



**SPECIALIST** | Training +  
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# TRAINING PROGRAMME

**MARCH –  
AUGUST 2019**

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## WELCOME

September 2019 is not only important for us as we look to celebrate our 20<sup>th</sup> birthday it is also the Driver CPC deadline for those drivers who acquired grandfather rights in 2009.

The beginning of 2019 saw the demand for Driver CPC training increase as many drivers across the logistics sector require 35 hours of training before September. This last-minute rush not only puts pressure on the training sector but also the haulage industry, adding to the problem of the driver shortage! Our weekend availability is almost fully booked for the next 6 months although we will try our best to accommodate our customers at times to best suit their operations.



Following the success in entering our local business awards in 2018 we are busy preparing for another year of award entries. Fingers crossed our efforts are recognised again! We will keep you updated on our progress!

As we are in the final 6 months of our 20<sup>th</sup> year in business we are looking forward to celebrating in September – Keep a look out for how we are going to share our celebrations!

All our public course dates and availability are listed on our website [specialisttraining.co.uk](http://specialisttraining.co.uk), updated daily for the forthcoming 6 months. If you require a specific date, then please give us a call on 01282 687090 as we may be able to create one just for you. Dates are also available for your own company course.

If you have a training need that is not listed on our website then please give us a ring as we may be able to assist or point you in the right direction!

Nicola Dugdale  
Managing Director

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## FORK LIFT TRUCK

### OPERATOR TRAINING

Our **RTITB Fork Lift Truck training centre** in **East Lancashire** is available for your Fork Lift Truck **Counterbalance** and **Reach** Operator requirements. **RTITB** or **Certificate of Competence** courses are available on a weekly basis on a ratio of **3 trainees to 1 instructor** for **new operators** or those operators who are looking to **operate a different truck type** and **refresher candidates**.

Training can also take place onsite at customer premises on a wide range of Mechanical Handling equipment such as **counterbalance, reach, pedestrian pallet, pivot steer including flexi and bendi, very narrow aisle, order picker, side loader, scissor lift and cherry picker**.

Please call **0800 328 3297** to discuss your training requirements.

### INSTRUCTOR / EXAMINER TRAINING

We are the **only RTITB Fork Lift Truck Instructor / Examiner approved training centre** in East Lancashire. This course aims to up-skill a member of staff to RTITB Instructor standard to prepare them to deliver accredited operator training.

Once an individual is qualified, they will be able to instruct and examine on trucks for which they hold the relevant operator's certificate.

| Course Title                  | Start Date                 | Duration          |
|-------------------------------|----------------------------|-------------------|
| <b>Operator Level</b>         | <b>Weekly</b>              | <b>1 - 5 Days</b> |
| <b>Instructor - Initial</b>   | <b>Monday – 25/03/2019</b> | <b>10 Days</b>    |
| <b>Instructor - Refresher</b> | <b>Monday – 22/07/2019</b> | <b>5 Days</b>     |



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## FIRST AID

We have been approved by the First Aid Industry Body (**FAIB**) since HSE relinquished their responsibility in 2008 and since then we have continued to provide a wide range of First Aid courses to local companies around Lancashire. Our trainers are also members of the **Federation of First Aid Training Organisations (FOFATO)**.

### NEW & IMPROVED FIRST AID

Our DYNAMIC AND ENGAGING approach to First Aid training has been a huge success following outstanding feedback from our customers. Last year we had a radical overhaul of the course to keep up with the demands on first aiders, introducing new techniques and responsibilities.

Our new continual assessment approach means that skills are explained, demonstrated, practised and assessed constantly as the course progresses. Trainees are presented with scenarios with some very realistic issues to deal with. We feel this type of situation gives the trainees increased confidence in their own skills and abilities should they ever have to deal with a real-life emergency.

### INITIAL – 3 DAYS

This course is aimed at individuals who are new to First Aid or whose certificate has lapsed.

### RE-QUALIFICATION – 2 DAYS

This course can be taken **3 months before** the **expiry** date without losing any time on their existing certificate, or up to **1 month after** the expiry date of the certificate.

### EMERGENCY FIRST AID AT WORK – 1 DAY

This course is aimed at a workplace environment with low risk level and less than 5 employees. It is also suitable for those who are assisting the qualified First Aider. This course can also count towards **7 hours** of **Driver CPC** training.



