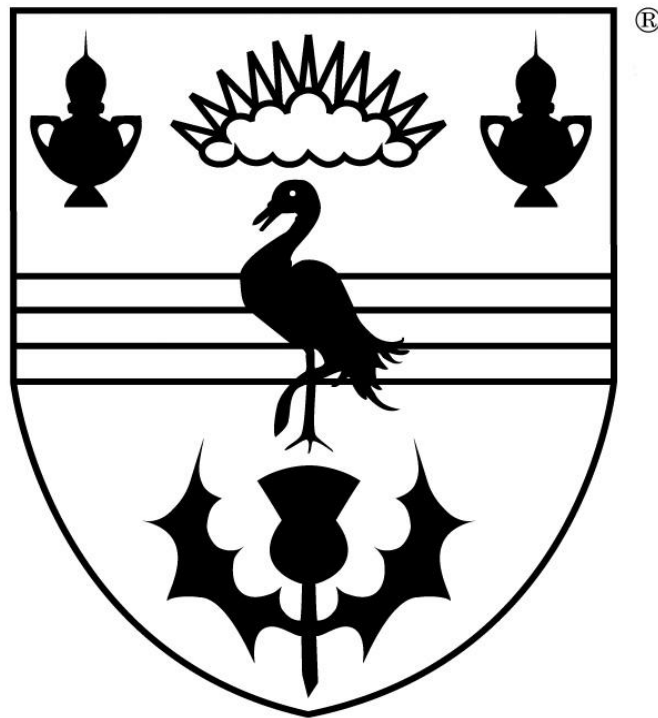


***The Royal Environmental Health  
Institute of Scotland***



***Intermediate Health and Safety Course***

***Syllabus***

***Minimum teaching time – 16 hours***

*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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