

# Reynolds

Training Services<sup>LTD</sup>

## IOSH Approved - Control of Work



Approved  
training  
provider  
347

John Reynolds

Reynolds Training Services Ltd

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**IOSH Approved – Principles and Practice Control of Work**

**Overview**



Controlling contractors or work that is none routine within your own organisation is a key aspect of any organisations Safe Systems of Work (SSoW). This is often seen by organisations as embedding their Permit to Work (PTW) system into corporate and local policies and procedures, whilst this is a starting point providing and ensuring suitable controls are in place is underpinned by other fundamental elements, bound together, these should be reflected in your Control of Work System (CoW).

This CoW System, depending on the complexities of your organisation, should comprise four elements:

1. Hazard Identification and Task Risk Assessment (HiTRA)
2. Permit to Work (PTW)
3. Atmosphere Gas Testing and Monitoring
4. Mechanical & Electrical Isolation

These individual elements require a range of competent persons, who understand the Control of Work system, associated forms, and their individual and collective roles, responsibilities and accountabilities, for example:

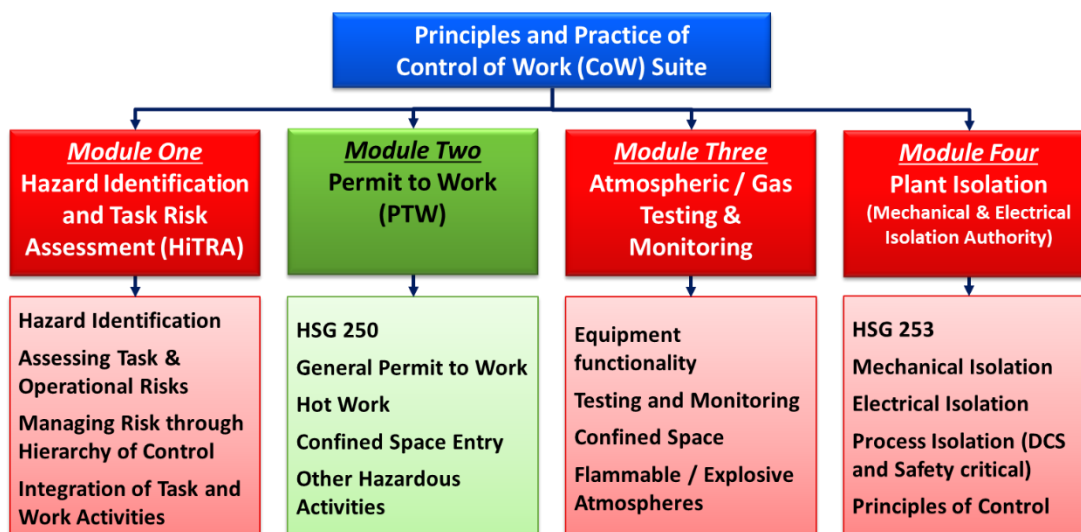
- ❖ Issuing Authority
- ❖ Mechanical and Electrical Isolation Authority
- ❖ Performing Authority
- ❖ Authoriser
- ❖ Authorised Gas Tester

**Course Structure**

Reynolds Training Services Control of Work Suite, which is Approved by IOSH, is built around regulatory guidance including:

- ❖ HSG 250 – Guidance on Permit to Work Systems
- ❖ HSG 253 – The Safe Isolation of Plant and Equipment
- ❖ Major Hazard Management Systems for High Hazard Industries

It can be fully adapted to incorporate relevant organisational policies and procedures as well as account for local roles and the forms utilised. The course comprises four modules:



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**Module One - Principles and Practice of Hazard Identification & Task Risk Assessment (HITRA)****Aim:**

To inform, explain and expand your knowledge of the core requirements of the Task Risk Assessment process, encompassing hazard identification, through a risk-based approach; supporting this with practical application of planning and executing risk assessment.

**Learning Outcomes**

At the end of this training you will be able to:

1. Identify the core legal, economic and moral requirements relating to risk assessment
2. Detail employer/company requirements for Task Risk Assessment (TRA)
3. Identify the key steps within the TRA process
4. Define the key management requirements for risk assessment within the workplace environment
5. Utilise hazard identification and task risk assessment tools/regulatory models
6. Review and practice the TRA Process

**Module Two - Principles and Practice of Permit to Work (PTW)****Aim:**

To outline, inform and expand your knowledge of the key features and roles within a Permit to Work (PTW) system, encompassing Safe Systems of Work (SSoW), including Hot Work, Confined Space Entry and Isolation requirements.

