

RoSPA assured Health & Safety Courses



All	Course Duration
Accident Investigation	30-35 mins
Accident Reporting (RIDDOR)	30-35 mins
UPDATED COVID Response for Employees	15 mins
Driving Safety (UK & International)*	25-30 mins
DSE	30-35 mins
Electrical Safety	15-20 mins
Environmental Awareness (UK & International)	25-30 mins
Fire Safety	30-35 mins
First Aid in the Workplace (Employees)	40-45 mins
Food Allergies	15-20 mins
Health & Safety Culture	25-30 mins

All	Course Duration
Health & Safety for Homeworkers	25-30 mins
Health & Safety in the Home	25-30 mins
Health & Wellbeing	30-35 mins
Induction Safety	35-40 mins
Lone Working	25-30 mins
Manual Handling	25-30 mins
New & Expectant Mothers	15-20 mins
Noise Awareness	25-30 mins
Office Safety	30-35 mins
Personal Protective Equipment	20-25 mins
Slips, Trips & Falls	30-35 mins

All	Course Duration
Stepladder & Ladder Safety	35-40 mins
Stress Management	25-30 mins
Working at Height	25-30 mins
Young People at Work	30-35 mins
Winter Weather Awareness	35-40 mins
Workplace Safety	35-40 mins
Workstation Setup	10-15 mins

Management	Course Duration
First Aid in the Workplace	40-45 mins
UPDATED COVID Response for Leaders	15 mins
UPDATED COVID Response for Managers	15 mins
Health & Safety for Directors*	5-10 mins
Health & Safety for Homeworkers	25-30 mins
Health & Safety for Managers	40-45 mins
Lone Working	25-30 mins
Risk Assessment	30-35 mins
Stress Management	30-35 mins
Working with Young People	30-35 mins

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Specialist	Course Duration
Warehouse Safety	25-30 mins
Virus Protection	20-25 mins
PEEP (Personal Emergency Evacuation Plan)	15-20 mins
Permit to Work	20-25 mins
Safe Use of Hand Tools	15-20 mins
Security & Terrorism Awareness	30-35 mins
Violence & Aggression in the Workplace	30-35 mins

Refresher courses	Course Duration
COSHH Refresher	15 mins
Driving Safety Refresher*	15 mins
DSE Refresher	15 mins
COMING SOON Electrical Safety Refresher	15 mins
Environmental Awareness Refresher	15 mins
Fire Safety Refresher	15 mins
COMING SOON First Aid Refresher	15 mins
COMING SOON Food Safety Refresher	15 mins
COMING SOON Health & Safety Introduction Refresher	15 mins

Refresher courses	Course Duration
COMING SOON Health & Safety for Homeworkers Refresher	15 mins
Manual Handling Refresher	15 mins
Office Safety Refresher	15 mins
PPE Refresher	15 mins
Risk Assessment Refresher	15 mins
Slips, Trips and Falls Refresher	15 mins

All	Course Duration
Hot Works	15 mins
Managing Contractors	15 mins
Sickness Absence	15 mins

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Workplace Skills Courses



Career Development
Appraisal Interviews
Career Planning
First Impressions
Hiring Right First Time
Inducting a New Team Member
Networking
Tips for the Interviewee

Change Management
Challenging the Status Quo
Experiencing Change
Making the Change
The Need for Strategy
Thriving in Change
Seeing Change Through

Communication & Social Skills
Active Listening
Asking the Right Questions
Body Language
Communicating under Pressure
Communicating with Emotional Intelligence
Effective Research
Effective Writing
Expressing Yourself
How to be Assertive
Intelligence

Communication & Social Skills
Presenting Data
Presenting with Confidence
Social Media Awareness
What's Not Being Said?
Workplace Diplomacy

Customer Service
Communicating with Respect
Email Etiquette
Handling Complaints
Know Your Customer
Maintaining Existing Customers
Managing Expectations
Telephone Manner
Understanding Brand & Reputation

Customer Service
A Balancing Act
Approaching New Customers
A Positive Perspective
Caring for Vulnerable Customers

Literacy Skills
Planning Your Report
Spelling & Punctuation
The English Sentence
Writing Your Report

Workplace Skills Courses



Management & Leadership
Coaching & Mentoring
Developing Leadership
Flexible Leadership
Giving & Receiving Feedback
Managing Virtual Teams
Motivation & Effective Feedback
Operational Agility
Performance Management

Management & Leadership
Planning & Monitoring Team
Performance
Planning for a Crisis
Project Management
Taking the Lead
Taking Action
The Effective Leader
Training for Non-Trainers
Workplace Ethics

