



## Training Brochure





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### COURSES AVAILABLE

#### HARNES AWARENESS

#### SAFE USE MOUNTING OF ABRASIVE WHEELS

#### WORKING AT HEIGHT

#### PASMA TOWERS FOR USERS COURSE:

1 day course

#### PASMA LOW LEVEL ACCESS COURSE:

½ day course

#### PASMA TOWERS FOR MANAGERS COURSE:

1 day course

#### PASMA WORK AT HEIGHT (ESSENTIALS) COURSE:

½ day course

#### THE LADDER ASSOCIATION LADDER & STEPLADDER TRAINING COURSE:

½ day course

#### THE LADDER ASSOCIATION INSPECTION COURSE:

½ day course

#### THE LADDER ASSOCIATION STEPS & STOOLS COURSE:

2.5 hour course

#### MANUAL HANDLING COURSE

# HISTORY...

**Lyte Ladders & Towers** are one of the leading manufacturers of aluminium and glass-fibre ladders, stepladders and towers in the UK. Established in South Wales in 1947, the comprehensive portfolio of access equipment is renowned for its quality of design and manufacture.

- ✓ Products are manufactured at Lyte Industries new premises in Swansea Enterprise Park.
- ✓ Probably the largest portfolio of Trade and Industrial products in the UK which now includes the comprehensive range of Hailo products.
- ✓ All products certified to the relevant standards, where applicable. These include BS2037 Class 3, BSEN131, BS2037 Class 1 and BSEN1004:2004.
- ✓ Lyte products are supplied to leading organisations throughout the UK including BT, Sky, HSS Hire and Screwfix.
- ✓ Highly trained and friendly in-house telesales and area representatives.
- ✓ 106,000sq ft of production, warehousing and distribution.
- ✓ Lyte has manufactured a number of specialist products to meet even the most challenging of tasks. These products include fire ladders for brigades and fire & rescue services in the UK and abroad as well as many types of bespoke access products.
- ✓ Lyte has achieved ISO9001:2008 and OHSAS 18001.

## **The Lyte training department was developed in 2005 as a result of the introduction of the Work at Height Act and the courses created by The Ladder Association and PASMA.**

As members of PASMA and The Ladder Association we carry an accreditation from each of these as an official training centre. We are based in Swansea, South Wales, where courses can be carried out at our fully equipped training centre. However all courses can be delivered anywhere in the UK by our highly skilled instructors. Under the regulations every person in the chain leading up to, and including, the final user, has a duty of care to both themselves and others to know and understand the practical implications of working safely at height.

PASMA training is the most widely recognised form of Prefabricated Mobile Access Tower Training in the UK and provides successful delegates with a competency certificate and an encapsulated photo-ID card verifying that they have passed the written and practical tests to PASMA's strictly enforced standards.

The Ladder Association courses requires a demonstration of competence as a key requirement of the new regulations and successful completion of Ladder Association training courses, delivered only by Ladder Association approved training centres, provides proof of such competence. After the successful completion of a practical and written test the candidate will received a certificate and photo ID card.

# 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 PhotoCard.

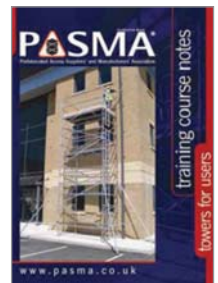
# PASMA TOWERS FOR USERS



## Aims:

The aim of the course is to inform and instruct nominated persons regarding the statutory requirements under the Work at Height Regulations 2005 in the safe installation and removal, inspection and use of mobile access towers.

- Introduction - Why the need for training?
- Work at Height Regulations 2005.
- Ground conditions.
- Use of base plates and sole boards.
- Bracing and boarding.
- Working platforms.
- Guard-rails and toeboards.
- Couplers and ties.
- Ladder access.
- 3T Build Method.
- Record of scaffold inspection.
- Assessment sheet.
- Practical section (if off site an area with 6m head clearance is required).
- Maximum 12 delegates per course.



## Course Duration:

This is a one day course. Pasma training will usually start at 9am and finish at around 4pm.



