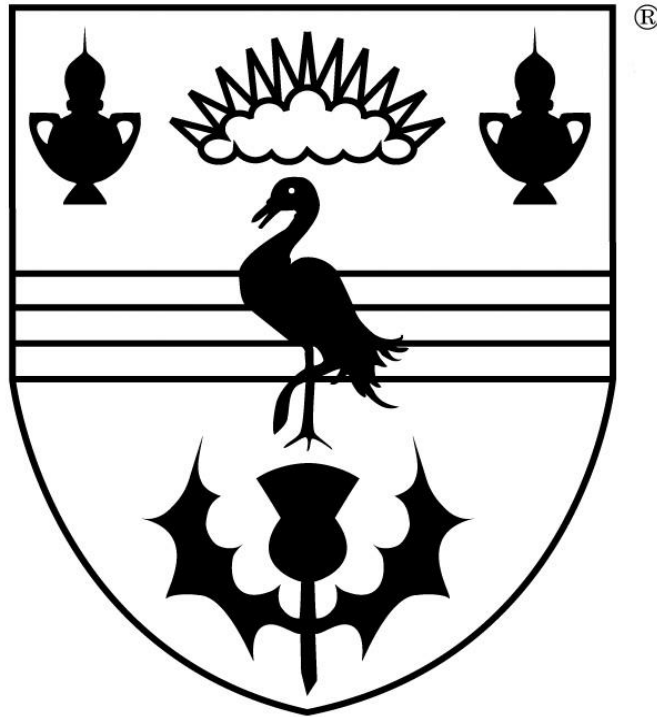


# ***The Royal Environmental Health Institute of Scotland***



## ***Intermediate Health and Safety Course***

### ***Syllabus***

***Minimum teaching time –16 hours***

***This qualification is credit rated on the Scottish Credit Qualifications Framework (SCQF) at level  
7 and awarded 3 credit points***

***The Royal Environmental Health Institute of Scotland is a registered Scottish Charity, No SC009406***

All Objectives to be prefixed by the words: The expected outcome is that the course participant is able to:

## **1.0. GENERAL INTRODUCTION**

Aim To provide a general understanding of the importance of, and diversity of, health and safety.

### Objectives

- 1.1. Describe, in very general terms, the diversity of health and safety and explain why an understanding of the subject requires a broad knowledge of many disciplines.
- 1.2. Describe, in general terms, the moral, financial and legal reasons for effective health and safety management.
- 1.3. Describe, in general terms, the level of fatalities and other accidents per year in British workplaces.

## **2.0. HEALTH AND SAFETY LEGISLATION**

Aim To provide a general understanding of the legal framework governing health and safety.

### Objectives

- 2.1. Describe the general structure of occupational health and safety legislation in Scotland.
- 2.2. Describe, in general terms, the status of Approved Codes of Practice, Codes of Practice and HSE Guidance Notes.
- 2.3. Describe, in general terms, the role and powers of inspectors appointed under the Health and Safety at Work etc Act 1974 and the responsibilities of the HSE, Local Authority and Fire Authority.
- 2.4. Describe, in general terms, the role of Courts and Tribunals in health and safety enforcement in Scotland.
- 2.5. Describe the main requirements of the Health and Safety at Work Etc Act 1974.

## **3.0. AN INTRODUCTION TO THE MANAGEMENT OF HEALTH AND SAFETY**

Aim To provide a general understanding of effective health and safety management.

### Objectives

- 3.1. Explain why it is important to integrate health and safety with all other management functions

- 3.2. Describe, in general terms, the main requirements of a health and safety policy and explain why that policy should be implemented, monitored and reviewed.
- 3.3. Describe, in general terms, the role of a "competent person" appointed to assist management comply with health and safety legislation.
- 3.4. Describe the role of the line manager and supervisor.
- 3.5. Define the terms: hazard, risk.
- 3.6. Describe the main types of hazard encountered in their workplace.
- 3.7. Describe methods of hazard identification.
- 3.8. Describe the general principles of risk assessment.
- 3.9. Describe, in general terms, the hierarchy of risk control.
- 3.10. Describe the main requirements of the Management of Health and Safety at Work Regulations 1999.

#### **4.0. THE GENERAL WORKING ENVIRONMENT**

Aim To provide an understanding of the requirements regarding the general working environment.

