



# **CIEH Level 2 Award in Health & Safety in the Workplace**

## **Course Content**

This qualification is designed to ensure all employees are aware of what they need to do to ensure their own safety and also the safety of their colleagues, contractors and members of the public.

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

- ❖ State the consequences of poor health and safety standards and the benefits of good standards
- ❖ Give common types and causes of work-related accidents and ill health
- ❖ Give examples of occupational, environmental and human factors that can affect health and safety
- ❖ Understand the importance of risk assessment in maintaining a healthy, safe environment
- ❖ Outline the legal responsibilities of employers, employees and the self-employed under the Health and Safety at Work etc Act 1974
- ❖ Give examples of specific safety issues covered by regulations including risk assessments, competent persons and employee consultation
- ❖ Briefly describe how the law is enforced by enforcement agencies and the powers and actions available to their officers
- ❖ State the possible consequences of non-compliance
- ❖ State the types of health hazard with reference to the occupations with which they are commonly associated
- ❖ Understand that health hazards should be risk assessed and give examples of effective control measures
- ❖ Describe the roles of specific occupational health specialists and understand that specialised risk assessments may be required in certain circumstances
- ❖ Appreciate the need to follow procedures and instructions and report early signs of possible problems
- ❖ Define the term 'accident' and state the reasons why accidents are recorded and the legal requirements for accident reporting
- ❖ Describe the factors that contribute to slips, trips and falls in the workplace and methods to prevent them
- ❖ Give examples of methods for improving electrical safety including portable appliance testing and visual inspection
- ❖ State the key aspects of dealing with electric shock
- ❖ Describe common causes of fire and give examples of preventative measures
- ❖ State the action to be taken in case of fire including evacuation procedures and the safe use of extinguishers
- ❖ Outline the legal requirements with regards to welfare facilities, drinking water and rest facilities
- ❖ State how smoking, alcohol and drugs can affect the health, safety and welfare of those at work and how risks can be minimised
- ❖ State the main effects of stress and give examples of how it can be reduced
- ❖ State that incidents of violence, harassment and bullying must be reported and give examples of how the likelihood can be reduced



- ❖ Explain the requirement for first aid provision including an understanding of the role of an 'appointed person' as a 'first aider'
- ❖ Describe health and safety aspects of the building structure, design, layout, and services
- ❖ Explain the importance of good storage, stacking, maintenance and housekeeping
- ❖ State how work equipment can cause injuries and describe suitable control measures including correct design and construction, suitable working environment, safe working procedures, training and authorisation, use of PPE and maintenance
- ❖ Define what is meant by the terms 'hazard' and 'risk' and give examples
- ❖ Describe the factors that are likely to increase the level of risk
- ❖ Define the term 'control measure' and give examples of their varying degrees of effectiveness
- ❖ Outline the risk assessment process and identify that specialised assessments are required in certain circumstances
- ❖ Outline the responsibilities of an employer and an employee under the Manual Handling Operations Regulations
- ❖ Give examples of manual handling injuries
- ❖ State the need to minimise manual handling where possible and for manual handling activities to be properly assessed
- ❖ Describe methods to reduce the risk of injury from manual handling including correct lifting techniques and the use of mechanical aids
- ❖ Give examples of the hazardous substances commonly found in the workplace and understand the routes of entry
- ❖ Understand that hazardous substances should be risk assessed
- ❖ Describe suitable control measures to prevent exposure to hazardous substances
- ❖ Explain the need for training and authorisation of personnel
- ❖ Give examples of the types of injuries that can be caused by poor workstation design
- ❖ Explain how musculoskeletal disorders can be caused or aggravated by work activities and workstation design
- ❖ Describe the key features of task and workstation design and adjustment that can reduce the risk of musculoskeletal disorders
- ❖ Appreciate the need for risk assessment and to follow recommendations made as a result and also the need to report early signs of possible problems
- ❖ Give examples of common tasks that give rise to working at height
- ❖ Describe the factors that contribute to persons and objects falling from height
- ❖ Describe the methods and controls to reduce the risk of falls from height
- ❖ Describe access equipment and safe methods of access, e.g. mobile towers, mobile elevated work platforms, ladders and fixed scaffolding
- ❖ Give examples of common accidents associated with vehicles and transport
- ❖ Describe the factors that contribute to transport and vehicle injuries
- ❖ Describe the methods and control to reduce the risk of accidents involving transport/vehicles
- ❖ Understand preventative measures for pedestrian-vehicle conflict
- ❖



- ❖ State that noise is an unwanted sound that may cause annoyance, stress, distraction and hearing damage or loss
- ❖ Describe methods of noise reduction and control
- ❖ State that hearing protection is a last resort but, where necessary, its use at all times is essential
- ❖ Understand the need for specialist risk assessments in certain environments

## Course Duration

One day (6-8 hours)

## Who Should Attend?

Attendance is open to anyone

## 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

None

## Accreditation & Assessment

Accreditation will be awarded to delegates who can answer a minimum of 20/30 multiple choice questions correctly in a written assessment at the end of the training

## Booking Information

Contact Adrian Townsend on 0845 389 0017