The Safety Centre by Schneider Electric
Course Catalogue
Where safety matters

schneider-electric.co.uk
Where safety matters

Zero harm in the workplace

• Safety training and education
• Keep your staff safe
• Bespoke training option
• Flexible training to suit your needs

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

We have all heard horror stories of electrical workplace catastrophes. Whether it be a crippling loss in production, closing down of sites or the worst case scenario... a workplace fatality. Don’t let complacency or insufficient qualifications be your downfall.

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:

- Highly qualified team of instructors
- Unique hands on training with 50+ items of electrical equipment across all major brands
- Bespoke training options
- Hands on approach which gives safe exposure to real world situations
Selecting your safety solutions

Electrical Safety Courses

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Customised 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)

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

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

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

Training code: C107
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
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 practice in implementing the above
To provide an introduction to the operation, control and protection of electrical distribution systems

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

Target audience

Suitably qualified M&E staff who have been nominated for appointment as authorised persons-electrical

Prerequisite knowledge

None

Duration and delivery

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

Training code: C2110

Electrical Safety Courses
High voltage authorised person (MOD JSP 375)

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)
Training code: C2111

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
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

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

Contact us for more information or prices by phone, our online form or by email
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.
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

Training code: C160
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 Courses

17th Edition wiring regulations

Training code: C169

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

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

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

Target audience

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

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

Duration and delivery

• A three day course
• In-class sessions within Schneider Electric training centre
• Can be customised and delivered on

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Our view of occupational safety

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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

Equipment used

- None
Objectives

- To get managers up-to-speed on the skills they need to tackle safety and health issues in the workplace.
- A practical programme, full of step-by-step guidance, Managing safely has a sharp business focus.
- To get greater workplace productivity as fewer hours will be lost due to sickness and accidents.
- To improve company-wide safety awareness culture and appreciation for safety measures.
- To enhance reputation within the supply chain.

Content

- Assessing risks
- Controlling risks
- Understanding responsibilities
- Understanding hazards
- Investigating incidents
- Measuring performance
- Protecting our environment

Equipment used

- None
Objectives

➢ To introduce staff as to why health and safety is important
➢ To show how everyone can make a difference to their own wellbeing and that of others through everyday behaviours
➢ To get greater workplace productivity as fewer hours will be lost due to sickness and accidents
➢ To improve safety awareness culture and appreciation for safety measures

Content

➢ Introducing working safely
➢ Defining hazard and risk
➢ Dentifying common hazards
➢ Improving safety performance
➢ Protecting our environment

Equipment used

➢ None

Target audience

• People at any level, in any sector, that need a grounding in health and safety

Prerequisite knowledge

• None

Duration and delivery

• One day course
• In-class sessions within Schneider Electric training centre
• Also available as closed session on customer site

Contact us for more information or prices by phone, our online form or by email
Objectives

- To provide delegates with the relevant and underpinning knowledge on how to identify hazards and to provide proactive and effective safety management controls for working safely in the maintenance sector.
- To provide a working knowledge and understanding of key health and safety legislation.
- To outline how to identify risks and hazards common to their working environment.
- To enable delegates to understand the control measures.

Content

- Introduction
- Health and safety legislation
- Working at height
- Provision and use of work equipment regulations
- Control of asbestos at work
- Electricity at work
- COSHH
- Personal Protective Equipment
- Noise and vibration
- First aid at work
- Fire reform act
- Manual handling

Equipment used

- None
Objectives

- To provide delegates with an understanding of the background to Health and Safety law
- To enable delegates to understand their responsibilities under the management of Health and Safety at Work Regulations
- To outline how to identify risks and hazards common to their working environment
- To brief delegates how to select suitable control measures

Content

- Introduction to health and safety legislation
- Health and safety at work act
- Introduction to the management of health and safety at work regulations
- The risk assessment process
- Risk control management
- Risk assessment reviews
- Risk assessment exercise using relevant forms

Equipment used

- None

Target audience

- New and established colleagues who will be required to complete risk assessments

Prerequisite knowledge

- None

Duration and delivery

- A one and a half day course
- In-class sessions within Schneider Electric training centre

Training code: C109
Objectives

To enable delegates to have an awareness of how to carry out manual handling tasks correctly
To create a working knowledge and understanding of key health and safety legislation
To outline how to identify risks and hazards common to their working environment

Content

- Types of manual handling injuries and symptoms
- Legal requirements on the employer and employee
- Good handling techniques and self assessment
- Reasons why employees do not follow good manual handling practise
- Practical overview of manual handling activities

Target audience

Anyone who requires manual handling training based on the work they do within their organisation

Prerequisite knowledge

None

Duration and delivery

- 2 hour session
- Can be delivered within the safety centre or as closed session on customer site

Equipment used

None
Objectives

➢ To train on site instructors to be capable of training others on all aspects of manual handling
➢ To enable delegates to assess the existing manual handling operations in line with Manual Handling Regulations and produce a code of practise for their working environment
➢ To assist the delegates to develop effective training programmes

Content

➢ Types of manual handling injuries and symptoms
➢ Legal requirements on the employer and employee
➢ Good handling techniques with self assessment
➢ Reasons why employees do not employ good manual handling practise
➢ Risk assessment of manual handling activities
➢ Development and delivery of manual handling presentation

Equipment used

➢ None
Objectives

- To identify the risks associated when working with asbestos
- To enable delegates to identify types of asbestos, associated risks and safeguards
- To provide an outline of the requirements of Control of Asbestos at Work Regulations
- To identify the practical controls for asbestos safety

Content

- Recognising asbestos
- How asbestos can affect your health
- Added dangers of smoking
- Uses and likely locations of asbestos in buildings
- What work is permitted by law and what the law requires you to do
- What methods and equipment to utilise as required to correctly perform the job
- How to select, use and maintain personal protective equipment
- Recognising and dealing with other dangers
- Decontamination of yourself and work areas
- Emergency procedures
- Waste disposal

Equipment used

- None
Objectives

- To provide suitable training for all levels of employees, including managers, supervisors, full-time and part-time staff.
- To enable delegates to gain a theoretical understanding of fire safety equipment and procedures including fire extinguisher colour coding, when a fire should and shouldn’t be dealt with, and the purpose of smoke alarms, sprinklers and fire doors.

Content

- Legislation
- Fire requirements
- Fire prevention
- Safety signs and lighting
- Fire alarm and detection systems
- Emergency plan
- Means of escape
- Types of extinguisher and their use
- Practical fire safety and equipment

Prerequisite knowledge

- None

Equipment used

- None

Target audience

- All employees as required by the Regulatory Reform Order 2005

Duration and delivery

- Half day course
- In-class sessions within Schneider Electric training centre
- Also available as closed session on customer site
Customised Safety Training

Target audience

- Customers who require electrical safety training customised to their organisation's specific requirements. A number of customers have benefited from our customised courses and these include customers from DNOs, the NHS, the MOD, Facilities Management Companies, the automobile industry, telecommunications and the food and beverage industry.

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

Duration and delivery

- Determined by your needs
- In class sessions within Schneider Electric training centres or on-site if possible

Prerequisite knowledge

- None

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 8HX, 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 (South) 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.
Life Is On
About Schneider Electric

Schneider Electric is the global specialist in energy management and automation. With revenues of €27 billion in FY2015, our 160,000+ employees serve customers in over 100 countries, helping them to manage their energy and process in ways that are safe, reliable, efficient and sustainable. From the simplest of switches to complex operational systems, our technology, software and services improve the way our customers manage and automate their operations. Our connected technologies reshape industries, transform cities and enrich lives.

At Schneider Electric, we call this Life Is On.