

Review Health and Safety Procedures in the Workplace



INTRODUCTION

You may be able to study this course at either Boston College, Skirbeck Road, Boston or South Lincolnshire College, Red Lion Quarter, Spalding.

COURSE CONTENT

This unit is for a person required to review Health and Safety conditions in workplaces other than their own. It prepares candidates to carry out a review of Health and Safety procedures of a specific workplace to meet established procedures (laid down by the organisation for which the person conducting the review works). It will also prepare them to carry out a review to check if relevant mandatory health, safety and welfare requirements and being implemented. Candidates will be required to report and record the findings of such reviews in accordance with agreed procedures.

COURSE DELIVERY

You will learn how to prepare to undertake a review of Health and Safety in a workplace including:

- Planning a work schedule for a review of Health and Safety conditions in accordance with agreed procedures and selecting methods for the review that are suitable for the workplace.

You will learn how to carry out a review of workplace Health and Safety implementation including:

- Identifying Health and Safety hazards which could result in serious harm to people and ensuring your review covers working practices in the workplace including any areas likely to need special checking.

You will gain the knowledge and understanding of:

- The employers and employees main legal responsibilities for Health and Safety in the workplace
- Your responsibilities for Health and Safety as defined by any specific legislation covering your job role
- The structure of the organisation and the people responsible for Health and Safety in the workplace under review
- Effective procedures for carrying out Health and Safety in workplaces
- How to select and use personal protective equipment
- The importance of knowing the hazards and risks which may arise
- Effective communication and interviewing techniques
- Recording and reporting procedures
- How to develop post review follow up plans and monitoring measures

HOW LONG WILL IT TAKE

This course runs for 3 full days. Please call the Tracie Charles on 01205 313 242 for more details on dates, times and fees.

HOW TO APPLY

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