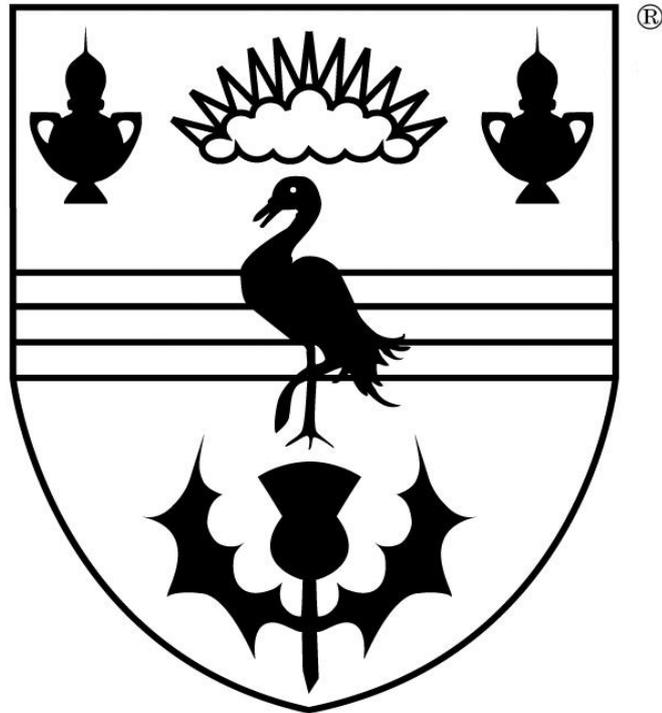


***The Royal Environmental Health
Institute of Scotland***



***Certificate in
Advanced Health and Safety Course***

Syllabus

Minimum teaching time – 36 hours

The REHIS Certificate in Advanced Health & Safety has been levelled at:
SCQF Level 8 and rated at 5 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 an understanding of the importance of and diversity of health and safety.

Objectives

- 1.1 Describe, in 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 Explain, in general terms, why health and safety is important and why accidents and occupational diseases should be prevented.
- 1.3 Describe the current statistical trends for fatalities and accidents.

2.0 HEALTH AND SAFETY LEGISLATION

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

Objectives

- 2.1 Describe the function of criminal, civil, common and case law as they apply to occupational health and safety in Scotland.
- 2.2 Describe the function of the law of negligence as it applies to occupational health and safety in Scotland.
- 2.3 Describe the general structure of occupational health and safety legislation in the UK.
- 2.4 Describe the main requirements of the Health and Safety at Work etc Act 1974.
- 2.5 Describe the status of Approved Codes of Practice, Codes of Practice, HSE Guidance Notes, British Standards and other safety literature.
- 2.6 Describe the role of inspectors appointed under the Health and Safety at Work etc Act 1974 and the responsibilities of the various enforcement agencies.
- 2.7 Describe the role of Courts and Tribunals in health and safety enforcement in Scotland.
- 2.8 Provide examples of various sources of health and safety reference material.

3.0 THE MANAGEMENT OF HEALTH AND SAFETY

Aim To provide an understanding of effective health and safety management.

Objectives

- 3.1 Describe the moral, financial and legal reasons for effective health and safety management.
- 3.2 Explain why it is important to integrate health and safety with all other management functions.
- 3.3 Describe the main requirements of a health and safety policy and explain why that policy should be implemented, monitored and reviewed.
- 3.4 Describe the role of a “competent person” appointed to assist management comply with health and safety legislation.
- 3.5 Describe the legal requirements relating to the management of health and safety.

4.0 RISK ASSESSMENT AND CONTROL

Aim To provide an understanding of the principles of risk assessment and control.

Objectives

- 4.1 Define the terms: hazard, risk.
- 4.2 Describe the main types of hazard encountered in the workplace.
- 4.3 Describe methods of hazard identification.
- 4.4 Describe the general principles of risk assessment.
- 4.5 Provide a sample completed risk assessment.
- 4.6 Describe the principles of, and the general hierarchy of, risk control.
- 4.7 Describe the legal requirements relating to risk assessment and control.

5.0 ACCIDENT PREVENTION, REPORTING AND ANALYSIS

Aim To provide an understanding of why accidents happen, how they may be prevented and legal requirements for reporting certain incidents.