The First Aid Industry Body

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### **AUTOMATED EXTERNAL DEFIBRILLATOR - ½ DAY**

Whilst the use of an AED is briefly covered on the First Aid course this session goes into much more depth providing trainees with a more thorough understanding of dealing with casualties who have suffered a cardiac arrest. Dates are available upon request.

### **ANNUAL FIRST AID UPDATE - ½ DAY**

This course is aimed at existing First Aiders who would like to keep current with First Aid practices. It is also useful to those who aren't First Aid qualified but who are interested in knowing about the basics of First Aid. Dates are available upon request.

| Course Title                | Start Date             | Duration |
|-----------------------------|------------------------|----------|
| First Aid at Work Refresher | Wednesday – 13/03/2019 | 2 Days   |
| Emergency First Aid at Work | Tuesday – 19/03/2019   | 1 Day    |
| Emergency First Aid at Work | Monday – 15/04/2019    | 1 Day    |
| First Aid at Work Initial   | Wednesday – 24/04/2019 | 3 Days   |
| Emergency First Aid at Work | Thursday – 09/05/2019  | 1 Day    |
| First Aid at Work Refresher | Wednesday – 22/05/2019 | 2 Days   |
| Emergency First Aid at Work | Tuesday – 11/06/2019   | 1 Day    |
| First Aid at Work Initial   | Monday – 24/06/2019    | 3 Days   |
| First Aid at Work Refresher | Thursday – 04/07/2019  | 2 Days   |
| Emergency First Aid at Work | Wednesday – 10/07/2019 | 1 Day    |
| First Aid at Work Initial   | Tuesday – 06/08/2019   | 3 Days   |
| Emergency First Aid at Work | Friday – 09/08/2019    | 1 Day    |

In-company courses are also available on all type of First Aid training for a group of up to 12 employees.



## FIRE SAFETY

### FIRE MARSHAL COURSE

This one-day course provides a basic understanding of Fire and the role of a Fire Marshal. Industry experts deliver these public courses or alternatively they can deliver the training at your company premises subject to the availability of a suitable practical training area.

The course involves theory as well as a **practical element** whereby trainees will gain experience in using a range of **fire extinguishants** to put out a **live fire**.

| Course Title | Start Date             | Duration |
|--------------|------------------------|----------|
| Fire Marshal | Wednesday – 20/03/2019 | 1 Day    |
| Fire Marshal | Thursday – 27/06/2019  | 1 Day    |

### FIRE RISK ASSESSMENT TRAINING

This three-day course will enable health and safety managers to carry out fire risk assessments. A basic understanding of fire safety and the legislative requirements within the Fire Safety Order 2005 will also be covered. This course is only available to be held at your company premises. For further information and for course dates then please give us a call on **0800 328 3297**.

### FIRE CONSULTANCY

If you would prefer for one of our Fire Consultants to carry out a risk assessment on your site then we can also do this. Our fire expert will carry out an **onsite audit** and will complete a **full report** containing their findings and any recommendations to ensure **legal compliance** and **best practice**. Assistance can also be provided to help **implement** any of the **recommendations**. For further information or to speak to one of the consultants, then please give us a call on **0800 328 3297**.

# CERTIFICATE OF PROFESSIONAL COMPETENCE (CPC)

All applicants for an Operator's Licence for **ROAD HAULAGE** or **PASSENGER CARRYING VEHICLES** must demonstrate "**professional competence**." The most popular way this is achieved is by passing the examination for the CPC conducted by OCR Examinations on behalf of the Department for Transport (DfT).

## CPC INTENSIVE COURSE



Our popular **ten day** intensive public course follows the **OCR Syllabus**, which is based directly on Regulation EC 1071/2009 and includes exam preparation for the two examinations that are held at our training centre. Upon successfully passing the examinations, a certificate will be awarded by OCR. Results are published 8 weeks after the examination date.

The **first time pass** result on **both exams** are consistently above the National pass rate as published by OCR. Our experienced and qualified trainers are dedicated in helping you achieve this positive result.

