



willis
Insurance &
Risk Management

Accredited Training Courses

Institute of Occupational Safety & Health (IOSH) delivered by Willis IRM

- **IOSH Training Managing Safely Course (3 days)** – With this course you will have a practical programme, full of step-by-step guidance, and sharp business focus, with content that engages and inspires staff. Helping you and your staff with practical actions needed and gaining the knowledge and tools to tackle the safety and health issues covered by their responsibilities.

Highfield Qualifications delivered by Willis IRM

Health & Safety:

- **Highfield Level 1 Award in Health & Safety within a Construction Environment (RQF)** – This course provides the principles of risk assessment for maintaining and improving health and safety at work, showing the importance of safe manual handling, working safely at height, working around plant and equipment safely and risks to health within a construction environment.
- **Highfield Level 2 Award in the Control of Substances Hazardous to Health (COSHH)** – For learners who have access to any environment were coming into contact with hazardous substances. Demonstrating the principles of Hazardous substances in the workplace, hazards and risks to health caused by hazardous substances, risk assessments for safe use of hazardous substances and precautions and procedures to control the risk of hazardous substances.
- **Highfield Level 1 Award in the Principles of Fire Safety Awareness** – This course is for all staff in the workplace where a basic understanding of fire safety is required. This qualification includes principles of fire safety awareness, hazards and risk with fire in the workplace and controlling fire risks.
- **Highfield Level 2 Award in the Principles of Fire Safety** – This qualification is aimed at anyone involved in the management of fire safety who are based in any area where there is a potential risk of fire. Topics covered in the qualification include causes of fire and common hazards, steps in a fire risk assessment, reducing the likelihood of fire, principle of fire safety and how fire risks can be controlled.
- **Highfield Level 1 Award in the Principles of Health and Safety in the Workplace** – With this course you will cover the main responsibilities for health and safety in the workplace, how the workplace can affect health and safety, employer and employee responsibilities, common hazards and control measures and classes of health and safety signage.

- **Highfield Level 2 Award in Health and Safety within the Workplace** – This qualification is designed for those who are required to have a basic knowledge of health and safety practices that are essential in the workplace. Topics include the duties and responsibilities of employers and employees, the benefits of good health and safety in the workplace, the process of risk assessment, hazards, and controls in the workplace, responding to accidents, near misses and ill-health in the workplace, emergency procedures and the importance of reporting accidents.
- **Highfield Level 3 Award in Health and Safety in the Workplace** – This qualification is designed for managers, supervisors, and team leaders, or those who are preparing to start work at this level, to gain a good understanding of health and safety. Included in the course is the legal framework relating to health and safety at work, the main causes of injuries and ill health, safety management systems, the costs associated with accidents and ill health, the benefits of risk assessments and different types available, understanding workplace hazards and minimising ill health and injuries and managing the effects of accidents and incidents in the workplace.
- **Highfield Level 4 Award in Health and Safety in the Workplace** – This qualification has been designed for managers or supervisors who have a direct responsibility for health and safety management within their workplace. Topics include understanding duties and responsibilities of employers and employees and the law, the costs and effects of poor health and safety standards, health and safety management within organisations, management and auditing processes, developing, implementing, and recording risk assessments and safe systems of work.
- **Highfield Level 2 Award in Risk Assessment** – This course helps to provide learners with an awareness of the benefits of risk assessment in any environment, designed to prepare learners to progress into further/ higher level training.
- **Highfield Level 3 Award in Risk Assessment** – This qualification is designed for learners with a responsibility to conduct risk assessments at low risk premises. It covers the principles of risk assessment, the relationship between hazard and risk and requires learners use the knowledge learned on the course by undertaking a risk assessment.

Food Safety:

- **Highfield Level 2 Award in Food Safety at Sea** – This is ideal for anyone working in the catering industry on board a ship. The qualification covers food safety at sea, responsibilities of food handling personnel, importance of on-board food handlers keeping clean and hygienic, ship working areas and food product safe when on board.
- **Highfield Level 2 Award in Food Safety for Catering (Refresher)** – Learners who may work in a food catering environment and who have previously achieved a regulated food safety qualification. The training of food handlers is a legal requirement, and it is important for them to demonstrate continued professional development (CPD) in the workplace.
- **Highfield Level 2 Award in Food Safety for Catering** – This qualification is to prepare learners for employment in a catering role, or to support a role in the workplace. The qualification covers importance of food handlers keeping themselves clean and hygienic, keeping work areas clean and hygienic, importance of keeping food products safe and the principles of food safety.
- **Highfield Level 2 Award in Food Safety for Manufacturing (Refresher)** – Learners who may work in a food manufacturing environment and who have previously achieved a regulated food safety qualification. The training of food handlers is a legal requirement, and it is important for them to demonstrate continued professional development (CPD) in the workplace.

