



H & K TRAINING SERVICES LIMITED
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TRAINING INFORMATION SHEET

WORKING AT HEIGHT

Course overview	The course can be held as a 'stand-alone' course or as part of a triple certification course. A tested and company certificated activity-based course with a syllabus covering the legal aspects and good practice related to working at height and associated hazards and controls.
Course duration	3 - 4 hours (dependent upon numbers).
Suitability	Those that plan or work at height.
Venue	Ashford, Kent Training Centre (address above) or client's premises.
Delegate numbers	Expected 10-12 but no more than 14. Minimum of 5 for the course to run.
CPD	Unlikely to be relevant but some potential for management.
Assessment	Formative through tutor evaluation and summative theoretical multiple-choice examination.
Certification	H & K Training Services Limited's own certification stating; 'successful completion' or 'attended' dependent upon assessment results. Validity duration is recommended as three to five years depending upon the delegates continuing experience of working at height activities and tool-box-talk refreshers received.
Materials	All required course materials and equipment will be provided.
Catering	Hot and cold beverages will be provided for in-house courses. A buffet will be provided when delegates participate for whole day courses.
Dress code	Casual but no soiled footwear or clothing at our Training Centre please. Foot protection is advisable but weights lifted are minimal.
Course fees	To be determined through contact with the Training Centre and dependent upon location and format of course (e.g. if part of a triple certificated course).
Booking	Through Hayley Ford at the above contact details and via our booking form. Joining instructions will be provided in advance of the course commencement.
Cancellation	7 working days or more – no cancellation fee. 2 – 6 working days = 50% of the booking fee is chargeable. Less than two working days = 100% of booking fee is chargeable. Transfer to another course through application to the course administrator.

Contents

Course explanation and aims	Work equipment selection, inspection and use
Definition and Statistics	Fragile surfaces
Principles of the regulations	Fall protection
Legal duties	Ladder safety and fault finding
Falling objects	Multiple-choice test