



# Safety Services

Reconnaissance Group

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# **SAFETY CONSULTANCY**

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Reconnaissance Groups Safety Management team have amassed over 40 years safety experience across many sectors including administration, transport, logistics, hospitality and military operations in Ireland and abroad. We offer a number of services that will assist you to fulfil your legal obligations and make your safety management system easier to manage. We can review your current programs and documentation or compile new documents tailored to your industry, including:

**SAFETY STATEMENTS**

**RISK ASSESSMENTS**

**VISUAL DISPLAY UNIT ASSESSMENTS**

**MANUAL HANDLING PROGRAM**

**ASSESSMENTS**

**NOISE ASSESSMENTS**

**COVID-19 COMPLIANCE**

**ACCIDENT INVESTIGATION**

## **SAFETY RETAINER PACKAGES**

IF YOU DO NOT HAVE A FULL-TIME SAFETY ADVISOR IN YOUR BUSINESS, WE MAY BE ABLE TO HELP YOU TO PROTECT YOUR WORKFORCE AND ADHERE TO LEGISLATION BY COMPILING THE NECESSARY DOCUMENTATION REQUIRED FOR YOUR COMPANY AND/OR OFFER ONGOING HEALTH AND SAFETY SUPPORT CONTRACTS THAT ARE TOTALLY TAILORED TO OUR CLIENTS' REQUIREMENTS





# SAFETY TRAINING

Workplace safety is one of the most important aspects of a company's operations, and most companies want to get it right.

At Reconnaissance Group, we offer an in-depth training needs analysis in the area of Health & Safety training to ensure your company gets the right training to the right people in your organisation.

While most workplaces want to protect employee welfare and comply with legal obligations, a lack of knowledge and understanding prevents this from occurring.

Reconnaissance Groups Safety Management Team are qualified in

- **Occupational Safety, Health & Welfare at Work**
- **Training Needs Identification & Design**
- **Training Delivery & Evaluation**

which ensures your company receives an accurate and specific report which will detail the training requirements of your workforce.

As an added option, if no current training course exists for a specific requirement for your workforce, we will endeavour to create, in consultation with you, a course that not only satisfies your concerns but also protects your workforce and complies with the relevant legal obligations and industry standards.

WANT TO PROTECT YOUR  
WORKFORCE BUT DON'T  
KNOW WHERE TO START?

BOOK IN FOR ONE OF OUR  
NO FEE, NO-OBLIGATION  
TRAINING NEEDS  
CONSULTATIONS.





## TRAINING COURSES

Reconnaissance Group currently offer a number of end user safety courses, instructor courses and first aid courses. A full overview of each of the end user safety courses is available below. For more information on any courses or to make a booking please contact us directly.

### **Workplace Safety Courses**

- Manual Handling
- Patient Handling
- Abrasive Wheels
- Working at Heights & Lanyard Inspection
- Chemical Safety
- Managing Safety at Work - Safety Rep Course
- Health and Safety at Work Training Course
- Fire Safety Awareness
- Fire Warden
- Covid-19 Compliance Officer Course

### **Instructor Courses**

- Abrasive Wheels Instructor
- Working at Height Instructor & Lanyard Inspector
- Evac Chair Instructor
- Fire Safety & Fire Warden Instructor

### **First Aid Courses**

- First Aid Responder (FAR)
- FAR Refresher
- Cardiac First Responder (CFR)
- Basic First Aid
- Parent First Aid

