LEVEL 3 HEALTH & SAFETY IN THE WORKPLACE

COURSE CONTENT OVERVIEW

0333 006 7000
www.highspeedtraining.co.uk

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This Level 3 Health and Safety in the Workplace course is designed to help employers, managers and supervisors understand the importance of thorough risk assessments and ensuring that relevant and appropriate control measures are in place to protect the health and safety of everyone in the workplace.

This course provides learners with an in-depth guide to all aspects of health and safety, explaining the legislation that businesses must comply with, providing examples of suitable control measures, and demonstrating how you can encourage workers to follow safe working practices.

Module One: Legislation and Risk Assessments
This module outlines the UK legislation in place to control health and safety and explains what is expected of employers and employees in regards to the regulations. The module also explains the penalties for businesses that do not adhere to the relevant legislation, and outlines the essential steps needed when completing a workplace risk assessment.

- Why is health and safety important?
- Useful definitions
- Health and safety law
- Law enforcement
- Risk assessments
- The competent person

Module Two: Reporting and Investigating Accidents
This module highlights the importance of recording, reporting and investigating workplace accidents, injuries and near misses, focussing on the RIDDOR regulations and explaining which accidents are must be reported by law.

- Workplace injuries
- The accident triangle
- Legal requirements
- RIDDOR
- Occupational diseases
- Dangerous occurrences
- Investigations

Module Three: The Workplace and Work Equipment
This module explains the importance of assessing the workplace to ensure hazards are managed and slips, trips and falls are prevented. The module also looks at how work equipment can pose a risk to employees and the relevant control measures.
- Slips, trips and falls
- Reducing the risk of slips, trips and falls
- Work equipment
- Reducing the risks from work equipment

Module Four: Fire and Explosion Responsibilities
This module outlines the responsibilities that workplaces have in regards to preventing fires, using the fire triangle to explain the factors that may increase the risk of fires and detailing the importance of carrying out a thorough fire risk assessment.

- Why is fire safety important?
- Employer duties
- The responsible person
- Employee duties

- The fire triangle
- Fire risk assessment

Module Five: Fire and Explosion Control Measures
This module covers the control measures that your business should have in place in order to reduce the risks associated with fire and explosion, including fire extinguishers, safety signs and how to ensure that evacuation routes and procedures are safe and reliable.

- Fire detection and warning systems
- Fire escape routes
- Evacuation procedures
- Emergency lighting
- Fire extinguishers
- Fire safety signs
- Preparing an emergency plan
- Precaution against explosions

Module Six: Electricity
This module explains the risks associated with working with, on and near electricity. The module outlines what to include in a risk assessment and details the importance of safety devices and sufficient maintenance.

- Common causes of electrical accidents
- Injuries caused by electricity
- Employer responsibilities
- Electrical risk assessments
- Safe installations
- Portable appliances
- Residual current devices
- Working near electricity and wiring
- Underground cables
- Overhead power lines
- Potentially explosive atmospheres
- Maintaining electrical equipment
- Dealing with electric shocks

Module Seven: Working at Height
This module highlights the dangers of working at height, explaining how to reduce the risks using the hierarchy of control measures, select appropriate work equipment and ensure employees are appropriately trained.

- The risks of working at height
- Legislation
- Employer and employee duties
- The hierarchy of control measures
- Risk reduction
- Types of equipment

- Fragile surfaces
- Vehicles
- Training, communication and housekeeping
- Emergency procedures

Module Eight: Vehicles - Worksite Hazards
This module highlights the dangers of working at height, explaining how to reduce the risks, select appropriate equipment and ensure employees are properly trained.

- The risks
- Legislation
- Employer and employee duties
- Hierarchy of control measures
- Risk reduction
- Types of equipment
- Risk of fall
- Fragile surfaces
- Vehicles
- Training
- Emergency procedures

Module Nine: Vehicles - Driver Standards
This module explains the necessity for ensuring that all vehicle drivers adhere to the expected safety standards in relation to reversing, deliveries and vehicle maintenance.

- Vehicle design
- Vehicle maintenance
- Vehicle immobilisation
- Driver standards
- Training drivers
- Reversing
- Signallers
- Deliveries

Module Ten: Vehicle Safety
This module goes into further detail on driver standards, explaining how to follow safe working practices when partaking in a variety of vehicle-based activities, including coupling, loading and tipping.

- Coupling and uncoupling
- Loading and unloading
- Tipping
- Avoiding overturns
- Avoiding falls

Module Eleven: Conflict and Violence
This module raises awareness of how conflict and violence can be a problem in the workplace, and explains why a risk assessment is needed to ensure the related risks are managed.

- Who is at risk?
- Statistics on workplace violence and conflict
- The law
- Risk factors
- Risk assessment
- Control measures

Module Twelve: Alcohol and Drugs
This module explains the problems that alcohol and drug misuse can cause, outlines the potential need for alcohol and drug policies in the workplace and helps you to understand when screening may be required.

