

# Course HS1: An Introduction to Health and Safety at Work

## COURSE DURATION:

45 minutes

## TARGET AUDIENCE:

- New starters
- Any worker needing basic health and safety training

## AVAILABLE IN:

- Audio
- Non-Audio

## DELIVERED VIA:

- Intranet
- Internet
- CD Rom

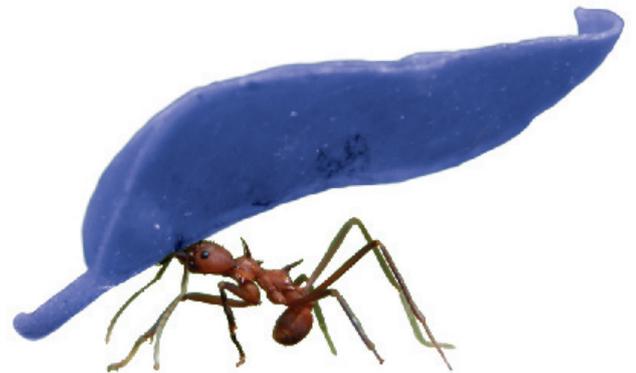
As someone responsible for health and safety it probably surprises you how cavalier people can be about workplace health and safety, especially in apparently safe environments such as an office.

This course underlines the very real risks that exist in all workplaces, whilst reinforcing the personal responsibilities laid down by law. It also addresses the learner's attitude to health and safety, and discusses in overview the type of risks they face.

This course helps the learner to recognise health and safety as a real workplace issue.

## Course Content

- Why health and safety is a key issue for both employers and employees
- Accident statistics
- The legal situation
- An overview of job, environmental and attitudinal risks to health and safety
- Taking action in the event of an accident
- Getting help and advice on health and safety matters.



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# Course HS2: DSE & Workstation Health and Safety

## COURSE DURATION:

45 minutes

## TARGET AUDIENCE:

- New starters
- Any worker spending time at a workstation or using computer equipment

## AVAILABLE IN:

- Audio
- Non-Audio

## DELIVERED VIA:

- Intranet
- Internet
- CD Rom

Many millions of people now spend all their working days sitting in front of display screens whilst operating personal computers.

This sedentary lifestyle, the repetitive physical activity and factors associated with display screen use can cause both minor and major health problems if the risks are not addressed. Such risks can often be reduced, or removed altogether, by good workplace design and safe working practices.

This course will enable the learner to take positive action in respect of their own health and safety by creating a safe seating position, adopting the correct posture and operating workstation equipment appropriately.

## Course Content

- The legal requirements
- Sitting safely whilst working with display screens
- Arranging the working environment
- Using display screens safely
- Using the mouse and keyboard safely
- Safe use of laptop computers.



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# Course HS3: Fire Safety & Evacuation

## COURSE DURATION:

45 minutes

## TARGET AUDIENCE:

- New starters
- Existing workers requiring refresher training

## AVAILABLE IN:

- Audio
- Non-Audio

## DELIVERED VIA:

- Intranet
- Internet
- CD Rom

Fire is probably the biggest risk to life that most people face in the workplace. It is, therefore, amazing that many people have little or no idea about the common causes of fire, how to deal with them and how to escape safely from the scene should a fire occur. This course deals with all three of these vital subjects, and successful completion of the course could literally be the difference between life and death.

Employers are responsible in law for both fire prevention and the safe evacuation of employees in the event of a fire. This course will ensure that employees have the necessary knowledge to play their part in cooperating with their employer in the implementation of fire safety in the workplace.

## Course Content

- Employer and employee responsibilities
- Fire risk and flammable substances
- Fire risk and electricity
- Good housekeeping
- Fire doors
- Correct use of fire extinguishers
- Safe evacuation procedures
- Action if trapped by a fire
- Dealing with fire casualties.



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# Course HS4: Safe Manual Handling

## COURSE DURATION:

50 minutes

## TARGET AUDIENCE:

- New starters
- Any worker involved in handling loads in any work environment

## AVAILABLE IN:

- Audio
- Non-Audio

## DELIVERED VIA:

- Intranet
- Internet
- CD Rom

More than one third of all reportable 'Over Three Day' injuries, and nearly 10% of 'Major Injuries' are associated with manual handling – the transporting or supporting of loads by hand or by bodily force. Many injuries are not immediate and obvious, but are cumulative resulting from repeated exposure to manual handling operations.