**Learning Outcomes**

At the end of this training you will be able to:

1. Understand the legal requirements for Permit to Work
2. Identify key aspects of Safe Systems of Work
3. Identify the hazards, controls and considerations required for reducing / controlling risk
4. State the roles and responsibilities relevant to Permit to Work
5. Describe the PTW structure
6. Identify the permits and certificates types relevant to local procedures
7. Complete PTW documentation against regulatory and company specific requirements

**Module Three - Principles and Practice of Atmosphere / Gas Testing and Monitoring****Aim:**

This course was designed to provide the learner with an understanding of the principles of atmosphere / gas testing and monitoring, allowing the learner to demonstrate practical application and use of atmosphere testing equipment.

**Learning Outcomes**

At the end of this training you will be able to:

1. Understand the fundamental principles of atmospheric / gas testing
2. Explain the importance of atmospheric / gas testing and its essential requirements
3. Identify where gas testing fits within the 'Permit to Work' system
4. Define the types and characteristics of various monitored gases on site
5. Correctly use and operate the gas tester / gas monitor
6. Perform the pre-checks and use the gas tester / gas monitor
7. Define the responsibilities of approved gas testers

## Module Four – Principles and Practice of Mechanical and Electrical Isolation

### Aim:

To provide the learner with the required level of both knowledge and understanding regarding effective plant isolation for High Hazard Industries, and to furnish the learner with the required understanding of ABP's isolation procedures and processes.

### Learning Outcomes

At the end of this training you will be able to:

1. Recognise the HSE guidance in relation to the safe isolation of plant and equipment
2. Understand the industry and legal expectations for achieving effective plant isolation
3. Define the roles and competency requirements of personnel involved in isolation processes and control
4. Identify the main categories of isolations required to ensure safe site operations and maintenance
5. Follow and understand the systematic steps of the ABP's Isolation Procedures and Processes

### Delivery

The course is delivered as a three-day training session:

- ❖ Three Day – Principles and Practice of Control of Work
  - a. This course is the full Standard IOSH Approved course and can incorporate local policies and procedures, enabling practice against the relevant forms.

There are a range of written tests throughout, and practical exercises embedding the principles and practice.

On successful completion of the course, learners will receive an IOSH Certificate 'Principles and Practice of Control of Work'.

All trainers are fully experienced and approved by IOSH.

### Delivery Location

The course can be delivered either at:

1. **Location** – Access to agreed areas of the site need to be agreed before delivery to enable the practical elements to be undertaken
2. **Our Site** – Reynolds Training Services Ltd are based at CATCH (See image over page), our Technical Training Centre has a full process plant, control room and simulator, enabling us to emulate a range of operational scenarios, including 'Control of Work'

### Further Information

For further information contact - Karon Reynolds:

**eMail:** [karon@reynoldstraining.com](mailto:karon@reynoldstraining.com)

**Telephone:** 01469 552846

**Address:** Technical Training Centre CATCH Facility, Kiln Lane, Redwood Park Estate  
Stallingborough, N. E. Lincolnshire, DN41 8TH

