



Moving forward in knowledge and training

Health & Safety Training Course Brochure



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Health & Safety Training Course Brochure	1
Fire Safety at Work.....	2
Manual Handling at Work.....	4
Safety Management Fundamentals	5
Writing Risk Assessments	6
Investigating Accidents in the Workplace.....	8

Course Code HSFSW
Duration ½ Day

Overview

This course helps employees to ensure that their actions contribute to fire safety in the workplace. It explores the causes of fire and the use of firefighting equipment as well as the actions to take when a fire is discovered. Topics are supported with engaging activities and knowledge is assessed through a short exam at the end of the course.

Audience

This course is designed for employees at any level who need training in the essentials of fire safety.

Learning Objectives

By actively participating in this course, you will learn how to:

- ▶ Identify the causes of fire and explain how fire spreads
 - ▶ Classify fire types and identify the most suitable fire extinguisher to use
 - ▶ Explain the steps to take on discovering a fire
 - ▶ Describe your employers' responsibilities for fire safety in the workplace, including the provision of suitable signage, documentation, and training
 - ▶ Identify your own responsibilities for fire safety and feel empowered to raise concerns
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Pre-Requisites

There are no pre-requisites for this course.

Course Contents

Fire and Firefighting Equipment

- ▶ The causes of fire
- ▶ The Fire Triangle
- ▶ How fire spreads
- ▶ Classes of fire
- ▶ Firefighting equipment
- ▶ Fire extinction methods
- ▶ Types of fire extinguishers

Actions During a Fire

- ▶ Raising the alarm
- ▶ Evacuation
- ▶ Meeting at the assembly point
- ▶ Actions to take when trapped
- ▶ Actions to take when on fire
- ▶ Using firefighting equipment

Roles and Responsibilities

- ▶ Employer responsibilities
- ▶ Designated roles
- ▶ Signage, documentation, and training
- ▶ Your responsibilities

Putting it all Together

- ▶ Raising concerns
- ▶ Fire scenario
- ▶ Fire safety assessment
- ▶ Feedback and questions

Course Code HSMHW
Duration ½ Day

Overview

This course teaches employees to carry out manual handling activities safely and in accordance with HSE guidelines. It identifies how injuries can happen when moving or handling, introduces appropriate systems of work, and provides practical advice on working safely with equipment and handling aids. Topics are supported with real life scenarios and learning is measured through a short assessment at the end of the course.

Audience

This course is designed for employees at any level who carry out manual handling activities at work.

Learning Objectives

By actively participating in this course, you will learn how to:

- ▶ Identify the work processes and practices that can cause manual handling injuries and ill-health
 - ▶ Explain the effects of loads on the human body and list common musculoskeletal injuries and conditions
 - ▶ Outline the responsibilities of employers and employees to ensure appropriate systems of work
 - ▶ Apply the TILE assessment process to your own manual handling activities
 - ▶ Discuss the risks and benefits of using of handling aids, equipment, and PPE
 - ▶ Demonstrate a range of good moving and handling techniques
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Pre-Requisites

There are no pre-requisites for this course.

Course Contents

How Injuries can Happen

- ▶ Definitions and statistics
- ▶ Types of manual handling activities
- ▶ Factors giving rise to injury and ill health
- ▶ Factors affecting individual capability
- ▶ Repetitive operations
- ▶ The effect of loads on the body
- ▶ Musculoskeletal conditions and their symptoms

Appropriate Systems of Work

- ▶ Employer and employee responsibilities
- ▶ TILE assessment
- ▶ Features of a good working environment
- ▶ Reporting symptoms and unsafe conditions

Manual Handling Techniques

- ▶ Dealing with hazardous and unfamiliar loads
- ▶ Lifting
- ▶ Carrying
- ▶ Pushing and pulling
- ▶ Handling and twisting

Using Equipment

- ▶ The proper use of handling aids
- ▶ The proper use of PPE
- ▶ Powered load handling equipment

Putting it all Together

- ▶ Multiple-choice assessment (virtual classroom)
- ▶ Practical assessment (onsite and in-centre)
- ▶ Feedback and questions

Course Code HSSMF
Duration 1 day

Overview

Part 1 of 3 of the Health & Safety for Managers series

This course will introduce the principals of effective safety management, discuss the legislation underpinning these principles, and explore models and techniques that enable a systematic approach to safety.

Audience

This course is designed for anyone who oversees the safe management of tasks, projects, or people. This is an introductory course and will be most beneficial for managers and supervisors who are new to their role or desire an updated overview of their key safety responsibilities in the workplace.

Learning Objectives

By actively participating in this course, you will learn how to:

- ▶ Identify the legal, moral, and financial benefits of a safe work environment
 - ▶ Examine the key requirements of UK safety legislation
 - ▶ Describe the Plan, Do, Check, Act framework
 - ▶ Complete a general risk assessment
 - ▶ Explain why accidents happen in the workplace and identify causes
 - ▶ Hold meaningful safety conversations with employees
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Pre-Requisites

A good standard of written and spoken English is essential for this course.

