

Working Safely



1-day Course

| Session | Session Title | Suggested Time Frames |
|--------------------|---|--------------------------------|
| Part One | Introducing Working Safely | 30 minutes |
| | <ul style="list-style-type: none"> • It's not unusual for delegates coming on an introductory course to think that accidents only happen to 'other people'. • This module stresses the realities of the human suffering behind the statistics and emphasises the importance of personal responsibility. | |
| Part Two | Defining Hazard and Risk | 1 hour 30 minutes |
| | <ul style="list-style-type: none"> • This module puts 'hazard' and 'risk' into everyday language, and uses familiar examples to show what can happen. • Importantly, it makes it clear that even something that is very simple or repeated over and over again can go wrong, with serious consequences. Focusing on the six broad hazard groups, delegates are asked to think about the hazards and risks they come across in their own work. • 'Risk assessment' is demystified – delegates learn that we all carry out informal assessments day in, day out. | |
| Part Three | Identifying Common Hazards | 1 hour 30 minutes |
| | <ul style="list-style-type: none"> • All the main issues are covered in this module – entrances and exits, work traffic, fire, chemicals, electricity, physical and verbal abuse, bullying, stress, noise and the working environment, slips, trips and falls, and manual handling. • Each area is backed by crystal clear examples and recognisable scenarios, and useful summaries reinforce the key learning points. | |
| Part Four | Improving Safety Performance | 1 hour 30 minutes |
| | <ul style="list-style-type: none"> • This module deals with systems and processes, making sure that any jargon is explained in easily understood terms. • The session bridges the gap between management and workforce, encouraging delegates to play a part in processes that are commonly seen as just down to their manager or supervisor. • Other areas – including contract work, inspections, safe systems and permits, protective equipment, signage, emergency procedures, reporting and health checks – are all focused on from the delegate's point of view. | |
| Part Five | Protecting Our Environment | 30 minutes |
| | <ul style="list-style-type: none"> • A short but effective introduction to waste and pollution leads into a look at how organisations and individual team members can get involved in reducing environmental impacts. • Memorable and thought-provoking facts and figures help drive the points home. | |
| Assessments | Multiple Choice Assessment Paper | 30 minutes |
| | 3 Spotting Hazard Assessments | |
| | | Total Contact Hours - 6 |

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Assessments

At the end of the course, all delegates must sit a closed book assessment in which they complete both a multiple choice assessment paper and three hazard spotting assessment papers.

To be eligible for the working safely certificate, delegates must:

- Achieve a minimum mark on the multi-choice assessment paper – (14 out of 28)
- Achieve the minimum mark on the hazard spotting assessment paper – this is 3 out of 6 for EACH paper
- Have a TOTAL overall score of 25 or more

NB: Delegates who only achieve the MINIMUM required marks ALL papers would not mean the delegate would achieve a pass

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| Training location: | Either your premises or Katherine Cavendish House |
| Hours of Training: | 9.30am – 4.30pm <i>(with 1 hour lunch-break)</i> |
| Price: | £450.00 / day |
| IOSH certificate & workbooks: | £35.00 / delegate |
| Payment Terms: | Upon receipt of invoice, prior to training course delivery. |

Terms and Conditions

- All prices are subject to VAT at the standard rate.
- Courses must be paid for prior to attendance and should notice be given 48-hours prior, a full refund will be given should a delegate be unable to attend. However, if less than 48-hours notice is given no refund will be payable upon course cancellation.
- No guarantees can be made that your delegate will meet the required standard, however a certificate of attendance for the course can also be issued upon request.