



**HR SERVICES**  
**SCOTLAND**



**ONLINE TRAINING  
COURSES**



[www.hrservicesscotland.co.uk](http://www.hrservicesscotland.co.uk)

# Welcome to HR Services Scotland

## **We're a leading provider in the fields of:**

- Human Resources
- Employment Law
- Health and Safety
- Leadership and Management
- ISO Certification

Our experts provide businesses of all size with high-quality, cost-effective support in Scotland and throughout the UK.

## **Online training – flexible, cost-effective, accessible**

To support businesses looking to upskill themselves, we have provided access to a series of online training courses which give management and employees more flexibility to complete important training as required.

## **There are many benefits:**

- Courses last between 30-60 minutes, minimising time spent out of the business;
- Online training is more cost-effective than external or in-house courses;
- Online training can be undertaken anywhere and anytime (provided there is access to the internet);
- The learner can proceed at their own pace and is actively involved during the training;
- There is no limit on the number of course participants.

## **Find out more**

To find out about our online courses, check out the details here or contact us directly. We'll be delighted to help.

The following pages provide some information on our five most popular courses. Alternatively you can find a full course list at the end of this document.



# Fire Awareness

## Every member of staff legally requires some kind of Fire Awareness training.

This online eLearning programme is an effective and hassle-free way to ensure that you follow current legislation - as well as providing an easily accessible record of staff training. It's suitable for any workplace in any industry sector and provides an engaging way for your staff to complete their Fire Safety training.

Keep your workplace safe and learn about the risks that fire poses to health and safety. You'll learn about the nature of fire and what it takes for a fire to start and how it can easily travel through a building. This course will also introduce you to fire signage, allow you to participate in interactive fire extinguisher training, and gain an informed overview of evacuation procedures.

You'll also learn how to react in the case of an emergency and learn which procedures should already be in place at your place of work.

This Fire Awareness course can be used in conjunction with our Fire Warden training - every organisation should have at least one 'responsible person'.



# Manual Handling



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**Incorrect manual handling is responsible for more than a third of all workplace injuries that are reported to authorities each year.**

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If manual handling is not carried out properly, it can have significant consequences on your health (musculoskeletal disorders), particularly if you carry out manual handling operations regularly.

Maintaining a healthy back is also vital in enabling you to meet the demands of your everyday responsibilities – at work, at home, and during your leisure time. This training equips you with all the tools you need to protect your back while conducting a wide variety of Manual Handling tasks. This course looks at safe moving and handling, the 'LITE' technique (Load/Individual/Task/Environment) and explains why safe workplace lifting is so important to your everyday health.

Effective Manual Handling training can help in ensuring best practice and reduces the likelihood of injuries as a direct result of manual handling. Our IOSH Approved Manual Handling training is for all levels of staff that undertake manual handling operations, and it takes just 35 minutes to complete.

Every employee in every company that regularly carries out manual handling should have effective Manual Handling training.





# GDPR Essentials UK



**Now that the UK's transition period (from leaving the EU) has ended, the EU GDPR has been brought into UK law and sits alongside other data protection laws and regulations.**

Our UK GDPR Essentials training provides employees with an understanding of their duties and responsibilities when it comes to processing personal data under the GDPR in the UK.

The GDPR has brought together years of different laws and regulations and combines them into a single technology-neutral piece of legislation which will form the foundation of data protection law for years to come.

This Essentials training is aimed at staff who need to follow the rules and policies that are laid out by the GDPR. In this course, staff will learn about personal data, the principles of the GDPR, and individual rights, and will use some scenario-based learning.



# Working at Heights



**In the UK, falls from height account for over a quarter of all workplace fatalities, making it the leading cause of death at work. Add to this 43,000 non-fatal accidental injuries and you begin to get an idea of just how dangerous working at height can be.**

However, despite being both common and dangerous, falls from height are also completely avoidable. All it takes is a little extra care, planning, and attention to detail and falls from height can be almost entirely prevented; while the effects of those that do still occur can be dramatically reduced.

At its core, this Working at Height training programme takes the requirements of the Working at Height Regulations 2005 and the best-practice suggestions of the accompanying HSE guidance document and creates a course which is simple and concise yet comprehensive, ensuring that everyone understands their responsibilities and how to stay safe.

The course breaks the topic of working at height down into three easy-to-follow sections: the legal responsibilities of both employers and employees; the dangers associated with work at height and how to stay safe; and an in-depth look at the kinds of equipment which might be used, their benefits, and the risks they pose.

If your employees are required to work from ladders, you may also be interested in our Ladder Safety training course.



