

FOR THE ATTENTION OF THE TRAINING OFFICER

Dear Sir/Madam



The Work at Height Regulations require that the erection, dismantle, and alteration of mobile access towers should be carried out by a competent person. PASMA training is the most widely recognised form of tower training and on successful completion of a PASMA training course with **Atrium Access Training** each delegate will be competent as required, with a card and certificate as proof.

[PASMA Standard Tower Training Course Content: Full Day](#)

The PASMA standard training course is aimed for any person that is involved with the use of Mobile Access Towers. The course will provide candidates with the necessary training to safely erect, use, inspect, move and dismantle aluminium or fibreglass Mobile Access Towers.

Topics covered include component identification, assembly criteria, stability, hazards, safe use, maintenance and inspection.

Delegates are asked to erect and dismantle a tower, carry out an inspection and sit a test paper.

- Introduction to Mobile Towers
- Overview of Legislation
- Standards surrounding Towers
- Safe Tower Assembly
- Stability
- Safe Use of Towers
- Hazards
- Repositioning Towers
- Tower Inspection
- Care & Maintenance



Availability and numbers

At Atrium Access Training we understand how difficult it can be to arrange a course with a busy work schedule. Therefore, for bookings of between 1 to 12 delegates, we allow you to choose your preferred date for a PASMA training course and try to organise it around your schedule rather than the other way round.

We can arrange courses with early starts for example 7am and late afternoon/Evenings and even Night and weekend courses are also available.

On site training can be arranged if the site has the correct facilities.

Our Training Centre is easy to get to as we are just off the main A13 on major bus routes, near railway stations and underground lines and we have ample parking if the delegates decide to drive.

Lunch is also provided.

We hope you find the above information of interest, however, should you require any additional information, please do not hesitate to contact us at our offices.

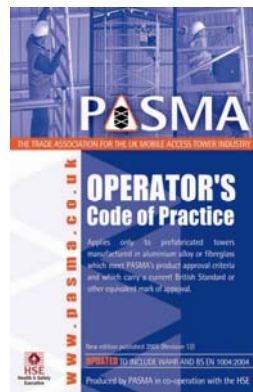
Assuring you of our best attention at all times.

Yours sincerely
Atrium Access Training Limited

Gillian Rutter
Director

Operators Code of Practice - in Co-Operation with HSE

Regularly reviewed and updated, in close co-operation with the HSE, (Health & Safety Executive), to determine form and content, the PASMA Operator's Code of Practice is the definitive source of best practice for users of prefabricated towers manufactured in aluminium alloy or fibreglass, approved to **BS EN 1004: 2004**, and which carry a current British Standard or other equivalent mark of approval. Written for use in conjunction with the appropriate manufacturer's instruction manual, the Code contains an updated foreword from the Review Committee and is divided into 20 sections, as follows:



- Foreword
- Introduction
- Scope
- Safety Requirements
- Training, Competence & Responsibilities
- Literacy, Fitness & Health
- Types of Mobile Access Towers
- Components
- General Points on Assembling the Tower
- Moving the Tower
- Tying In and improving Stability
- Dismantling the Tower
- Hazards
- Safe Use of Towers
- Care and Maintenance
- Repairs
- Handling, Transport and Storage
- Site Inspection
- PASMA Training Scheme
- Advanced Courses



PASMA PROFESSIONAL TRAINING

The Work at Height Regulations 2005, require that the assembly, dismantling or alteration of Mobile Access Towers should only be undertaken by a **competent person**, or if being trained, under the supervision of a **competent person**.

A competent person is a person who can demonstrate that they have sufficient professional or technical training, knowledge, actual experience, and authority* to enable them to:-

- a. Carry out their assigned duties at the level of responsibility allocated to them;
- b. Understand any potential hazards related to the work (or equipment) under consideration;
- c. Detect any technical defects or omissions in that work (or equipment), recognise any implications for health and safety caused by those defects or omissions, and be able to specify a remedial action to mitigate those implications.

*Note: "authority" here means delegated authority to the individual by his employer to carry out a certain function or duty

Going onto or **assembling a mobile access tower** will involve working at height. The Advisory Committee on Work at Height Training (ACWAHT) indicate that for anyone who works at height, the above definition of a competent person implies:

- To know and understand the specific legal duties under the Work at Height Regulations which apply to them as an individual
- To understand who controls their activity and the lines of communication to use
- To understand the principles of fall protection that the Regulations require to be used
- To be able to recognise safe and unsafe situations / activities
- To understand how to deal with the hazards associated with the task allocated to them
- To have adequate training in the correct use and limitations of any work equipment allocated to them for the task
- To understand the need for and the ability to check the adequacy of the safety equipment allocated to them
- If that equipment has been issued to them on a personal basis, an understanding of the correct procedure for storage, maintenance and inspection

- To understand safe procedures of work and state the correct procedure for the task, the emergency (including rescue) procedures in place for the work and their role in it
- To know the procedure for reporting any defects, hazards or unsafe procedures they detect

PASMA therefore sponsors training courses provided only by authorised training members.

The training courses are based on a format and content agreed by all PASMA members and draws upon their collective, first-hand experience. Widely recognised and recommended by safety professionals, it provides successful delegates who pass a written and practical test with a competency certificate and an encapsulated, credit card sized Photo Card.

