

Bidwell Management System Training Course Details

IEMA Internal EMS Auditor Course (3 days)

This course is aimed at individuals within organisations who will be auditing the Environmental Management System. It is designed to equip delegates with a working knowledge of the EMS audit process and how it should be applied to their own organisation. This course will be practical and interactive to facilitate delegates' learning experience and allow them to exercise their newly acquired skills.

This course covers:

- The requirements of Environmental Management Systems (EMS).
- How to identify and evaluate environmental aspects and impacts.
- An introduction to environmental legislation.
- How to undertake an internal EMS audit including interview and verification techniques.
- How to report on an internal EMS audit and conduct a closing meeting.
- Sources of information for the future.

Integrated Internal Auditor Course (5 days)

This course is designed to train your internal audit team in the essential requirements of quality, environmental and health & safety auditing. Time and money is saved by presenting the core skill of auditing as an integrated module. The course will culminate in an on-site facilitated audit of your organisations integrated management system allowing delegates to exercise their newly acquired skills.

This course covers:

- The requirements of Integrated Management Systems.
- Applicable H&S and environmental legislation.
- How to identify and evaluate environmental aspects and impacts, OH&S hazards and risks and quality critical control points.
- How to undertake an integrated internal audit including interview and verification techniques.
- How to report on an integrated internal audit and conduct a closing meeting.
- Sources of information for the future.

Environmental Awareness Course (0.5 days / 1 day)

This course can be tailored to your organisation's specific environmental aspects and operational control procedures. It is designed to inform your staff on the essential requirements of the EMS, the environmental policy and how it relates to their jobs. Typically all staff in an organisation would receive a half-day session and supervisors and managers would receive a full day. The full day course goes into more detail on legal requirements and conducting environmental inspections.

The half-day course covers:

- Environmental issues relevant to your organisation.
- Your organisation's EMS, environmental policy and significant aspects.
- A brief summary of environmental legislation applicable to your organisation.
- The key requirements of your operational control procedures such as waste management, water pollution control, chemical storage, dealing with spills and leaks, noise and nuisance issues, air pollution control, contaminated land and the protection of plants and animals.

In addition the one-day course covers:

- How to demonstrate compliance with legislation.
- What to look for during an environmental inspection of your site(s).

Site Waste Management Plans (1-day)

This course is aimed at clients, project managers and principal contractors who work on construction / demolition projects with a value of over £300,000. It is designed to equip delegates with the knowledge they need to fully comply with the requirements both of general waste duty-of-care legislation and The Site Waste Management Plans Regulations 2008.

The course covers:

- The financial benefits and drivers for waste minimisation.
- Case studies of how to save money on waste.
- A review of waste duty-of-care and hazardous waste legislation.
- Detailed requirements of The Site Waste Management Plans Regulations 2008.
- How to complete and review a Site Waste Management Plan.
- How to use a Site Waste Management Plan to improve your environmental performance.

Resource Efficiency & Carbon Footprints (1-day)

This course is aimed at organisations who want to save money on energy, waste and water and also reduce their carbon footprint. It is aimed at the key people who will be involved in the project team such as departmental representatives from environment, maintenance, H&S, production, engineering, finance and HR.

The course covers:

- The financial benefits and drivers for resource efficiency.
- How to manage and carry out a resource efficiency review in your organisation.
- How to gather data and improve data management.
- How to identify savings.
- How to justify savings and present a cost-benefit analysis.
- How to monitor and review efficiency savings.
- How to calculate report on, and minimise your carbon footprint.
- Pros and cons of carbon off-setting.

During the course we will aim to use real data from your organisation in order to make the course as practical as possible.

Environmental Management Systems Implementation (1-day)

This course is aimed at organisation's who are implementing an Environmental Management System to the requirements of ISO 14001, EMAS or BS 8555. It covers the requirements of the standards in detail including tips on what the auditor will look for and how to prepare for the audit.

This course covers:

- The requirements of Environmental Management Systems (EMS).
- Drafting an environmental policy.
- How to identify and evaluate environmental aspects and impacts.
- An introduction to environmental legislation.
- Establishing objectives and targets.
- Development of a training and communications programme.
- Development of the environmental procedures and manual.
- Environmental KPIs and data management.
- Requirements for internal auditing.
- Preparation for certification.

Following the course a support package can be designed to guide your organisation through the development and implementation of your system.

Introduction to Quality Management Systems (1-day)

This course is aimed at organisation's who are implementing a Quality Management System to the requirements of ISO 9001. It covers the requirements of the standards in detail including tips on what the auditor will look for and how to prepare for the audit.

This course covers:

- The requirements of ISO 9001.
- Drafting a quality policy.
- How to identify and evaluate quality critical control points.
- Establishing objectives and targets.
- Development of a training and communications programme.
- Development of the quality procedures and manual.
- Quality KPIs and data management.
- Requirements for internal auditing.
- Preparation for certification.

Following the course a tailored support package can be designed to guide your organisation through the development and implementation of the management system.

Introduction to H&S Management Systems (1-day)

This course is aimed at organisation's who are implementing a Health & Safety Management System to the requirements of OHSAS 18001. It covers the requirements of the standards in detail including tips on what the auditor will look for and how to prepare for the audit.

This course covers:

- The requirements of OHSAS 18001.
- Drafting a H&S policy.
- How to identify and evaluate hazards and risks.
- Establishing objectives and targets.
- Development of a training and communications programme.
- Development of the H&S procedures and manual.
- Health and Safety KPIs and data management.
- Requirements for internal auditing.
- Preparation for certification.

Following the course a tailored support package can be designed to guide your organisation through the development and implementation of the management system.

Specialist H&S Courses (0.5-1 days)

Through our associates we offer a wide range of specialist H&S courses including:

- H&S Awareness for:
 - Directors and Senior Management
 - Managers and Supervisors
 - Engineers
 - Safety Reps
- Risk Assessment
- Manual Handling Assessment
- COSHH Assessment
- Work at Height Assessment
- DSE Assessment
- Fire Risk Assessment
- Accident Investigation
- Employee Consultation
- Abrasive Wheels
- Confined Space Awareness