



British Safety Training

QUICK GUIDE FOR EMPLOYERS

www.british-safetytraining.co.uk

Creating Your Employer Account

Please complete the employee registration by following the steps shown on the platform. If you need to register several employees, **the best option is to create one business account** using your official company email, which allows you to pay quickly with your **company card, Apple Pay, or Google Pay** and ensures that **all invoices are delivered directly to your company email** with correct billing details. When creating your account, enter your full company information, including your company address, and during payment you will be asked for your **company name, company address**, and any required billing details, which will be added automatically to the invoice. After the payment is completed, the **invoice will appear instantly in your account** and you will also receive a **payment confirmation email**.

British Safety Training

HOME HEALTH & SAFETY FAQS TEAM TRAINING ACCREDITATIONS CONTACT US

→ Login Register

★ 350,000+ Certified Learners 24/7 Online Training Money Back Guarantee CPD & RoSPA Accredited

Health and Safety Training UK - Online Health and Safety Courses

Join 350,000+ professionals who trust British Safety Training for their **health and safety training** across the UK. Our CPD certified and RoSPA approved **health and safety courses** are designed to be clear, engaging, and easy to follow - with professional **videos**, practical examples, and simple **text**. Complete your **workplace safety training** at your own pace on any device and receive your **health and safety certificate** instantly. Whether you are an individual or training your entire team, getting certified has never been simpler.

START SAFETY TRAINING →

349,500+ SAFETY TRAINED 4.9★ COURSE RATING 98% FIRST-TIME PASS 24/7 ONLINE ACCESS

Employees emails

Employees can be registered using either their personal email addresses or company email addresses created by you. Both options work perfectly on our platform, so you can choose whichever is more convenient for your organisation.

Purchasing Courses

We recommend purchasing the courses first, so you can assign them instantly to your employees whenever needed. The courses never expire, so you can use them at any time.

Bulk Purchase Discount

Save more when you buy more 🎉 **get 10% off** when you add **10 or more courses** to your cart, **and 20% off** when you **add 50 or more**, with the system **automatically** applying the correct discount in your cart based on the number of courses added.

The screenshot shows the 'Review Your Order' page. At the top, it says 'Check your courses and proceed to secure payment'. Below this is a progress bar with three steps: '1 Cart', '2 Review' (current step), and '3 Payment'. The main section is titled 'Your Courses' and shows one course: 'Manual Handling' with a price of £19.97 per person. A red box highlights the quantity '10' with minus and plus buttons. To the right of the course list is a button that says '10 Courses'. Below the course list is the 'Order Summary' section. It shows a green box with a checkmark and the text '10% Volume Discount Applied!' and 'Add 50+ courses to unlock 20% off automatically.' Below this, the 'Subtotal' is £199.70. Another green box shows 'Bulk Discount (10% off) Applied!' with a value of -£19.97. The 'Total' is £179.73. At the bottom of the order summary is a blue button that says 'Continue to Payment →'. At the very bottom, there is a small green checkmark and the text 'Protected checkout with advanced encryption'. Two red arrows point to the discount notification boxes in the order summary.

Registering Employees

To register an employee, navigate to the '**For Employers**' section on bar menu on our website, then click on '**Register your employee**'

Fill in the form with your employee's details and make sure the email is correct. They will receive an email with their **login details** and a password they can change at any time.

To avoid any issues, please make sure you enter your employee's **correct full name** and **email address** and that you assign the right course to the right person. Once a course is sent, it cannot be changed or reassigned.

