of the 17th Edition Wiring Regulations
- The course is suitable for all electrical engineers, contractors, electricians or domestic installers who need to understand the principles behind the regulations and how it affects all aspects of their day to day work

Prerequisite knowledge
- None - however it will be expected that delegates will have basic electrical knowledge
- This course is suitable for anyone who has no previous knowledge or qualification associated with the wiring regulations prior to 2001

Content
Delegates will complete the course with knowledge and practical understanding of all parts of the regulations:
- Scope, objective and fundamental principles
- Definitions
- Assessment of general characteristics
- Protection for safety
- Selection and erection of equipment
- Inspection and testing
- Special installations or locations
- Appendices
- Candidates will be eligible to take the 17th Edition exam
- C&G 2382-10 at a local Schneider Electric training centre following this course

Duration and delivery
- A three day course
- In-class sessions within Schneider Electric training centre
- Can be customised and delivered on customer premises

Please note: There is an additional fee for taking the GOLA exam
Occupational safety courses

Our view of occupational safety

First Aid at Work .................................................................20
Emergency First Aid............................................................21
Manual Handling / Ergonomics ........................................22
CCNSG Safety Passport ..................................................23
Risk Assessment .............................................................24
Health, Safety & Environmental Awareness ......................25
Objectives

This course provides the comprehensive set of practical skills needed to become a confident first aider at work, giving attendees both the ability and knowledge to deal with first aid emergencies.

Content

- Accidents and illness
- Using a first aid kit
- Simple record keeping
- Treatment of an unconscious casualty
- Heart attacks
- Resuscitation
- Shock
- Choking
- Bleeding
- Burns and scalds
- Poisoning
- Fractures
- Seizures
- Asthma
- Severe allergic reaction
- Eye injuries
- Low blood sugar
- Fainting

Target audience

- This course is designed for people who want to receive our most thorough first aid training and is especially suited for nominated workplace first aiders looking to gain comprehensive, certified HSE approval.

Prerequisite knowledge

- None

Duration and delivery

- Three days
- In class sessions within Schneider Electric training centres

Additional Information - New assessment process

Following changes affecting all first aid training providers, people attending our workplace First Aid courses (the three-day initial, two-day requalification and the one-day Emergency First Aid) are now both trained and assessed by one expert trainer/assessor whilst the course is progressing and not by using a separate examination at the end.

This assessment will be through observation along with some written exercises. Whilst these written elements are straightforward, candidates need a basic command of English (defined as Level 2). So whilst we are often able to provide support to people who for example do not have English as a first language, our ability to do so is limited by the time available and the number of people who require assistance, although we may be able to make special arrangements if requested in advance. Please contact us if you need any guidance.

Contact us for more information or prices by phone, our online form or by email.
Occupational safety courses
Emergency First Aid – One day

Objectives

This course is ideal for smaller workplaces that present few health and safety risks. It is also a requirement for anyone working within a substation or on electrified equipment. The typical recipients include Authorised Persons, Competent Persons and people entering substations. This course can be taken in conjunction with our Authorised Persons, Competent Persons and Substation Access Courses.

Content

- Health and safety (first aid) regulations
- Managing an incident
- The priorities of first aid
- Treatment of an unconscious casualty
- Resuscitation
- Shock
- Choking
- Seizures
- Bleeding
- Common workplace injuries.

Target audience

- This course is designed for people who want to receive training in emergency first aid and is especially suited for nominated first aidsers in smaller, low risk working environments.

Prerequisite knowledge

- None

Duration and delivery

- One day
- In class sessions within Schneider Electric training centres

Additional Information - New assessment process

Following changes affecting all first aid training providers, people attending our workplace First Aid courses (the three-day initial, two-day requalification and the one-day Emergency First Aid) are now both trained and assessed by one expert trainer/assessor whilst the course is progressing and not by using a separate examination at the end.

This assessment will be through observation along with some written exercises. Whilst these written elements are straightforward, candidates need a basic command of English (defined as Level 2). So whilst we are often able to provide support to people who for example do not have English as a first language, our ability to do so is limited by the time available and the number of people who require assistance, although we may be able to make special arrangements if requested in advance. Please contact us if you need any guidance.
Objectives

There is a legal requirement to reduce manual handling risks to the lowest levels reasonably practicable. The course is intended to provide the knowledge and skills to allow the delegate to be able to carry out manual handling operations safely, and without risk of injuring themselves or others.

Content - Combined offer

**Module 1 - Manual Handling**
- Introduction to Manual Handling
- Manual handling hazards
- Legislation and guidance
- Risk Assessment for manual handling
- Controls and reducing the risk of harm

**Module 2 - Ergonomics**
- Definition of ergonomics
- Consequences of poor ergonomics
- Physiology of the body
- Ergonomic risk assessment
- Ergonomic design and anthropometrics
- Managing ergonomic risk in the workplace
- Ergonomics and preventing human error

Either of these modules can be offered as separate half-day courses.
Objectives

**CCNSG – Two day course**
The Client/Contractor National Safety Group (CCNSG) Safety Passport scheme aims to ensure that contractor personnel working in manufacturing or processing industries are trained to a minimum standard of health and safety prior to commencing work on site.

