LIGHTHOUSE ELEARNING TRAINING

Health & Safety And HR Courses

For Your Organisation

L GHTHOUSE

guiding you through
health & safety and employment law

Training is an excellent way of helping businesses to engage their employees in safety awareness, whilst also providing enhanced protection to the organisation from the threat of civil liability issues.

Logistically, classroom based training is not always achievable, with eLearning being a flexible alternative in keeping Health & Safety and HR at the forefront of employee's minds.

Lighthouse Risk Services can provide your organisation access to an extensive suite of eLearning training courses, making health and safety training both easily accessible and cost effective.

Our eLearning suite also incorporates a number of training courses covering key topics and policies in Health & Safety and HR; this booklet contains a synopsis for each course.

Prices start from as little as £20.00 + VAT with discounts afforded for bulk purchases.

If you are interested in utilising Lighthouse's eLearning training courses, please contact us on **0845 459 1724** or email us at **info@lighthouseriskservices.co.uk**

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Abrasive Wheels

Abrasive Wheels eLearning is aimed at anyone who uses abrasive wheels, or employs people who use abrasive wheels as part of their work.

There are a wide range of tools and processes that use abrasive wheels and ensuring these are used correctly and safely is of paramount importance. Applications range from hand grinding to disc cutting.

They can be used at all stages of a work process, for making preliminary cuts and scores in materials, or for fine polishing and finishing.

Different wheels will have different properties and characteristics suitable for particular tasks. They also have different weaknesses and can pose different risks and hazards in handling and use. For this reason, it's important that you always select the right abrasive wheel for the job and use it with the right machinery.

The Lighthouse Abrasive Wheels eLearning course covers the anatomy of an abrasive wheel, the dangers associated with their use, and how to operate them in a safe manner.

Course Objectives

- Identify what an abrasive wheel is

- Explain the processes in which abrasive wheels are used

- Highlight the dangers that abrasive wheels pose

- Advise on general control measures to be implemented when using abrasive wheels

- Explain how to operate abrasive wheels safely

Benefits to your Organisation

- Easy and fast way to highlight the dangers of abrasive wheels to your employees

- Mitigate potential liability in the case of an abrasive wheel related claim

- Clear audit trail – evidence of completion and understanding

- Advise how to avoid exposure to the dangers of abrasive wheels and how to work safely with them

Asbestos Awareness eLearning

Asbestos Awareness eLearning from Lighthouse. Essential for any employees or contractors who are liable to encounter or disturb asbestos containing materials.

The importation and use of asbestos was not banned until 1999. Due to the health risks associated with asbestos, it is now illegal to use these materials in the construction or refurbishment of any premises but a significant amount of asbestos materials are still in place in commercial, industrial, public and residential buildings. **This course has been Approved by RoSPA**.

According to the HSE, asbestos is the single biggest cause of work related deaths in the UK. It mostly affects people who work in building maintenance and repair but any worker liable to encounter asbestos during their normal work should be trained so that they can recognise asbestos materials and know how to work safely with them.

Under The Control of Asbestos Regulations 2012, employers must provide anyone who is likely to work on or disturb asbestos materials with information regarding their location, condition and correct safety practices when working with asbestos materials.

Course Objectives

- Explain why asbestos is dangerous and the associated health risks
- Show the different types of asbestos materials and the common locations of these materials in buildings
- Advise on general control measures when working with asbestos
- Teach how to deal with a potential contamination

Benefits to your Organisation

- Ensures employees/contractors are aware of the dangers of asbestos materials and understand the requirements for working safely with them
- Communicate the location and type of any asbestos materials in the workplace via the Asbestos Register
- Comply with the Asbestos Regulations to provide awareness training to anyone whose work could foreseeably expose them to asbestos

Contractor Safety Procedures eLearning

Contractor Safety Procedures is an eLearning course designed to minimise potential accidents and communicate specific Health & Safety requirements.

If, as an organisation, you use Contractors or Sub-contractors to carry out work on your premises, then it is your responsibility to provide information regarding the site/ premises and any hazards that may affect their activities.

It is important to communicate any specific Health & Safety requirements contractors must comply with (such as site access, security and emergency procedures) to ensure the safety of both parties. The course is completely customisable to allow organisations to add, delete or amend content as appropriate to their needs.

Course Objectives

- Advise on the Health & Safety responsibilities of both parties as specified under current Health & Safety Legislation

- Make aware of general site procedures and safety requirements in relation to a variety of areas such as using PPE, working from heights, working with electricity, permits, etc

- Explain emergency procedures in place and how to report an accident

Benefits to your Organisation

- Ensure Contractors complete the training BEFORE they gain access to your site

- Demonstrate due diligence with regard to the management of Contractors and the communication of your Safety Policy

- Extremely practical solution for the delivery of this training requirement

- Contractor Safety Procedures eLearning is fully editable using our integrated Authoring tool

CPR Essentials eLearning

CPR Essentials eLearning from Lighthouse is the ideal way to introduce the principles of CPR into your organisation.

CPR Essentials eLearning is a 40 minute course which provides the core theoretical knowledge needed to perform Cardio-Pulmonary Resuscitation (CPR). It is designed to accompany a practical demonstration of CPR or to be used as a refresher training course.

Course Objectives

- Explain when CPR is necessary
- Teach how to assess a casualty
- Show basic CPR techniques
- Advise on the steps involved in the Recovery Position
- Explain what details to include in an emergency call

Benefits to your Organisation

- Easy and fast way to refresh one's memory on CPR theory
- Easy access to certificate or online record to prove completion
- CPR Essentials eLearning is fully editable using our integrated Authoring tool

Driver Safety

DriveWize Driver Safety eLearning is an online driver risk assessment and training system. Ideal for any company that has employees in company cars or using their own cars on company business.