The screenshot displays the 'British Safety Training' website interface. On the left is a dark blue navigation menu with the following items: Home, Profile, My Courses, For Employers (highlighted), Employer Dashboard, Register employee (highlighted), Instructions, Invoices, Certificates, and Help us improve. At the top right, there is a 'Hide Menu' button, a shopping cart icon, and a user profile icon for 'John Connor'. The main content area features a white card titled 'Register your employees' with the instruction: 'Fill in the details below and click "Add Employee". We'll email the login credentials instantly.' The form contains two input fields: 'EMPLOYEE'S FULL NAME' with a sub-label 'First Name Last Name' and 'EMPLOYEE'S EMAIL ADDRESS' with the placeholder 'name@example.com'. A blue 'Add Employee' button is positioned below the email field. Below the form is an 'Information' section with three numbered steps: 1. After registering all employees, you can access the **Employer Dashboard** from the menu bar at any time to review all your submitted registrations. 2. To send courses to employees for study, open the **My Courses** page from the menu bar and click **Send Course**. A list of all registered employees will appear. 3. If your employee cannot find the login email, even after checking **inbox** and **spam**, there is no need to worry, the account is already active. They just need to visit the **Login page**, select **Reset Password**, and enter the registered email address to receive a reset link instantly. We kindly ask you, as the employer, to ensure that the provided email address and full name are correct. If an incorrect email was used, a new account can be created with the correct email address, as existing account email addresses cannot be changed or removed. Thank you for always taking a moment to double-check the details you enter. At the bottom left of the page, there are logos for MasterCard and VISA.

1

2

3

4

Course Allocation and Access

Once you finish the registration and purchase the required courses, you can start **assigning them to your employees**. They can **log in with the details sent to their email** and begin training anytime. If they cannot find the email, they should **check their spam folder** or use **Forgot Password** to reset their login. Every time you assign a course, **our system sends your employee an email** informing them that a new course was added to their account and is **ready to study**.

The screenshot displays the 'My Courses' page in the British Safety Training system. The page features a dark blue sidebar with navigation options: Home, Profile, My Courses (highlighted with a red arrow labeled '1'), For Employers, Invoices, Certificates, and Help us improve. The main content area is titled 'My Courses' and shows a table of five courses. Each course is listed with its number, name, and status. The status for all courses is 'Purchased'. In the 'ACTIONS' column, each course has a 'Send' button (with an envelope icon) and a 'Start' button (with a play icon). A red arrow labeled '3' points to the 'Send' button for the first course. The table is as follows:

NO.	COURSE	STATUS & CERTIFICATE	ACTIONS
1	Working at Heights	Purchased	Send Start
2	Working at Heights	Purchased	Send Start
3	Manual Handling Course	Purchased	Send Start
4	Manual Handling Course	Purchased	Send Start
5	Manual Handling Course	Purchased	Send Start

The top right corner of the dashboard shows a shopping cart icon and the user name 'John Connor'. A 'Total courses: 5' indicator is also present.

IMPORTANT: Please do not click any Start Course button unless you plan to take the course yourself. Once you open it, the course activates on your account and cannot be assigned to an employee. After a course is assigned to an employee, it cannot be reversed or moved. Each course can be sent only once and becomes permanently linked to the chosen student.

Our platform is easy to use, well organised, and accessible to all 😊

After selecting your course and clicking **"Send Course"** a list of your registered employees will appear.

The screenshot shows the British Safety Training interface. On the left is a dark blue sidebar with navigation options: Home, Profile, My Courses, For Employers, Invoices, Certificates, and Help us improve. The main content area has a header with the British Safety Training logo and a 'Hide Menu' button. Below the header is a search bar and a table of employees. The table has columns for NO., ACTION, EMPLOYEE EMAIL, FULL NAME, and ASSIGNED COURSES. Three employees are listed: James Thompson, David Clarke, and Thomas Wright. Each row has a 'Send Course' button. A red box highlights the 'Send Course' button for James Thompson, and a red arrow points to it. Another red box highlights the 'ASSIGNED COURSES' pop-up for Thomas Wright, which shows '1x Manual Handling Course' and 'Total assigned: 1'.

