

LEVEL 1 HEALTH & SAFETY IN THE WORKPLACE

COURSE CONTENT OVERVIEW

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This e-learning course has been designed to educate anyone, at any level, who works in any type of environment, about general health and safety practices. Your awareness of the hazards and risks that might exist in your workplace will enable you to fulfil your duties and help your employer meet legal requirements so to ensure the wellbeing of everyone on the premises.

This course is designed to give anyone a basic understanding of health and safety. It will look at what your and employer's responsibilities are, what the common work-related accidents and illnesses are, what risks and hazards you will typically face, and the arrangements and procedures your employer should have in place. Upon completion of the course, your awareness of health and safety will help you keep your workplace free of hazards and risks.

Module One: Introduction to Health and Safety

This module will give you an overview of health and safety in the workplace. It addresses the importance of adhering to good practices and what the consequences may be if they are neglected.

- What is health and safety at work?
- What is a hazard?
- What is risk?
- What commonly causes accidents?
- What are common types of ill-health?
- What factors influence health and safety?
- Health and safety law
- What are employers' responsibilities?
- What are employees' responsibilities?
- Why is health and safety important?

Module Two: Workplace Hazards and Risks: Part 1

Part 1 and part 2 of this module will familiarise you with the hazards and risks that you may face on a daily basis whilst at work. It will explain what arrangements your employer will have made to combat them and will give you an understanding of the actions you could take to uphold these arrangements so the workplace is danger-free.

- Slips, trips, and falls
- Working at height
- Manual handling
- Hazardous substances

Module Three: Workplace Hazards and Risks: Part 2

Part 2 also addresses common causes of accidents and illnesses and explains the preventative measures you and your employer should take to keep risks at an absolute minimum.

- Machinery and vehicles
- Electricity
- Fire
- Stress

Module Four: Workplace Conditions

This module examines the range of workplace conditions that could affect your health and safety if not properly addressed by your employer. It will help you understand what you can do to keep the workplace a safe environment in which to work.

- Good housekeeping
- The benefits of good housekeeping
- Welfare facilities:
 1. Workspace layout
 2. Workspace temperature
 3. Lighting
 4. Ventilation
 5. Toilet and washing facilities
 6. Eating, drinking, and resting facilities
- Safety signs

Module Five: Workplace Procedures

This module examines the arrangements and procedures your employer will have made to uphold everyone's health and safety. With an awareness of what these are and how you can help maintain their effectiveness, you will be fully prepared to ensure that you and others remain healthy and safe.

- The importance of reporting
- First aid arrangements
- First aid kit
- Personal protective equipment
- Personal hygiene

Aims of the Training

By the end of the course, learners will have an understanding of:

- What health and safety at work is and why it is important.
- The work-related hazards and risks that commonly cause accidents and ill-health.
- Your and your employer's responsibilities for upholding health and safety.
- The welfare facilities that your employer should make available to you.
- The safety measures and procedures your employer will put in place and how you can help to uphold them.