

Health and safety in the workplace (CIEH Foundation Certificate)

Overview

This training programme has been designed to provide essential knowledge and understanding of health and safety for employees working in any sector of business, whether manufacturing, commerce, public sector or the service industries. Good health and safety standards rely on employers and employees working together to reduce risks and prevent accidents and ill health arising from work activities.

Employers have a responsibility to provide safe and healthy workplace conditions as well as safe systems and methods for workplace activities. An essential element of any safe system is the knowledge and attitude of employees, and this demands proper training in the basics of health and safety, as well as specific training for individual tasks.

This syllabus was launched by the Chartered Institute of Environmental Health in 1987 and, with constant updates since then, represents a foundation of knowledge required by everyone.

Other CIEH certificated health and safety courses, covering manual handling, COSHH and stress awareness, are also available.

Training objectives

On completing this course, participants will be able to:

- Work in a safe and healthy manner and contribute to improving health and safety within an organisation's policy
- Identify key hazards in their own workplace
- Understand the importance of health and safety rules and working procedures
- Report potential health and safety problems
- Understand the responsibilities of both employers and themselves

Audience

This course is designed to be relevant to all levels of staff.

Format

A one-day course with a multiple-choice test, the successful completion of which qualifies participants for the CIEH Foundation Certificate, *Health and safety in the workplace*.

Special features – CIEH Foundation Certificate

This course follows the Chartered Institute of Environmental Health's syllabus for its Foundation Certificate. As a Level 1 course, it is suitable for staff employed in any sector who require essential knowledge about, and understanding of, health and safety in the workplace. The syllabus is a generic one but we recommend that it is tailored to the needs of the organisation.

The expert trainer

Frances is a highly qualified (MA, BSc, FRSH, MRIPH, Chartered MCIPD, ACIEH) independent consultant and trainer in the health and safety/food safety field. Formerly a training manager in a large London hospital, Frances is also a registered CIEH trainer, a qualified food inspector and currently a senior lecturer at a London college. She has extensive practical management experience and is a

very popular trainer generally but particularly in the hospitality and care sectors as well as with local and central government departments.

'Having used Frances's services for three years I am very happy to recommend her. She is reliable and self-sufficient as a supplier of training; and the feedback from delegates has always been that her sessions are valuable, informative and enjoyable.'

Training Manager, Red Carnation Hotel Group

'Frances offers a very wide range of workshops in the health and safety field. Her in-depth knowledge and easy manner made her an ideal choice to deliver this training programme to our employees.'

OD Consultant, London Borough of Havering

Course outline

1 Health and safety at work

- Why manage health and safety?
- Common types and causes of work related accidents and ill health
- Examples of occupational, environmental and human factors which can affect health and safety

2 Health and safety law

- Health and Safety at Work etc Act 1974
- Specific safety issues covered by regulations including risk assessments, competent persons, and employee consultation
- Enforcement
- Consequences of non-compliance

3 Prevention of accidents and ill health

- Principles of accident and ill health prevention
- 'Accident'
- Stress
- Alcohol and drugs
- Smoking
- Violence
- Accident recording and reporting

4 Risk assessment

- 'Hazard'
- 'Risk'
- Risk assessment
- Control measures
- Specialised assessments

5 First aid at work

- Purpose and importance of first aid
- Requirement for first aid provision, dependent on workplace hazards and risks
- Difference between an appointed person and a first aider
- First aid materials

6 Personal protective equipment (PPE)

- A measure of last resort
- Examples and function
- Responsibilities for provision, use, care and maintenance of PPE

7 Workplace health, safety and welfare

- Importance of a safe working environment
- Health and safety aspects of the building structure, design layout and services
- Importance of good storage, stacking, maintenance and housekeeping
- Welfare facilities
- Safety signs

8 Work equipment

- Hazards and risks associated with work equipment
- Control measures

9 Electricity

- Hazards and risks associated with electricity
- Installation testing and maintenance
- Improving electrical safety
- Dealing with electric shock

10 Fire prevention

- Hazards and risks associated with fire
- The fire triangle
- General precautions for fire prevention and safe evacuation
- Fire control and actions to be taken

11 Occupational health

- Main types of health hazard
- Examples of occupational illness and disease
- Control measures and the hierarchy of control

12 Hazardous substances

- Nature and risks of hazardous substances
- Examples
- Control
- Authorisation and training

13 Ergonomics and workstation design

- Musculoskeletal disorders
- Reducing the risks
- Spotting problems

14 Manual handling

- Examples of manual handling injuries
- Need to minimise manual handling
- Reducing the risk of injury

15 Noise

- Potential long and short term effects of exposure to noise
- Methods of noise reduction and control
- Hearing protection

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