For workers this high rate of injury is highly significant since such accidents and absences lead to potential loss of earnings, missed opportunities and usually significant pain or discomfort.

By taking a look at how manual handling risks arise and how to reduce or eliminate the likelihood of injury in different work environments, this course will help the learner to avoid joining future Health and Safety Executive injury statistics.

## Course Content

- The law and manual handling
- Strategies for avoiding manual handling
- Reducing the risk of injury by assessing:
  - The task
  - The load
  - The environment
  - Personal capacity for load handling.
- How the back works
- Safe lifting technique
- Handling awkward loads
- Risks in the office environment.



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# Course HS5: Avoiding Slips, Trips and Falls

## COURSE DURATION:

50 minutes

## TARGET AUDIENCE:

- New starters
- Any workers in any work environment

## AVAILABLE IN:

- Audio
- Non-Audio

## DELIVERED VIA:

- Intranet
- Internet
- CD Rom

The Health and Safety Executive states that over one third of all major injuries reported to them each year are the result of a slip or trip leading to a fall. Slips and trips are the most common causes of non-fatal major injuries in both the manufacturing and service industries, and account for over half of all reported injuries to members of the public on business premises.

These statistics provide powerful proof of the dangers presented by slips, trips and falls and this course will enable the learner to protect themselves, colleagues and visitors in their workplace.

This course is a crucial first step in making the workplace safer, and creating accident-related cost-savings for the learner's organisation.

## Course Content

- Why slips, trips and falls are an issue for everyone
- What the law says
- How slips, trips and falls happen
- Preventing slips, trips and falls:
  - Good housekeeping
  - Floor quality
  - Footwear
  - Taking care of yourself.
- Safety precautions
- Ear plugs and defenders.

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# Course HS6: Managing & Handling Stress at Work

## COURSE DURATION:

60 minutes

## TARGET AUDIENCE:

- Any worker displaying the signs of, or likely to be exposed to, stress at work

## AVAILABLE IN:

- Audio
- Non-Audio

## DELIVERED VIA:

- Intranet
- Internet
- CD Rom

Stress is now recognised globally as a condition that can affect all categories of workers, in all types of jobs and living in all types of social environments. It is also recognised as a major contributor to behaviour change, psychological dysfunction and serious health problems.

Stress, therefore, can have a major impact both on people's lives and the company bottom line. This course will enable managers and staff to handle stress and reduce the human and economic costs to the business.

## Course Content

- Understanding stress
- The consequences
- Recognising the symptoms
- The causes
- Managing the causes
- Stress control techniques.

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# Course HS7: An Introduction to Managing Health and Safety

## COURSE DURATION:

1 hour 30 minutes

## TARGET AUDIENCE:

- New managers
- Any manager requiring refresher training on how to manage health and safety in their area or department

## AVAILABLE IN:

- Audio
- Non-Audio

## DELIVERED VIA:

- Intranet
- Internet
- CDRom

Ensuring the health and safety of employees is one of the prime responsibilities of any organisation. Failing to do so represents a moral, ethical and commercial shortfall that can, and will, have disastrous results for both the organisation and the people who work for it.

The aim of health and safety management, therefore, is to turn uncontrolled hazards into controlled risks. This course will enable the learner to do this by using a cyclical process of problem identification, solution provision and ongoing evaluation.

Managers using this course will be able to understand and implement a health and safety management system containing standards, policy and processes designed to ensure a quality approach to health and safety in their organisation.

## Course Content

- Why health and safety management is important
- Legal considerations
- The 5 stage framework:
  - Creating a health and safety policy
  - Creating a health and safety culture
  - Risk assessment, reduction and removal
  - Monitoring health and safety performance
  - Evaluating the results.