This 35 minute course is designed to increase awareness of how your behaviour on the road can affect how safe a driver you are. Accidents happen due to inattention and distractions as well as failure to observe the rules of the road. This course will help you identify those behaviours that affect road safety, and provides information to ensure you use the road as safely as possible.

Course Objectives

- A better awareness of your responsibilities when driving on a public roadway

- Take more responsibility for the everyday safety of your vehicle

- Recognise dangerous driving behaviours that cause accidents

- Be more familiar with safe driving techniques

- Recognise the importance of good posture and posture change whilst driving

Benefits to your Organisation

- Managing occupational road risk within your organisation ensures compliance with current Health & Safety legislation by extending your 'duty of care' to those who drive for work purposes

- Reduce risk of liability under the Corporate Manslaughter Act in case of a work related road fatality by demonstrating good workplace practice and good management in relation to safe driving

- In the event of an accident, demonstrate compliance with the relevant legislation by producing an audit trail for both driver training and risk assessment data

- Reduce the costs associated with accidents - repairs, insurance costs, days lost to injury - by raising awareness of appropriate road safety behaviours and delivering specific company related policies

Electrical Safety eLearning

Electrical Safety eLearning from Lighthouse is an ideal course for educating the whole workforce on the dangers of electricity.

Electrical Safety eLearning is a 20 minute course designed to highlight the main dangers associated with the misuse of electrical equipment, and to encourage the safe use of electricity in a normal commercial environment.

Course Objectives

- Make employees aware of the main dangers associated with the misuse of electrical equipment
- Advise on common electrical hazards in the workplace
- Explain how to work safely around electricity and avoid electric shocks and fires
- Teach Basic First Aid for dealing with minor electric shock and burns

Benefits to your Organisation

- Easily communicate electrical safety policy to employees
- Mitigate potential liability in case of an electricity related incident
- Clear audit trail - evidence of completion and understanding

ErgoWize DSE eLearning and Risk Assessment

ErgoWize is an online DSE eLearning and Workstation Risk Assessment system - the simplest way to achieve compliance across your entire workforce. Trusted by some of the largest organisations in the UK.

ErgoWize – DSE eLearning is a 25 minute course that instructs employees in the correct set up and safe use of their computer workstation, desk and chair. By completing this course, organisations and employees will benefit from an increased awareness of DSE related hazards and instruction on how to avoid them.

ErgoWize – DSE eLearning is most commonly used in conjunction with the ErgoWize – online DSE risk assessment, forming a complete Display Screen Equipment compliance solution. The new version of this class-leading eLearning includes rich animations (no Flash is used, so it can be used as mLearning with iPads and Android tablets), crisp clean graphics and engaging content.

The whole course has been redesigned to include more interactive content and provide the user with a more absorbing experience. customisable to allow organisations to add, delete or amend content as appropriate to their needs.

Course Objectives

- A comfortable sitting posture
- Correct keyboard and mouse techniques
- The importance of organising a workstation to suit individual needs
- The importance of varying posture throughout the day
- Eyestrain prevention and eyesight policy
- The correct use of laptops and other mobile devices
- The benefit of simple stretching exercises at regular intervals

Benefits to your Organisation

- Immediately communicate DSE policy to employees
- Mitigate potential liability in case of a DSE related claim
- Clear audit trail - evidence of completion and understanding
- DSE eLearning is a highly cost effective way of training and assessing large numbers of staff

Fire Safety eLearning

The Fire Safety eLearning course from Lighthouse is the most efficient method of training your staff on the facts around Fire Safety in the workplace.

Fire Safety eLearning is a 35 minute online course designed to deliver information about this key topic quickly and effectively. This course has been Approved by RoSPA.

Customisable screens allow the display of organisation specific information, such as locations of fire alarms, escape routes and assembly points.

Course Objectives

- Explain causes of fires
- Introduce fire prevention
- Advise on evacuation procedure
- Explain how to use an extinguisher
- Teach correct procedure to follow if a fire is discovered

Benefits to your Organisation

- Immediately communicate fire safety policy to employees
- Mitigate potential liability in case of a fire related accident
- Clear audit trail - evidence of completion and understanding

Fire Warden eLearning

Fire Warden eLearning is a cost effective and engaging online training course. Ideal for any employee with Fire Warden responsibilities. Trusted by some of the largest organisations in the UK.

The Regulatory Reform (Fire Safety) Order 2005 states that the employer or owner, as the 'responsible' person, has overall responsibility for fire safety in their premises, but may appoint 'competent' persons such as Fire Wardens to assist in ensuring adequate fire safety procedures are implemented. The Regulatory Order also requires that where persons are appointed to assist that they be provided with suitable training. Assistance may take the form of participating in the fire risk assessment and the subsequent development of an emergency plan. Fire wardens are then normally designated the responsibility of executing the emergency plan during a fire emergency.

The Fire Warden training course is designed to provide Fire Wardens with a knowledge of their duties and what actions to follow in the event of a fire.

Course Objectives

- Explain the responsibilities and the importance of the role of Fire Warden
- Learn how to carry out the responsibilities of a Fire Warden
- Show the different causes of workplace fires and what can be done to prevent these fires occurring
- Advise on how to assist in the evacuation of a building
- Explain how to use a fire extinguisher

Benefits to your Organisation

- Provide 'competent' people appointed with suitable training to discharge their responsibilities in keeping with the requirement stipulated in The Regulatory Reform (Fire Safety) Order
- Raise awareness of the importance of the role of a Fire Warden and the positive effect they have during an emergency
- Ensure the risks associated with fire are reduced and managed in a responsible manner

Food Safety Essentials

The Food Safety Level 1 online course promotes the importance of basic food safety standards and hygiene principles that are required when working with food.

The online course covers the Level 1 syllabus requirements specified by the Chartered Institute of Environmental Health. The Food Safety Level course covers the importance of food hygiene standards and shows how poor standards can impact a food business and human health. The causes and symptoms of food poisoning are discussed and the difference between food poisoning and food allergies. It provides a full allergen list and highlights the dangers of cross-contamination. Contamination is explained including temperature control, food delivery and stock rotation. The course explains the importance of maintaining clean premises, equipment and work areas and good personal hygiene standards.