##### **Objectives**

- 4.1. Explain the importance of a safe and comfortable working environment in relation to physical and mental health.
- 4.2. Describe, in general terms, the legal duties of employers and others with control of a workplace.
- 4.3. Provide examples of particular matters controlled by legislation.
- 4.4. Describe, in general terms, the requirements for hygiene and welfare in relation to sanitary conveniences, washing facilities and facilities for pregnant women and nursing mothers.
- 4.5. Describe the requirements for internal and external traffic routes.
- 4.6. Provide practical examples showing legal requirements supporting a safe and healthy work environment.
- 4.7. Describe the main requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.
- 4.8. Describe the main requirements of the Health and Safety (First Aid) Regulations 1981.
- 4.9. Describe the main requirements of the Health and Safety (Safety, Signs and Signals) Regulations 1996.

## **5.0. THE PREVENTION OF SLIPS, TRIPS AND FALLS**

**Aim** To provide a general understanding of the significance of accidents due to slips, trips and falls and how such accidents can be prevented.

### **Objectives**

- 5.1. Explain the significance of slipping, tripping and falling accidents, including falls from a height, and their statistical importance.
- 5.2. Describe, in general terms, the measures that can be taken to prevent slips, trips and falls on walking surfaces.
- 5.3. Describe, in general terms, the safety measures which can be used to prevent falls from heights.
- 5.4. Describe the correct use of ladders, steps and mobile access towers.
- 5.5. Describe, in general terms, appropriate methods for access to and egress from high level workplaces.

## **6.0. MACHINERY, EQUIPMENT AND PROCESSES**

**Aim** To provide a general understanding of the hazards associated with machinery, equipment and processes and how the risks associated with these hazards can be controlled.

### **Objectives**

- 6.1. Define the terms: processes, work equipment.
- 6.2. Describe the main hazards associated with machinery and equipment.
- 6.3. Describe the main types of safe guarding that can be applied to machinery and equipment.
- 6.4. Describe the measures that can be taken to ensure safety with machinery, equipment and processes.
- 6.5. Describe the main requirements of the Provision and Use of Work Equipment Regulations 1998.

## **7.0. ELECTRICITY AT WORK**

**Aim** To provide a general understanding of the safe use of electrical equipment.

### **Objectives**

- 7.1. Describe the effects electricity has on the body.

- 7.2. Define the term: electrical system.
- 7.3. Describe, in general terms, the aspects of electrical systems which are fundamental to safety.
- 7.4. Provide examples of types of adverse conditions where danger could arise if electrical equipment is not properly constructed or maintained.
- 7.5. Explain how portable electrical equipment may be used safely.
- 7.6. Describe, in general terms, the duties of employers in relation to the safety, maintenance and inspection of electrical systems and equipment.
- 7.7. Describe appropriate action to be taken when someone receives an electric shock.
- 7.8. Describe the main requirements of the Electricity at Work Regulations 1989.

## **8.0. FIRE**

Aim To provide a general understanding of the risks associated with fire and methods of controlling these risks.

### Objectives

- 8.1. Explain what is meant by the fire triangle.
- 8.2. Explain the three ways to extinguish fire.
- 8.3. Describe typical hazards which can lead to risk of fire.
- 8.4. Explain the main dangers associated with fire.
- 8.5. Describe, in general terms, action that can be taken to reduce the risk of fire in the workplace.
- 8.6. Describe the main requirements of the Fire (Scotland) Act 2005 as amended 2006 and the Fire (Scotland) Regulations 2006.

## **9.0. HAZARDOUS SUBSTANCES**

Aim To provide a general understanding of the effects that hazardous substances may have on the body and how these effects can be monitored and controlled.

### Objectives

- 9.1. Describe, in general terms, how hazardous substances can enter the body.

- 9.2. Describe, in very general terms, the effects that a range of hazardous substances can have on the body, both in the short and long term.
- 9.3. Explain how certain processes can create hazardous substances.
- 9.4. Describe, in general terms, the duties, required by legislation of employers and employees, with regard to hazardous substances.
- 9.5. Explain the requirement for assessment of substances.
- 9.6. Describe, in general terms, the need for personal hygiene and the requirements for washing and/or changing facilities.
- 9.7. Describe appropriate emergency procedures and equipment in relation to hazardous substances.
- 9.8. Describe, in very general terms, the legal requirements regarding labelling of hazardous substances.
- 9.9. Explain how exposure to hazardous substances can be prevented or controlled.
- 9.10. Describe the priority checking of control measures.
- 9.11. Describe the role of health surveillance and EMAS.
- 9.12. Describe the main requirements of the Control of Substances Hazardous to Health Regulations 2002 as amended 2004(COSHH).