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# Course HS8: RSI – What It Is and How to Avoid It

## COURSE DURATION:

40 minutes

## TARGET AUDIENCE:

- New starters
- Any worker engaged in tasks where the risk of RSI may be present

## AVAILABLE IN:

- Audio
- Non-Audio

## DELIVERED VIA:

- Intranet
- Internet
- CDRom

Repetitive Strain Injuries are, in this technological age, an increasing risk to workers and a challenge to organisational health and safety.

Any RSI is painful and, in some cases, highly debilitating. It can lead to an inability to do certain jobs, or even work at all. For the individual this can have physical, mental and financial costs, whilst for the organisation it can mean the additional costs of staff cover, recruitment and job training.

Absence due to sickness can also rob organisations of people with knowledge and skills that are vital for its success. A further problem is the increasing possibility of legal action taken by staff against employers who have failed to take appropriate steps to remove or reduce the risk of contracting RSI.

This course is a first important step in educating staff on what causes RSI, and how to avoid it.

## Course Content

- What is RSI?
- What are the causes of RSI?
- What are the symptoms of RSI?
- How to prevent RSI
- Desk-top stretches  
– animated exercises.



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# Course HS9: Risk Assessment for Managers

## COURSE DURATION:

60 minutes

## TARGET AUDIENCE:

- New managers
- Any manager required to conduct risk assessments

## AVAILABLE IN:

- Audio
- Non-Audio

## DELIVERED VIA:

- Intranet
- Internet
- CD Rom

Employers must carry out risk assessments in respect of all significant workplace hazards, and failure to comply with this legal requirement can result in prosecution and heavy penalties. Such prosecutions rarely arise from any wilful intention to break the law but rather through an ignorance of the legal requirements, or a lack of understanding of how to carry out the assessments, how detailed they should be and how they should be recorded.

Having completed this course the learner will feel competent and able to conduct risk assessments effectively and to appropriate standards.

## Course Content

- The importance of risk assessment
- Hazard and risk
- Identifying workplace hazards
- Identifying those at risk
- Evaluating levels of risk
- Hazard removal
- Risk control
- Recording the assessment
- Ongoing risk review.



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# Course HS10: Staying Safe with Noise

## COURSE DURATION:

35 minutes

## TARGET AUDIENCE:

- New starters
- Any worker likely to be exposed to noise risk

## AVAILABLE IN:

- Audio
- Non-Audio

## DELIVERED VIA:

- Intranet
- Internet
- CD Rom

The effects of noise on hearing can be profoundly damaging, often resulting in permanent hearing loss. Not only is this morally and ethically undesirable for any organisation, it can also result in significant financial penalties and personal injury claims.

This course will help the learner to understand how his or her hearing works and how it is affected by excess noise. It will also mean that the learner will be able to recognise noise risks and put in place appropriate safety precautions.

Following this course an employee will be able to recognise noise risks and act proactively to prevent harm occurring.

## Course Content

- The effects of noise
- The two metre rule
- How your hearing works
- Levels of risk
- Safety precautions
- Ear plugs and defenders.



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# Course HS11: Staying Safe with Electricity

## COURSE DURATION:

35 minutes

## TARGET AUDIENCE:

- New starters
- Any worker in need of refresher training on the risks associated with working with electricity

## AVAILABLE IN:

- Audio
- Non-Audio

## DELIVERED VIA:

- Intranet
- Internet
- CD Rom

No employer would wish to expose his employees to electric shock as it can be, and often is, fatal. Unfortunately, practically all workplaces make use of electricity for some purpose, meaning that the risk of death or injury from electric shock is ever-present.

Reducing this risk is a challenge because accidents involving electricity often result from a casual attitude brought about by familiarity with electricity as a power source, or simply a failure to appreciate the dangers of this hidden killer.

This course can help to reduce the risk of working with electricity by enabling workers to:

- Understand the serious effects of electricity on the human body
- Recognise electrical hazards
- Put in place appropriate safety precautions.

## Course Content

- Types of harm arising from electric shock
- How electrical risks arise
- Controlling electrical risks
- How electrical overheating occurs
- Preventing electrical overheating.



