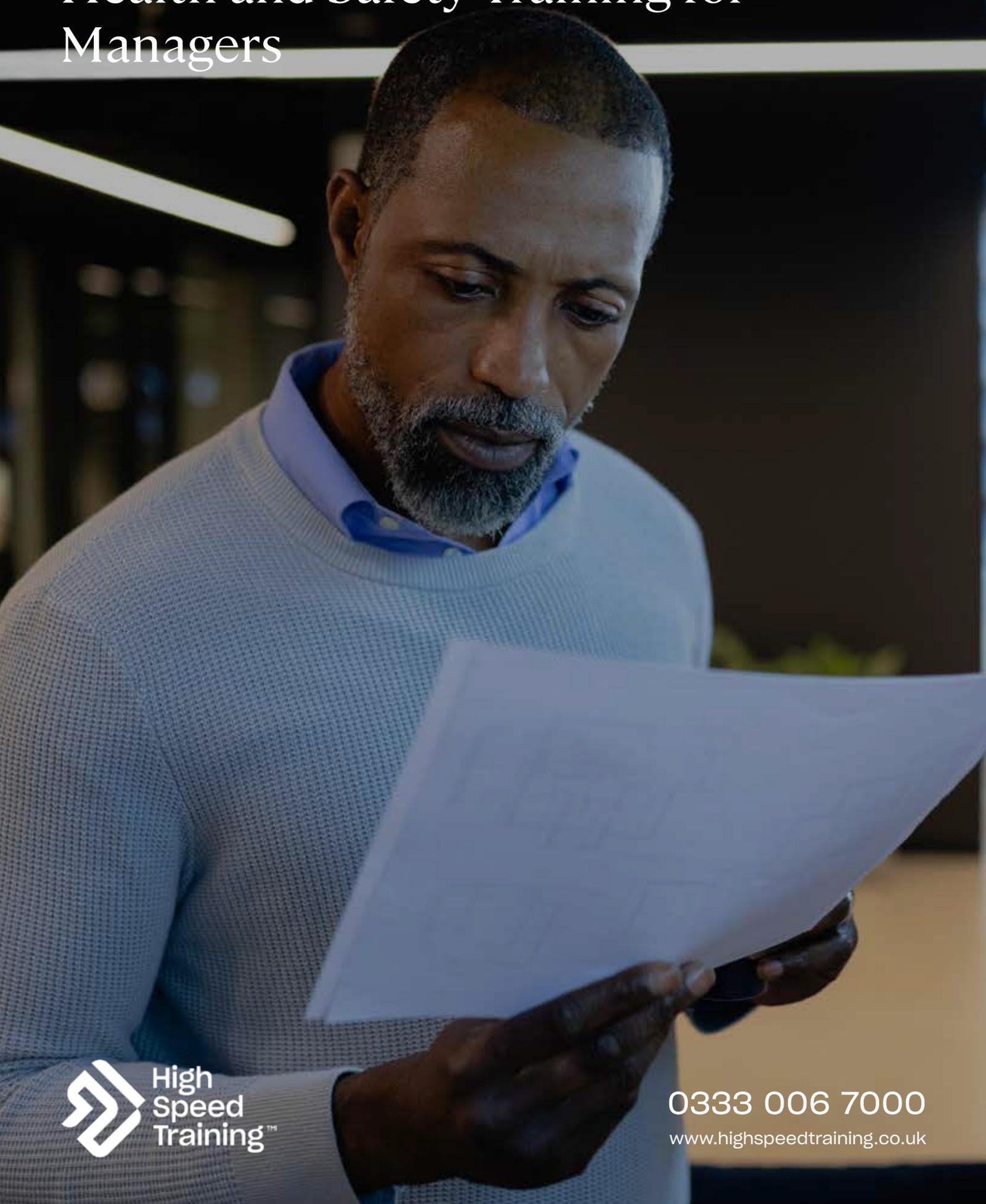


COURSE CONTENT OVERVIEW

# Health and Safety Training for Managers



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This Health and Safety for Managers training course provides employers, managers and supervisors with a thorough understanding of key health and safety topics, including the work environment, fire safety, work equipment, COSHH, manual handling, and many more.

The course goes into detail about each area of health and safety that your business may need to manage and provides information on how to undertake effective risk assessments and implement relevant, sufficient, and appropriate control measures. The course gives an in-depth guide to health and safety legislation and aims to raise awareness of the responsibilities that all managers and supervisors are expected to maintain.

#### **Module 1 - Introduction to Health and Safety for Managers**

We will look at some statistics for accidents and ill health in the workplace, explain key terminology, and cover the main legislation that governs health and safety at work. We will also look at the role of managers and supervisors in putting health and safety policies into practice.

