

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

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