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# Course HS12: Staying Safe with Hazardous Substances

## COURSE DURATION:

35 minutes

## TARGET AUDIENCE:

- New starters
- Any worker in need of refresher training on the risks associated with working with hazardous substances

## AVAILABLE IN:

- Audio
- Non-Audio

## DELIVERED VIA:

- Intranet
- Internet
- CD Rom

Hazardous substances occur in almost every workplace, sometimes as a regulated part of a production or maintenance process, but sometimes accidentally or as a bi-product of other activity.

Often hazardous substances are simply not recognised as such, being accepted as just part and parcel of the workplace. Whatever the reason for their presence it is essential that workers know how to identify them and how to deal with them safely. Failure to provide workers with this knowledge may lead to injury, ill-health or regulatory action against the employer.

This course enables learners to identify hazardous substances, deal with them safely and take appropriate steps in the event of mishap.

## Course Content

- Hazardous substances:
  - What are they?
  - Their effects
  - How substances become hazardous
  - Identification
  - Safety precautions
  - Dealing with spillages
  - The importance of first aid.



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# Course HS13: Staying Safe with Vehicles

## COURSE DURATION:

35 minutes

## TARGET AUDIENCE:

- New starters
- Any worker in need of refresher training on the risks associated with working with vehicles

## AVAILABLE IN:

- Audio
- Non-Audio

## DELIVERED VIA:

- Intranet
- Internet
- CDRom

Most organisations either use vehicles on their premises or require employees to drive or ride in vehicles on the public road. Although many people own a vehicle of their own, they often remain ignorant of health and safety risks and important safety precautions. This lack of knowledge vastly increases the risks associated with working with vehicles, and failing to address the problem could prove costly for employers.

This course will enable the learner to recognise the risks that arise as soon as they come into contact with vehicles in any capacity. They will, having completed the course, be able to remove or avoid certain risks and put in place appropriate safety precautions.

## Course Content

- Safety near moving vehicles
- Competence to drive
- Pre-driving checks
- Safety factors for delivery drivers
- Safety at the scene of breakdowns
- Loading and unloading vehicles
- Refuelling vehicles.

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# Course HS14: Protecting the Environment at Work and Home

## COURSE DURATION:

45 minutes

## TARGET AUDIENCE:

- New starters
- Any worker employed by an organisation that is committed to protecting the environment

## AVAILABLE IN:

- Audio
- Non-Audio

## DELIVERED VIA:

- Intranet
- Internet
- CDRom

The healthy functioning of our planet's ecosystems – our air, water, and land – and the vast diversity of life on Earth is essential. To achieve this everyone needs to understand how they can avoid pollution and waste, protect watercourses, promote biodiversity and sustain natural resources.

This course will enable learners to identify the causes of pollution and waste, minimise negative impacts to the environment and enhance the health and functioning of ecosystems where they live.

## Course Content

- What do we mean by 'the environment'?
- The definition of 'environmental impact'
- The factors that affect the severity of environmental impacts
- The three types of pollution
- The main causes of pollution
- The principal sources of pollution
- The three types of waste
- Examples of major environmental impacts.



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# Course HS15: An Introduction to Risk Assessment

## COURSE DURATION:

2 hours

## TARGET AUDIENCE:

- Anyone with a responsibility for conducting health and safety risk assessments

## AVAILABLE IN:

- Audio

## DELIVERED VIA:

- Intranet
- Internet
- CD Rom

Having completed this course the learner will be able to carry out an effective health and safety risk assessment.

Any person for whom responsibility for the health and safety of others forms part of their job description needs to know how to carry out a risk assessment. To be given this responsibility without complementary training is daunting for the individual and almost certain to lead to errors and omissions when risk controls are decided.

Completion of this course will ensure that such individual possess the key skills and knowledge necessary to enable them to carry out an effective risk assessment.

Risk assessment is the keystone of effective health and safety management in any organisation, and failing to ensure the competence of individuals tasked with this activity is in contravention of health and safety law as well as being ethically suspect.

By requiring staff with risk assessment responsibilities to complete this course the organisation is meeting a key requirement in respect of the competence and confidence of such individuals.

## Course Content

- What is a hazard?
- The different types of workplace hazard
- Hidden hazards - hazards that may not be immediately obvious
- What is risk?
- The risk assessment process
- Risk control



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