- Why is health and safety at work important?
- What are hazards and risks?
- Health and safety legislation
- The Health and Safety at Work etc. Act 1974 (HSW Act)
- The Management of Health and Safety at Work Regulations 1999 (MHSWR)
- The role of managers and supervisors
- Active monitoring
- Reactive monitoring
- Employee responsibilities
- The Health and Safety Executive

#### **Module 2 - Risk Assessment**

This module will look at key concepts that are important to understand when learning about the risk assessment process. It will also explain the five steps of a risk assessment and how these are undertaken in practice, as well as who has the overall responsibility for ensuring one is carried out.

- Key concepts
- Who should carry out risk assessments?
- The five steps in the risk assessment process
- Step one: identify the hazards
- Step two: decide who might be harmed and how
- Step three: evaluate the risks and decide on suitable controls
- Evaluating existing controls
- The hierarchy of control
- Safe systems of work
- Information, instruction, and training
- Personal protective equipment
- Step four: record your findings and implement them
- Step five: review and update

#### **Module 3 - The Work Environment**

This module will look at how workplaces must be designed to ensure there is safe access for employees as soon as they arrive for work. It will also explain the importance of appropriate lighting, ventilation, and temperature, and the provision of suitable and sufficient welfare facilities that must be provided.

- What is a safe work environment?
- Safe means of access and safe places of work
- Lighting, ventilation, and temperature
- Welfare provision
- Slips, trips, and falls on the same level
- Causes of slips, trips, and falls on the same level
- Preventing slips, trips, and falls on the same level
- Display screen equipment (DSE)
- What are the health risks of DSE work?
- How to position DSE
- Employer duties for DSE
- DSE assessments
- Employee training for DSE use

#### **Module 4: Fires and Explosions - Part 1**

This module will look at the hierarchy of fire, as well as the definition of fire safety at work and why it's important. It will explain the fire triangle, consider the legal duties of duty holders, and look at fire prevention measures.

- Why fire and explosion safety is important
- Definition of fire safety at work and the hierarchy of fire protection
- The fire triangle
- Types of fires
- Duties of employers and other duty holders
- Legal duties under the fire safety orders
- Duty to carry out a fire risk assessment
- Fire wardens
- The Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002
- Risk assessments under DSEAR
- General safety measures under DSEAR
- Explosive atmospheres
- Relationship between DSEAR and the fire safety orders
- Fire and explosion prevention measures

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### Module 5: Fire and Explosions - Part 2

This module will consider duty holder responsibilities surrounding fire detection and warning systems. It will also look at the requirements for fire extinguishers and fire blankets, for evacuation routes, and for emergency arrangements.

- Fire detection and warning systems
- Fire extinguishers and fire blankets
- Fire evacuation routes and signs
- Emergency plans and procedures
- Evacuation procedures
- Evacuation procedures for vulnerable people
- Emergency arrangements for dangerous substances
- Fire drills

### Module 6: Control of Substances Hazardous to Health (COSHH)

This module will explain what is meant by hazardous substances and discuss the duties placed on employers, contractors, and employees by the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

- What is a hazardous substance?
- Where are hazardous substances used or found at work?
- Legal requirements
- What is COSHH and who has duties under it?
- Other specific regulations for hazardous and dangerous substances
- Statistics on ill health and hazardous substances
- Ill-health effects of hazardous substances
- Risk assessments for hazardous substances
- Identifying the hazards
- COSHH control measures
- Elimination and substitution
- Engineering controls
- Safe systems of work
- Personal protective equipment (PPE)
- Storage, transport, handling, and use
- Maintenance, examinations, and testing
- Monitoring exposure in the workplace and WELs
- Information, instruction, and training
- Health surveillance
- Accidents, incidents, and emergencies

### Module 7: Work Equipment - Part 1

This module will look at the hazards associated with work equipment, including the specified hazards and other associated hazards, including manual handling and vibration. It will also consider how to assess and control the risks, the selection of work equipment, and eliminating and controlling the risks associated with work equipment.

- What is PUWER?
- What work equipment does PUWER apply to?
- Related legislation
- Requirements of PUWER
- Instructions, information, and training
- The main risks from work equipment
- Machinery safety
- The hierarchy of control
- Selection of work equipment
- Conformity of work equipment
- Specified hazards set out by PUWER
- Initial safety checks
- Strength and stability
- Location of work equipment
- Safe working loads of work equipment
- Machinery safety - guards
- Power presses
- Other specific risks

### Module 8: Work Equipment - Part 2

This module will consider further control measures that need to be implemented to ensure work equipment remains safe to use. It will also look at key requirements under PUWER, including for inspection and maintenance of work equipment, the safe use of mobile work equipment and hired equipment, and emergency procedures.