- Alcohol at work
- Alcohol policy
- Alcohol screening
- Drug misuse

- Legislation
- Signs of drug misuse
- Drug policy
- Drug screening

Module Thirteen: Working Safely With Hazardous Substances (COSHH)
This module provides information on the COSHH regulations and explains the ill health effects that employees may suffer if the associated risks are not managed correctly. The module explains how to prevent exposure to hazardous substances and how to ensure the risks to health are carefully managed and monitored.

- What is a hazardous substance?
- Ill health effects
- Routes of entry
- Hazardous substances and the law
- Employer and employee responsibilities
- Risk assessment
- Hierarchy of control measures
- Workplace Exposure Limit (WEL)
- Personal protective equipment
- Health surveillance
- Information, instruction and training
- Chemical labelling
- Safety data sheets

Module Fourteen: Types of Hazardous Substances (COSHH)
This module provides further detail on COSHH issues, with particular reference to the hazards caused by flammable substances, asbestos and lead.

- Flammable substances
- Dangerous substances
- Employer responsibilities
- Flammable liquids, dusts and gases
- Asthma-causing substances
- Asbestos
- Lead
- Emergency procedures

Module Fifteen: Noise
This module outlines how to do a risk assessment in relation to noise, including how to select safe work equipment, provide the correct personal protective equipment and monitor the effects of noise on employees.

- How is noise dangerous?
- Measuring noise
- Employer responsibilities
- Supply of equipment
- Noise risk assessment
- Purchasing policy
- Reducing noise
- Personal protective equipment
- Information, instruction and training
- Health surveillance

Module Sixteen: Vibration
This module defines the different types of vibration, outlines your legal responsibilities and explains the control measures required to reduce the likelihood of vibration causing harm.

- Ill health from vibration
- The Control of Vibration at Work Regulations
- Employer duties

- Manufacturers and suppliers
- Vibration risk assessment
- Eliminating and reducing risks
- Health surveillance

Module Seventeen: Ergonomics
This module defines ergonomics and explains why it is essential for your workplace, focussing on display screen equipment, manual handling and stress.

- What is ergonomics?
- Improving health and safety
- Display screen equipment
- Manual handling
- Work-related stress
- Assessing the risks
- Control measures

Module Eighteen: Manual Handling - Risk Assessment
This module explains the risks associated with manual handling and explains how to do a detailed risk assessment in regards to the task, load, environment and individual capacity.

- What is manual handling?
- Employer duties
- Can manual handling be avoided?
- Risk assessment
- Task, load, environment and individual capability

Module Nineteen: Manual Handling - Reducing the Risks
This module provides further information on manual handling, detailing the mechanical aids that are available and explaining how to ensure that employees are lifting, pushing and pulling loads safely and correctly.

- Mechanical aids
- Changing the layout
- Personal protective equipment
- Lifting
- Pushing and pulling
- Training

Module Twenty: Employee Welfare and Emergency Procedures
This module raises awareness of the effects that stress can have on employees if it is not dealt with or prevented, explains how to improve the welfare of employees, details the law around first aid and outlines the emergency procedures that all workplaces should have in place.

- Workplace stress
- Stress risk assessment
- Welfare facilities
- First aid
- Emergency procedures

Module Twenty One: Positive Health and Safety Culture
This module explains the importance of having a positive workplace attitude towards health and safety and provides information on how to ensure that your employees are actively involved in promoting health and safety in the workplace.

- Health and safety culture
- Establishing a positive health and safety culture
- Safety representatives
- Safety committees
- Consulting employees
- Team briefing

Module Twenty Two: Role of Managers, Supervisors and PPE
This module outlines the role of managers and supervisors in ensuring that health and safety standards are maintained throughout the workplace. The module also covers the law on personal protective equipment (PPE).

- Managers
- Supervisors
- Personal protective equipment
- Types of personal protective equipment
- PPE training and maintenance
- CE marking

Module Twenty Three: Staff Training
This module explains the benefits of making sure that employees are well trained and motivated to do their jobs with health and safety in mind. The module also explains how to resolve conflicts related to health and safety matters.

- Motivating staff
- Staff training
- The training process
- Resolving disputes

Aims of the Training

By the end of this course, learners will:

- Understand what is required of employers and employees under current health and safety legislation.
- Understand the importance and significance of workplace risk assessments.
- Know why it's essential to report and investigate accidents.
- Understand the roles that managers, supervisors and personal protective equipment play in regards to health and safety.
- Know how to deal with employee welfare and wellbeing, motivation, staff training, first aid and emergency procedures.
- Understand the risks associated with the workplace and work equipment; fire and explosion; electricity; working at height; vehicles; violence, drugs and alcohol; hazardous substances; noise and vibration; and manual handling.

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