

Core Day Syllabus

Module 1: Safety, Health, Environment and You

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Roles of safety representatives
- The protection of the environment



Underpinning knowledge

- The main responsibilities of employers and employees under HASAWA and the Management Regulations
- The role of the safety representative
- Environmental protection

Module 2: Risk Assessment

- The use of work control documents to ensure safe systems of work, including:
 - Reasons for safe systems of work
 - The purpose of risk assessments
 - What are hazards and risk
 - How to perform a risk assessment

Underpinning knowledge

- What is a risk assessment
- How to perform a risk assessment
- Safe systems of work
- Control documents

Module 3: Workplace safety

- The need for safe access, egress and good housekeeping
- Control of access to sites and the reasons for security and passes
- Vehicle access rules, speed limits and authorisations
- Workplace and work equipment regulations
- Electricity and machinery
- DSE regulations
- Emergency procedures
- Safety signs

Underpinning knowledge

- The need for safe access and egress
- Common rules for vehicles
- Emergency procedures
- Site specific induction training
- Good housekeeping
- Requirement of workplace regulations
- Work equipment regulations
- Working with electricity
- Working with machinery
- DSE regulations
- Safety signs

Module 4: Fire precautions and procedures

Activities

- The principles of combustion, fire triangle and classes of fire
- Types of fire extinguisher – their use and limitations
- Fire prevention measures

Underpinning knowledge

- The fire triangle
- Common causes of fire in the workplace
- The main classes of fire and the appropriate extinguisher to use
- The colour coding of extinguishers

Module 5: Accident and first aid procedures

- Accident procedures and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
- Investigating and recording accidents and injuries at work
- Accident prevention and hazard awareness
- First aid procedures and first aid kits

Underpinning knowledge

- Accident definition, costs, causes and prevention
- The procedure to be taken in the event of accident, injury or work-related illness
- The need for an accident book
- The legal requirement of all employees to assist in accident investigations
- The need to report accidents
- First aid provision in the workplace

Module 6: Hazardous substances

- Hazardous substances, data sheets and product labels
- Duties of employers and employees under COSHH Regulations
- Health and hygiene
- Types of personal protective equipment and clothing

Underpinning knowledge

- The sources of hazard information
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- Aspects of health and hygiene
- Safety information on data sheets/product labels
- How to identify hazardous substances warning signs
- Duties of employees and employers under COSHH Regulations
- COSHH assessments
- Types of personal protective equipment (PPE)

Module 7: Manual handling

Activities

- Statistics: manual handling related injuries in the workplace
- The main causes of injuries
- Recommended maximum weight
- Assessment of individual capabilities
- Team lifting
- Correct methods of manual lifting and moving
- Manual handling assessment and the use of lifting aids

Underpinning knowledge

- The main requirements of the Manual Handling Regulations
- The hazards of handling heavy loads
- The hazards of handling unstable, large, or awkward loads
- Typical injuries caused by incorrect manual handling
- Factors which might effect ability to handle loads

Module 8: Noise at work

- The sources of industrial noise
- The nature and causes of hearing loss within industry
- Noise assessment and measurement: noise levels and their significance
- Protective measures: engineering and personal
- Hearing protection; its uses and limitations

Underpinning knowledge

- Noise-induced hearing loss
- First, second and peak action levels
- Engineering and personal controls
- Sources of noise in the workplace
- Employer and employee duties under the Noise at Work Regulations
- Types of hearing protection