- Work equipment controls
- Signage
- Equipment storage
- Other hazards to consider
- Inspection of work equipment
- Pre-use checks and inspection of work equipment
- What inspections are required by PUWER?
- Who can carry out inspections?
- Examinations and inspections of work equipment
- Records of inspections
- Maintenance of work equipment
- Who should carry out maintenance and how?
- How often should maintenance be carried out?
- Inspection and testing of hired equipment
- Health and safety when carrying out maintenance
- Safe systems of work
- Mobile work equipment
- Housekeeping
- Training and communication
- Emergency procedures

### Module 9: Noise at Work

This module will explain what you need to do to protect people from the risks of excessive noise levels, including the control measures that you may need to put in place.

- Noise at work
- Health and safety risks
- The Control of Noise at Work Regulations 2005
- Duties of manufacturers, suppliers, and importers
- Estimating exposure to noise
- Exposure limit values and exposure action values
- Risk assessments
- Identifying the hazards
- Noise control measures
- The hierarchy of control
- Elimination
- Substitution
- Engineering controls
- Administrative controls
- Purchasing policies
- Information, instruction, and training
- Health surveillance
- Hearing protection and hearing protection zones
- Types of hearing protection
- Actions to take if noise is affecting employees' hearing

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### Module 10: Vibration at Work

This module will explain the actions that need to be taken to protect people from the risks of excessive vibration at work, how to maintain controls, and how to determine what further protection may need to be put in place.

- Vibration at work
- Ill health from vibration
- The Control of Vibration at Work Regulations 2005
- Vibration exposure values
- Duties of manufacturers, suppliers, and importers
- Risk assessments
- Identifying the hazards
- Vibration control measures
- The hierarchy of control
- Elimination
- Substitution
- Engineering controls
- Maintenance and use of machinery and equipment
- Administrative controls
- Purchasing and hiring policies
- Information, instruction, and training
- Employee responsibilities
- Health surveillance
- Personal protective equipment (PPE)

### Module 11: Working at Height

This module will explain what is required of employers and other duty holders under the Work at Height Regulations 2005. It will also look at practical examples of risk reduction, as well as factors to consider in risk assessments for widely used types of work at height equipment, and how to use them safely.

- Why is working at height safety important?
- The Work at Height Regulations
- The Health and Safety at Work Act
- What is work at height?
- Hierarchy of control measures
- Risk assessments
- Controlling risks: practical examples
- Mobile towers
- Low level access platforms
- Mobile elevating work platforms (MEWPs)
- Safety nets and soft landing systems
- Personal fall arrest equipment
- Ladders and stepladders
- Fragile surfaces
- Inspections of equipment for working at height
- Training and communication
- Emergency procedures

### Module 12: Vehicle Safety - Part 1

This module will look at issues regarding safe traffic conditions in workplaces and elsewhere, as well as safe vehicles and workplace transport.

- Description of vehicles and workplace transport
- Legal responsibilities
- Risk assessment
- Identifying the hazards
- Worksite control measures
- Traffic routes
- Temporary traffic routes
- Traffic calming measures
- Speed limits
- Worksite visibility
- Worksite lighting and pedestrians
- Signs, signals, and markings
- Parking
- Safe parking practices
- Visiting drivers
- Vehicle standards
- Vehicle design requirements
- Carrying hazardous and dangerous substances on vehicles - case study
- Vehicle maintenance

### Module 13: Vehicle Safety - Part 2

This module will explain the main requirements for employers to ensure safe drivers and consider some key working practices for the safe use of vehicles and workplace transport.

- Ensuring safe drivers and operators
- Checking of competence
- Driver training
- Driver training - reversing
- Vehicle movements - case study
- Traffic marshals
- Workplace transport safety - safe practices
- Loading and unloading
- Loading and unloading areas
- Safe use of outriggers
- Coupling and uncoupling
- Safe tipping operations
- Avoiding overturns
- Working at height on vehicles
- Practical steps for working at height on vehicles
- Means of access to vehicles

### Module 14: Electrical Safety

This module will explain the main risks and necessary controls for the safe selection, installation, use, checking, inspection, and maintenance of electrical supply systems and equipment at work.

- Why is electrical safety important?
- Common causes of electrical accidents
- Injuries caused by electricity
- Other safety risks posed by electricity
- Employer responsibilities
- The HSW Act and MHSWR
- The Electricity at Work Regulations
- Risk assessments
- Duties on manufacturers, importers, and distributors
- Controlling electrical safety risks
- Control measures: safe electrical installations
- Electrical controls and isolators
- Control measures: portable electrical equipment
- Control measures: residual current devices
- Working safely with electrical systems and equipment
- Working near electrical equipment and wiring
- Working on machinery, installations, or electrical equipment
- Potentially explosive atmospheres
- Checks, inspections, and tests of equipment

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## Module 15: Manual Handling

This module will discuss the types of injuries and health issues that can result from poor manual handling, including musculoskeletal disorders (MSDs). It will also explain how avoidance of hazardous manual handling must always be considered in the first instance, other control measures that may then be put in place, and safe handling techniques.