NO.	ACTION	EMPLOYEE EMAIL	FULL NAME	ASSIGNED COURSES
1	Send Course	james.thompson@gmail.com	James Thompson	0
2	Send Course	david.clarke@gmail.com	David Clarke	0
3	Send Course	thomas.wright@gmail.com	Thomas Wright	1

Clicking **Send Course** assigns the course to your employee. They will receive an email with the course details and a button to begin. You can also check their assigned courses anytime by **hovering** your **cursor** over the number. The system will automatically show how many courses they have and which ones are assigned to that student.

If your employee can't find the login email after checking **inbox** and **spam**, or accidentally deleted it, no worries! The account is already active. They can simply visit the **Login page**, click **Reset Password**, and enter their registered email to get a reset link right away. Please double-check the email address is correct. If it's wrong, just delete it and create a new account with the right one, as we can't change existing emails for security reasons. Thanks for taking a moment to verify the details.

You can open the **Employer Panel** anytime to see your **employee list** and instantly view how many courses each person has. Hover over the course count to preview the full list, and click **View** in the Action column to check an employee's exact progress or **download** their certificate if they have completed the course. When managing many employees, use the top filters to quickly find what you need and stay organized.

The screenshot displays the 'Employer Dashboard' for British Safety Training. The left sidebar contains navigation options: Home, Profile, My Courses, For Employers, Employer Dashboard, Register employee, Instructions, Invoices, Certificates, and Help us improve. The main content area features a 'TEAM MANAGEMENT PORTAL' header with an 'Add Employee' button. Below this are five summary cards: Team Members (3), Download all certs (1), In Training (0), Not Started (1), and All Done (1). A search bar and filter options are present, including 'All Certificates', 'All Statuses', 'Newest First', and 'Reset'. A table lists three employees with columns for #, EMPLOYEE, EMAIL ADDRESS, TRAINING, COURSES, CERTIFICATES, and ACTION. The table data is as follows:

#	EMPLOYEE	EMAIL ADDRESS	TRAINING	COURSES	CERTIFICATES	ACTION
1	JA James Thompson	james.thompson@gmail.com	Not Started	1 Course	0	View
2	DA David Clarke	david.clarke@gmail.com	No Courses	No courses	0	View
3	TH Thomas Wright	thomas.wright@gmail.com	Completed	1 Course	1	View

A tooltip for the '1' in the 'CERTIFICATES' column for Thomas Wright shows 'All Certified' (All courses completed) and 'Valid Certificates' (1). Red arrows labeled '1' and '2' point to the 'For Employers' menu item and the 'Register employee' link, respectively.

By clicking on the **View**, you can view the status of each course whether it is only **Assigned**, **In Progress**, or **Completed**.

Employer Dashboard

Manage your team, track certifications, and ensure workplace compliance. All your training data in one place.

3 Team Members | **1** Download all certs | **0** In Training | **1** Not Started | **1** All Done

Search employees... | All Certificates | All Statuses | Newest First | Reset | 3 of 3 employees

FILTER: All Employees | No Courses Assigned (1) | Courses Not Started (1) | All Courses Done (1) | Valid Certificates Only

#	EMPLOYEE	EMAIL ADDRESS	TRAINING	COURSES	CERTIFICATES	ACTION
1	JA James Thompson	james.thompson@gmail.com	Not Started	1 Course	0	View
2	DA David Clarke	david.clarke@gmail.com	No Courses	No courses	0	View
3	TH Thomas Wright	thomas.wright@gmail.com	Completed	1 Course	1	View

Once courses are completed, a **PDF file** with the employee's certificate will automatically appear in the **"Certificates"** section. Clicking on it will **download** the certificate instantly.

