



# **CIEH Level 4 Award in Health & Safety in the Workplace**

## **Course Content**

This course will provide those in managerial or supervisory positions with appropriate knowledge and understanding of the issues involved. It is also suitable for those wishing to deliver CIEH health and safety qualifications as part of their training provisions.

On completion of the qualification, candidates should be able to:

- ❖ Describe the main elements of a health and safety management system
- ❖ Describe the purpose and content of a health and safety policy
- ❖ Explain the requirements for and methods of effective communication, implementation and review of a health and safety policy
- ❖ Describe the principles and techniques of risk assessment and explain how a risk assessment programme should be established
- ❖ Outline the 'general principles of prevention' and describe, with examples, a hierarchy of measures for controlling risk
- ❖ Describe the procedures for the development and implementation of safe systems of work
- ❖ Identify the role of personal protective equipment and explain how it should be selected and managed in the workplace
- ❖ Describe the legal and practical requirements for reporting and recording work-related injuries, diseases and dangerous occurrences, both internally and externally
- ❖ Describe the process of incident investigation, identifying the persons who may need to be involved
- ❖ Distinguish between active and reactive monitoring of health and safety performance and give examples of each type of measure
- ❖ Describe the principles and techniques of health and safety inspection and auditing
- ❖ Specify the records and other documentation required for health and safety purposes
- ❖ Describe the arrangements needed to ensure the safety of contractors and other non-employees in the workplace
- ❖ Identify the ways in which a positive health and safety culture in the workplace can be developed and maintained
- ❖ State the requirements for and explain the benefits of providing information, instruction, training and supervision with respect to health and safety
- ❖ Describe the factors to be considered in the development and provision of effective health and safety training in the workplace and explain the need for feedback and evaluation
- ❖ State the requirements for and describe the rights and functions of trade union and non-trade union employee representatives with respect to health and safety
- ❖ Outline the legal and practical requirements for safety committees
- ❖ Identify the factors that determine an employee's competence with respect to health and safety



- ❖ Describe the general features of work premises designed to ensure the health, safety and welfare of occupants
- ❖ Describe the welfare facilities required for employees
- ❖ Describe the factors that should be considered in deciding appropriate arrangements for first-aid provision
- ❖ Identify the factors that should be considered in the selection of work equipment
- ❖ Describe ways of eliminating or minimising the risks from the use of machinery
- ❖ Describe the requirements for ensuring the safe use of electrical equipment
- ❖ Describe ways of eliminating or minimising the risks from work at height
- ❖ Describe ways of eliminating or minimising the risks from vehicles in the workplace
- ❖ Identify the controls required to provide adequate fire safety
- ❖ Describe the arrangements that should be in place for emergency situations and events of serious and imminent danger
- ❖ Define the term 'occupational health' and outline, with examples, the categories of health hazard in the workplace
- ❖ Outline the types of risk and the factors that determine the level of risk from hazardous substances
- ❖ Describe how hazardous substances can enter the human body and outline the body's responses to such substances
- ❖ Describe the procedures and precautionary measures necessary when handling and using hazardous substances
- ❖ Explain the roles of environmental monitoring and occupational exposure limits in the control of health hazards
- ❖ Explain the role of medical health screening and health surveillance for employees
- ❖ Describe the health effects of noise and the methods of controlling noise in the workplace
- ❖ Describe the health effects of vibration and the methods of controlling vibration in the workplace
- ❖ Identify occupational sources of ionising and non-ionising radiation and describe the methods of control
- ❖ Outline the health problems associated with manual handling operations, repetitive work and the use of display screen equipment and describe ways of minimising the risks
- ❖ Explain how excessive stress can affect an individual and describe an appropriate control strategy
- ❖ Describe the role and influence of the European Union with respect to health and safety legislation in the UK
- ❖ Describe the legal status of and relationships between Acts of Parliament, regulations, approved codes of practice and official guidance
- ❖ Outline the general duties imposed on employers, self-employed persons, persons in control of premises, employees and persons involved with supply with respect to the health and safety of persons at work or affected by work activities
- ❖ Describe the UK regulatory system with respect to health and safety



- ❖ Outline the role and powers of, and the enforcement actions available to, health and safety enforcement officers
- ❖ Describe the possible consequences of noncompliance with health and safety law
- ❖ State the legal requirement for appointing competent persons to assist employers in complying with their legal duties and outline the possible roles of such persons

## Course Duration

5 days

## Who Should Attend?

Anyone with a responsibility to monitor and audit health and safety management systems including business owners, managers, production managers and supervisors

## Location

The course can be delivered to a maximum of twelve delegates at any one time either on the employer's premises or using QTS' training facility in Colwyn Bay

## Entry Requirements

CIEH Level 3 Award in Health & Safety in the Workplace (or equivalent)

## Accreditation & Assessment

Accreditation will be awarded to candidates who successfully complete a written assignment and examination at the end of the course

## Booking Information

Contact Adrian Townsend on 0845 389 0017