Objectives

- 5.1 Define the terms: accident, emergency, incident and injury.
- 5.2 Explain the principles of accident prevention and describe the main causes of accidents.
- 5.3 Distinguish between 'cause of accident' and 'cause of injury'.
- 5.4 Describe, in general terms, how human factors affect people's behaviour at work and their attitude to health and safety issues.
- 5.5 Describe, in general terms, how stress, drugs and alcohol can affect people's behaviour at work.
- 5.6 Describe the procedures to be taken in the event of a common emergency at their place of work.
- 5.7 Describe the procedures to be taken for investigating and reporting accidents, incidents and dangerous occurrences.
- 5.8 Explain why it is important to keep records of incidents and how such records may be used in accident prevention.
- 5.9 Describe the different types of safety monitoring techniques.
- 5.10 Select the appropriate safety monitoring technique(s) for a range of situations.
- 5.11 Explain the concept of a safe system of work.
- 5.12 Explain how a permit to work system may be an extension of a safe system of work.
- 5.13 Explain the importance of clearly defining safety responsibilities of all parties when contractor and/or sub-contractor are working at a location.
- 5.14 Describe the main hazards associated with maintenance and how they may be overcome.
- 5.15 Describe, in general terms, the legal requirements relating to accident prevention, reporting and analysis.

6.0 HEALTH AND SAFETY TRAINING AND INFORMATION

Aim To provide an understanding of why, when and how health and safety training and information can be given.

Objectives

- 6.1 Describe the legal requirements for the provision of health and safety training and information to employees.
- 6.2 Explain the legal obligations of employees.
- 6.3 Describe the role of safety representatives and safety committees.
- 6.4 Describe the components of a health and safety policy.
- 6.5 Describe the importance of induction training in health and safety.
- 6.6 Explain how relevant specialised training in health and safety can be tailored to the needs of the individual.
- 6.7 Describe the factors to be considered in the design of health and safety training programmes.
- 6.8 Explain the training techniques and describe the communication aids available to health and safety trainers.
- 6.9 Explain the need for feed-back and evaluation following health and safety training, and explain how this may be used to improve training programmes.
- 6.10 Describe how health and safety awareness can be maintained.
- 6.11 Describe the need for and benefits of training records.
- 6.12 Explain how the general public and/or visitors may be made aware of health and safety matters in premises.

7.0 THE PREVENTION OF SLIPS, TRIPS AND FALLS

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

Objectives

- 7.1 Explain the significance of slipping, tripping and falling accidents, including falls from a height, and their statistical importance.
- 7.2 Describe the measures that can be taken to prevent slips, trips and falls on walking surfaces.

- 7.3 Describe, in general terms, the significance that floor coverings can have on slipping, tripping and falling accidents.
- 7.4 Describe appropriate methods for access to and egress from high level workplaces.
- 7.5 Describe the correct use of ladders, steps and mobile access towers.
- 7.6 Describe the safety measures which can be used to prevent falls from heights.
- 7.7 Describe, in very general terms, access requirements for window cleaning and maintenance.
- 7.8 Describe the legal requirements relating to slipping, tripping and falling accidents and working at a height.

8.0 MACHINERY, EQUIPMENT AND PROCESSES

Aim To provide an understanding of the hazards associated with machinery, equipment and processes and how the risks associated with these hazards may be controlled.

Objectives

- 8.1 Define the terms: processes, work equipment.
- 8.2 Describe the main hazards associated with machinery and equipment.
- 8.3 Describe the types of safe guarding that can be applied to machinery and equipment, and the appropriateness of each for a variety of circumstances.
- 8.4 Describe the measures that can be taken to ensure safety with machinery, equipment and processes.
- 8.5 Describe in general terms, the legal requirements relating to the safety of machinery, equipment and process.

9.0 ELECTRICITY

Aim To provide an understanding of the safe use of electrical equipment.

Objectives

- 9.1 Explain, in very general terms, the basic principles of electricity.
- 9.2 Describe the effects electricity has on the body.
- 9.3 Define the term: electrical system.

