

Working Safely v5.0

course syllabus



Guided learning hours

A total of five hours and thirty minutes made up of:

- five hours of learning
- 30 minutes for the assessment.

The assessment must be done once the full course has been completed.

Target audience

Anyone employed or looking to be employed

Level

Awareness

Course pre-requisites

None

Learning aims

- To provide learners with an understanding of how their actions in the workplace contribute to safety and health
- To ensure that learners clearly understand their safety and health responsibilities.

Learning outcomes

The learner will be able to:

- 1 Identify why it is important to work safely
- 2 Identify everyone's responsibilities in relation to safety, health and wellbeing in the workplace
- 3 Define key terms in safety and health
- 4 Identify workplace hazards and risks, their impact and how to control them
- 5 Identify ways safety, health and wellbeing are managed and improved within the workplace

Course content

Part one: Introducing working safely

| Content | Learning outcome number |
|---|-------------------------|
| Why it is important to work safely | 1 |
| Who is responsible for safety and health in the workplace | 2 |
| An organisation's responsibilities for safety and health | 2 |
| Who has responsibility for worker actions | 2 |

Part two: Defining hazard and risk

| Content | Learning outcome number |
|---|-------------------------|
| The six hazard groups: <ul style="list-style-type: none">- mechanical- physical- chemical- environmental- biological- organisational | 4 |
| Hazards that are not easy to identify | 4 |
| What is meant by the terms 'hazard' and 'risk' | 3 |
| What is meant by the term 'risk assessment' | 3 |
| What is meant by the terms 'likelihood' and 'consequence' | 3 |
| Deciding on what actions to take to control risk | 4 |
| What is meant by the term 'reasonably practicable' | 3 |

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Part three: Identifying common hazards

| Content | Learning outcome number |
|---|-------------------------|
| <p>An overview of the following common hazards, including how they can cause harm and what can be done about them:</p> <ul style="list-style-type: none">- aggression and violence- asbestos- bullying- chemicals and harmful substances- computer workstations- confined spaces- drugs and alcohol- electricity- fire- getting in and out- heights- housekeeping- lighting- manual handling- noise- personal hygiene- plant and machinery- slips and trips- stress- temperature- vehicles and transport- welfare facilities | 4 |

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Part four: Improving safety performance

| Content | Learning outcome number |
|---|-------------------------|
| What an organisation can do to manage and improve safety and health in the workplace | 5 |
| Worker responsibilities for improving safety and health in the workplace | 5 |
| How attitude and behaviour can affect safety and health in the workplace | 5 |
| What a safe system of work is | 3 |
| What a 'permit to work' is | 3 |
| How safety signs can play an important part in communicating safety and health information | 5 |
| Using Personal Protective Equipment (PPE) | 5 |
| The safety and health of other people who may come on site, including contractors, visitors and members of the public | 2 |
| The role of safety committees and worker representatives in safety and health | 5 |
| Types of workplace inspections | 5 |
| Emergency procedures | 5 |
| What is meant by the terms 'incident', 'accident' and 'near miss' | 3 |
| Reporting incidents, including near misses and accidents | 5 |
| First aid provision | 5 |
| The role of the safety and health enforcement inspector | 5 |
| Health surveillance and monitoring | 5 |

Assessing learners

| Content | Learning outcome number |
|--|-------------------------|
| Learners are required to take one of the four standard assessments under examination conditions. Based on the learning objectives, all learners should be assessed in two ways: | all |
| Part A: Knowledge and comprehension This consists of 20 questions in a variety of formats. Each paper has a maximum of 33 marks. | |
| Part B: Practical application of learning This consists of four hazard-spotting questions plus four questions about harm caused by hazards and the best ways to control it. Each paper has a maximum of 16 marks. | 4 |

| Pass marks | Knowledge | Practical application |
|-------------------------------------|-----------|-----------------------|
| Minimum mark required for each Part | 20/33 | 10/16 |
| Minimum overall mark required | 30 | |