

LEVEL 4 AWARD IN HEALTH & SAFETY IN THE WORKPLACE

Certificated by the Chartered Institute of Environmental Health



- ❑ Develop your knowledge to manage health & safety
- ❑ Be qualified to be the named “competent” person, as required by law
- ❑ Become licensed to deliver Level 1 and 2 health & safety qualifications

SYLLABUS

- ❑ **Health & Safety Management**
Management systems and policies, Effective communication, implementation and review of policies, Inspection and Auditing, Controlling risk & risk assessment, Incident investigation, Protective equipment
- ❑ **Health & Safety Culture**
Positive health & safety culture, Requirements for information instruction, training and supervision, Effective health & safety training, feedback and evaluation, Trade union and non-trade union employee representatives, Legal & practical requirements for safety committees, Employee competence towards health & safety
- ❑ **Workplace & Work Equipment**
Manual handling operations, First Aid provision, Working at height, Safe use of electrical equipment, Use of machinery, Fire Safety, Serious and imminent danger
- ❑ **Hazardous Agents**
Occupational Health, Hazardous substances, Controlling vibration, Controlling noise, Medical Health Screening, Manual Handling Operations, Stress
- ❑ **Legislation**
Legal status, Acts of Parliament, Regulations, Codes of Practice, EU Directives, Case Law and Guidance Notes, Enforcement and Trade Union Safety Officers, “Competent” Person

Who should attend?

Business Owners, Managers, Supervisors, Senior Safety Personnel, Trainers wishing to deliver L1 & 2 health & safety training

Prerequisite

Although not essential, it is recommended that delegates have successfully completed a [Level 3 Award in Health & Safety](#)

Duration

5 Days + Exam

Assessment Format

Certification awarded upon successful completion of two work-based assignments and a written examination

Programme Delivery

- ☑ Open Programme
See our [Open Programme Calendar](#)
- ☑ In-House
On dates to suit your organisation

What's Next?

Delegates may wish to continue on to:

[Level 3 Award in Training & Skills Practice](#)
[Level 3 Award in PTL](#)



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 4 Award in Health and Safety in the Workplace Syllabus

A Health and safety management

Candidates should understand the principles and techniques of health and safety management and be able to:

- i Describe the main elements of a health and safety management system.
- ii Describe the purpose and content of a health and safety policy.
- iii Explain the requirements for and methods of effective communication, implementation and review of a health and safety policy.
- iv Describe the principles and techniques of risk assessment and explain how a risk assessment programme should be established.
- v Outline the 'general principles of prevention' and describe, with examples, a hierarchy of measures for controlling risk.
- vi Describe the procedures for the development and implementation of safe systems of work.
- vii Identify the role of personal protective equipment and explain how it should be selected and managed in the workplace.
- viii Describe the legal and practical requirements for reporting and recording work-related injuries, diseases and dangerous occurrences, both internally and externally.
- ix Describe the process of incident investigation, identifying the persons who may need to be involved.
- x Distinguish between active and reactive monitoring of health and safety performance and give examples of each type of measure.
- xi Describe the principles and techniques of health and safety inspection and auditing.
- xii Specify the records and other documentation required for health and safety purposes.
- xiii Describe the arrangements needed to ensure the safety of contractors and other non-employees in the workplace

B Health and safety culture

Candidates should understand the factors that influence safe practice and behaviour at work and be able to:

- i Identify the ways in which a positive health and safety culture in the workplace can be developed and maintained.
- ii State the requirements for and explain the benefits of providing information, instruction, training and supervision with respect to health and safety.
- iii Describe the factors to be considered in the development and provision of effective health and safety training in the workplace and explain the need for feedback and evaluation.
- iv State the requirements for and describe the rights and functions of trade union and non-trade union employee representatives with respect to health and safety.
- v Outline the legal and practical requirements for safety committees.
- vi Identify the factors that determine an employee's competence with respect to health and safety.

C Workplace and work equipment

Candidates should understand the requirement to provide and maintain workplaces and work equipment that are safe and without risk to health and be able to:

- i Describe the general features of work premises designed to ensure the health, safety and welfare of occupants.
- ii Describe the welfare facilities required for employees.
- iii Describe the factors that should be considered in deciding appropriate arrangements for first-aid provision.
- iv Identify the factors that should be considered in the selection of work equipment.
- v Describe ways of eliminating or minimising the risks from the use of machinery.
- vi Describe the requirements for ensuring the safe use of electrical equipment.
- vii Describe ways of eliminating or minimising the risks from work at height.
- viii Describe ways of eliminating or minimising the risks from vehicles in the workplace.
- ix Identify the controls required to provide adequate fire safety.
- x Describe the arrangements that should be in place for emergency situations and events of serious and imminent danger.

D Hazardous agents

Candidates should understand the requirement to control the risks from hazardous agents in the workplace and be able to:

- i Define the term 'occupational health' and outline, with examples, the categories of health hazard in the workplace.
- ii Outline the types of risk and the factors that determine the level of risk from hazardous substances.
- iii Describe how hazardous substances can enter the human body and outline the body's responses to such substances.
- iv Describe the procedures and precautionary measures necessary when handling and using hazardous substances.
- v Explain the roles of environmental monitoring and occupational exposure limits in the control of health hazards.
- vi Explain the role of medical health screening and health surveillance for employees.
- vii Describe the health effects of noise and the methods of controlling noise in the workplace.
- viii Describe the health effects of vibration and the methods of controlling vibration in the workplace.
- ix Identify occupational sources of ionising and non-ionising radiation and describe the methods of control.
- x Outline the health problems associated with manual handling operations, repetitive work and the use of display screen equipment and describe ways of minimising the risks.
- xi Explain how excessive stress can affect an individual and describe an appropriate control strategy.

E Legislation

Candidates should understand the main requirements of health and safety legislation and be able to:

- i Describe the role and influence of the European Union with respect to health and safety legislation in the UK.
- ii Describe the legal status of and relationships between Acts of Parliament, regulations, approved codes of practice and official guidance.
- iii Outline the general duties imposed on employers, self-employed persons, persons in control of premises, employees and persons involved with supply with respect to the health and safety of persons at work or affected by work activities.
- iv Describe the UK regulatory system with respect to health and safety.
- v Outline the role and powers of, and the enforcement actions available to, health and safety enforcement officers.
- vi Describe the possible consequences of non-compliance with health and safety law.
- vii State the legal requirement for appointing competent persons to assist employers in complying with their legal duties and outline the possible roles of such persons.



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