Course Objectives

- To highlight the importance of food safety standards and hygiene practices when working with food.

- To detail an organisation's and food handler's responsibilities in relation to food safety and hygiene.

- To demonstrate the personal hygiene standards required of people who work in the food industry.

- To describe cleaning procedures and pest control.

On successful completion of the test users can download and print a certificate.

The course lasts approximately 40 minutes.

Users are required to take a final test consisting of 10 default questions. The default pass mark is 70%

Hazardous Substances COSHH

Hazardous Substances (COSHH) eLearning from Lighthouse is a must for any organisation with employees handling or working close to hazardous substances.

Hazardous Substances (COSHH) eLearning is a 25 minute course that provides an overview of what hazardous substances are and how to work safely with them.

It communicates preventative and control measures in order to avoid harmful exposure. This course has been updated to include the new international COSHH symbols. The course shows the old symbols and compares them to how the new symbols look, ensuring that the trainee understands the meaning of the new symbols.

Target Audience

Ideal for deployment to anyone whose work might involve handling of, or close proximity to, hazardous substances. The course can be used as primer training and is easily blended with a practical demonstration to provide more thorough instruction.

Course Objectives

- Awareness of what a hazardous substance is and the different forms it can appear as

- Explain potential health hazards associated with certain hazardous substances

- Advise how to avoid harmful exposure and work safely with hazardous substances

Health & Safety Induction

Health & Safety Induction eLearning provides the first step to educate your employees on company specific policies and procedures.

Online Health & Safety training is the ideal way to induct new employees. Health & Safety Induction eLearning is a 25 minute course aimed at introducing new starters to Health & Safety procedures and policies. Employees become familiar with general, accident and first aid policy and are clearly instructed where to find more information if necessary. **This course has been Approved by RoSPA.**

Course Objectives

- Familiarity with Health & Safety procedures

- Identification of the causes of accidents and what can be done to prevent injury

- Understanding of the importance of being risk aware

- Responsibilities under current Health & Safety legislation

Benefits to your Organisation

- Immediately communicate safety policy to employees

- Mitigate potential liability in case of a safety related injury

- Clear audit trail - evidence completion and understanding

Home Working Policy eLearning

Home Working Policy eLearning is a cost effective and engaging online training course. Ideal for all employees who may work from home as part of their job role.

Home working is a growing trend and the percentage of the work force that now work from home has increased significantly in the last decade. With the home becoming the workplace, both employer and employee responsibilities under Health & Safety legislation are now applicable to the homeworker's home. Additionally, homeworkers are expected to comply with all relevant workplace policies and procedures, as they would when working in the employer's workplace. To ensure the successful management of home working, it is crucial that arrangements are clear and agreed in advance, and that a consistent approach is understood by managers and employees alike.

Home working Policy eLearning is a course providing an outline of an organisation's policy and work arrangements in relation to those staff who are homeworkers. The course is completely customisable to allow organisations to add, delete or amend content as appropriate to their needs. The course may be used in conjunction with a fully editable risk assessment questionnaire to assist with the management of home working issues. The risk assessment also allows for the upload and recording of photographs of the homeworker's work area.

Course Objectives

- Explain categories of home working and eligibility criteria

- Learn general home working arrangements covering such topics as insurance requirements, the supply of equipment, security of data and equipment and what constitutes an appropriate work area

- Advise on the importance of integrating Health & Safety requirements into the home working environment

Benefits to your Organisation

- Provide clear procedures to staff who are home workers or to those responsible for managing home working

- Define home based work arrangements with regard to eligibility criteria, entitlements, and other conditions that apply

- Provide a consistency of approach and a standard framework for managing home working

Legionella Awareness eLearning

Legionella Awareness eLearning from Lighthouse is ideal for all employees required to carry out water management tasks.

Cases of Legionnaires' disease, caused by Legionella bacteria, are fortunately rare. However, when they occur, they can be fatal to vulnerable people and expensive to organisations and to individual managers.

To meet your obligations under the Control of Substances Hazardous to Health (COSHH) Regulations (2002), the Management of Health & Safety at Work Regulations (1999) and the Health & Safety at Work Act (1974), you need to have assessed the risk from your water systems, including hot and cold water, evaporative cooling systems and other plant equipment such as vehicle washers and irrigation equipment. You need to have a written scheme which describes what competent people are doing to manage the risks. Even if someone is tasked with simply running the taps once a week, they should understand why, as this could be a vital part of keeping people safe.

This Legionella Awareness eLearning course outlines typical water management tasks, and helps employees understand why each task is important. As well as looking at what happens when organisations do not safely manage their water systems, employees will be shown how the jobs they have been asked to do will break the chain of events that can lead to a death from Legionnaires' disease.

Course Objectives

- Learn about the conditions which encourage Legionella bacteria growth and its impact on human health

- Show different types of water systems and typical water management tasks

- Teach the importance of recording water management tasks in a site diary

- Advise on control measures and when to seek advice

Benefits to your Organisation

- Reduce risks from water systems by making sure employees understand the importance of water management tasks and their role in controlling Legionella bacteria

- Improve your ability to defend yourself in the event of an outbreak by explaining to employees the necessity for following a written scheme and accurately documenting water management tasks

Lone Working

Lone Working eLearning is a cost effective and engaging online training course. Ideal for all employees who may work alone as part of their job role.

There is no law against working alone (except for some high-risk activities where at least one other person may need to be present) but lone workers should not be at any more risk than other employees. To minimise the risks associated with working alone, current Health & Safety regulations require employers to identify situations where people work alone, the hazards and risks associated with these situations, and to put in place appropriate control measures. Control measures should take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents.