For further information or to make a booking please contact  
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<b>Manual Handling</b>	
Outline	A manual handling activity involves lifting, pushing, pulling, carrying, throwing, or moving objects by hand or by use of bodily force. When it cannot be done safely, employers can suffer serious consequences and employees may sustain injuries.
Aims	As a result of this training, candidates will be provided with the necessary knowledge and practical skills to perform various manual handling tasks effectively and safely and to carry out their own dynamic risk assessments.
Who should attend/Pre-Requisites	<p>The Safety, Health and Welfare at Work Act requires all employees to conduct Manual Handling training to ensure they are protected from manual handling hazards in the workplace.</p> <p>There is a basic practical element to this training which all participants are required to complete.</p>
Max. number of participants	12
Assessment	Theory and Practical Assessment
Duration	2.5 Hours
Certification	Reconnaissance Group Certificate (Training provided by QQI level 6 Instructor)
Content	<p>Duties and Responsibilities</p> <p>Anatomy and Musculoskeletal System</p> <p>Body Mechanics and Injury</p> <p>Legislation</p> <p>Hazards and Risk Identification (TILE)</p> <p>Principles of Lifting</p> <p>Practicable Skills Verified</p> <p>Practical &amp; Theory Assessment</p>



<b>Patient Handling &amp; People Moving</b>	
Outline	It is possible for you and/or your patient to sustain serious injuries if you use an incorrect or controversial People Moving and Handling technique. By completing this training course, you will be able to update your knowledge and techniques, as well as protect both yourself and your patients from injuries and discomfort.
Aims	As a result of this training, candidates will be provided with the necessary knowledge and practical skills to perform various manual handling tasks effectively and safely and to carry out their own dynamic risk assessments.
Who should attend/Pre-Requisites	<p>This 1-day course has been designed for all Healthcare Professionals whose work involves the Moving and Handling of People.</p> <p>There is a practical element to this training which all participants are required to complete.</p>
Max. number of participants	8
Assessment	Theory and Practical Assessment
Duration	1 day
Certification	Reconnaissance Group Certificate (Training provided by QQI level 6 Instructor) Certification duration –2 years
Content	Duties and Responsibilities Anatomy and Musculoskeletal System Body Mechanics and Injury Legislation Hazards and Risk Identification (TILE) Principles of Lifting Practicable Skills Verified Practical & Theory Assessment



<b>Abrasive Wheels</b>	
Outline	The incorrect use of abrasive wheels causes many serious workplace accidents. In this course, you will learn how to select the appropriate abrasive wheel for use with the appropriate machinery, the anatomy of the devices and the risks associated with their use, as well as correct storage.
Aims	The aim of this training to is to provide candidates with the required knowledge and practical skills to be able to carry out various tasks while using abrasive wheels effectively and safely and to carry out their own dynamic risk assessments.
Who should attend	Anyone who uses abrasive wheels in their work should attend this course.
Max. number of participants	8
Assessment	Theory and Practical Assessment
Duration	2.5 hours
Certification	Reconnaisance Group Certificate Certification duration –2 years
Content	<p style="text-align: center;">Legislation</p> <p style="text-align: center;">Mounting of abrasive wheels</p> <p style="text-align: center;">Hazards and Safety Precautions</p> <p style="text-align: center;">Marking abrasive wheels as to type and speed</p> <p style="text-align: center;">Storing, handling and transporting abrasive wheels</p> <p style="text-align: center;">Inspecting and testing abrasive wheels</p> <p style="text-align: center;">Functions of all components used with abrasive wheels</p> <p style="text-align: center;">Assembling components and balancing of abrasive wheels</p> <p style="text-align: center;">Dressing an abrasive wheel</p> <p style="text-align: center;">Adjustment of the rest of an abrasive wheel</p>



Working at Heights & Lanyard Inspection	
Outline	Working at height remains one of the leading causes of fatalities and serious injuries. This includes falls from ladders and from fragile surfaces.
Aims	The course participants will acquire an understanding of the hazards and risks associated with working at heights, be capable of choosing appropriate personal protective equipment, and recognize the importance of pre-use inspections when using harnesses and lanyards.
Who should attend	Working at Height is a course designed specifically for people whose work involves working at height on a regular basis.
Max. number of participants	12
Assessment	No assessment
Duration	3-3.5 hours
Certification	Reconnaissance Group Certificate Certification duration –2 years
Content	<p>Legislation in relation to Health &amp; Safety, Working at Heights</p> <p>Working at Height Definition</p> <p>Hazards, Risks &amp; Control Measures (WAH)</p> <p>Ladder Safety Awareness</p> <p>Working Safely on Roofs</p> <p>Mobile Access Towers Safety Awareness</p> <p>Scaffolding Safety Awareness</p> <p>Excavations in relation to Working at Height</p> <p>Fall Arrest and Fall Restraint Systems</p> <p>Suspension Trauma &amp; Rescue/Emergency Plans</p>