The Course content, instructors and training premises are subject to a rigorous assessment to ensure compliance with PASMA standards. After approval, all Registered Training Centres are subject to an ongoing audit regime conducted by Regional Training Scheme Auditors to ensure that they continue to meet the high standards demanded by PASMA.



[PASMA Tower Inspection Records](#)

PASMA INSPECTION RECORD

The work at Height Regulations require that mobile access towers are inspected after assembly and before use by a competent person, that a written report of that inspection is completed before going off duty, and that a copy of the report is given to the person for whom the report was completed with 24 hours. PASMA in consultation with the HSE, have developed the PASMA Tower Inspection Record for this purpose. As well as providing a visual indicator of the tower's inspection status it, also acts as a written report, and by affixing the Record to the tower, you satisfy the requirement to “give to the person for whom it was completed within 24 hours”

When the record is full, it is removed from the tower (if the tower is still being used, a new Tower Inspection Record is commenced), and the previous is retained as a record of the inspections until the work is completed, and thereafter at your office for a further three months, as required by the Regulations. The HSE Guidance indicates, in addition to the 7-day frequency of inspections, that a tower be inspected after any event likely to have affected its stability or structural integrity such as adverse weather conditions. You may be able to think of other events, which could have such effect.

It is important to note that the Regulations do not require a written report each time a tower is moved or relocated to the same site.

As well as being suitable for recording inspections, the reverse of the PASMA Inspection Record can also be used as a visual indicator and record that a tower is not to be used, because it is incomplete, damaged or otherwise unsafe.

If your tower is incomplete or is in a dangerous condition,

You must let other people know. You should affix a Tower Incomplete, Tower Damaged to Tower Unsafe sign in a prominent position or adjacent to an access point, so that any potential users are aware of its condition and do not attempt to use it.



PASMA LOW LEVEL ACCESS COURSE

Duration: ½ day

This course is for users of low level prefabricated access equipment.

Course Objectives

The programme will cover low level access products below 2.5m, such as podium steps, folding room scaffolds and wide area low level access towers.

The course incorporates theory and practical sessions, with assessments and will instruct candidates to be competent to assemble, dismantle, use, move and inspect low level prefabricated access units.

On successful completion candidates are issued with a PASMA photocard and certificate, valid for 5 years.

Ladder Access Safety Course



Overview

Delegates will learn to select appropriate work at height equipment for a task, correctly locate and safely use ladders and steps as well as inspecting ladders and steps for damage.

Atrium Access Training in conjunction with the Clow Group Ltd is pleased to present this steps and ladders course. The course offers a nationally recognised training scheme for users, supervisors and managers wanting to equip themselves with the knowledge, skills and confidence necessary to use ladders and steps legally and safely.

Drawing on guidance from the UK's leading experts on ladder manufacture, maintenance and safety, the UK Ladder & Safety Training Company scheme addresses all the issues raised by the Health & Safety at Work Act 1974 and, more recently, the Work and Height Regulations 2005.

Demonstration of competence is a key requirement of the new regulations and successful completion of the UK Ladder & Safety Training Company training course provides proof of such competence.



Delivered only by UK Ladder & Safety Training Company approved training centres, the course objectives aim to enable delegates to:

- Select the most appropriate work at height equipment
- Assess and determine when it is appropriate to use ladders or steps
- Correctly locate and safely use ladders and steps
- Inspect ladders and steps for damage

It will also ensure delegates have an understanding of:

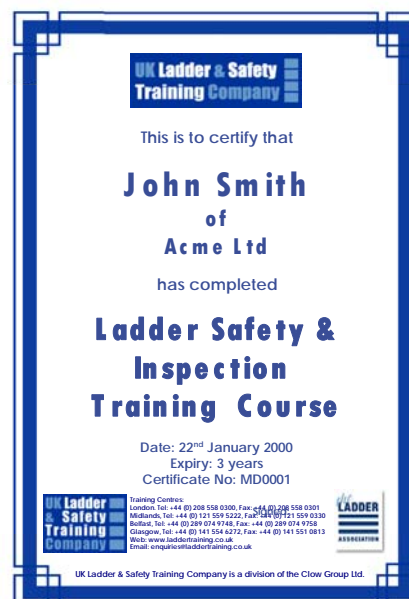
- Legislation and regulations affecting work at height
- Product standards and classifications for ladders and steps
- Hazards affecting the use of ladders and steps

Certification

Successful completion of this course will result in the issuing of a UK Ladder & Safety Training Company User's ID card and Certificate of Training.

HSE Thoughts

The HSE have not banned steps - nor have they banned ladders! Despite this, the allegation is regularly repeated and some firms have fallen for the myth and acted upon it. For straightforward, short duration work steps and ladders can be a good option, but you wouldn't want to be working on them doing complex tasks for long periods. A large number of workers are seriously injured or killed using ladders and steps each year. So: HSS Training want people to use the right equipment for the job.



SAFETY HARNESS COURSE – HALF DAY

SAFE SELECTION INSPECTION

&

USE OF A SAFETY HARNESS

COURSE AGENDA:-

Introduction
Regulations
Types of Harness
Types of Lanyard
Anchor Point
Standards
Traceability
Pre Use Checks
Correct Fittings

Approx length of course 4 hours.