## CPC REFRESHER / REGULATORY UPDATE COURSE

This **one/two day** intensive course is designed to **update** the **knowledge** of **existing transport managers** and other related transport professionals who already hold a CPC. Such training is **recommended** by the **Traffic Commissioners** as important in ensuring managers are "current" in their transport knowledge.

| Course Title                       | Start Date            | Duration |
|------------------------------------|-----------------------|----------|
| Road Haulage – Refresher           | Tuesday – 26/03/2019  | 2 Days   |
| Passenger – Refresher              | Tuesday – 02/04/2019  | 1 Day    |
| Road Haulage – Refresher           | Monday – 29/04/2019   | 1 Day    |
| Passenger – Refresher              | Thursday – 27/06/2019 | 1 Day    |
| Road Haulage – Refresher           | Friday – 28/06/2019   | 1 Day    |
| Road Haulage & Passenger Intensive | Monday – 02/09/2019   | 10 Days  |

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## SUMMARY COURSE DATES

| Course Title                           | Start Date             |
|--|------------------------|
| Fork Lift Truck Instructor - Initial   | Monday – 25/03/2019    |
| Fork Lift Truck Instructor - Refresher | Monday – 22/07/2019    |
| First Aid at Work Refresher            | Wednesday – 13/03/2019 |
| Emergency First Aid at Work            | Tuesday – 19/03/2019   |
| Emergency First Aid at Work            | Monday – 15/04/2019    |
| First Aid at Work Initial              | Wednesday – 24/04/2019 |
| Emergency First Aid at Work            | Thursday – 09/05/2019  |
| First Aid at Work Refresher            | Wednesday – 22/05/2019 |
| Emergency First Aid at Work            | Tuesday – 11/06/2019   |
| First Aid at Work Initial              | Monday – 24/06/2019    |
| First Aid at Work Refresher            | Thursday – 04/07/2019  |
| Emergency First Aid at Work            | Wednesday – 10/07/2019 |
| First Aid at Work Initial              | Tuesday – 06/08/2019   |
| Emergency First Aid at Work            | Friday – 09/08/2019    |
| Fire Marshal                           | Wednesday – 20/03/2019 |
| Fire Marshal                           | Thursday – 27/06/2019  |
| CPC Road Haulage – Refresher           | Tuesday – 26/03/2019   |
| CPC Passenger – Refresher              | Tuesday – 02/04/2019   |
| CPC Road Haulage – Refresher           | Monday – 29/04/2019    |
| CPC Passenger – Refresher              | Thursday – 27/06/2019  |
| CPC Road Haulage – Refresher           | Friday – 28/06/2019    |
| CPC Road Haulage & Passenger Intensive | Monday – 02/09/2019    |
| ADR Packages & Tanks                   | Monday – 18/03/2019    |
| ADR Class 7 Radioactive                | Monday – 25/03/2019    |
| ADR Packages & Tanks                   | Monday – 13/05/2019    |
| ADR Packages                           | Monday – 17/06/2019    |
| ADR Class 1 Explosives                 | Friday – 21/06/2019    |
| ADR Packages & Tanks                   | Monday – 15/07/2019    |
| ADR Packages                           | Monday – 12/08/2019    |
| IATA Initial / Refresher               | Tuesday – 19/03/2019   |