- 9.4 Describe the aspects of electrical systems which are fundamental to safety.
- 9.5 Describe the action to be taken when working on, or close to, a live electrical system.
- 9.6 Provide examples of types of adverse conditions where danger could arise if electrical equipment is not properly constructed and maintained.
- 9.7 Explain the importance of regular inspection and maintenance of electrical equipment.
- 9.8 Describe methods of testing electrical systems and equipment.
- 9.9 Provide examples of situations where reduced voltage systems should be used.
- 9.10 Explain how portable electrical equipment may be used safely.
- 9.11 Distinguish between different types of electrical installations and explain the method of protection from current for each.
- 9.12 Describe the duties of employers in relation to the safety, maintenance and inspection of electrical systems and equipment.
- 9.13 Explain, in very general terms, the standards imposed by current Institution of Electrical Engineers (IEE) Regulations.
- 9.14 Describe appropriate action to be taken when someone receives an electric shock.
- 9.15 Describe, in general terms, the legal requirements relating to electricity at work.

10.0 FIRE AND EXPLOSION

Aim To provide an understanding of the risks associated with fire and explosion and methods of controlling these risks.

Objectives

- 10.1 Explain what is meant by the fire triangle.
- 10.2 Explain the three ways to extinguish fire.
- 10.3 Describe typical hazards which can lead to risk of fire.
- 10.4 Explain the main dangers associated with fire.
- 10.5 Describe action that can be taken to reduce the risk of fire in the workplace.

- 10.6 Describe appropriate control measures to prevent or slow down the spread of fire.
- 10.7 Describe, in general terms, the requirements for storage of a range of substances which present particular fire hazards.
- 10.8 Describe the common causes of explosion in workplaces and provide specific examples.
- 10.9 Describe, in general terms, the legal requirements relating to fire and explosion.

11.0 OCCUPATIONAL HEALTH

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

Objectives

- 11.1 Describe how hazardous substances can enter the body.
- 11.2 Describe, in general terms, the effects that a range of hazardous substances can have on the body.
- 11.3 Describe minor and major occupational health problems associated with hazardous substances.
- 11.4 Describe the procedures for identifying signs and symptoms of occupational ill-health or disease among employees.
- 11.5 Define the terms: long term effects, short term effects.

12.0 HAZARDOUS SUBSTANCES

Aim To provide an understanding of the hazards associated with exposure to hazardous substances, and how legislation exists to control the risks associated with those hazards.

Objectives

- 12.1 Distinguish between substances covered and not covered by specific legislation.
- 12.2 Explain how certain processes can create hazardous substances.
- 12.3 Describe the duties, required by legislation, of employers and employees.
- 12.4 Provide examples of sources of information available to assist in the classification of substances.

- 12.5 Explain the requirement for assessment of substances and describe how it may be undertaken.
- 12.6 Describe, in general terms, the need for personal hygiene and the requirements for washing and/or changing facilities.
- 12.7 Describe appropriate precautions required during storage, transportation and use of a range of hazardous substances.
- 12.8 Describe appropriate emergency procedures and equipment.
- 12.9 Describe, in general terms, the legal requirements relating to hazardous substances.
- 12.10 Describe the legislation regarding labelling of hazardous substances.
- 12.11 Describe, in general terms, the legislation regarding transportation of hazardous substances.

13.0 MONITORING AND CONTROL OF EXPOSURE

Aim To provide an understanding of how exposure to hazardous substances can be controlled.

Objectives

- 13.1 Define the terms: control measure, maximum exposure limit and occupational exposure standard and explain their significance.
- 13.2 Describe the procedure which should be implemented to evaluate risk to health.
- 13.3 Explain how exposure to hazardous substances can be prevented.
- 13.4 Describe the requirements regarding control measures that employers must follow.
- 13.5 Describe the priority ranking of control measures.
- 13.6 Describe, in very general terms, the special measures for the control of carcinogens, asbestos and lead.
- 13.7 Describe the procedures for a range of control and emergency action.
- 13.8 Describe, in very general terms, the criteria required in setting exposure limits.
- 13.9 Explain how an employer applies exposure limits.
- 13.10 Describe the use and maintenance of a range of control measures.

13.11 Explain when personal protective equipment (PPE) is required and describe, in general terms, the capability requirements for PPE.