# TRAINING DAY SCHEDULE

<b>9.00am</b>	Introduction Health and Safety Accident Awareness/Prevention Tower standards and Tower types Tower Components PASMA assembly Procedures <b>A) Assembling a Tower</b> <b>B) Moving a Tower</b> <b>C) Dismantling a Tower</b>
<b>10.15am</b>	Mid-morning Break
<b>10.30am</b>	Safe Use of Mobile Access Towers <b>A. When assembling a Tower</b> <b>B. During use of a Tower</b> <b>C. When moving a Tower</b> <b>D. When dismantling a Tower</b> Stability Hazards Inspection and the PASMA inspection tag PASMA Written Test
<b>12.30pm</b>	Lunch (provided when course held at Lyte ladders)
<b>1.00pm</b>	Pasma Practical Session Pasma Practical Test
<b>Approx 4.00pm</b>	Final paperwork/course assessment/finish

## Aims:

The aim of the PASMA training course is to ensure personnel are trained to a high level of competence to carry out inspections, create safe systems of work and to understand employees' responsibilities.



# PASMA - OTHER COURSES

## LOW LEVEL ACCESS

### Who will benefit from this course:

Personnel who work from prefabricated units under 2.5m of height.

### Learning Objectives:

How to safely assemble, dismantle and relocate low level access units without risk of personal injury to the delegate or others.

### Method:

Instruction both in theory and practical sessions.

### Assessment:

Closed book course with a pass mark of 80% in both the theory and Practical.

### Course Content:

Current Legislation, Regulations and Guidance affecting work at height with low level access units, PASMA Code of Practice, Publicly Available Specification, assembling, altering and dismantling low level units incorporating current best practice for fall protection, inspection of completed low level units and completion of Tower Inspection Records; hazards affecting the use of low level units.



## MANAGEMENT OF MOBILE ACCESS TOWERS

### Who will benefit from this course:

Any person who has responsibility for overseeing the work of operatives on site ensuring that work is properly planned and organised and that those involved in carrying out the work are competent and properly trained, and that towers are correctly inspected and maintained.

### Learning Objectives:

To learn about current legislation, regulations and guidance affecting work at height using mobile access towers.

### Method:

Theory session with exercises.

### Assessment:

Open book assessment with an 80% pass mark.

### Course Content:

Current Legislation, Regulations and Guidance affecting work at height with mobile access towers, PASMA Code of Practice, a look at assembling, altering and dismantling mobile access towers incorporating current best practice for fall protection, inspection of completed mobile access towers and completion of Tower Inspection Records; hazards affecting the use of mobile access towers.

### Supporting Documents:

A course content and notes booklet and a current Code of Practice booklet will be issued to all delegates who attend the course.



# THE LADDER ASSOCIATION...

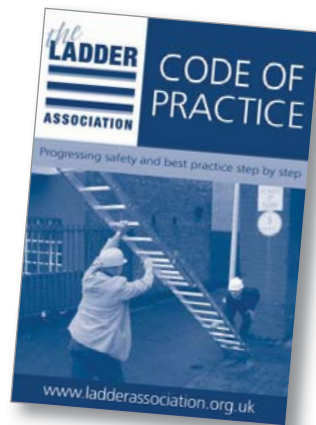
*...progressing safety  
and best practice  
step by step*



As a natural and logical extension of its activities, the Ladder Association, formerly the British Ladder Manufacturers Association (BLMA), now operates a national training scheme for users, supervisors and managers wanting to equip themselves with the knowledge, skills and confidence necessary to use ladders legally and safely.

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

Under the regulations every person in the chain leading up to, and including, the final user, has a duty of care to both themselves and others to know and understand the practical implications of working safely at height.





# LADDER ASSOCIATION

## LADDER & STEPLADDER USER COURSE

### COURSE AIMS & OBJECTIVES

#### You will be competent to:

- Assess and determine when its appropriate to use ladders and stepladders.
- Correctly locate and safely use ladders and stepladders.
- Visually inspect ladders & stepladders for damage before and after use.