| Course Title                                       | Start Date             |
|--|------------------------|
| DGSA Initial / Refresher                           | Monday – 20/05/2019    |
| DGSA Examination                                   | Thursday – 13/06/2019  |
| DGSA Initial / Refresher                           | Monday – 19/08/2019    |
| DGSA Examination                                   | Thursday – 12/09/2019  |
| IMDG   | Monday – 01/04/2019    |
| IMDG   | Thursday – 15/08/2019  |
| Drivers' Hours & Tachographs                       | Saturday – 02/03/2019  |
| Driver Knowledge & Changing Driver Behaviour       | Wednesday – 13/03/2019 |
| Driver Stress and Fatigue & Regulatory Compliance  | Thursday – 14/03/2019  |
| Drug and Alcohol Awareness & Vulnerable Road Users | Friday – 15/03/2019    |
| Emergency First Aid at Work                        | Tuesday – 19/03/2019   |
| Driver Knowledge & Changing Driver Behaviour       | Monday – 08/04/2019    |
| Drivers' Hours & Tachographs                       | Wednesday – 10/04/2019 |
| Emergency First Aid at Work                        | Monday – 15/04/2019    |
| Professional Driver Knowledge                      | Tuesday – 07/05/2019   |
| Driver Stress and Fatigue & Regulatory Compliance  | Wednesday – 08/05/2019 |
| Emergency First Aid Work                           | Thursday – 09/05/2019  |
| Drivers' Hours & Tachographs                       | Friday – 10/05/2019    |
| Drug & Alcohol Awareness & Vulnerable Road Users   | Monday – 10/06/2019    |
| Emergency First Aid at Work                        | Tuesday – 11/06/2019   |
| Drivers' Hours & Tachographs                       | Wednesday – 12/06/2019 |
| Driver Stress and Fatigue & Regulatory Compliance  | Friday – 14/06/2019    |
| Driver Knowledge & Changing Driver Behaviour       | Saturday – 15/06/2019  |
| Driver Knowledge & Changing Driver Behaviour       | Monday – 08/07/2019    |
| Dealing with Emergencies & Driver Fire Safety      | Tuesday – 09/07/2019   |
| Emergency First Aid at Work                        | Wednesday – 10/07/2019 |
| Drivers' Hours & Tachographs                       | Saturday – 13/07/2019  |
| Emergency First Aid at Work                        | Friday – 09/08/2019    |
| Driver Stress and Fatigue & Regulatory Compliance  | Saturday – 10/08/2019  |
| Drivers' Hours & Tachographs                       | Thursday – 15/08/2019  |
| Drug and Alcohol Awareness & Vulnerable Road Users | Friday – 16/08/2019    |



## DANGEROUS GOODS

### CARRIAGE OF DANGEROUS GOODS BY ROAD – ADR

This course is for drivers who **transport regulated dangerous goods** over certain load thresholds by road. Drivers must attend an approved course and pass an examination set by SQA. Certificates are valid for 5 years.



This course is **modular** and can include **all classes of dangerous goods** including Explosive and Radioactives however we can bespoke our public course so the driver will only need to attend the modules they require. The course can also count for up to a maximum of **28 hours of Driver CPC** training depending on the modules attended.

Since the introduction of the **online exams** the drivers have been able to get their **results immediately** after the course. This has been hugely successful and beneficial to the driver especially as the **ADR card** is published within **7 days**. Online exams however are only available for courses held at our training centre.

ADR courses are generally carried out during the week on a monthly basis however weekend courses are available on demand. If you would prefer an in-company course, where we can come to you then please call **0800 328 3297** to discuss your requirements.

| Course Title            | Start Date          | Duration |
|-------------------------|---------------------|----------|
| ADR Packages & Tanks    | Monday – 18/03/2019 | 5 Days   |
| ADR Class 7 Radioactive | Monday – 25/03/2019 | 1 Day    |
| ADR Packages & Tanks    | Monday – 13/05/2019 | 5 Days   |
| ADR Packages            | Monday – 17/06/2019 | 4 Days   |
| ADR Class 1 Explosives  | Friday – 21/06/2019 | 1 Day    |
| ADR Packages & Tanks    | Monday – 15/07/2019 | 5 Days   |
| ADR Packages            | Monday – 12/08/2019 | 4 Days   |



## DANGEROUS GOODS AWARENESS

Specialist can deliver dangerous goods awareness training for various modes of transport i.e. **road, rail, sea, air or multimodal**. This can range from a half day generic session covering all types of dangerous goods to a more detailed chemical class specific course.

## HEALTHCARE WASTE MANAGEMENT

This **2-day** course is for anyone who is required to understand the **key principles** governing **waste** within a **Healthcare environment**, delivered by our industry expert who has over 20 years experience in working with Healthcare.

## CONSULTANCY

Specialist is one of the country's **leading providers** of specialised **dangerous goods advice**, serving all sectors of Industry from owner operators to blue chip companies carrying High Consequence Dangerous Goods (HCDG).