Personal Development
Confidence
Dealing with Stress
Decision Making
Making Objectives Happen
Negotiation Skills
Planning Your Own Development

Personal Development
Problem Solving
Productivity
Remote Working
Setting Objectives
Time Management

Teamwork
Collaborative Working
Dealing with Conflicts
Effective Delegation
Effective Meetings
Find Your Role

Teamwork
Performance Troubleshooting
Working in Teams



Workplace Skills Course - Compliance & CSR

Equality & Diversity
Introduction
Age
Disability
Gender Reassignment
Marriage & Civil Partnership
Pregnancy & Maternity
Race
Religion or Belief
Sex Discrimination

Equality & Diversity
Sexual Orientation
Unconscious Bias
Workplace Bullying
Finance
Anti-Money Laundering
Bribery Act 2010
Bribery & Corruption
Budgeting Basics
Competition Law
Finance for Non-Financial Managers

Finance
Insider Trading
Managing Personal Finance
PCI - DSS

Food Safety & Hygiene
Introduction
Hygienic Premises
Food Allergy
Food-borne Illness
Personal Hygiene
Food Law
Food Safety Hazards
Food Safety Management
Temperature Control

Health & Safety
Introduction
COVID-19 Response for Employees
COVID-19 Response for Managers
COVID-19 Response for Leaders
Dangerous Substances
Display Screen Equipment
Electricity
Fire

Health & Safety
First Aid
Manual Handling
Moving or Falling Objects
Office Health & Safety
Remote Health & Safety
Slips & Trips
Vehicles In & Around the Warehouse
Work at Height



Workplace Skills Course - Compliance & CSR

Information & Security	Safeguarding	Social & Corporate Responsibility
An Introduction to UK GDPR	Safeguarding Children (England & Wales)	Cyber Security
Accountability & Governance	Safeguarding Children (Northern Ireland)	Driving at Work
Data Protection Act 2018	Safeguarding Children (Scotland)	Fair Treatment of Customers
Freedom of Information UK	Safeguarding Adults at Risk (England & Wales)	Fraud Awareness
Freedom of Information Scotland	Safeguarding Adults at Risk (Northern Ireland)	Right to Work
Individual Rights under UK GDPR	Safeguarding Adults at Risk (Scotland)	Sustainability
UK GDPR	Social & Corporate Responsibility	Whistleblowing
Lawful Basis for Processing	Absence Management	Workplace Security
	Anti-Slavery	

Workplace Skills Course - Mental Health & Wellbeing



Better Decision Making
Better Judgements
Creativity
Critical Thinking
Healthy Living
Building Resilience
Ambiguity
Changing Behaviours
Letting Go
Life Balance
Personal Agility

Building Resilience
Everyday Energy
Resilience
Positive Thinking
Stress Management (Employees)
Stress Management (Managers)
Avoiding Burnout

Managing Emotions
Curiosity
Empathy
Great Conversations
Managing Emotions
Mindfulness
Mindset
Relationship Building
Value and Purpose
Impact and Influence

Wellbeing
Benefits of Good Sleep
Digital Wellbeing
Financial Wellbeing
Relaxation
Winter Wellbeing
Health and Wellbeing

Mental Health Awareness
Coping with Transition and Post Lockdown Anxiety
How To Support Yourself and Others With Mental Health
Introduction To Mental Health
Lets Talk About Mental Health
Recognising and Managing Anxiety
Tackling Mental Health Stigmas and Discrimination
Understanding Loneliness
Understanding Trauma
Understanding Grief and Loss

Cyber Awareness & Resilience Training



Audio Stories	Course Duration
Removable Media - 'Banana Drama'	6 mins
Information Handling - 'Grazing the Free Wifi'	5 mins
Personal Information - 'Lily's Amazing Birthday Cake'	6 mins
Social Engineering - 'One Born Every Click'	7 mins
Social Media Protection - 'One Nil to the Hackers'	5 mins
Online Safety - 'Fine Margins'	6 mins
Remote and Mobile Working - 'Shoulder Surfing'	6 mins
Phishing - 'Speared'	6 mins
Password Safety - 'Stating The Obvious'	6 mins
Bring Your Own Device - 'Too Shiny Too Easy'	5 mins

Learning Animations	Course Duration
 Safer web browsing	5 mins
 Pretexting	5 mins
 An introduction to the Internet of Things (IoT)	5 mins
 Steps to prevent identity theft	5 mins
 USB drop attacks	5 mins
 Deleting data	5 mins
Ransomware	5 mins
Sending information to the wrong person	5 mins
Sextortion	5 mins
Themed Phishing	5 mins

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