

BIFM Training

A Guide to Health & Safety Regulations, Responsibilities & Risk Assessments

2-day course

Aim

To provide delegates with a comprehensive introduction to the key health, safety and welfare issues affecting all employers and users of premises, and how to carry out risk assessments

Objectives

By the end of this course you will be able to describe:

The importance and principles of the management of Health & Safety at work
The background and key principles of a comprehensive range of relevant legislation and regulations

Why good Health & Safety is good business

The role of Assessment through UK Health & Safety Legislation

How to develop a Safety Culture

Health & Safety Risk Assessments, where they apply and how to produce them

How to inspect & audit to ensure compliance

The importance of consultation with employees

The implications of prosecutions

A sample Health & Safety policy statement

Course description

A bewildering range of Acts of Parliament, Regulations, Approved Codes of Practice and Guidance Notes form the framework of Health & Safety Compliance in the UK. A number of well-publicised prosecutions, civil actions and government initiatives are increasingly focussing attention on the human and financial cost of non-compliance – no one can afford to ignore these, from the Board downwards.

This intensive and comprehensively documented course provides up-to-date guidance for all levels, irrespective of the size of the organisation.

Course content

The background, aims and implementation of the Health and Safety at Work: Acts; Regulations; Codes of Practice and Guidance Notes, including:

- Corporate Manslaughter and Corporate Homicide Act 2007 came into effect April 2008
- Prosecutions and enforcement policies

- HSE Strategy for the future
- Disabled Access; Young Persons; Electricity at Work Regulations
- Stress; Legionnaires Disease
- Manual Handling Regulations
- Developing a Safety Culture
- A Group Exercise
- A Case Study
- The role of Assessment through UK Health & Safety Legislation
- Health & Safety Risk Assessments: where do they apply? When might you have to produce your risk assessment?
- Regulatory Reform (Fire Safety) Order 2005
- Pregnant Women and Nursing Mothers
- Health & Safety [Display Screen Equipment] Regulations 1992
- Display Screen Equipment and Workstation Assessments
- Workplace [Health, Safety & Welfare] Regulations: 1992
- Plan of Action for carrying out Risk Assessments
- Inspecting & Auditing

Full documentation and assessment checklists provided

Programme

DAY 1

0930 Introduction

Good Health and Safety is Good Business
 Corporate Manslaughter and Corporate Homicide Act
 Leadership for board members
 HSE Priorities

Stress
 Levels of criminal law
 Health and Safety Legislation: An Overview
 The Health and Safety at Work Act etc. 1974

Health and Safety Policies
 Sample - Policy Statement

Enforcing authorities
 Workplace Regulations
 Disability access

Group Exercise
 The Electricity at Work Regulations 1989

The Management of Health & Safety at Work Regulations 1999
 Controlling the Environment - Legionella
 Manual Handling Operations Regulations 1992

1700 Close of day one

Breaks:

1030 - 1050 Coffee 1230-1330 Lunch 1500 - 1520 Tea

Day 2

0930 Introduction

The History of Assessment Through UK Health and Safety Legislation
When Might You Have To Produce Your Risk Assessment?
Regulatory Reform (Fire Safety) Order 2005

Health and Safety (Display Screen Equipment) Regulations 1992
DSE Workstation Assessments
Ergonomic Issues and Home working
Protection of Pregnant Women at Work

Driving for Work
Health and Safety Risk Assessment
Risk Assessment: The Procedure
Syndicate exercise: carrying out a general risk assessment
Plan of Action for Carrying Out Risk Assessments

Health and safety auditing

Developing a Safety Culture

1700 Close of day two

Breaks:

1030 - 1050 Coffee 1230-1330 Lunch 1500 - 1520 Tea