**Registered Office:** Innovation Centre, Innovation way, Europarc, Grimsby, N. E. Lincolnshire  
DN37 9TT

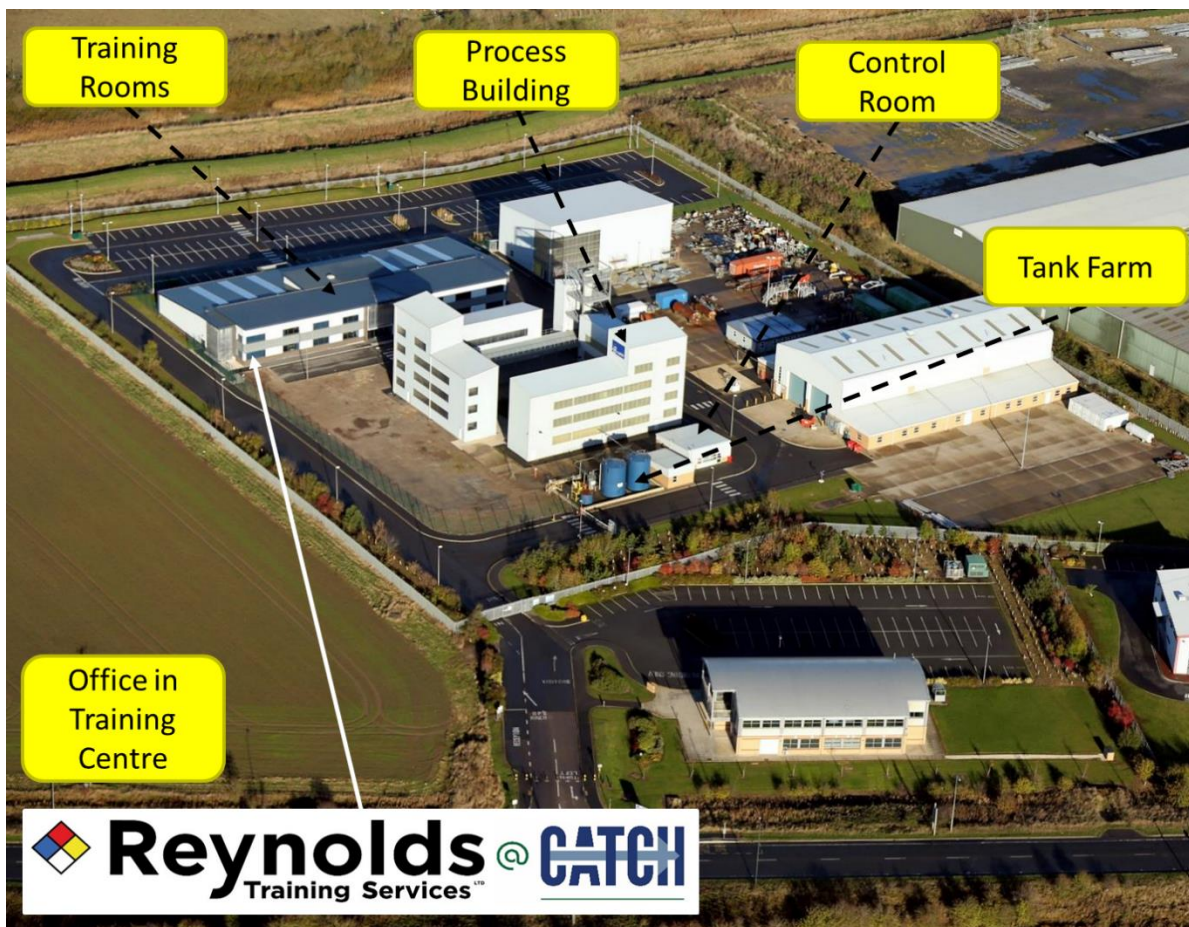
**Web:** [www.reynoldstraining.com](http://www.reynoldstraining.com)

**Technical Training Centre – Reynolds Training @CATCH**

Fusing academic knowledge with hands-on experience, Reynolds Training Services already generates results thanks to the hands-on training experience at CATCH.

CATCH is a custom-built and world-renowned £12 million facility in North East Lincolnshire, that offers authentic training and assessment scenarios, emulating real site environment and associated hazards, without the intrinsic hazardous properties of industrial chemicals.

CATCH's industrial strength simulated training environment includes a live three storey process plant with control room suite, tank farm including process storage vessels, pumps and pipelines, process simulator, and confined space entry zone as well as engineering workshops and classrooms process storage vessels, tanks, pumps, pipelines and a full control room suite.



This gives learners a unique opportunity to carry out practical training around HAZOP, process safety, permit to work, site maintenance and operational roles.

True to a real-world working environment, CATCH requires logging in and out, and full on-site PPE protocol.

For the classroom-based part of the course, CATCH and Europarc have all the facilities our learners need:

- ❖ Dedicated Health and Safety training rooms
- ❖ Facilities for groups of 6 to 40, as required
- ❖ Experienced and qualified trainers
- ❖ Refreshments onsite, including a range of hot and cold meals.
- ❖ Free onsite car parking and a secure bike park
- ❖ Accommodation is available in the picturesque local villages of Lincolnshire and in the nearby towns of Grimsby and Cleethorpes.



Based in the heart of the £6 billion Humber Bank chemical and chemistry industry, we are perfectly placed to offer world-class training to your learners, no matter where in the world you operate.

So, employing this essential training environment, we deliver practical training to members of the oil and gas industries.

Our classrooms, conference facilities and simulated industrial environments make for the perfect setting in which to teach onsite accredited and approved Health and Safety qualifications.

Training can also be tailored to your workplace's specific needs.

Get in touch and tell us what you need to ensure the best and safest practice in your staff, and we will construct the perfect programme for you.



# Reynolds Training Services™

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**Registered Office:**

Reynolds Training Services Ltd  
Innovation Centre  
Innovation way  
Europarc  
Grimsby  
N. E. Lincolnshire  
DN37 9TT

**Technical Training Centre:**

Reynolds Training Services Ltd  
CATCH Facility  
Kiln Lane  
Redwood Park Estate  
Stallingborough  
N. E. Lincolnshire  
DN41 8TH

A Company Registered in England: 6880807 / VAT: 972894756



**For further information contact:**

Email: [Admin@reynoldstraining.com](mailto:Admin@reynoldstraining.com)

Telephone: 01469 552846

Web: [www.reynoldstraining.com](http://www.reynoldstraining.com) / [www.calm-cloud.com](http://www.calm-cloud.com)