<b>Chemical Safety</b>	
Outline	Chemical safety refers to the practice of using occupational chemicals in a way that ensures the safety and health of humans as well as the protection of the environment. This course covers all aspects of chemical use, such as their manufacture, transportation, use, and disposal.
Aims	By participating in this course, participants will be better able to understand the chemicals they deal with and how they may affect them during their work or in the event of an accident.
Who should attend/Pre-Requisites	This course is essential for people who have the potential to be exposed to chemicals in the workplace.
Max. number of participants	12
Assessment	No assessment
Duration	2.5 hours
Certification	Reconnaissance Group Certificate Certification duration –2 years
Content	<p>Understand the law relating to hazardous chemicals</p> <p style="text-align: center;">Chemical risk assessment</p> <p>The storage and transport of hazardous chemicals</p> <p style="text-align: center;">Understanding the chemical symbol's</p> <p>Material safety data sheets, what's on them, their importance and where to find them.</p> <p style="text-align: center;">Use of a spill kit</p> <p style="text-align: center;">Disposal of hazardous chemicals</p> <p style="text-align: center;">Safety of employees and the environment</p>



Safety Rep Course	
Outline	The most effective method for achieving the legal obligation to consult with employees is to appoint Safety Representatives.
Aims	<p>In this course, participants will receive practical advice on the principal hazards in their workplace that should be controlled, and on completion of the course, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Identify hazards in the workplace</li> <li>• Evaluate the risks associated with them</li> <li>• Maintain and implement measures to ensure that the workplace is as safe as possible</li> </ul>
Who should attend	There is no requirement for prior knowledge. The ability to communicate effectively and possess leadership qualities would be beneficial
Max. number of participants	12
Assessment	Continuous Assessment
Duration	3 days
Certification	Reconnaissance Group Certificate Certification duration –5 years
Content	Please see next page for a full Table of Contents



<b>Safety Rep Course</b>	
Contents	<p>Legislation - employers and employee's duties and responsibilities</p> <p>Safety management systems</p> <p>Roles &amp; responsibilities of a safety representative</p> <p>The safety representative and the law</p> <p>Safety Statements &amp; Risk Assessments</p> <p>Risk assessment techniques</p> <p>Implementing control measures</p> <p>Safety inspections and audits</p> <p>Maintaining safe systems of work</p> <p>Accident reporting techniques</p> <p>Accident investigation</p> <p>The role of the health and safety authority</p> <p>Finding information and document control</p> <p><b>Hazard Identification:</b></p> <ul style="list-style-type: none"> <li>• Fire and electrical safety</li> <li>• Chemical safety</li> <li>• Manual handling</li> <li>• First Aid</li> <li>• Principles of good housekeeping</li> <li>• Health and hygiene hazards/biohazards</li> <li>• Machinery and equipment safety</li> <li>• Lighting, heating, ventilation and noise</li> <li>• Office ergonomics and workplace design</li> <li>• Control of contractors</li> <li>• Lone working</li> <li>• Human factors</li> </ul>