**CCNSG One day refresher**
The renewal of the CCNSG Safety Passports can be done either three months before the expiry date of the passport or three months after the expiry date of the passport. If delegates have not renewed their CCNSG Safety Passport by the three months expiry end date they will have to retake the two day basic programme again to re-validate their passport.

Content

- Safe Behaviours at Work
- Consequences of good/bad safety
- Health and Safety at Work Act 1974
- Risk Assessments
- What is Hazard?
- What is Risk?
- Hierarchy of Control
- As low as Reasonably Practical
- Fire Safety
- Manual Handling
- PUWER
- Noise
- HAVS
- Confined Space
- COSHH
- LOLER
- Asbestos
- Working at Height
- Site Transport
- Signage
- Excavations
- Electric/Isolation
- Environment
- Reporting/RIDDOR
Objectives

The course enables the delegates to gain the skills and knowledge to perform risk assessments.

Content

- Why do Risk Assessments – the legal, moral and financial reasons to do Risk Assessments
- Risks and Hazards – the differences
- Near Misses and Accidents
- Five Steps of Risk Assessment
- Preventing Risk
- Controlling Risks and Hazards
- Performing a Risk Assessment – Practical Assessment

Target audience

- Staff involved in carrying out risk assessments in the workplace

Prerequisite knowledge

- None

Duration and delivery

- One day
- In class sessions within Schneider Electric training centre or on your site
Occupational safety courses
Health, Safety & Environmental Awareness

Objectives
The overall aim of the course is to provide delegates with an overview of health, safety and the environment within the working environment.

Content
- Moral, financial and legal reasons for managing health and safety
- Common workplace hazards
- Risk and safety management
- Protecting the environment

Target audience
- People who are new to the working environment or people who have not attended a similar course

Prerequisite knowledge
- None

Duration and delivery
- One day
- In class sessions within Schneider Electric training centres or on your site

Training code: C635
Customised electrical safety training

Objectives
- The offer provides the option to train your electrical staff using information concerning your Safe System of Work and other factors relating to your organisation’s safety practices and procedures

Content - How it works
- Initial Consultation Meeting to discuss your requirements
- Our Authorised Persons Trainer will meet the person responsible for Electrical Safety within your organisation
- Your Safety Rules will be analysed by our Authorised Persons Trainer
- The required course(s) will then be designed, signed off by you and then developed

Potential Courses include:
- Authorised Persons
- Competent Persons
- Substation Access
- Electrical Safety Awareness
- Other relevant courses identified during the design process
- The Course(s) can be delivered using your Safety Rules. Signage and other relevant equipment provided by yourself

Equipment used
- A range of LV and HV equipment including Oil, Air, Vacuum and Gas Insulated Switchgear. The switchgear is also made up of a variety of manufacturers’ gear and older switchgear is also available

Additional Information - New assessment process
If training is required on-site at customer premises there are safety considerations that need to be met. These are:
- Equipment must be isolated and earthed from all possible sources of energy
- On-Site safety arrangements including First Aid, Fire Evacuation Procedures and other relevant safety arrangements must be demonstrated to the satisfaction of the Schneider Trainer prior to any operational / classroom training
- The conditions will validate the issue of a Permit to Work for the purposes of hands on operation of equipment

Contact us for more information or prices by phone, our online form or by email
How to find us

Schneider Electric Limited Safety Training Centre
Unit 3 & 4, Westwood House, Westwood Business Park
Coventry, CV4 8HS, United Kingdom

By car

**From (North) M6, M42**
- Follow the A45 South towards Coventry
- At the roundabout with Police Station on left hand side and Fire Station on right hand side take the third exit on to Sir Henry Parkes Road
- At the next roundabout take the third exit onto Charter Avenue
- At the next roundabout take the first exit onto Mitchell Avenue
- At the next roundabout take the second exit onto Westwood Way
- Take the first turning left, the offices are directly ahead

**From (North) M6, M42**
- Follow the A45 North towards Coventry
- Leave the A45 at the Phantom Coach public house and at the first roundabout take the first exit onto Charter Avenue
- At the next roundabout take the second exit stay on Charter Avenue
- At the next roundabout take the first exit onto Mitchell Avenue
- At the next roundabout take the second exit onto Westwood Way
- Take the first turning left, the offices are directly ahead

By rail

Coventry station is located on the West Coast Mainline and is a five-minute taxi ride.

By air

Birmingham International Airport is situated off the M42 (J6) and is a twenty-minute taxi ride.
As the global specialist in energy management with operations in more than 100 countries, Schneider Electric offers integrated solutions across multiple market segments, including leadership positions in energy and infrastructure, industrial processes, building automation, and data centres/networks, as well as a broad presence in residential applications.

Schneider Electric is dedicated to making individuals’ and organisations’ energy safe, reliable, efficient, productive and green from Power Plant to Plug™.

We are changing our brand names and becoming one Schneider Electric. You’ll get the same great quality products, but from one name you can remember and trust. This provides you and your customers with the reassurance associated with Schneider Electric.

Some of our market leading brands have already become Schneider Electric including Merlin Gerin, Telemecanique, Square D, GET, Mita, Sarel, Himel, Thorsman, Tower and TAC.

Working as one Schneider Electric makes it clearer that our ranges are highly compatible for integrated solutions.