

LEVEL 2 AWARD IN HEALTH & SAFETY IN THE WORKPLACE

Certificated by the Chartered Institute of Environmental Health



Employers have a responsibility to provide safety and healthy workplace conditions as well as safe systems and methods for workplace activities.

An essential element of any safe system is the knowledge and attitude of employees, and this demands proper training in the basics of health & safety, as well as specific training for individual tasks.

SYLLABUS

- Introduction to Health & Safety at Work
- Health & Safety Law
- Health
- Safety
- Welfare
- The Workplace & Work Equipment
- Risk Assessment
- Manual Handling
- Hazardous Substances
- Ergonomics & Workstation Design
- Working at Heights
- Transport & Vehicles
- Noise & Vibration

Who should attend?

Anyone in a work environment

Prerequisite

No formal prior knowledge or qualification

Duration

1 Day

Assessment Format

Certification is awarded upon completion of a multiple-choice test at the end of the course

Programme Delivery

- In-House
On dates to suit your organisation

What's Next?

Delegates may wish to continue on to:

[Level 3 Award in Supervising Health & Safety](#)



Further Information

For further details on this programme or to discuss whether it is suitable for your needs, please contact us on **0870 0660 328** or email training@careerstepsLtd.co.uk

Level 2 Award in Health and Safety in the Workplace

Syllabus

Part 1 Introduction to health and safety at work

A Introduction

Candidates should appreciate the nature of health and safety and be able to:

- i State the consequences of poor health and safety standards and the benefits of good standards.
- ii Give common types and causes of work-related accidents and ill health.
- iii Give examples of occupational, environmental and human factors that can affect health and safety.
- iv Understand the importance of risk assessment in maintaining a healthy safe environment.

B Health and safety law

Candidates should understand the scope of legislative requirements and be able to:

- i Outline the legal responsibilities under the Health and Safety at Work etc. Act, 1974, of employers, employees and the self-employed.
- ii Give examples of specific safety issues covered by regulations including risk assessments, competent persons, and employee consultation.
- iii Briefly describe how the law is enforced, the enforcement agencies and the powers and actions available to their officers.
- iv State the possible consequences of non-compliance.

C Health

Candidates should understand the importance of preventing work-related ill health and be able to:

- i State the types of health hazard with reference to the occupations with which they are commonly associated.
- ii Understand that health hazards should be risk assessed and give examples of effective control measures.
- iii Describe the roles of specific occupational health specialists and understand that specialised risk assessments may be required in certain circumstances.
- iv Appreciate the need to follow procedures and instructions, and report early signs of possible problems.

D Safety

Candidates should understand the principles of accident prevention and be able to:

- i Define the term 'accident' and state the reasons why accidents are recorded and the legal requirements for accident reporting.
- ii Describe the factors that contribute to slips, trips and falls in the workplace and methods to prevent them.
- iii Give examples of methods for improving electrical safety including portable appliance testing and visual inspection.
- iv State the key aspects of dealing with electric shock.
- v Describe common causes of fire and give examples of preventative measures.
- vi State the action to be taken in case of fire, including evacuation procedures and the safe use of extinguishers.

E Welfare

Candidates should understand the risks associated with poor welfare and be able to:

- i Outline the welfare facilities, drinking water and rest facilities.
- ii State how smoking, alcohol and drugs can affect the health, safety and welfare of those at work and how risks can be minimised.
- iii State the main effects of stress and give examples of how it can be reduced.
- iv State that incidents of violence, harassment and bullying must be reported and give examples of how the likelihood can be reduced.
- v Explain the requirement for first aid provision including an understanding of the role of an 'appointed person' and a 'first aider'.

Part 2 Workplace specific health and safety

F The workplace and work equipment

Candidates should be aware of the hazards and risks associated with the workplace and work equipment and be able to:

- i Describe health and safety aspects of the building structure, design layout and services.
- ii Explain the importance of good storage, stacking, maintenance and housekeeping.
- iii 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
 - maintenance.

G Risk assessment

Candidates should understand that risk assessment is an important technique for accident and ill health prevention and be able to:

- i Define what is meant by the terms 'hazard' and 'risk' and give examples.
- ii Describe the factors that are likely to increase the level of risk.
- iii Define the term 'control measure' and give examples of their varying degrees of effectiveness.
- iv Outline the risk assessment process and identify that specialised assessments are required in certain circumstances.

H Manual handling

Candidates should understand the risks associated with manual handling and be able to:

- i Outline the responsibilities of the employer and the employee under the Manual Handling Operations Regulations.
- ii Give examples of manual handling injuries.
- iii State the need to minimise manual handling where possible and for manual handling activities to be properly assessed.
- iv Describe methods to reduce the risk of injury from manual handling including correct lifting techniques and the use of mechanical aids.

I Hazardous substances

Candidates should appreciate the nature and risks of hazardous substances and be able to:

- i Give examples of the hazardous substances commonly found in the workplace and understand the routes of entry.
- ii Understand that hazardous substances should be risk assessed.
- iii Describe suitable control measures to prevent exposure to hazardous substances.
- iv Explain the need for training and authorisation of personnel.

J Ergonomics and workstation design

Candidates should understand how workplace equipment and task design affect health and safety and be able to:

- i Give examples of the types of injuries that can be caused by poor work station design.
- ii Explain how musculoskeletal disorders can be caused or aggravated by work activities and workstation design.
- iii Describe the key features of task and workstation design and adjustment that can reduce the risk of musculoskeletal disorders.
- iv Appreciate the need for risk assessment and to follow recommendations made as a result, and report early signs of possible problems.

K Working at heights

Candidates should understand the hazards and risks associated with working at heights and be able to:

- i Give examples of common tasks that give rise to working at height.
- ii Describe the factors that contribute to persons and objects falling from height.
- iii Describe the methods and controls to reduce the risk of falls from height.
- iv Describe access equipment and safe methods of access, e.g. mobile towers, mobile elevated work platforms, ladders, fixed scaffold.

L Transport and vehicles

Candidates should understand the hazards and risks associated with working with vehicles and be able to:

- i Give examples of common accidents associated with vehicles and transport.
- ii Describe the factors that contribute to transport and vehicle injuries.
- iii Describe the methods and controls to reduce the risk of accidents involving transport/vehicles.
- iv Understand preventative measures for pedestrian-vehicle conflict.

M Noise and vibration

Candidates should understand the potential long and short-term effects of exposure to noise and vibration and be able to:

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