



# Managing safely

## Outline syllabus

August

04

# Overview

The 'Managing safely' course is for those required to manage safely and effectively in compliance with both their organisation's policy and best practice in health and safety.

## Aims

To ensure that safety requirements are appreciated by people employed as line managers, and to enable them to review their own departmental systems for safety, introducing new controls or implementing changes as appropriate to ensure safety in the workplace.

## Delegate prerequisites

None

## Duration

Five days

## Who should attend?

Any person who has to manage risk and resources within their organisation.

## Learning objectives

On successful completion of the course, delegates should be able to:

- explain 'working safely'
- explain the component parts of a recognised safety management system such as HSG65, BS 8800, and OHSAS 18001
- identify the data and techniques required to produce an adequate record of an incident and demonstrate the procedure for an accident investigation, recognising the human factors involved
- describe statutory requirements for reporting and procedures for checking for non-reporting
- describe methods of basic trend and epidemiological analysis for reactive monitoring data
- define 'hazard' and 'risk', and describe the legal requirements for risk assessment
- demonstrate a practical understanding of a quantitative risk assessment technique and the data required for records
- describe workplace precaution hierarchies
- prepare and use active monitoring checklists and implement schedules for active monitoring, recording results and analysing records
- outline the main provisions of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999
- outline relevant health and safety legislation, codes of practice, guidance notes and information sources such as the Health and Safety Executive.

# Programme

## Module 1 – Introduction and overview

- Course aims and overview
- Assessment details
- IOSH certification
- Introduction to the concept of a safety management system, eg HSG65, either of the systems described in BS 8800, or the system described in OHSAS 18001, including the role of risk assessment

## Module 2 – Reactive monitoring

- Statutory requirements for reporting
- Methods of checking for non-reporting
- Data required for an adequate record of an incident
- Methods of basic trend and epidemiological analysis of reactive monitoring data
- The procedure for accident investigations
- The human factors information required for an adequate investigation
- Investigation techniques, including interviewing and recording details of the site
- Techniques of report writing

## Module 3 – Risk assessment and risk control

- The legal requirements for risk assessment
- The meaning of 'hazard' and 'risk'
- The data required for an inventory and techniques of inventory preparation
- Hazard identification techniques
- The human factors information required for effective hazard identification
- A basic numerical risk rating technique
- Types of workplace precaution and workplace precaution hierarchies
- Criteria to be used in selecting workplace precautions
- Data required for an adequate record of a risk assessment
- Risk assessment review procedures

## Module 4 – Health and safety legislation

- Source of complete listings of all health and safety legislation
- The use of Approved and other codes of practice, guidance and other information resources
- Means of access to sources of advice and guidance, including the HSE
- The main provisions of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999

## Module 5 – Common hazards

- Fire
- Electricity
- Work equipment
- Movement of people
- Vehicles
- Poor housekeeping
- Manual handling
- Display screen equipment
- Noise
- Chemicals and substances

*Key points should be encompassed within the common hazards module. For example, a brief summary of fire legislation could be provided during coverage of the relevant hazards. There is no obligation for delegates to have an in-depth knowledge of specific legislation unless they are involved in specialist activities. An outline of the core requirements is all that is needed at 'awareness' level.*

## Module 6 – Active monitoring

- The purposes and techniques of active monitoring
- The methods of developing and maintaining checklists and aides-mémoire
- The methods of developing and maintaining schedules for active monitoring
- Data required for an adequate record of active monitoring
- Methods of basic trend and epidemiological analysis of active monitoring data

## Module 7 – Safety management systems

- The elements of a safety management system
- The nature, purposes and techniques of management review
- The nature, purposes and techniques of health and safety audit

## Module 8 – Client specific

- This module is flexible; course trainers/authors may include specific health and safety topics that are relevant to the organisation

Note: listings in all modules are not necessarily fully comprehensive. Authors may add any subjects that they think may be relevant to the specific sector.

Completion of this course does not certify competence or confer exemption from professional examinations that lead to Corporate membership of IOSH.

The information contained in this leaflet is correct at the time of printing, however IOSH reserves the right to revise this information at any time.

# Certification

An IOSH 'Managing safely' certificate is awarded to all those who attend the course and successfully complete both the written and practical assessments.

Understanding of the course material is evaluated by means of a 45-minute written assessment paper consisting of 20 multi-format questions and a practical assessment. Course providers must use the standard IOSH assessments and marking schedules, available separately on CD-ROM.

## Approval criteria for trainers

All trainers delivering this material must have experience of working in a safety professional role. In addition, trainers are expected to have a high level of certificated health and safety knowledge.

The lead trainer and the person responsible for the administration must attend a familiarisation session prior to becoming approved. This is to ensure full awareness of the administration procedures involved.

Please contact the Training team for more information:  
t +44 (0)116 257 3132/3138  
ethne.d'arcy@iosh.co.uk  
linda.stanley@iosh.co.uk

## Approval criteria for course providers

The organisation should nominate an IOSH Corporate member to represent the first line of quality control and retain overall responsibility for courses run on our behalf.

The IOSH member retains overall responsibility for the course, and for meeting the 'Conditions of licence' (see 'Deliver results' brochure, available separately).

Note: the IOSH membership structure will be updated in 2005 and the level of membership for licensing course providers may be subject to change.

**IOSH**

The Grange  
Highfield Drive  
Wigston  
Leicestershire  
LE18 1NN  
UK

t +44 (0)116 257 3100

f +44 (0)116 257 3101

[www.iosh.co.uk](http://www.iosh.co.uk)

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