To compliment the course, there is a comprehensive risk assessment questionnaire to assist with assessing if current control procedures in place are adequate, or if extra control measures are required.
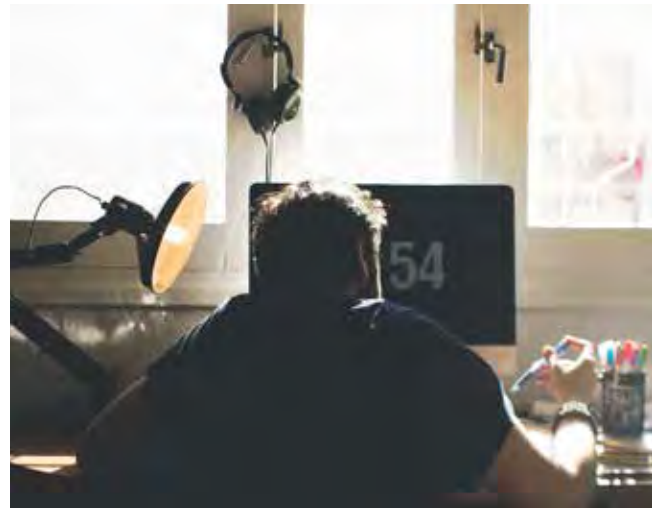
Course Objectives

- Provide definitions and examples of lone working situations

- Explain to participants their responsibilities in relation to lone working

- Point to the importance of personal safety when working alone

- Advise on what to do if things go wrong

Benefits to your Organisation

- Meet your legal responsibilities relating to the management of lone workers

- Ensure employees/contractors are aware of any dangers associated with lone working and the control procedures in place to ensure their safety

- Assist with fulfilling the legal requirement to carry out a risk assessment of lone workers and their place/places of work

Managing Health and Safety

The Managing Health and Safety online training explains the importance of health and safety in the workplace and the role of managers in promoting health and safety practices in the workplace. In order for health and safety issues to be taken seriously, it must be seen to come from management. To be successful, health and safety policies rely on managers to play a key role in its implementation.

Health and safety should be a core business function discussed at highest levels in organisation and given equal priority along with functions such as finance, sales, recruitment or quality control.

The Managing Health and Safety course has been designed for managers and highlights their responsibilities in managing the health and safety of their staff. The online course explains the legal requirements, as defined in the Health and Safety at Work Act 1974 and other legislation, as well as the importance of a robust Health and Safety Policy.

Course Objectives

- To provide managers with an understanding of health and safety law and their responsibilities under current legislation.

- To highlight and increase the contribution made by managers to the area of health and safety.

- To encourage high standards of health and safety through good example and management of health and safety issues.

- To promote safe working methods and processes.

On successful completion of the test users can download and print a certificate.

The course lasts approximately 95 minutes.

Users are required to take a final test consisting of 10 default questions. The default pass mark is 70%

Manual Handling eLearning

Manual Handling eLearning is the ideal way to train employees in the basics of manual handling. This eLearning course is ideal for employees in low risk environments.

Manual Handling eLearning is a 35 minute course designed to help organisations deliver training to employees as soon as they begin work and before they might need to undertake a manual handling task.

Course Objectives

- Explain the different types of manual handling injuries and how they occur

- Advise on the importance of assessing every manual handling task

- Teach the correct handling techniques for lifting, carrying and setting down a load

Benefits to your Organisation

- Immediately communicate manual handling policy to employees

- Mitigate potential liability in case of a manual handling related injury

- Audit trail - evidence of completion and understanding

Noise at Work eLearning

Hearing loss caused by exposure to noise at work is a significant occupational disease. People suffer from hearing loss, ringing in the ears, deafness and other ear conditions caused by excessive noise at work.

The Noise at Work Regulations require employers to eliminate or reduce the risks from noise at work. The Noise at Work course provides information about the risks of noise at work and the control measures available to help protect hearing.

Course Objectives

- To understand how noise can affect your health
- To identify sources of noise
- To show when noise is harmful
- To explain how noise exposure can be reduced

Benefits to your Organisation

- Meet your obligation to provide employees with information, instruction and training about noise exposure risks that exist in your workplace.
- Help your employees to understand noise hazards.
- Provide employees with information on how to reduce their exposure to noise by improved working practices and by correctly wearing hearing protection

Personal Protective Equipment eLearning

Personal Protective Equipment training through eLearning is the ideal way to provide employees with information on the requirement to use PPE. This eLearning course is ideal for employees at all levels.

A course designed to assist with meeting the requirements of the Personal Protective Equipment at Work Regulations 1992 and an employer's duties concerning the provision and use of PPE in the workplace. **This course has been Approved by RoSPA**.

Course Objectives

- Show the range and uses of PPE items available
- Teach the correct use, maintenance and storage of PPE
- Explain the importance of reporting defective or damaged items of PPE
- Advise on the benefits and limitations of PPE

Benefits to your Organisation

- Inform employees of specific hazards faced in their workplace and the preventative measures in place
- Ensure you are complying with the PPE Regulations by providing information and instruction with regard to the use of PPE

Risk Assessment

Risk Assessment eLearning provides managers, supervisors and anyone involved with Risk Assessment, a general background in the concept of and importance of risk assessments.

This is a short course designed to introduce managers to the concept of risk assessments, why they are important, and what their responsibilities are with regard to this area. There are sound financial, legal and ethical reasons why companies should be aware of, and carry out, appropriate risk assessments. Effective management in this area contributes to business success by reducing the risk of accidents and ill-health, and all the associated costs.

This course highlights the importance of recording and maintaining records. In the event of an accident or claim, the investigating authorities will want to know how the employers managed Health & Safety. They will demand to see and examine the corresponding risk assessment initially, as well as the procedures and controls in place. Are you confident that your practices will stand up to rigorous examination?