# Asbestos Awareness

**Employers have a legal responsibility to ensure that their staff know where asbestos and related materials are likely to be found, how to avoid the risk of exposure, and how to provide the necessary protective equipment to keep them safe.**

This high-quality Asbestos Awareness training course teaches you all you need to know about basic asbestos awareness in a concise online format.

Asbestos is the name given to a group of natural minerals which have been used for centuries. Valued for its durability and heat resistance, asbestos was often used as insulation in buildings, as flooring and roofing, and sprayed onto ceilings and walls. However, when broken down into tiny fibres and breathed in, it can lead to a host of life-threatening diseases – including asbestosis, pleural thickening, mesothelioma, and lung cancer.

In 1999, asbestos was fully banned from use in the UK. However, despite this, it's still responsible for over 5000 deaths every year. Many buildings constructed before the year 2000 may still have asbestos in them, meaning that it's absolutely crucial that anyone who might be exposed – such as carpenters, plumbers, electricians, painters, and builders – must have asbestos awareness training.

This Asbestos Awareness training provides you with everything you need to know about the basics of asbestos safety awareness, and it does so in a concise, easily understood, and engaging format. Please note, however – only HSE licensed contractors can test for and remove asbestos.

# Online Training Courses

## Health and Safety Courses

- Abrasive Wheel Safety
- Accident Reporting
- Anaphylaxis & Allergies for Schools & Carers
- Asbestos Awareness (+International)
- Asthma Awareness for Schools & Carers
- Banksman Essentials
- CDM Regulations
- Confined Spaces
- COSHH
- Diabetes Awareness for Schools & Carers
- Display Screen Equipment (DSE)
- Driver Awareness
- Electrical Safety
- Epilepsy Awareness for Schools & Carers
- Eye Protection
- Fire Awareness\*
- Fire Marshal & Warden\*
- First Aid Appointed Person
- First Aid Refresher
- First Aid Refresher: Emergency First Aid
- First Aid Requirements & RIDDOR
- Food Allergy Awareness
- Food Safety & Hygiene – Level 1, 2 & 3
- General Workshop Safety
- HACCP - Level 2
- Hand Arm Vibration Awareness
- Health & Safety Essentials
- Health & Safety for Homeworkers
- Infection Prevention & Control
- Ladder Safety
- Legionella Awareness
- LOLER
- Lone Working IN the Workplace
- Lone Working OUT of the Workplace
- Manual Handling
- Manual Handling including Tyres
- Medication Awareness in Care & Education
- Moving & Handling People
- Noise Awareness
- Paediatric First Aid Refresher
- Personal Protective Equipment
- PUWER
- Risk Assessments
- School Trips for Organisers & Support
- Sharps
- Slips, Trips & Falls
- Spill Kits (Bodily Fluids & Chemicals & Oils)
- Working at Height (+International)
- Working in Licensed Premises (Bar Staff)

\* Additional courses available specifically for Care, Education & Construction Sectors



## HR Compliance

- Assessing Mental Capacity
- Building Resilience
- Bullying & Harassment
- Conflict Resolution
- Deprivation of Liberty Safeguards
- Drug & Alcohol Awareness
- Effective Remote Working
- Equality & Diversity
- FGM Awareness & Prevention
- HR Compliance & Wellbeing Essentials
- Managing Anxiety
- Mental Health Awareness\*
- New & Expectant Mothers at Work
- Prevent Duty
- Returning to Work
- Returning to Work after COVID-19
- Safer Recruitment in Education
- Sexual Harassment Awareness
- Stress Awareness & Management
- Time Management
- Unconscious Bias

## Business Compliance Courses

- Anti-Bribery
- Anti-Money Laundering
- Bomb Threats
- Business Compliance Essentials
- Consumer Rights
- Customer Service Skills
- Cyber Security Awareness
- Environmental Awareness
- Fraud Awareness & Prevention
- GDPR EU Essentials Training
- GDPR EU Refresher Training
- GDPR UK Essentials Training
- GDPR UK in Education Training
- Modern Slavery
- Whistleblowing

## Care Certificate Courses

- Understanding Your Role in Care
- Your personal Development in Care
- Duty of Care
- Equality and Diversity in Care
- Person Centred Care
- Communication in Care
- Privacy & Dignity in Care
- Fluids & Nutrition in Care
- Mental Health, Dementia, & Learning Disabilities
- Safeguarding Vulnerable Adults
- Safeguarding Children
- Basic Life Support in Care
- Health & Safety in Care
- Handling Information in Care
- Infection Prevention & Control in Care

## Management Courses

- Bullying & Harassment for Management
- GDPR EU Advanced (Management) Training
- GDPR UK Advanced (Management) Training
- Health & Safety for Managers & Supervisors
- Mental Health Awareness for Managers
- School Trips for Management
- Unconscious Bias for Management

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