

MANAGING HEALTH & SAFETY

COURSE CONTENT OVERVIEW



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HIGH SPEED™
TRAINING

This Managing Health and Safety course aims to help employers, managers, leaders and supervisors understand more about their responsibilities in regards to health and safety in the workplace.

The course raises awareness of the relevant legislation and demonstrates what should be included in a health and safety policy so that learners feel confident about planning, implementing and managing the health and safety procedures in their workplace.

Module One: Introduction to Health and Safety Law

This module looks at the legal responsibilities that businesses have in regards to health and safety, explaining what is covered by the law and how the law is enforced should non-compliance be identified.

- Who has responsibility for health and safety?
- Benefits of managing health and safety
- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety at Work Act 1974
- The Health and Safety Executive
- Law enforcement

- Check - measure performance
- Check - investigate accidents
- Act - review performance
- Act - lessons learned

Module Two: Management Responsibilities

This module outlines some of the key responsibilities that leaders and managers have in order to promote health and safety in the workplace. The module highlights the importance of appointing a competent person and ensuring that all workers are appropriately trained.

- The role of a leader
- The role of a manager
- Competence
- Specialist help
- Training and information

Module Three: Risk Assessment

This module details each of the key steps in the risk assessment process, explaining how a risk profile can be used to assess the risks and why it's important to consult employees on health and safety matters.

- What is a risk assessment?
- Identify the hazards
- Risk profiling
- Decide who might be harmed and how
- Consulting workers
- Evaluate the risks and implement controls
- Record your findings
- Review and update

Module Four: Plan, Do, Check, Act

This module looks at the Health and Safety Executive's management framework, detailing what needs to be contained in a health and safety policy and explaining how you can ensure that the policy is suitable, sufficient and effective at all times.

- Plan, Do, Check, Act
- Plan - the health and safety policy
- Do - assess the risks
- Do - implement the policy
- Do - organise health and safety

Aims of the Training

By the end of this course learners will:

- Understand managerial and employer responsibilities under health and safety legislation.
- Understand the importance of having a competent person to take charge of health and safety procedures.
- Know how to undertake a risk assessment of the workplace.
- Understand what needs to be included in a health and safety policy.
- Have knowledge of what is covered by the 'Plan, Do, Check, Act' health and safety management framework.