13.12 Explain why employee's exposure to hazardous substances should be monitored.

13.13 Describe the role of EMAS and of health surveillance.

14.0 ERGONOMICS

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

Objectives

14.1 Define the terms: ergonomics, display screen equipment, workstation, upper limb disorder, repetitive strain injury.

14.2 Explain, in very general terms, the principles of ergonomics in relation to the design of workplaces, workstations, equipment and tasks.

14.3 Explain the ergonomic benefits associated with practical examples of good design.

14.4 Describe the effects on the body of badly designed workplaces, workstations, equipment or tasks.

14.5 Provide examples of common disorders, including the symptoms, associated with poor ergonomics.

14.6 Describe practical changes to workplaces, workstations, equipment and tasks which can be made to prevent or alleviate the effects of poor ergonomics.

14.7 Describe, in general terms, the legal requirements relating to ergonomics.

15.0 NOISE

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

Objectives

15.1 Define the term: noise.

- 15.2 Explain, in general terms, the significance in occupational noise control of the following terms:
- (a) Decibel
 - (b) 'A' Weighting
 - (c) Frequency
 - (d) Peak Noise
 - (e) Leq.
- 15.3 Describe, in general terms, the action that can be taken to control occupational noise exposure.
- 15.4 Describe the legal requirements to control noise in the workplace and the significance of "action levels" in terms of these requirements.

16.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Aim To provide an understanding of the appropriate use of PPE.

Objectives

- 16.1 Explain what is meant by PPE and give examples of a wide variety of such equipment.
- 16.2 Describe the circumstances under which PPE would be necessary.
- 16.3 State the factors to be considered when selecting appropriate PPE.
- 16.4 Describe the importance of regular maintenance and proper storage of PPE.
- 16.5 Describe the types of information, instruction and training which should be provided with PPE users.
- 16.6 Describe, in general terms, the legal requirements to PPE.

17.0 MANUAL AND MECHANICAL HANDLING

Aim To provide an understanding of the problems associated with manual and mechanical handling and how they may be overcome.

Objectives

- 17.1 Explain the significance of injuries caused by manual handling and lifting.
- 17.2 Describe the methods used to assess whether there could be a risk of injury from a particular manual handling operation.
- 17.3 Describe how to conduct an assessment of the risks for a manual handling operation.

- 17.4 Explain the priority ranking of measures to reduce the risk of injury from manual handling.
- 17.5 Describe the correct procedures for lifting, handling and stacking a load.
- 17.6 Define the term: mechanical handling equipment.
- 17.7 Describe the particular hazards associated with a range of mechanical handling equipment.
- 17.8 Describe the measures that can be taken to control the risks associated with mechanical handling.
- 17.9 Describe, in general terms, the legislation relating to manual handling and to the safety of mechanical handling equipment.

18.0 STRESS AT WORK

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

Objectives

- 18.1 Define the terms: stress and stressor.
- 18.2 Describe the common causes of stress at work and the more common occupational stressors.
- 18.3 Describe the effects of stress on job performance and the psychological effects of stress.
- 18.4 Describe how stress at work can be reduced.
- 18.5 Describe the legal situation regarding stress at work.

19.0 WELFARE AND GENERAL PROVISIONS

Aim To provide an understanding of the requirement regarding the welfare of people in workplaces, and other general provisions.

Objectives

- 19.1 Explain the importance of a safe and comfortable working environment in relation to physical and mental health.
- 19.2 Describe the legal duties of employers and others with control of a workplace.
- 19.3 Explain that the aim of relevant legislation is to meet the health, safety and welfare requirements of everyone in a workplace.
- 19.4 Provide examples of particular matters controlled by legislation.

- 19.5 Describe the specific requirements for hygiene and welfare in relation to sanitary conveniences, washing facilities, and facilities for pregnant women and nursing mothers.
- 19.6 Describe, in general terms, the requirements for glazed areas.
- 19.7 Describe, in general terms, the requirements for provision to allow cleaning of windows and skylights safely.
- 19.8 Describe the requirements for internal and external traffic routes.
- 19.9 Describe the requirements for safety signs in a workplace.
- 19.10 Provide practical examples showing legal requirements supporting a safe and healthy working environment.
- 19.11 Describe, in general terms, requirements and legislation relating to hours of work.
- 19.12 Describe the requirements for first aid provision in workplaces.