

COURSE CONTENT OVERVIEW

# Health and Safety Training for Employees

Under health and safety law, everyone in a workplace must be aware of the health and safety risks and know which control measures are in place to prevent them.

This Health and Safety Training for Employees training course will provide you with the knowledge you need to keep yourself safe at work. It explains the most common health and safety risks, how to prevent them, and how to make sure that you are working safely. It also explains the key pieces of health and safety legislation and guidance so that you can ensure you are remaining compliant.

#### **Module One: Introduction to Health and Safety Law**

This module provides an introduction to health and safety. It covers legal guidance and legislation and explains what can commonly cause workplace accidents.

- The benefits of health and safety
- The main causes of workplace ill-health and accidents
- Factors that impact on health and safety
- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999 (MHSWR)
- The Health and Safety Executive
- Health and safety hazards
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

#### **Module Two: Risk Assessment**

This module explores the necessary requirements of a risk assessment and what should be considered in the process.

- What is a risk assessment?
- Who should carry out a risk assessment?
- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on controls
- Record your findings
- Review and update the risk assessment

#### **Module Three: Workplace Safety**

This module covers some of the most basic health and safety requirements that must be considered in every workplace.

- Safe systems of work
- Slips, trips and falls on the same level
- Falls from height
- Housekeeping
- Electrical safety
- Fire safety

#### **Module Four: Workplace Welfare**

This module outlines some common welfare considerations that all employers must take into account for their workers.

- Welfare facilities
- First aid
- First aid safety signs
- Workplace stress
- Drugs and alcohol
- Workplace conflict and violence

#### **Module Five: Manual Handling and Display Screen Equipment**

This module explains the safe working practices that are needed when performing manual handling and working with display screen equipment.

- Manual handling
- Manual handling regulations
- Further requirements for lifting equipment
- Reducing manual handling risks
- Good manual handling techniques
- Display screen equipment
- Workstations

#### **Module Six: Hazardous Substances and Working at Height**

This module describes the steps and control measures that must be taken to prevent harm from hazardous substances and working at height.

- Hazardous substances
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Hazardous substances control measures
- Training and instruction
- Safety data sheets (SDSs)
- Hazard labelling and packaging
- Working at height
- Working at height control measures
- Mobile towers
- Mobile elevating work platforms (MEWPs)
- Marking of working at height equipment
- Safe use of ladders
- Stepladders

#### **Module Seven: Noise, Vibration, and Vehicle Safety**

This module details the risks that arise from noise, vibration and workplace vehicles and explains the control measures to prevent them.

- Noise at work
- Noise elimination, reduction, and control
- Hand-arm vibration
- Hand-Arm Vibration Syndrome (HAVS) and Carpal Tunnel Syndrome (CTS)
- Employer and employee responsibilities
- Vehicles
- Safe use of vehicles

## Aims of the training

By completing this training, you will:

- Have knowledge of key health and safety topics and how to ensure good practice within them.
- Understand the responsibilities of employers and employees under health and safety legislation.
- Understand the importance of, and the key factors in, undertaking a risk assessment to prevent and control hazards.
- Know the hazards and ill health effects associated with specific work activities and processes.