#### You will have an understanding of:

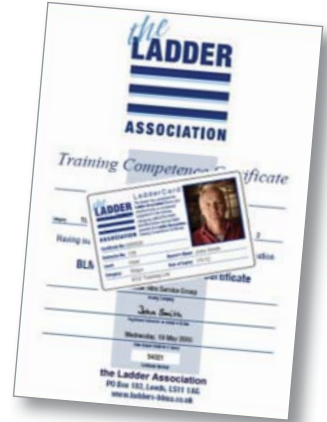
- Legislation and regulations affecting work at height.
- Product standards and classifications for ladders and stepladders.
- Hazards affecting the use of ladders and stepladders.

#### Course Content:

- Ladders and component parts.
- Overview of legislation and regulations.
- Work at Height Regulations.
- Standards and classifications.
- Planning and organising, selecting and using - STEP.
- Assessing risks.
- Inspection and records.
- Storage, handling and maintenance.
- Theory and practical tests and assessments.

### LADDERS & STEP LADDERS TRAINING COURSE

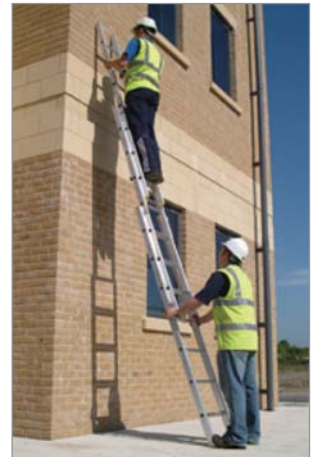
*\* Produced in Association with TLA \* Nationally Recognised \**



#### Course Content:

- Working at Height Regulations. (WAHR)
- Risk assessments for ladders and step ladders.
- Inspection of ladders and step ladders.
- Selection of correct type of ladder/stepladder.
- Safe use of ladders and step ladders.

On completion of the course each delegate will be issued with a Ladder Association Certificate and Training Scheme Photo Identification Card.



# TLA TRAINING USER COURSE DAY SCHEDULE

Introduction

Aims & Objectives

Ladders & Component Parts

Overview of Legislation & Regulations

Work at Height Regulations

Standards & Classifications

Mid Morning Break

STEP

Planning & Organising, Selecting & Using

Assessing Risks Exercise

Inspections & Records

Storage, Handling & Maintenance

TLA Written Test

TLA Practical Session

TLA Practical Test

Final paperwork / Course Assessment / Finish

**½ Day Course**



# TLA INSPECTION COURSE

## LADDER & STEPLADDER INSPECTION COURSE

### WHO WILL BENEFIT FROM THIS COURSE?

Those whose duty is to inspect and maintain ladders & stepladders in their workplace.

### LEARNING OBJECTIVES DELEGATES WILL BE COMPETENT TO:

- Assess and determine when it's appropriate to inspect a ladder or stepladder
- Record findings & recommend action to be taken if faults are found
- Accurately record details of ladders & stepladders

### THEY WILL HAVE AN UNDERSTANDING OF:

- What they need to know about the law and standards relating to ladders & stepladders
- Storage & handling of ladders & stepladders

## WORKING WITH STEPS AND STEP STOOLS

### WHO WILL BENEFIT FROM THIS COURSE?

For those who are infrequent users of stepladders and step stools in shops, offices, schools and the health sector.

### LEARNING OBJECTIVES DELEGATES WILL BE COMPETENT TO:

- Assess and determine when it's appropriate to use stepladders & stepstools
- Correctly locate and safely use stepladders & step stools
- Visually inspect stepladders and step stools for damage before and after use

### THEY WILL HAVE AN UNDERSTANDING OF:

- What they need to know about the law and standards relating to stepladders & step stools
- Hazards in the use of stepladders & step stools
- Storage & handling of stepladders and step stools

**½ Day Course**





Established in 1947, Lyte Ladders & Towers has developed an excellent reputation for manufacturing and supplying a large range of high quality domestic, trade and industrial steps, ladders, towers and bespoke access equipment to many large blue chip companies.

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