## **10.0. NOISE AT WORK**

**Aim** To provide a general understanding of the problem of noise at work and how noise can be controlled.

### **Objectives**

- 10.1. Define the terms: noise, 'A' weighted decibel [dB(A)].
- 10.2. Describe, in very general terms, the action that can be taken to control occupational noise exposure.
- 10.3. Describe the main requirements of the Control of Noise at Work Regulations 2005.

## **11.0. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Aim To provide a general understanding of the appropriate use of PPE.

### Objectives

- 11.1. Explain what is meant by PPE and give examples of a variety of such equipment.
- 11.2. Describe typical circumstances under which PPE would be necessary.
- 11.3. Describe the importance of regular maintenance and proper storage of PPE.
- 11.4. Describe the main requirements of the Personal Protective Equipment at Work Regulations 1992.

## **12.0. MANUAL AND MECHANICAL HANDLING**

Aim To provide a general understanding of the problems associated with manual and mechanical handling and how they can be overcome.

### Objectives

- 12.1. Explain the significance of injuries caused by manual handling and lifting and their statistical importance.
- 12.2. Describe, in general terms, the methods used to assess whether there could be a risk of injury from a particular manual handling operation.
- 12.3. Describe how to conduct an assessment of the risks for a manual handling operation.
- 12.4. Explain the priority ranking of measures to reduce the risk of injury from manual handling.
- 12.5. Describe the correct procedures for lifting, handling and stacking a load.
- 12.6. Define the term: mechanical handling equipment.
- 12.7. Describe, in general terms, the particular hazards associated with a range of mechanical handling equipment.
- 12.8. Describe, in general terms, the measures that can be taken to control the risks associated with mechanical handling.
- 12.9. Describe the main requirements of the Manual Handling Operations Regulations 1992.

### **13.0.           ERGONOMICS**

Aim                   To provide a general understanding of the importance of ergonomics in the creation of a healthy and safe working environment.

#### Objectives

- 13.1.           Define the terms: ergonomics, display screen equipment, workstation, upper limb disorder and repetitive strain injury.
- 13.2.           Explain, in very general terms, the principles of ergonomics in relation to the design of workplaces, workstations, equipment and tasks.
- 13.3.           Describe, in general terms, the possible effects on the body of badly designed workplaces, workstations, equipment and tasks.
- 13.4.           Describe practical changes to workplaces, workstations, equipment and tasks which can be made to prevent or alleviate the effects of poor ergonomics.
- 13.5.           Describe the main requirements of the Health and Safety (Display Screen Equipment) Regulations 1992.

### **14.0.           STRESS AT WORK**

Aim                   To provide a general understanding of the causes and effects of stress at work

#### Objectives

- 14.1.           Define the term: Stress.
- 14.2.           Describe the common causes of stress at work.
- 14.3.           Describe in general the effects of stress on job performance.
- 14.4.           Describe how stress at work can be reduced.
- 14.5.           Describe the legal situation regarding stress at work.

### **15.0.           ACCIDENT PREVENTION, REPORTING AND ANALYSIS**

Aim                   To provide a general understanding of why accidents happen, how they can be prevented and the legal requirements for reporting certain incidents.

#### Objectives

- 15.1.           Define the terms: accident, emergency, incident and injury.
- 15.2.           Explain the principles of accident prevention and describe the main causes of accidents.
- 15.3.           Distinguish between 'cause of accident' and 'cause of injury'.



- 15.4. Describe, in very general terms, how human factors affect people's behaviour at work and their attitude to health and safety issues.
- 15.5. Describe the procedures to be taken in the event of a common emergency at their place of work.
- 15.6. Explain the concept of a safe system of work.
- 15.7. Explain, in general terms, the main hazards associated with maintenance and how they can be overcome.
- 15.8. Describe the main requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- 15.9. Describe the main requirements of the Health and Safety Information for Employees Regulations 1989.
- 15.10. Explain the legal obligations of employees.
- 15.11. Describe the importance of induction and continuing training in health and safety.
- 15.12. Explain how the general public and/or visitors may be made aware of health and safety matters in premises.
- 15.13. Describe, in general terms, the role of safety representatives and safety committees.

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