- Manual handling activities
- Injuries and health risks
- The Management of Health and Safety at Work Regulations (MHSWR) 1999
- The Manual Handling Operations Regulations 1992 (MHOR)
- Determining if manual handling is hazardous
- Filter weights for lifting and lowering
- Avoiding and controlling the risks
- Avoiding hazardous manual handling
- Further controls for hazardous manual handling
- Identifying the hazards
- Lifting and handling aids
- Precautions when selecting and using mechanical aids
- The use of LITE in the selection of information, instruction, and training
- LITE
- Personal protective equipment (PPE)
- Reducing the risks from team handling
- Further control measures
- Safe manual handling techniques
- Pushing and pulling operations
- Lifting techniques
- Team handling
- Information, instruction, and training

## Module 16: Personal Protective Equipment (PPE)

This module will describe what PPE is, its role in the hierarchy of control, the duties of employers, the self-employed and employees, and the importance of supervision, training, instruction, and information. It will also explain the main hazards of common work activities and the resulting risks that PPE helps to control, and look at the requirements for the safe maintenance, cleaning, repair, and storage of PPE.

- What is PPE at work?
- The role of PPE in work health and safety
- The Personal Protective Equipment (PPE) at Work Regulations 1992
- Other regulations with PPE requirements
- Legal responsibilities of providing PPE
- Selection, fit, and compatibility of PPE
- Manufacturer duties and marking of PPE
- Suitable PPE for controlling risks
- Protective equipment for the eyes and face
- Protective equipment for the head
- Respiratory protective equipment (RPE)
- Protective equipment for the body, arms, hands, legs, and feet
- High visibility clothing
- Work at height and work over or near water
- PPE maintenance, cleaning, repair, and storage
- Information, instruction, training, and emergencies

## Module 17: Incident Investigation, First Aid, and Drugs and Alcohol

This module looks at the main causes of accidents and other incidents and ill health at work, the legal requirements for recording and reporting a number of them, and how to carry out a good investigation. It also considers first aid arrangements and the employer's duties to ensure that risks to health and safety from the use of alcohol and drugs are considered and controlled.

- Accidents and ill health investigation and reporting
- Reporting and investigating accidents and occupational ill health
- What are accidents at work?
- Legal requirements for reporting of incidents, accidents, and cases of ill health
- Exemptions
- Legal requirements – RIDDOR
- Dangerous occurrences
- Gas incidents
- Other accidents and near misses
- Investigations
- First aid for managers
- The Health and Safety (First-Aid) Regulations 1981
- First aid kit contents
- Alcohol and drugs
- Consult with and inform employees and consider safety critical roles
- Drug and alcohol policy
- Screening and testing for drugs and alcohol
- Information, advice, and help for employees

## Module 18: Violence at Work

This module will explain the main types of work-related violence, who may be at an increased risk, considering what needs to be done, and what support should be provided to the victims of violence.

- Who is at risk?
- Statistics on workplace violence and conflict
- Effects of violence and conflict at work
- Legal requirements
- Policies on violence at work
- Risk assessment
- Identify the hazards
- Who might be harmed and how
- Control measures
- Information, instruction, and training
- The way the work is undertaken
- The work environment
- Helping victims of aggression or violence at work

## Module 19: Organisational Culture

The final module of this course will consider what is meant by the term 'organisational culture'. It will also consider the most effective ways to ensure that positive health and safety adds to better working conditions for all who are involved or affected by the business activities.

- Key principles and the role of management
- Management commitment and engagement
- Management visibility
- Competence of directors, managers, and supervisors
- Worker consultation and involvement
- Management actions to maintain a positive culture
- The plan, do, check, act model
- The role of directors, managers, and supervisors
- Involving workers
- Capabilities and training
- Reviewing performance

## Aims of the training

Upon completion of this training, you will understand:

- The roles of managers and supervisors in helping to ensure good standards of health and safety at work.
- What is required of employers under UK health and safety legislation.
- The importance and significance of workplace risk assessments, and how to carry one out to assess and eliminate or control the risks in your workplace.
- The importance of the hierarchy of control in health and safety management.
- The risks associated with work and how to eliminate or control them, including in relation to: the work environment and DSE, fires and explosions, hazardous substances, work equipment, noise, vibration, working at height, vehicles, electrical systems and equipment, manual handling, PPE, and violence, drugs, and alcohol.
- Why it's essential to report and investigate accidents.
- Employers' duties in relation to employee welfare and wellbeing, staff training, first aid, and emergency procedures.
- The importance of developing a positive health and safety culture.