

Managing safely course syllabus



Minimum guided learning hours

Twenty four (24) hours

Target audience

Those who manage others and manage risk and resources

Course pre-requisites

None

Level

Awareness

Learning aims

To provide an understanding of how to deal with safety and health issues in the workplace and give an awareness of everyone's responsibilities

Learning objectives

The learner will be able to:

- Explain why it is important to manage safely
- Identify a duty holder's responsibilities and accountabilities for safety in the workplace
- Define what is meant by 'hazard', 'hazardous event' and 'risk'
- Recognise hazards in the workplace
- Define risk assessment in terms of likelihood and consequence
- Identify the steps of risk assessment in the correct order
- Demonstrate the ability to estimate and evaluate a risk
- Demonstrate the ability to carry out a risk assessment
- Describe the benefits of carrying out a risk assessment
- Identify how to reduce risk in terms of likelihood and consequence
- List the hierarchy of risk control in the order it should be considered
- Demonstrate the ability to reduce risk by applying the hierarchy of risk control
- Define what is meant by 'residual risk'
- Identify what should be considered to reduce risk 'so far as is reasonably practicable'
- Define what is meant by 'reasonable foreseeability'
- Identify the three knowledge tests to apply to assess 'reasonable foreseeability'
- Explain the differences between criminal and civil law in relation to safety and health
- Identify, under criminal law, who has a legal duty under HASWA to manage safety and health risks
- Identify, under civil law, the three factors required for a claimant against negligence to be successful
- Describe the elements of a safety and health management system
- List the key benefits of introducing a safety and health management system
- Identify common hazards in the workplace
- Sort specific common workplace hazards into groups
- Summarise factors that may lead to a specific common hazard in the workplace
- Describe the effects and symptoms of a specific common hazard in the workplace
- Identify measures that can be taken to manage a specific common hazard in the workplace
- Define what is meant by 'incident'
- Explain reasons to investigate incidents
- Identify the key benefits of investigating incidents and accidents
- Define what is meant by 'immediate', 'underlying' and 'root' causes
- Identify the actions to be taken, following an accident, in the order they should be considered
- Demonstrate the ability to evaluate the level of an incident investigation
- Identify the stages in a structured approach to investigation
- Identify types of information that performance indicators will provide
- List characteristics of a good performance indicator
- Explain the differences between 'proactive' and 'reactive' performance indicators
- Define what is meant by 'auditing'
- Identify the two types of 'auditing'
- Identify the three types of evidence typically used in audits
- Define what is meant by the 'environment'
- Identify key factors which influence an organisation's effect on the environment
- Define what is meant by 'waste'
- Define what is meant by 'pollution'
- Describe ways in which the three types of pollution (air, land and water) can occur
- List the management hierarchy for waste in the order it should be considered

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Required content

Module 1 – Introduction

- Legal, moral and financial reasons for managing safely
- The impact of a serious accident on the employee, their family, employer and society
- Duty holder's accountability and responsibility

Module 2 – Assessing risks

- Identifying workplace hazards
- Defining 'hazard', 'risk', and 'hazardous event'
- Risk assessment process, considerations and risk rating systems (using the 5 x 5 matrix)
- Risk control options – reducing likelihood / consequence

Module 3 – Controlling risks

- Residual risk
- The hierarchy of risk control – eliminate, reduce, prevent, safe systems of work, Personal Protective Equipment
- Impact of human behaviour on the effectiveness of risk controls
- Definition and illustration of the term 'reasonably practicable'
- Risk control options

Module 4 – Understanding responsibilities

- The requirement to assess 'reasonably foreseeable' risks, the definition of the term and tests for 'reasonable foreseeability'
- An overview of the demands of the law and how the legal system works, including the difference between criminal and civil law
- Criminal and civil law cases that could arise from an accident at work, including:
 - duty of care
 - contributory negligence
 - burden of proof
 - vicarious liability
 - approved codes of practice and guidance
 - improvement and prohibition notices
- Purpose and key benefits of introducing a safety and health management system

Module 5 – Understanding hazards

- The six main hazard categories and how hazards can fall into more than one group, including:
 - mechanical
 - physical
 - chemical
 - biological
 - environmental
 - organisational
- Common hazards and how to manage them, including:
 - aggression and violence
 - asbestos
 - bullying
 - chemicals
 - computer workstations
 - confined spaces
 - drugs and alcohol
 - electricity
 - fire
 - getting in and out
 - heights
 - housekeeping
 - lighting
 - manual handling
 - noise
 - plant and machinery
 - radiation
 - slips and trips
 - stress
 - temperature
 - vehicles and transport
 - vibration
 - any other relevant hazards

Module 6 – Investigating incidents

- Definition of different types of incidents including the terms 'accident' and 'near miss'
- Causes of accidents including immediate, underlying and root causes
- Carrying out an accident investigation, including:
 - what to include in an investigation and accident report
 - what has to be reported to the authorities
 - who is responsible for reporting
 - what information can be used to stop accidents, incidents and near misses happening again
 - the benefits of accident investigation

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Module 7 – Measuring performance

- Measuring performance as a tool to help improve safety and health
- Purpose of key performance indicators
- The limitations of reactive and proactive performance measurement
- Characteristics of good key performance indicators
- Main objectives of an audit
- The difference between internal and external audits
- Consideration of what has to be audited

Module 8 – Protecting our environment

- Definition of 'environment'
- Definition of 'pollution' and 'waste'
- The impact of industry on the environment
- Examples of industrial waste streams contributing to air, land and water pollution
- Pollution and waste control measures – prevent, reduce, re-use, recycle and responsibly dispose
- Purpose and benefits of business sustainability
- Main elements of an environmental management system
- Examples of how businesses can help to reduce pollution and waste

Assessing learners

Based on the learning objectives, all learners should be assessed in two ways:

1. Knowledge and comprehension

Learners are required to use one of the four standard assessments under examination conditions, which consist of 25 questions in a variety of formats that can be achieved within 45 minutes. Each paper has a maximum of 60 marks

2. Application of learning

Learners are required to use the standard project, which comprises of a workplace risk assessment, to be completed within two weeks of the end of the course. The paper has a maximum of 38 marks.

Pass marks

	Knowledge	Practical
Minimum mark required for each section	36	23
Minimum overall mark required	60	

Trainer criteria

- A safety and health qualification equivalent to QCF level 3 certificate or higher
- An adult training qualification equivalent to QCF level 3 certificate or higher or
- Two years' experience in delivering face-to-face training

