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**IOSH Managing Safely<sup>®</sup>**



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training  
provider  
1857



IOSH Managing Safely

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## Course Overview

### Is the course right for your team?

**IOSH Managing Safely® is a leading health and safety certificate around the world. It's for people working in line management or supervisory type role in any business or industry.**

The course will help your management team get up-to-speed on their responsibilities. It won't turn them into safety experts. But it will give them an understanding of the responsibilities and accountabilities placed on your organisation by the law and health and safety management systems. They'll also learn the practical actions they need to take to help meet those obligations and maintain a safe and healthy workplace.

### Entry requirements

There aren't any! Learners don't need any health and safety knowledge or experience to take the course.

### Course Duration

IOSH Managing Safely requires 24 hours of study, which can be taken online, in a virtual classroom, or at your premises.

Tutor-led courses are three days long. Online learners get six months of access to course materials and tutor support, which they can work through in their own time.



# Why Take The Course?

## Protect your employees from life-changing injuries

**A serious workplace injury or death can change lives forever – for families, friends, communities and colleagues.**

Managing Safely will help your team create a safe and healthy workplace to thrive in their job and get home safely at the end of each day.

## Avoid high costs

Employers have a legal duty to protect the health of their workers. Those who neglect their obligations will be liable for a criminal prosecution, face sick pay and absence costs, and experience harm to both business reputation and profitability.

IOSH Managing Safely will help your management team understand the legal obligations placed on Managers and employers. That way, they can make sure everyone is working legally and in line with best practice.

## Help create a safety-conscious workforce.

Creating a safe workplace isn't a one-person job. It takes all employees to understand the importance of health and safety and work towards one unified goal. IOSH Managing Safely will help your Management team lead by example and promote a health and safety culture in which everyone plays their part.



# Course Structure

IOSH Managing Safely covers the main principles for managing and improving health and safety in the workplace. It's split into eight modules:

1  
Introducing Managing Risk

5  
Common Hazards

2  
Assessing Risk

6  
Investigating accidents and incidents

3  
Controlling Risks

7  
Measuring Performance

4  
Understanding Responsibilities

8  
Bonus Module: Human Factors

## Bonus Module: Human Factors explained

When you complete this module, you will be able to positively influence the health and safety culture and behaviour in your organisation, ultimately leading to improved performance.

Human factors are factors influencing behaviour at work which effect health and safety. These factors are defined as the individual, the job and the organisation.

## Learning outcomes

By the end of the course, your staff will be able to:

- ▶ Understand the importance of managing health and safety.
- ▶ Identify how the law can have an impact on safety and health in the workplace.
- ▶ Identify workplace hazards and risks, their impact and how to manage them.
- ▶ Identify how to evaluate and respond to an incident.
- ▶ List the benefits and characteristics of an effective health and safety management system.
- ▶ Describe the principles that underpin good safety and health performance.

# Full Course Syllabus

## Introducing Managing Risk.

- ▶ Describe the principles that underpin good safety and health performance.
- ▶ The moral, legal and financial reasons to manage health and safety.
- ▶ Managers responsibilities and accountability

## Assessing Risk.

- ▶ Sensible risk management
- ▶ The risk assessment process
- ▶ Specific cases for risk assessment

## Controlling Risks.

- ▶ The legal framework for Risk Management
- ▶ Hierarchies of control
- ▶ Required levels of control
- ▶ Safety Systems of Work (SSW) and Permits to Work (PTW)
- ▶ Emergency arrangements

## Understanding Responsibilities.

- ▶ Health and safety law; civil, criminal and levels of legal duties
- ▶ Enforcement of health and safety
- ▶ Health and safety management systems

## Common Hazards.

- ▶ Access and Egress
- ▶ Aggression, bullying and violence
- ▶ Asbestos
- ▶ Chemical and substances
- ▶ Confined spaces
- ▶ DSE
- ▶ Drugs and alcohol
- ▶ Electricity
- ▶ Fire
- ▶ Housekeeping
- ▶ Lighting
- ▶ Manual handling
- ▶ Noise
- ▶ Radiation
- ▶ Slips, trips and falls
- ▶ Stress
- ▶ Vibration
- ▶ Welfare facilities
- ▶ Work equipment and machinery
- ▶ Workplace transport
- ▶ Workplace temperature
- ▶ Work at height

# Full Course Syllabus

## Investigating Accidents and Incidents.

- ▶ The difference between accidents and near-miss
- ▶ Accident ratios/accident triangles
- ▶ Accident causation theories
- ▶ The reasons for investigating an accident
- ▶ Responding to an accident
- ▶ The investigation process
- ▶ RIDDOR

## Measuring Performance.

- ▶ Active and reactive monitoring systems
- ▶ Health and safety auditing

## Bonus Module: Human Factors.

- ▶ Organisation factors including safety culture and managers
- ▶ Individual factors; attitude, personality, abilities, training and development, motivation and perception of risk
- ▶ Human failure
- ▶ Job factors
- ▶ Violations
- ▶ Errors



# Assessment

There are two assessments for IOSH Managing Safely: a short knowledge test and a workplace risk assessment project.

## Knowledge test

Learners must complete a knowledge-based test at the end of the course. They will have 45 minutes to answer 30 questions in various formats, including multiple-choice, true/false and open questions.

## Risk assessment

Learners must submit a risk assessment project within two weeks of the end of the course. They'll be required to tell a complete story of their chosen work area by:

- ▶ Describing the work area and associated tasks.
- ▶ Identifying four hazards in the work area, with each one followed through the risk assessment process.
- ▶ Describing the current risk controls that are in place and calculating a risk rating.
- ▶ Describing the additional controls needed and calculating a new risk rating.
- ▶ Stating who will action and monitor the further controls and when.
- ▶ Listing who the identified hazards may harm.

## Pass rates

Learners must achieve the following marks to achieve their IOSH Managing Safely certificate:

### Knowledge test

36 out of a possible 60

### Risk assessment

23 out of a possible 38

Learners will receive their IOSH Managing Safely certificate in the post within six weeks of passing their assessment.





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