## DANGEROUS GOODS SAFETY ADVISER – DGSA

The five-day **DGSA** course provides attendees with an **extensive study** of the Dangerous Goods Regulations, both European and domestic. The course prepares the individual to sit the Scottish Qualification Authority (SQA) **examinations** held four times a year. The training is also a **vital** grounding for the preparation of an individual to carry out their **duties as a 'real world' Dangerous Goods Safety Adviser**.

| Course Title             | Start Date            | Duration |
|--------------------------|-----------------------|----------|
| DGSA Initial / Refresher | Monday – 20/05/2019   | 5 Days   |
| DGSA Examination         | Thursday – 13/06/2019 | 1 Day    |
| DGSA Initial / Refresher | Monday – 19/08/2019   | 5 Days   |
| DGSA Examination         | Thursday – 12/09/2019 | 1 Day    |



## CARRIAGE OF DANGEROUS GOODS BY AIR - CAA /IATA

This **CAA approved** and **certified** course **complies** with the training requirements of the **IATA Regulations** and is designed for those responsible for arranging **movements of dangerous goods by air**. Personnel involved with classification, packing, labelling and completing / signing off documentation would need to attend this course. Upon passing the course, trainees will be issued with a CAA approved Carriage of Dangerous Goods by Air certificate.



| Course Title             | Start Date           | Duration |
|--------------------------|----------------------|----------|
| IATA Initial / Refresher | Tuesday – 19/03/2019 | 3 Days   |

## LITHIUM BATTERIES

As the demand for wireless equipment increases so does the demand for the training around the safe transportation of lithium ion & metal batteries. Transporting these by road doesn't pose a problem however when transporting these by air the dangers and risks increase.

Training is often delivered at customer premises as this ensures it is tailored to the needs of the Company.

Refresher training is required every 2 years as this is when the legislation is updated.

## CARRIAGE OF DANGEROUS GOODS BY SEA - IMDG

This course is designed for employees involved in the **movement of dangerous goods** in-scope to the **International Maritime Dangerous Goods (IMDG) Code**.

Three standard **IMDG** courses are available, although **bespoke courses** can be designed. All courses **meet the requirements of STCW Section B-Vc**.

| Course Title | Start Date            | Duration |
|--------------|-----------------------|----------|
| IMDG         | Monday – 01/04/2019   | 1 Day    |
| IMDG         | Thursday – 15/08/2019 | 1 Day    |



## DRIVER TRAINING

We offer several solutions to the challenges of **driver improvement**. These range from simple **driving assessments** to a completely **integrated training programme**.

### LICENCE ACQUISITION - LGV / PCV

**Practical training** to prepare the trainee for the **LGV Cat C1, C, C+E, D1, D or D+E tests** are usually carried out on a **2:1 basis over 5 days**. The training takes place using the **customer's own vehicle**.

**Initial Driver CPC Module 4 Practical Test Training** is **compulsory** for **new drivers** who plan to drive professionally. The practical test is **usually** arranged **during the 5-day licence acquisition course**, although can be carried out **independently** of the licence acquisition.

### YARD SHUNTING

This course is designed for those with a responsibility for manoeuvring vehicles or trailers around the Company's own yard. Training can be provided on a wide range of vehicles including the specialist Shunting vehicles such as Terberg. This course is carried out at customer premises using their own vehicles.

### DRIVING ASSESSMENTS

Driving Assessments can be tailored to individual requirements and can help give an organisation a vital snapshot on its drivers' skills and knowledge. Driving assessments can be carried out on all vehicle types, using the customer's own vehicle. These assessments can range from one hour snapshots of a driver's abilities to full day in-depth assessments with corrective tuition. Please call to discuss your requirements.

### STANDARD ASSESSOR

The Standard Assessor course is designed to train an experienced driver to be a dedicated **"in house"** assessor. It also serves to prepare them for higher level assessment training should they wish to progress further.

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## DRIVER CPC

The **September 2019** deadline is fast approaching with only **6 months remaining** for drivers to gain their 35 hours. The demand for training is steadily increasing and with suggestions that the industry is behind with their hours, it is **highly recommended** that our customers **plan** their **training** now.

