

Working safely – bringing health and safety to life (IOSH certificate)

Overview

This course follows the Institute of Occupational Safety and Health's certificated syllabus, covering all the health and safety basics plus environmental issues. It is a one-day course for staff from any sector with no supervisory or managerial responsibility. It provides a grounding in the essentials of health and safety – everyone at work should have an understanding of why they must 'work safely' and this course offers exactly that. Since 'Working safely' was first launched in 1993, over 200,000 people from a huge range of sectors have successfully completed the course and learned how to 'work safely'.

Training objectives

'Working safely' is for people at any level, in any sector, needing a grounding in the essentials of health and safety. Everyone at work should have an understanding of why they must 'work safely' – and this course offers exactly that. What will they get out of it? What they need to know – and are perhaps reluctant to learn about – in a refreshingly informal way. 'Working safely' isn't supposed to turn participants into safety experts. It focuses on why health and safety is important, and how individuals can make a real difference to the well-being of themselves and others through changing their behaviour.

On successful completion of the course, participants will be able to:

- Define 'working safely'
- Identify hazards associated with their work activities
- Assess (qualitatively) the risks associated with each hazard
- Use appropriate workplace precautions for specific risks
- Seek advice on workplace precautions
- Assist managers in preparing written risk assessments

Benefits for the organisation:

- Nationally recognised and respected certificated training for your teams
- Peace of mind offered by training that's designed and quality-controlled by the chartered body for health and safety
- Minimum disruption to working days and shifts – the one-day programme includes the assessment, so there's no need to free up further time for a test after the course
- 'Working safely' meets the government's guidelines for introductory health and safety training and is a 100 per cent match to the Health and Safety Executive's 'passport' syllabus
- Two key areas – health and safety and environmental basics – are covered in a single self-contained session

Audience

The course is intended for staff from any sector, regardless of whether they have supervisory or managerial responsibility or not.

Format

A one-day course involving formal presentations, videos and workshop exercises. The inter-active nature of the programme requires that it be limited to no more than 16 participants.

Special features – IOSH certification

Understanding of the course material is evaluated by means of a 15-minute written assessment paper consisting of 10 multi-choice questions.

An IOSH *Working Safely* certificate is awarded to all those who attend the course and successfully complete the test.

The expert trainer

Martin is a Senior Health and Safety Consultant at one of the UK's leading health and safety consultancies. With a background of over 15 years in the management, design and construction of civil engineering and building projects, Martin has practical experience of providing a variety of health and safety services, including fulfilling the role of Planning Supervisor, undertaking workplace inspections and audits and providing advice and expertise to clients in the construction and manufacturing sectors. Martin is retained by a number of construction contractors to regularly audit their construction sites and assist in the ongoing improvement of their site management systems through procedural development and training.

Drawing on this background, and with the benefit of the wider range of experience that his switch to consulting inevitably generated, Martin has assisted both public and private sector clients by designing and delivering a range of health and safety training courses nationally, to high acclaim:

'Encouraged to answer questions and voice my findings because our tutor gave us 110% support and made us feel at ease at all times.'

'Excellent course, excellent tutor.'

'Good – friendly atmosphere, good use of humour, thank you, you made it fun.'

'The speaker was very confident and very well informed.'

Course outline

1 Introducing working safely

It's not unusual for people coming on an introductory course to think that accidents only happen to 'other people'. This module stresses the realities of the human suffering behind the statistics and emphasises the importance of personal responsibility.

2 Defining hazard and risk

This module puts 'hazard' and 'risk' into everyday language, and uses familiar examples to show what can happen. Importantly, it makes it clear that even something that is very simple or repeated over and over again can go wrong, with serious consequences. Focusing on the six broad hazard groups, participants are asked to think about the hazards and risks they come across in their own work. 'Risk assessment' is demystified – participants learn that we all carry out informal assessments day in, day out.

Learning outcomes

Participants will be able to:

- Define 'working safely'
- Identify hazards associated with their work activities
- Assess (qualitatively) the risks associated with each hazard
- Use appropriate workplace precautions for specific risks.
- Seek advice on workplace precautions
- Assist managers in preparing written risk assessments.

3 Identifying common hazards

All the main issues are covered in this module – entrances and exits, work traffic, fire, chemicals, electricity, physical and verbal abuse, bullying, stress, noise and the working environment, slips, trips and falls, and manual handling. Each area is backed by crystal clear examples and recognisable scenarios, and useful summaries reinforce the key learning points.

This session is usually tailored for the organisation in order to focus on the hazards and risks associated with the participants' own specific work undertakings (tasks and activities).

Learning outcomes

Participants will be able to:

- Identify the hazards and risks associated with the most commonly occurring sources of hazards
- Identify the hazards and risks associated with their own specific work undertakings (tasks and activities)

4 Improving the organisation's safety performance

This module deals with systems and processes, making sure that any jargon is explained in easily understood terms. The session bridges the gap between management and workforce, encouraging participants to play a part in processes that are commonly seen as just down to their manager or supervisor. Other areas – including contract work, inspections, safe systems and permits, protective equipment, signage, emergency procedures, reporting and health checks – are all focused on from the participants' point of view.

Learning outcomes

Participants will be able to:

- Comment on their organisation's Health and Safety Policy
- Comply with requirements for control in safety management
- Co-operate with managers in safety activities
- Communicate on safety matters
- Identify the competencies required to carry out their work activities without risk to themselves or others
- Report relevant accidents and incidents in which they are involved, or of which they have knowledge
- Monitor their own work activities and assist managers in their active monitoring activities

5 Protecting our environment

A short but effective introduction to waste and pollution leads into a look at how organisations and individual team members can get involved in reducing environmental impacts. Memorable and thought-provoking facts and figures help drive the points home.

This session is usually tailored for the organisation in order to focus on any environmental issues associated with the participants' own specific work undertakings (tasks and activities).

Learning outcomes

Participants will be able to:

- Identify where they can reduce adverse environmental impacts

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