Course Objectives

- Advise on the legal requirements to carry out risk assessments

- Explain the concept of risk assessments

- Teach how to carry out a risk assessment

- Explain the difference between hazards and risk, and what factors to consider when assigning risk to a particular hazard

- Advise on the importance of recording and maintaining risk assessment records

Benefits to your Organisation

- Achieve a reduction in the overall level of risk your organisation faces through highlighting an employees role in the risk assessment process, where they can access existing policies and procedures, and how they can help inform, compliment and improve existing risk control measures

- Assist with and help ensure the successful implementation of risk control measures in your organisation

- Demonstrate compliance with the requirement to manage and risk assess the Health & Safety of employees in the workplace by providing managers with the appropriate information and skills in an easy, cost-effective and practical way

Slips, Trips and Falls eLearning

Slips, Trips and Falls eLearning provides effective training to educate employees on how to avoid common injuries that occur in the workplace.

Slips and Trips make up over a third of workplace injuries and are the most common workplace hazard, with over 10,000 workers suffering an injury last year.

The course communicates the importance of risk identification, accident prevention and maintenance of good housekeeping procedures.

Course Objectives

- Explain how slip, trip and fall related accidents happen, and how to prevent them occurring

- Build a heightened awareness of everyday hazards and the importance of good housekeeping procedures

- Create a more responsible approach towards ensuring personal safety

Benefits to your Organisation

- Communicate your organisation's housekeeping procedures to employees

- Mitigate potential liability in case of a slip, trip or fall related accident

- Clear audit trail - evidence of completion and understanding

Working at Heights eLearning

Working at Heights eLearning from Lighthouse is suitable for any employees or contractors who are likely to work at heights as part of their role.

Falls from heights continue to be a common cause of fatal and serious injuries in the workplace. The Working at Height Regulations 2005 require all 'working at height' tasks to be properly planned and that those carrying out the work are competent. All risks have to be assessed, and appropriate work equipment selected, used, inspected and maintained. The regulations state that "a place is at height if a person could be injured falling from it, even if it is at or below ground level."

The perception of working at heights is that it only relates to tasks such as roof work and scaffolding, and mostly affects certain industries, for example, construction. Yet in reality, as the 'height' is not specified, all industry sectors are exposed to the risks presented by working at heights. It is also perhaps surprising that a large number of major injuries and some fatalities occur from a fall from a low height. This Working from Heights eLearning course allows you to train employees in proper safety practices and in the use and maintenance of any equipment required to ensure they are working safely at heights. It also allows you to raise awareness of the risks associated with low level falls, and improve the risk perception of low level working at heights. The course is completely customisable to allow organisations to add, delete or amend content as appropriate to their needs.

Course Objectives

- Advice on various situations that constitute working from a height
- Make employees aware of the dangers associated with working at heights
- Teach safe working practices to be followed when working at heights
- Learn how to use a ladder safely and the importance of inspecting equipment before use

Benefits to your Organisation

- Ensure employees/contractors are trained in proper safety practices and in the use and maintenance of any equipment required to ensure they are working safely at heights
- Raise awareness of the risks associated with low levels falls, improve risk perception and encourage better ownership of issues associated with working at heights
- Reduce the risks associated with infrequent or one-off working at height tasks

ELEARNING COURSES

HR

Anti-Bribery & Corruption eLearning

This Anti-Bribery & Corruption eLearning course is essential for every business with the introduction of the UK Bribery Act.

Anti-Bribery & Corruption eLearning is a 30 minute course to ensure your employees, and anyone who works on your behalf, are aware of the new UK Bribery Act which came into force on July 1st 2011, and how it affects them and impacts on current work practices.

One of the main areas of interest to organisations is the creation, under the UK Bribery Act, of the new, strict, liability criminal corporate offence, of failing to prevent bribery by a person associated with it, including employees, agents, and intermediaries. In order to establish a defence to charges under the Act, organisations must be able to demonstrate they had adequate anti-bribery procedures in place. Adequate procedures should address the key six principles stated in the recent guidance issued by the U.K. Ministry of Defence. These principles are:

1. Proportionality – procedures should be 'proportionate' to the nature, scale and complexity of an organisation's activities.

2. Top-level commitment – senior management and the board should oversee policies and implementation.

3. Risk assessment – organisations should review and monitor the bribery risks they face.

4. Due diligence – organisations are liable for acts of bribery committed on their behalf, whether they had knowledge or not. Organisations should conduct due diligence on all, to ensure bribery is prevented.

5. Communication and training – Anti-bribery policies and procedures should be communicated to all who work on the organisation's behalf.

6. Monitor and review – Organisations should show that they regularly monitor and review the adequacy of policies, and adapt as required.

Course Objectives

In this training course employees will learn:

- The new bribery offences
- The penalties involved if convicted of bribery offences
- The general standards of behaviour expected by the organisation with regard to areas of concern such as insider dealing, facilitation payments and conflicts of interest
- The organisation's policy with regard to what is viewed as acceptable when giving or receiving offers of gifts and hospitality
- Of their obligation to report issues of concern and the procedures available

Benefits to your Organisation

- Demonstrate to employees how the new Bribery Act affects the organisation, them as individuals and business practices
- Due to the high level of customisation available, you can adapt the training to deliver the appropriate level of awareness to employees based on specific job roles and associated risk levels
- Avail of an easy and consistent deployment method of communicating your anti-bribery procedures to anyone who acts on your behalf, who may be affected by the extra-territorial application of the Act

Bullying & Harassment eLearning

An easy to follow course that helps managers understand their roles and responsibilities in dealing with, and trying to prevent, bullying and harassment in the workplace.

Employers are responsible for the discriminatory actions of their employees, which includes bullying and harassment behaviours. The course describes both informal and formal procedures for dealing with a complaint, and follows the bullying and harassment guidance at work recommended by Acas (Advisory, Conciliation and Arbitration Service).

