

## IOSH Managing Safely

*Accredited by IOSH, the Institution of Occupational Safety & Health*

### 5-day course

#### Description

The course is accredited by IOSH, the Institution of Occupational Safety and Health, the world's leading professional body for health and safety practitioners.

This comprehensive 5 day course will enable anyone who manages risks and resources to comply with their organisation's policy and best practice in health and safety. This approach will help to reduce sickness and absenteeism, improve the productivity of the workforce and the quality of the product or service, and reduce costs such as healthcare, insurance premiums and compensation claims.

#### Who should attend?

This course is intended for managers or anyone who manages risks and resources in their organisation.

#### What skills and information will I learn?

After completing this course, participants will:

*Understand how to comply with their organisation's health and safety policy*

*Understand their health and safety responsibilities*

*Be able to carry out risk assessments and identify common hazards*

*Be able to review their systems for health and safety*

*Understand how to deal with health and safety issues in their workplace, including introducing new controls or implementing changes to make their organisation safer and healthier.*

#### Course content

This is a five day course. The course syllabus is covered in the first four days. The last day includes a revision session, the written assessment and preparation for the practical assessment.

A comprehensive manual is provided. The key elements of the course are:

**Module A (Plan):** Why manage safely? The responsibilities of managers.

**Module B (Do):** Assessing and controlling risks.

**Module C (Do):** How do we manage common hazards?

- Movement of people; entrances and exits; slips, trips and fall; lighting; temperature; welfare.
- Plant & equipment; vehicles; electricity; noise; vibration; chemicals and substances
- Housekeeping; working at height; fire and emergency procedures.
- Computers; manual handling; stress; aggression, bullying and violence.

**Module D (Check):** Checking performance and learning from losses.

**Module E (Environment):** Protecting our environment.

**Module F (Review):** Learning from our experiences.

## Programme

0900	Registration tea/coffee
0930	Start
1030-1050	Tea/coffee
1230-1330	Lunch
1500-1520	Tea/coffee
1700	Close

*[Close: 1300 on day 5]*

## Course information



The course is accredited by IOSH, the Institution of Occupational Safety and Health, Europe's leading professional body for health and safety practitioners.

At the end of the course, the participants' understanding of the course material will be evaluated by means of a two part assessment:

- 1 - A written assessment, based on multiple-choice questions, on the last day of the course
- 2 - A practical work-based project carried out after the course

IOSH provides the certificates for the course and participants have to successfully complete both parts of the assessment in order to obtain their Managing Safely Certificate.

## Maximum numbers

The maximum number of participants per course is 20.

## Booking information

You can register for this course by phone, on-line, by e-mail, or using a down-loadable registration form.

### **Important booking information – please read this before booking:**

Please note that for this particular course, once a booking is made, cancellations or transfers cannot be accepted within 28 working days of the course, and the full fee would be payable. However substitutions can be accepted at any time.

## Venues

Regular users of BIFM Training will know we use high quality 4-star hotels and similar venues for our courses, but to ensure cost-effective fees for this week-long course, we will use more modest, but nonetheless good standard training facilities in central London.

For those requiring accommodation please contact us on 020 7404 4440 for a list of hotels in the vicinity.

## Course fees

Course fees include a comprehensive manual, examination costs, and the IOSH Certificate for successful candidates:

BIFM Member rate: £710.00p plus VAT  
Other Member rate: £780.00p plus VAT  
Non-Member rate: £850.00p plus VAT

**How do I book?**

**Telephone:** 020 7404 4440

**Email:** [info@bifm-training.co.uk](mailto:info@bifm-training.co.uk)

**Website:** [www.bifm-training.com/IOSH\\_managing\\_safelyFS.htm](http://www.bifm-training.com/IOSH_managing_safelyFS.htm)

*To book online, copy the above URL into your web browser and scroll down to the registration link below the course description.*