Course Contents

An Introduction to UK Safety Law

- ▶ The importance of safety management
- ▶ Definitions and statistics
- ▶ Acts and Regulations
- ▶ Standards, guidance and ACOPs

Safety Management Systems

- ▶ Plan, Do, Check, Act
- ▶ Safety documentation
- ▶ Safety culture

Risk Assessments

- ▶ IDERR: The 5 Steps to risk assessment
- ▶ Identifying hazards
- ▶ Measuring risk
- ▶ Applying suitable control measures

- ▶ Implementation, monitoring and review

Accidents in the Workplace

- ▶ Why do accidents happen?
- ▶ Root Cause Analysis models
- ▶ Accident Reporting and RIDDOR

Engaging in Safety Conversations

- ▶ When to engage
- ▶ Framing the conversation
- ▶ Active listening
- ▶ Taking action
- ▶ Coaching and challenging behaviours

Course Code HSWRA
Duration 1 Day

Overview

Part 2 of 3 of the Health & Safety for Managers series

This workshop provides a detailed understanding of best practice when producing risk assessments and encourages delegates to develop their skillset through a series of activities and real-life scenarios.

Audience

This workshop is designed for anyone with responsibility for writing risk assessments in the workplace.

Learning Objectives

By actively participating in this workshop, you will learn how to:

- ▶ Outline the key requirements of UK legislation relating to risk assessment
 - ▶ Explain how risk assessments fit within the wider management structure
 - ▶ Identify when a risk assessment is required and define its scope and purpose
 - ▶ Compare and contrast different types of risk assessments and choose when to apply them
 - ▶ Identify workplace hazards and evaluate the degree of risk that a hazard presents
 - ▶ Recommend meaningful control measures using the Hierarchy of Control
 - ▶ Design an action plan and implement an effective system for monitoring and review
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Pre-Requisites

A good standard of written and spoken English is essential for this course.

Course Contents

The Principles of Risk Assessment

- ▶ Why do we need risk assessments?
- ▶ What the law requires
- ▶ IDERR: 5 steps to risk assessment

Safety within the Organisation

- ▶ Plan, Do, Check, Act
- ▶ Risk profiling
- ▶ Safety culture
- ▶ Employee involvement

Risk Assessment Preparations

- ▶ When is a risk assessment required?
- ▶ Types of assessment and when to apply them
- ▶ Defining scope and purpose

- ▶ Preparing to undertake an assessment

Identifying Hazards

- ▶ Types of hazards
- ▶ Recognised hazards
- ▶ HAZOP and HAZID
- ▶ Reviewing past data

Quantifying Risk

- ▶ Qualitative versus quantitative approaches
- ▶ Risk matrices

Applying suitable control measures

- ▶ The Hierarchy of Control
- ▶ Redundancy and dependencies

Implementation, Monitoring and Review

- ▶ The Pareto Principle in safety
- ▶ Creating action plans and SMART objectives
- ▶ Monitoring
- ▶ When to review

Course Code HSIAW
Duration 1 day

Overview

Part 3 of 3 of the Health & Safety for Managers series

When accidents happen in the workplace a successful organisation will investigate and make meaningful changes that reduce the risk of harm. This course encourages delegates to adopt a structured approach to their accident investigations using established investigative techniques and frameworks. Learning points are reinforced throughout the day with practical training exercises and scenarios.

Audience

This course is designed for anyone with responsibility for conducting accident investigations in the workplace.

Learning Objectives

By actively participating in this course, you will learn how to:

- ▶ Define the purpose and scope of your investigation
 - ▶ Explain how biases can affect an investigation and identify ways to minimise their impact
 - ▶ Collect and evaluate different types of evidence
 - ▶ Practise a range of interviewing techniques
 - ▶ Organise information into a timeline
 - ▶ Identify the immediate, underlying, and root causes of an accident
 - ▶ Develop an effective action plan
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Pre-Requisites

A good standard of written and spoken English is essential for this course.

Course Contents

Introduction to Accident Investigation

- ▶ Definitions and statistics
- ▶ The scope and purpose of an investigation
- ▶ Proportionality, near misses, and SIF potential
- ▶ Understanding biases
- ▶ RIDDOR and other legislative requirements

Collecting Evidence

- ▶ Types of evidence
- ▶ Assessing the scene
- ▶ Collecting witness statements
- ▶ Reviewing documentation

Interview Techniques

- ▶ The PEACE Model

- ▶ Questioning techniques
- ▶ Introduction to the Cognitive Interview

Organising Evidence

- ▶ Assessing the strength of evidence
- ▶ Creating a timeline of the event

Identifying Causes

- ▶ Accident causation models
- ▶ Human failure types
- ▶ Immediate, underlying, and root causes

Action Planning and Implementation

- ▶ Identifying remedial actions
- ▶ Setting SMART objectives
- ▶ Providing feedback
- ▶ Monitoring progress