<b>Workplace Safety Course</b>	
Outline	The Workplace Safety Course is designed to provide learners with the skills and knowledge to promote and maintain health & safety in their place of work.
Aims	<p>In this course, participants will receive practical advice on the principal hazards in their workplace that should be controlled, and on completion of the course, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Identify hazards in the workplace</li> <li>• Evaluate the risks associated with them</li> <li>• Understand their obligations under H&amp;S law</li> </ul>
Who should attend	There is no requirement for prior knowledge
Max. number of participants	12
Assessment	No assessment
Duration	1/2 day
Certification	Reconnaissance Group Certificate Certification duration –5 years
Content	Health and Safety Promotion in the Workplace Health and Safety Legislation The Role and Function of the Health and Safety Authority Safety Statements Role and Rights of Safety Representatives Effective Communication and Meeting Participation Hazard Identification and Risk Assessment Fire Hazards and Fire Prevention Accident Causation and Prevention Strategies



<b>Fire Safety Awareness</b>	
Outline	In this course, you will be introduced to workplace fire hazards and learn how to act safely in the event of an emergency fire situation, including how to select and use the appropriate fire extinguisher. The course is also intended to provide staff with an understanding of the fire safety procedures in your organization.
Aims	The purpose of this course is to provide a basic understanding of fire hazards in the workplace. Upon completion of this course, participants will have a good understanding of fire and fire prevention in the workplace.
Who should attend/Pre-Requisites	All employees should attend this course
Max. number of participants	12
Assessment	No assessment
Duration	2.5 hours
Certification	Reconnaissance Group Certificate Certification duration –3 years
Content	What and Why Fire Legislation Fire risk assessment & principles of fire Fire procedures for employees and visitors Fire emergency procedures & plans Fire extinguishment/Human behaviour & Fire



<b>Fire Warden</b>	
Outline	The role of a fire warden is crucial in the event of a fire. During a fire emergency, fire wardens are responsible for ensuring the safety of employees and visitors, as well as ensuring a safe evacuation
Aims	Participants in this course are equipped with the skills required to respond to fire emergencies. This course emphasizes the dangers of fire, the importance of prevention, the necessity of immediate action in the event of a fire, and the role of a Fire Warden.
Who should attend/Pre-Requisites	Any personnel who are nominated as Fire Wardens or conducting the duties should attend. No previous experience is required.
Max. number of participants	12
Assessment	Theory assessment. There is a practical element to the course but this is not an assessment
Duration	½ day
Certification	Reconnaisance Group Certificate Certification duration –3 years
Content	<p style="text-align: center;">Course introduction and objectives                      Fire safety legislation                      Theory of fire and fire extinction                      Chemistry of fire                      Practical demonstrations of fire hazards                      Spread of fire and smoke behaviour                      Classification of fires                      Ignition sources                      Portable fire extinguishers theory &amp; practical                      Fire prevention evacuation procedures                      Duties of a Fire Warden</p>



<b>Covid-19 Compliance Officer</b>	
Outline	We have developed this Covid-19 Lead Worker Representative Training course in accordance with the Government's Return to Work Safely Protocol. We are able to tailor this course to meet the specific needs of each client so that it is relevant to their needs.
Aims	The purpose of this course is to prepare the Lead Worker Representative for Covid-19 in order to become competent in this role and inform all employees about the hazards associated with Covid-19 in the workplace
Who should attend/Pre-Requisites	Personnel designated as Lead Worker Representatives should attend this course. No previous knowledge is required.
Max. number of participants	12
Assessment	No assessment but time will be given after the course for a Q&A session
Duration	2 hours
Certification	Reconnaissance Group Certificate Certification duration –3 years
Content	<p style="text-align: center;">Health &amp; Safety Legislation New COVID-19 Legislation COVID-19 Overview</p> <p style="text-align: center;">Role of the Covid-19 Lead Representative Defending against spread of COVID-19 Managing our workforce safety Safely maintaining &amp; adapting our premises Communications to employees &amp; customers Risk Assessment &amp; Management Preparation for employee's returning in-house inductions Checklist for the lead worker representative</p>

# Our Team

Training, knowledge and on the ground experience differentiates Reconnaissance in the safety industry.

Our business values are woven into our everyday business operations - investment, integrity and mission drive. These values are evident in our teams experience, their interactions with clients and their ambition to strive for excellence.

## Our Safety Management Team



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