Course Objectives

- Provide definitions and examples of bullying and harassment behaviours

- Show employees what to do if they feel they are being bullied or harassed

- Explain how to make a formal complaint

Benefits to your Organisation

- Facilitate the management of bullying and harassment issues

- Promote a culture free from bullying and harassment

- Clear audit trail - evidence of completion and understanding

- Reduce the likelihood of issues progressing to constructive dismissal claims

Data Protection eLearning

Data Protection eLearning is for all employees who deal with databases and personnel records, who need to be aware of the legislation surrounding data protection.

Data Protection eLearning is a 25 minute course that provides employees with essential training on how the Data Protection Act 1998 relates to them and the work they do. The course covers the eight principles of the Act which determine how data should be collected, handled and stored, and how these principles apply in practice.

Course Objectives

In this training course employees will learn:

- The eight principles of the Data Protection Act and how they apply in practice

- What their specific responsibilities are under the Act

- What the term 'Personal Information' covers

- The importance of handling personal information responsibly and the consequences to individuals whose personal information is not handled responsibly

- The rights of individuals whose data they hold and handle

Benefits to your Organisation

- Supports your organisation's efforts to comply with the obligation to ensure that all personal information is collected, stored and handled responsibly

- Promotes good working practices and helps safeguard the rights of individuals whose personal data you hold and handle

- Help ensure employees are not breaching the Data Protection Act

Disciplinary Policy eLearning

Disciplinary Policy eLearning from Lighthouse is a concise, specific course covering the basics of the Disciplinary Policy.

Disciplinary procedures are required to ensure fair treatment for those whose job performance is below an acceptable level and for those involved in breaches of discipline. The course follows the procedures recommended by the Acas (Advisory, Conciliation and Arbitration Service) Code of Practice on disciplinary and grievance procedures. The course is completely customisable to allow organisations to add, delete or amend content as appropriate to their needs.

Course Objectives

In this training course employees will learn:

- The stages involved in your organisation's disciplinary procedures
- The different types of disciplinary action available
- The right to be represented at any meetings
- The right to appeal disciplinary decisions

Benefits to your Organisation

- Ensure compliance with the Acas Code of Practice on disciplinary procedures
- Ensure employees are aware of your organisation's disciplinary procedures
- Reduce the incidents of issues progressing to Employment tribunals
- Completion time approximately 10 minutes

Drug & Alcohol Awareness eLearning

Drug & Alcohol Awareness eLearning informs employees of the potential dangers associated with drug and alcohol abuse and also their organisation's specific rules and policies.

Drug & Alcohol Awareness eLearning is a 20 minute course that provides employees with information regarding the dangers of alcohol and drug abuse, as well as specific rules regarding the use of these substances in the workplace. The course has been designed to suit most organisations but also has the ability for easy customisation, to allow organisations to adapt the course to any specific rules in place. For example, some organisations may have implemented a drug and alcohol testing programme or have specific assistance programmes in place.

Course Objectives

In this training course employees will learn:

- The dangers associated with the abuse of alcohol and drugs

- Their company's specific rules regarding the management of these substances in the workplace

- Where they can get help

Benefits to your Organisation

- Ensures employees are familiar with your company's policy regarding the use of drugs and alcohol in the workplace

- Supports employer's efforts/obligation to provide a safe and healthy working environment

- Delivering a policy that you know has been read (as course completion tracked and test completed) leaving less room for misunderstanding if problems arise, rather than relying on an 'informal' understanding of procedures

Environmental Awareness and Energy Efficiency

A course designed to raise awareness of resource efficiency and waste management practices and to encourage individuals to reduce the amount of energy and water they use, and waste they produce in the workplace.

A depletion of natural resources and the rising costs of using resources have forced organisations to become more resource efficient and to reduce the amount of waste produced. Organisations want to stop wasting resources and sending waste to increasingly expensive and scarce landfill sites. By showing employees how they can as individuals implement the waste hierarchy when dealing with resources, organisations can make real savings in resources consumed and the amount of waste produced.

Course Objectives

In this training course employees will learn:

- To explain what resource efficiency is.

- To highlight the environmental and business benefits of resource efficiency practices.

- To outline the role of the individual in relation to resource efficiency.

Benefits to your Organisation

- Reduce spending on resources such as energy, water and raw materials by encouraging employees to be more resource efficient.

- Reduce waste in your organisation by training employees on the true cost of waste and how they can prevent wastage.

- Reduce the environmental impact of your organisation by providing training on how environmental issues and resource efficient practices are linked.

Equality & Diversity eLearning

Equality & Diversity eLearning is a course covering issues that occur in the work environment while also ensuring employees are fully aware of equal opportunities policies.

Equality & Diversity eLearning is a 20 minute online course that ensures employees are aware of the issues of equality and diversity in the workplace and what their role is in relation to these issues. Employers are responsible for the discriminatory actions of their employees. Complying with what is generally perceived as 'reasonably practicable' in this area is to communicate an Equality and Diversity Policy to all staff, and provide awareness training on the potential implications of discriminatory practices in the workplace.

The course is deliberately aimed at an awareness level which allows for a reasonable completion time.

Course Objectives

In this training course employees will learn:

- Definitions of 'equality' and 'diversity'
- The benefits of being diversity aware
- The role of an individual in relation to equality and diversity responsibilities in the workplace, and standards of behaviour expected
- The different types of discrimination including bullying and harassment
- How to make a complaint/seek help if they are either witness to, or a victim of, discriminatory practices

Benefits to your Organisation

- Supports your organisation's commitment to promoting equality and diversity in the workplace, and the prevention of discriminatory practices in your workplace
- Helps to create a culture of respect for all employees by showing that diversity is a positive aspect of the workplace and not a threat
- Allows your organisation to make clear what standards of behaviour are expected in relation to equality and diversity, what kinds of behaviour will not be tolerated and the consequences of breaking behaviour codes

GDPR

The GDPR & Data Protection online training outlines the key differences between GDPR and previous data protection legislation. GDPR is the biggest change to data protection legislation in twenty. GDPR introduces new terminology, new roles within the data protection framework and much tougher fines and penalties for non-compliant organisations.

