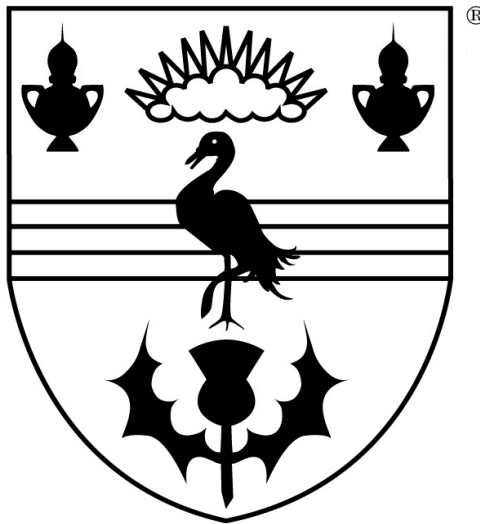


*The Royal Environmental Health Institute of  
Scotland*



*Introduction to Health and Safety Course*

*Syllabus*

*Minimum teaching time – 3 hours*

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

**All Outcomes to be prefixed by the words: The expected outcome is that the course participant must know and understand:**

## **INTRODUCTION TO THE COURSE**

The syllabus aims to raise awareness of key health and safety issues in the workplace.

The course meets the requirements for induction training for all staff, including young people preparing for work experience, people changing employment and people with no previous employment history.

The course is suitable for use in schools and colleges for promoting risk awareness and risk prevention as an integral part of education

A practical approach to training is recommended and individuals should be actively encouraged to participate fully both on their own and in small groups.

### **1.0 GENERAL INTRODUCTION**

#### **Outcomes**

- 1.1 The importance of health and safety, what accidents and work-related ill-health are, and why they occur.
- 1.2 Why the welfare of people at work is important.
- 1.3 The approximate annual number of reported work related deaths, and injuries, which occur to people at, work in the United Kingdom, and the approximate costs involved.
- 1.4 The meaning of: Hazard, Risk, Safe, Accident, Dangerous occurrence.

### **2.0 AN INTRODUCTION TO HEALTH AND SAFETY LAW**

#### **Outcomes**

- 2.1 That the Health and Safety at Work etc. Act 1974 is the major piece of United Kingdom legislation for Health and Safety.
- 2.2 The duties of an employer to employees and others who may be affected by work activities, eg tradesmen and members of the public and that adequate training for employees must be provided.
- 2.3 The duties of employees whilst at work.
- 2.4 The requirements of employers to consult with employees regarding Health and Safety.

2.5 Protection for young people in the workplace.

### 3.0 **RISK ASSESSMENT**

#### Outcomes

3.1 The range of health and safety hazards and the harm they can do.

3.2 Risk and its reduction/prevention.

3.3 The terms hazard and risk.

3.4 Why risk assessments are carried out.

3.5 The importance of reporting potential health and safety hazards.

### 4.0 **GENERAL WORKING ENVIRONMENT**

#### Outcomes

4.1 That the following are all features of a healthy and safe workplace:

- (a) Workstations
- (b) Room dimensions and space
- (c) Floors & Gangways
- (d) Stairways
- (e) Lighting
- (f) Temperature
- (g) Ventilation
- (h) Housekeeping –
  - Safe storage
  - Falling objects
- (j) Toilets and Washing Facilities
- (j) Smoking
- (k) Welfare provision
- (l) Personal hygiene
- (m) First Aid provision
- (n) Rest Areas

4.2 The importance of safety signs and their usage

### 5.0 **SLIPS, TRIPS AND FALLS**

#### Outcomes

5.1 The significance of injuries received through slips, trips and falls.

5.2 The appropriate measures to prevent slips, trips and falls.

5.3 The appropriate measures to ensure safe access and egress and when working at height and below ground level, with particular reference to:

- a) ladders
- b) work platforms including portable access platforms
- c) safeguarding hatches and pits
- d) scaffolding

## 6.0 HAZARDOUS SUBSTANCES

Outcomes

6.1 Why substances can be hazardous and the basic classification of hazardous substances.

## 7.0 OCCUPATIONAL HEALTH

Outcomes

7.1 The causes of work related ill health and the steps to control and prevent it.

7.2 The appropriate measures to control the hazards associated with work related ill health including:-

- (a) Noise
- (b) Repetitive strain injury(RSI)
- (c) Display screen equipment (DSE)
- (d) Viral and bacterial infections  
e.g. legionnaires disease, hepatitis B.
- (e) Stress.

N.B. These are basic occupational health issues. Course presenters should include other specific issues if they are relevant to the workplace situation of their course participants.

## 8.0 MACHINERY AND EQUIPMENT

Outcomes

8.1 The main hazards associated with machinery, equipment and measures to control these hazards

## 9.0 MANUAL HANDLING

Outcomes

- 9.1 The significance of body injuries and their management in the workplace.
- 9.2 The correct procedure for lifting and carrying.

## 10.0 **ELECTRICITY AT WORK**

### Outcomes

- 10.1 The dangers of electricity and common electrical hazards.
- 10.2 The action to be taken in the event of someone receiving an electric shock.
- 10.3 The appropriate use and maintenance of:
- (a) Plugs
  - (b) Fuses
  - (c) Cable and flex
  - (d) Adaptors
  - (e) Residual Current Devices (RCDs)
- 10.4 How environmental conditions may affect the safe use of electrical equipment indoors and outdoors.

## 11.0 **PERSONAL PROTECTIVE EQUIPMENT**

### Outcomes

- 11.1 The different types of PPE and the hazards against which they provide protection.

## **FIRE**

### Outcomes

- 12.1 The dangers associated with fire.
- 12.2 The “fire triangle” and the three conditions required for fire to start and continue to burn.
- 12.4 The need for provision of adequate methods of raising the alarm, and routes of escape in the event of fire.

## 13.0 **ACCIDENTS AND EMERGENCIES**

### Outcomes

- 13.1 The human factors which can cause accidents.

- 13.2 The actions that should be taken after an accident or dangerous occurrence has taken place.
- 13.3 In general terms, the main requirement for reporting accidents.
- 13.4 The importance of reporting and recording all accidents or near miss incidents.
- 13.5 The need for first aid and First Aid equipment and facilities.

October 2006

© REHIS 2006