Employee Courses

Thomas Wright | thomas.wright@gmail.com

COURSE NAME	STATUS	ASSIGNED DATE	EXPIRATION	CERTIFICATE
Working at Heights	Assigned	25 Mar 2026	—	—
Abrasive Wheels	In Progress	25 Mar 2026	—	—
Manual Handling Course	Completed	25 Mar 2026	25 Mar 2029	Download Certificate

For employers with a large number of employees, we have added **extra features** to the **employer dashboard** to simplify the process and speed up certificate downloads. In the top bar, you will find a separate filter that allows you to **instantly download all certificates** for employees who have successfully completed their courses. Simply click on **Certificates** to open the page where you can download all certificates with a single click. Each certificate title will include the correct employee name, making it easy for you to find them.

The screenshot displays the 'Employer Dashboard' for British Safety Training. The dashboard includes a sidebar with navigation options like Home, Profile, My Courses, and For Employers. The main content area features a 'TEAM MANAGEMENT PORTAL' header and an 'Employer Dashboard' section with a '+ Add Employee' button. Below this are several summary cards: '3 Team Members', '2 Download all certs' (highlighted with a red box and arrow), '1 In Training', '0 Not Started', and '1 All Done'. A search bar and filter options are present, including 'All Certificates', 'All Statuses', and 'Newest First'. A table below lists employees with columns for '#', 'EMPLOYEE', 'EMAIL ADDRESS', 'TRAINING', 'COURSES', 'CERTIFICATES', and 'ACTION'. The 'CERTIFICATES' column is highlighted with a red box, showing counts and download icons for each employee.

#	EMPLOYEE	EMAIL ADDRESS	TRAINING	COURSES	CERTIFICATES	ACTION
1	JA James Thompson	james.thompson@gmail.com	Completed	1 Course	1	View
2	DA David Clarke	david.clarke@gmail.com	No Courses	No courses	0	View
3	TH Thomas Wright	thomas.wright@gmail.com	In Progress	3 Courses	1	View

← Back to Dashboard

Valid Certificates

View and download all active employee certificates. Only valid, non-expired certificates are shown here for your compliance records.

2 Valid Certificates | 2 Certified Employees | 2 Different Courses | 0 Expiring in 30 Days

Search by name, email or course... **Download All (ZIP)** 2 certificates

#	EMPLOYEE	COURSE	STATUS	ISSUED DATE	EXPIRATION	TIME LEFT	CERTIFICATE
1	JA James Thompson james.thompson@gmail...	Working at Heights	VALID	25 Mar 2026	25 Mar 2029	1096 days	Download
2	TH Thomas Wright thomas.wright@gmail.com	Manual Handling Course	VALID	25 Mar 2026	25 Mar 2029	1096 days	Download

Everything in Order
All certificates are valid and ready. Download individually or use ZIP for all.

If you want to obtain certification for yourself, you can click the "Start Course" button anytime to begin studying and receive the necessary certification.

Hide Menu

John Connor

My Courses

Total courses: 1

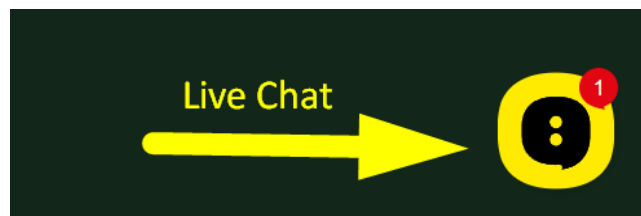
NO.	COURSE	STATUS & CERTIFICATE	ACTIONS
1	Working at Heights	Purchased	Send Start

Course Information and Certification

All courses follow UK health and safety requirements and include a clear theory section you can complete anytime, on any device. After completing the theory, the certificate is available immediately for download.

Support and Assistance:

We are happy to help with anything you need. You can reach us at info@british-manualhandling.co.uk or through our [Live Chat](#) on the website. Our support team is available every day from 8am to 9pm.



Long Term Access

All courses remain available in your account for **3 years**, completely **free**, so your employees can review the material anytime they need.

Our website is accessible **24 hours a day, 7 days a week**, for managing your dashboard, billing, and employee records.

Our platform is designed to be **easy to use, well organised**, and accessible to everyone. Keeping your team healthy and safe is always our top priority.