The GDPR online training explains the principles of processing (e.g., Specific and legitimate purposes, kept secure, and accurate) and the legal basis for processing (e.g., consent, legitimate interest or public interest). An understanding of these concepts is necessary for anyone who processes data as part of their work. One of the aims of GDPR is to give individuals more control over how their data is used. The online GDPR training goes into detail about the specific rights of individuals under GDPR (e.g., right to be informed, right to object). An emphasis is maintained throughout the GDPR eLearning on how GDPR applies to employees and their daily tasks. The final lesson brings this emphasis in focus.

Throughout, a scenario-based learning approach is used to show how aspects of GDPR relate to everyday tasks employees encounter. A variety of quizzes and interactions, such as multiple choice questions, are used to reinforce learning and engage the learner.

Course Objectives

- To introduce the General Data Protection Regulation (GDPR).

- To show the differences between GDPR and previous legislation.

- To highlight your responsibilities under GDPR so that you remain compliant when carrying out your work duties.

On successful completion of the test, users can download and print a certificate.

The course lasts approximately 60 minutes.

Users are required to take a final test consisting of 10 default questions. The default pass mark is 70%

Grievance Policy eLearning

Grievance Policy eLearning is aimed at educating all employees to give them a full understanding of your grievance policy.

Grievances are concerns, problems or complaints that employees may have about their work, working conditions or relationships with colleagues. Grievances are best dealt with informally however, for unresolved grievances, organisations should have formal procedures in place to ensure issues are dealt with fairly and consistently. The course follows the procedures recommended by the ACAS (Advisory, Conciliation and Arbitration Service) Code of Practice on disciplinary and grievance procedures.

Course Objectives

In this training course employees will learn:

- How to raise a grievance
- The different routes available to help solve a grievance
- What the term 'Personal Information' covers
- The stages involved in the grievance procedure
- Their rights with regard to the grievance procedure

Benefits to your Organisation

- Ensure compliance with the Acas Code of Practice on grievance procedures
- Ensure employees are aware of your organisation's grievance procedures
- Reduce the incidents of issues progressing to the formal route by encouraging informal resolution

Internet Use Policy eLearning

Internet Use Policy is an eLearning course that effectively communicates your company's policies and procedures surrounding the use of internet facilities in the workplace.

The use of internet facilities has become an accepted means of how employees carry out their duties in the workplace. However, abuse of a company's internet facilities (example, accessing obscene material, excessive personal use, etc.) can be a serious problem for businesses. Indeed there are more concerns at stake for employers than simply time-wasting by employees. Abuse of IT facilities, with regard to sexuality explicit, racist or threatening content, places a company at risk of facing legal claims from offended employees. Failure by businesses to adopt, implement and transmit a clear usage policy can leave businesses exposed to costly legal disputes.

To promote legal compliance, every employee should be provided with information regarding practices that the company deem to be acceptable and unacceptable. The course is completely customisable to allow organisations to add, delete or amend content as appropriate to their needs.

Course Objectives

In this training course employees will learn:

- Definitions of company IT users, facilities and equipment

- Their responsibility to use the company IT facilities in an appropriate manner and not to create unnecessary risks by their misuse

- Company guidelines on correct use of IT facilities

- That misuse of facilities can result in disciplinary procedures being instigated

Benefits to your Organisation

- Ensures employees know what is expected of them

- Provide the means to simply and effectively communicate your appropriate use policy to employees

- Reduce your exposure to costly legal disputes and promote a more efficient use of Company IT facilities

- Safeguards the security of your IT systems

- Compliance record provides for disciplinary action where needed

Modern Slavery

Modern slavery is a term used to describe different forms of slavery that exist today. Modern slaves are found across the economy, in nail bars, on fishing boats, the construction industry, mining or working as domestic help. In response to the persistence of slavery in the modern economy the UK passed the Modern Slavery Act. Modern Day Slavery training explains the important features of this act.

The Modern Day Slavery training explains what slavery is and outlines the different categories of slavery that exist today (eg, human trafficking, bonded labour). There is a strong focus on how to recognise if someone is working a slave and what to do if you suspect someone is a slave. Modern slavery is often hidden in complex global supply chains. The course explains the provisions within the Modern Slavery Act that aim to tackle this problem.

Course Objectives

- To describe what modern slavery is.

- To highlight who is most affected.

- To provide examples of modern slavery.

- To highlight the role of business in preventing modern slavery.

- To discuss the signs of slavery and what you should do if you spot them.

On successful completion of the test users can download and print a certificate.

The course lasts approximately 60 minutes.

Users are required to take a final test consisting of 10 default questions. The default pass mark is 70%

New & Expectant Mothers eLearning

New & Expectant Mothers is a short eLearning course that informs employees of their benefits, responsibilities, and potential hazards or risks specific to their workplace environment.

Many workplaces with previously acceptable working conditions may suddenly become hazardous and contain risks that may affect the Health & Safety of new and expectant mothers. To ensure that employers consider the special needs of this group (defined as workers who are pregnant, have given birth in the previous six months or are breastfeeding), the 1999 amendments to the Management of Health & Safety at Work Regulations require employers to assess any specific risks for new and expectant mothers and where they employ any woman of childbearing age. New and expectant mothers may be at risk from a whole range of hazards, from exposure to biological and chemical agents, to constant standing or excessive workloads, and the consequences can be serious.

The course highlights the responsibility of employees to inform their employer if they are pregnant, have recently given birth or are breastfeeding. They will also be informed of their maternity benefits and what the hazards and risks specific to their workplace are. The course is completely customisable to allow organisations to add, delete or amend content as appropriate to their needs. It is also accompanied by self risk assessments that allow the employer to risk assess the employee at different stages of their pregnancy.