- **Highfield Level 2 Award in Food Safety for Manufacturing** – This qualification is for all food handlers working in a manufacturing environment. The course includes the importance of food safety procedures and complying with the law, microbiological, chemical, physical and allergenic hazards and their control, good temperature control and stock rotation, the importance of good personal hygiene and preventing contamination, including handwashing, protective clothing, cuts and reporting illness, keeping work areas and equipment clean and safe, pest control and safe waste disposal.
- **Highfield Level 2 Award in Food Safety for Retail** – This course prepares food handlers by covering the principles of food safety for retail, importance of food handlers keeping themselves and work areas clean and hygienic and importance of keeping food products safe.
- **Highfield Level 2 Award in HACCP for Catering** – This qualification is aimed at those working in a food catering environment and other food handlers. Topics include principles of HACCP for catering, food safety management and procedures to develop food safety management.
- **Highfield Level 2 Award in HACCP for Food Manufacturing** – This qualification is aimed at those working in a food manufacturing environment. The qualification is intended for learners already working in food manufacturing and those who are preparing is especially useful for those involved in maintaining HACCP in a manufacturing environment, and for those who are or will be part of a HACCP team. The course covers principles of HACCP, applying principles in a food production environment and procedures required to develop HACCP.



Highfield eLearning Courses:

- An Awareness of Mental Health and Wellbeing
- An Awareness of Spectator Safety
- An Awareness of Understanding Stewarding at Spectator Events
- An Awareness of Warehousing and Storage
- Introduction to Environmental Awareness
- Asbestos Awareness
- Care Certificate
- Customer Service Level 2
- Emergency First Aid at Work
- First Aid at Work
- Principles of the Role of a Fire Marshal Level 2
- Food Safety in Manufacturing Level 2
- Food Safety Level 1, 2 and 3
- HACCP Level 3 Catering
- HACCP Level 3 Manufacturing
- Health and Safety Level 1, 2 and 3
- Health and Safety within a Construction Environment Level 1
- Health and Safety Management in Health Care Level 3
- Introduction to Allergens
- Introduction to HACCP
- Introduction to Working at Height Manual Handling
- Paediatric First Aid
- Personal Licence Holders Level 2
- Scottish Personal Licence Holders Level 6

Short Courses/ Micro-learning(Awareness Courses):

- Anaphylaxis and Autoinjectors
- Awareness of Home Working
- Awareness of Lone Working
- Awareness of Modern Slavery
- Challenge-Responsible Sales in Hospitality and Retail
- Communication
- Display Screen Equipment (DSE)
- Equality and Diversity
- Fraud and Fraud Awareness
- GDPR
- Introduction to the Bribery Act
- Introduction to Fire Safety in the Workplace
- Infection Prevention and Control
- Managing Conflict
- Money Laundering
- Safeguarding Children
- Self-Awareness and Personal Development
- Scottish Training for Alcohol Retailers and Servers (STARS)
- Stress Management
- Teamworking



Other Training

Health and Safety:

- Ladder Safety
- Construction Design and Management (CDM) – duty holders
- Corporate Manslaughter and Gross Negligent Manslaughter
- Manual Handling
- Accident/ Incident and Investigation Training
- RIDDOR Awareness Training
- Fire Warden
- Lone Working
- Working At Height (eLearning via Willis)
- Classroom WAH Awareness Training (delivered by Willis)
- Highfield Risk Assessment Training (delivered by Willis)
- iAuditor WAH Audit

Fleet Safety:

- Driver Distraction

Environmental:

- Environmental Social Governance (ESG)

Business Risk Management:

- ISO 31000:2018 Risk Management

Business Continuity:

- ISO 22301 Business Continuity Benefits

Human Resources:

- Line Manager Training – The Fundamentals of HR
- Bullying and Harassment
- Equal Opportunities
- Recruitment Best Practice
- How to Effectively Manage Absence
- Performance Management
- Investigations
- Disciplinary
- Grievance
- Dignity at Work and Equal Opportunities
- Performance Management
- Conduction Workplace Investigations
- TUPE



Willis Risk Management deliver all training courses primarily in our offices in Belfast. Businesses can enquire in bespoke onsite training at their own premises for a maximum of 12 people.

Key Contacts

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