Specialist's Driver CPC courses cover a huge variety of subjects relevant to a driver's role. Our **Modular Course Programme** consists of **14 x 3.5 hour** modules which can be combined in pairs to make seven hour courses. Alternatively, there are stand-alone **7-hour programmes** which are also approved by another awarding body making the course dual qualified hence greater value for money. These include the following:

- ADR – Carriage of Dangerous Goods – up to 28 hours of DCPC
- Emergency First Aid at Work
- FORS Safe Urban Driving – including the practical cycle element

### PUBLIC

Our public courses are aimed at **smaller organisations**, or those that **cannot release large numbers of drivers** to attend training at the same time or for those drivers have been **unable to attend their in-company course**. Public courses cover a wide range of subjects and are scheduled on pre-set dates, allowing you to plan them into your operations. Courses are available during the week and at weekends.

### IN-COMPANY

In-company courses are **ideal** for those companies who can **release larger numbers of drivers** to attend training (up to **20 per course**). The benefit of in-company courses is that they can be arranged at a location and date to suit. The customer can choose any of the existing courses available. This option also makes it easier to achieve optimum course loading and thus maximises **value for money costing from as low as £31.25 per person!**



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## PUBLIC COURSE DATES

| Course Title   | Start Date             |
|--|------------------------|
| Drivers' Hours & Tachographs                                   | Saturday – 02/03/2019  |
| Driver Knowledge & Changing Driver Behaviour                   | Wednesday – 13/03/2019 |
| Dealing with Driver Stress and Fatigue & Regulatory Compliance | Thursday – 14/03/2019  |
| Drug and Alcohol Awareness & Vulnerable Road Users             | Friday – 15/03/2019    |
| Emergency First Aid at Work                                    | Tuesday – 19/03/2019   |
| Driver Knowledge & Changing Driver Behaviour                   | Monday – 08/04/2019    |
| Drivers' Hours & Tachographs                                   | Wednesday – 10/04/2019 |
| Dealing With Emergencies & Fire Safety                         | Saturday – 13/04/2019  |
| Emergency First Aid at Work                                    | Monday – 15/04/2019    |
| Driver Knowledge & Changing Driver Behaviour                   | Tuesday – 07/05/2019   |
| Dealing with Driver Stress and Fatigue & Regulatory Compliance | Wednesday – 08/05/2019 |
| Emergency First Aid Work                                       | Thursday – 09/05/2019  |
| Drivers' Hours & Tachographs                                   | Friday – 10/05/2019    |
| Drug & Alcohol Awareness & Vulnerable Road Users               | Monday – 10/06/2019    |
| Emergency First Aid at Work                                    | Tuesday – 11/06/2019   |
| Drivers' Hours & Tachographs                                   | Wednesday – 12/06/2019 |
| Dealing with Driver Stress and Fatigue & Regulatory Compliance | Friday – 14/06/2019    |
| Driver Knowledge & Changing Driver Behaviour                   | Saturday – 15/06/2019  |
| Driver Knowledge & Changing Driver Behaviour                   | Monday – 08/07/2019    |
| Dealing with Emergencies & Driver Fire Safety                  | Tuesday – 09/07/2019   |
| Emergency First Aid at Work                                    | Wednesday – 10/07/2019 |
| Drivers' Hours & Tachographs                                   | Saturday – 13/07/2019  |
| Emergency First Aid at Work                                    | Friday – 09/08/2019    |
| Dealing with Driver Stress and Fatigue & Regulatory Compliance | Saturday – 10/08/2019  |
| Drivers' Hours & Tachographs                                   | Thursday – 15/08/2019  |
| Drug and Alcohol Awareness & Vulnerable Road Users             | Friday – 16/08/2019    |

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## SPOTLIGHT! TECHNICAL DIRECTOR



**Mark Butterworth is our Technical Director and the Company's senior consultant for dangerous goods, waste and safety matters.**

He is one of the founding members of the Company. Although Mark's degree was in Business, he soon moved his intellectual focus into the world of safety and dangerous goods. He has a formidable knowledge of the technical and regulatory aspects of dangerous goods and waste and has developed a national reputation for his expertise in many areas. In particular, he is regarded as a leading expert in the transport and disposal of clinical and infectious waste. He is a regular guest presenter at a variety of professional organisations and NHS managers' events. Mark also has expertise in the transport of other specialised dangerous goods loads such as radioactives and explosives. Mark is an accomplished trainer and still likes to keep his hand in teaching on DGSA and specialised dangerous goods transport courses.



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