Course Objectives

- Advise employees of their responsibility to inform their employer that they are pregnant, have recently given birth or are breastfeeding

- Explain their maternity entitlements

- Make employees aware of hazards and risks in the workplace

- Explain what they can do to help manage their Health & Safety in the workplace

Benefits to your Organisation

- Consistent and effective communication of your policy

- Demonstrates due diligence to vulnerable employees

- Data from risk assessments provides for effective health management

- Compliance with regulations

Pandemic Awareness eLearning

Pandemic Awareness is a short elearning course that provides employees with key information on how to prevent and control the spread of germs.

Pandemic Awareness is a 20 minute course that provides employees with information on what a pandemic is, how it spreads and what they can do to protect themselves. It is designed to support and compliment an organisation's efforts to implement sensible control measures, in preparation for the possible accelerated spread of a virus in the autumn and winter.

The course is easily customisable to allow organisations to add any specific policies and procedures they wish to communicate to employees, to cope with possible business disruption as a result of an increase in the spread of a virus. For example, companies may have systems in place which allows employees to continue working from home, or may wish to implement policies which encourage employees to switch from the need for face-to-face meetings and instead use the phone or web-conferencing facilities. Companies may also wish to reiterate their sick leave policies and their policy on attendance.

Course Objectives

- Explain what a Pandemic is and how a Pandemic spreads

- Describe the symptoms of Pandemic Flu

- Advise employees how to protect themselves from infection

- Show employees where to access the latest information on Pandemic Flu

Safeguarding

A vulnerable adult is defined as an individual aged 18 and over who may need additional help to look after themselves, including those who suffer from physical, sensory or learning disabilities, mental health problems, substance misuse difficulties, dementia or diminished capacity, or who is ill or frail. Safeguarding is the term what applies to the action taken to promote the welfare of both children and vulnerable adults, who may be less able to look after themselves and are therefore more vulnerable to abuse or neglect.

Regulations are in place to protect children and vulnerable adults, including The Children Act, Working Together to Safeguard Children, Every Child Matters, The Human Rights Act, The Mental Capacity Act and The Care Act.

The responsibilities captured within the legislation protect and promote the welfare of children and vulnerable adults and enhance the confidence of staff, trustees, volunteers, parents, carers and the general public.

The Safeguarding online training highlights core information about the safeguarding process, exploring the range of problems that children and vulnerable adults might face and explaining what actions should be taken if concerns are identified. It looks at the different categories of abuse – physical, sexual, emotional and neglect – that could lead to concern, the kinds of situations where abuse could occur and who the abusers might be.

The online Safeguarding course demonstrates practical steps that can be taken to safeguard children and vulnerable adults. It explores the 'four Rs' that underpin an effective safeguarding process: recognition; response; recording; and reporting. The course also outlines the correct procedures to follow if there is a suspicion of abuse.

Sections Within This Course

In this training course employees will learn:

- Overview
- Recognising Abuse
- Respond and Record
- Reporting a Concern
- Acceptable Behaviour
- Final Test

Course Objectives

All employees in an organisation have a responsibility under the Safeguarding process but this course is particularly appropriate for individuals who come into contact with children and vulnerable adults as part of their paid employment or voluntary work.

- To explain what safeguarding is and the role users play.
- To identify the different types of abuse and how to recognise the signs and symptoms.
- To detail what users should do if they have concerns for the safety of a child or vulnerable adult.

Social Media Policy eLearning

Social Media Policy eLearning is the ideal way to provide employees with information on how to use social media responsibly in the workplace. This course is ideal for employees at all levels.

Whether your company is active or not on social media, your employees probably are. Social media can bring many benefits to the workplace; increased collaboration, brand awareness, etc. but equally, because of its potential to reach mass audiences instantly, the possibility for a serious incident to occur is very real. If employees are not officially using social media in the workplace, they are almost certainly using it in a personal capacity. Sometimes personal use can overlap and blur with workplace use, for example, employees may have both a work profile and a personal profile on Twitter, and if you ignore social media, how can you manage what is being said about issues relevant to the workplace? The first step in managing social media is to have a policy. A social media policy is your initial line of defence to mitigate risk for both the company and the individual.

On the issue of social media, Acas, advises employers to draw up a policy, treat 'electronic behaviour' as you treat 'non-electronic behaviour', and react reasonably to issues around social media. To promote best practice and avoid legal disputes, every employee should be provided with information regarding social media practices that the Company deem to be acceptable and unacceptable. The course is completely customisable to allow organisations to add, delete or amend content as appropriate to their needs.

Course Objectives

In this training course employees will learn:

- The definition of social media
- The benefits and risks of social media
- Their responsibility to use social media in an appropriate manner and not to create unnecessary risks by their misuse of it
- Company guidelines on acceptable use of social media
- How misuse of social media can result in disciplinary procedures being instigated

Benefits to your Organisation

- Ensures employees know what is expected of them with regard to social media use.
- Provides the means to effectively communicate your 'appropriate use' policy to employees to reduce your exposure to costly legal disputes.
- Compliance record provides for disciplinary action where needed

Stress Essentials eLearning

Stress Essentials eLearning course looks at the causes of stress, the effects of stress and ways of controlling and resolving stress, both in the workplace and at home.

Stress Essentials eLearning is a 30 minute course designed to encourage employees to work positively. The course identifies the causes of stress and offers solutions to managing it more effectively.

The course takes a balanced approach to stress and discusses not just the possible work related issues, but also domestic ones that can lead to people finding themselves stressed.

It offers practical advice on measures employees can take to help them cope better with stressful situations and discusses the importance that a good diet and regular exercise has in maintaining a healthy balanced lifestyle.

Course Objectives

In this training course employees will learn:

- What stress is
- The causes of stress
- How to better manage stress
- What to do if experiencing stress in the workplace

Benefits to your Organisation

- Immediately communicate your organisation's stress policy to employees
- Clear audit trail - evidence completion and understanding

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