

CIEH Level 2 Award Health & Safety in the Workplace

Course Code:	2HSW
Course Duration:	1 Day
Level:	2
QCA Accredited:	YES
Target Audience:	All Employees

Course Overview

“The CIEH Level 2 Award in Health and Safety in the Workplace can be tailored to business and individual needs to make the learning experience relevant and fit for purpose.

Outline Programme

The qualification covers the following topics:

- Legislation
- Health
- Safety
- Welfare
- The workplace and workplace equipment
- Risk assessment
- Manual handling
- Hazardous substances
- Ergonomics and workstation design
- Transport and vehicles
- Noise and vibration

CIEH – Chartered Institute for Environmental Health

The CIEH as an awarding body provides qualifications in food safety, health and safety, and environmental protection. The CIEH works closely with Ofqual and Sector Skills Councils to develop qualifications and training courses that meet the national demand for various skill levels. CIEH safety training courses are set at differing levels to ensure you

get the exact training course you require, this course is set at Level 2 designed for people in the workplace who participate in activities related to the subject area. The qualification equates to the ‘foundation’ or ‘basic’ qualification.

Course Syllabus

Introduction

Candidates should appreciate the nature of health and safety and be able to:

- State the consequences of poor health and safety standards and the benefits of good standards.
- Give common types and causes of work-related accidents and ill health.
- Give examples of occupational, environmental and human factors that can affect health and safety.
- Understand the importance of risk assessment in maintaining a healthy safe environment.

Health and safety law

Candidates should understand the scope of legislative requirements and be able to:

- Outline the legal responsibilities under the Health and Safety at Work etc. Act, 1974, of employers, employees and the self-employed.
- Give examples of specific safety issues covered by regulations including risk assessments, competent persons, and employee consultation.



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- Briefly describe how the law is enforced, the enforcement agencies and the powers and actions available to their officers.
- State the possible consequences of non-compliance.

Health

Candidates should understand the importance of preventing work-related ill health and be able to:

- State the types of health hazard with reference to the occupations with which they are commonly associated.
- Understand that health hazards should be risk assessed and give examples of effective control measures.
- Describe the roles of specific occupational health specialists and understand that specialised risk assessments may be required in certain circumstances.
- Appreciate the need to follow procedures and instructions, and report early signs of possible problems.

Safety

Candidates should understand the principles of accident prevention and be able to:

- Define the term 'accident' and state the reasons why accidents are recorded and the legal requirements for accident reporting.
- Describe the factors that contribute to slips, trips and falls in the workplace and methods to prevent them.
- Give examples of methods for improving electrical safety including portable appliance testing and visual inspection.
- State the key aspects of dealing with electric shock.
- Describe common causes of fire and give examples of preventative measures.
- State the action to be taken in case of fire, including evacuation procedures and the safe use of extinguishers.

Welfare

Candidates should understand the risks associated with poor welfare and be able to:

- Outline the welfare facilities, drinking water and rest facilities.
- State how smoking, alcohol and drugs can affect the health, safety and welfare of those at work and how risks can be minimised.
- State the main effects of stress and give examples of how it can be reduced.
- State that incidents of violence, harassment and bullying must be reported and give examples of how the likelihood can be reduced.
- Explain the requirement for first aid provision including an understanding of the role of an 'appointed person' and a 'first aider'.

The workplace and work equipment

Candidates should be aware of the hazards and risks associated with the workplace and work equipment and be able to:

- Describe health and safety aspects of the building structure, design layout and services.
- Explain the importance of good storage, stacking, maintenance and housekeeping.
- State how work equipment can cause injuries and describe suitable control measures including:
 - correct design and construction
 - suitable working environment
 - safe working procedures
 - training and authorisation
 - use of PPE
 - maintenance.



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Risk assessment

Candidates should understand that risk assessment is an important technique for accident and ill health prevention and be able to:

- Define what is meant by the terms 'hazard' and 'risk' and give examples.
- Describe the factors that are likely to increase the level of risk.
- Define the term 'control measure' and give examples of their varying degrees of effectiveness.
- Outline the risk assessment process and identify that specialised assessments are required in certain circumstances.

Manual handling

Candidates should understand the risks associated with manual handling and be able to:

- Outline the responsibilities of the employer and the employee under the Manual Handling Operations Regulations.
- Give examples of manual handling injuries.
- State the need to minimise manual handling where possible and for manual handling activities to be properly assessed.
- Describe methods to reduce the risk of injury from manual handling including correct lifting techniques and the use of mechanical aids.

Hazardous substances

Candidates should appreciate the nature and risks of hazardous substances and be able to:

- Give examples of the hazardous substances commonly found in the workplace and understand the routes of entry.

- Understand that hazardous substances should be risk assessed.
- Describe suitable control measures to prevent exposure to hazardous substances.
- Explain the need for training and authorisation of personnel.

Ergonomics and workstation design

Candidates should understand how workplace equipment and task design affect health and safety and be able to:

- Give examples of the types of injuries that can be caused by poor work station design.
- Explain how musculoskeletal disorders can be caused or aggravated by work activities and workstation design.
- Describe the key features of task and workstation design and adjustment that can reduce the risk of musculoskeletal disorders.
- Appreciate the need for risk assessment and to follow recommendations made as a result, and report early signs of possible problems.

Working at heights

Candidates should understand the hazards and risks associated with working at heights and be able to:

- Give examples of common tasks that give rise to working at height.
- Describe the factors that contribute to persons and objects falling from height.
- Describe the methods and controls to reduce the risk of falls from height.
- Describe access equipment and safe methods of access, e.g. mobile towers, mobile elevated work platforms, ladders, fixed scaffold.



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Transport and vehicles

Candidates should understand the hazards and risks associated with working with vehicles and be able to:

- Give examples of common accidents associated with vehicles and transport.
- Describe the factors that contribute to transport and vehicle injuries.
- Describe the methods and controls to reduce the risk of accidents involving transport/vehicles.
- Understand preventative measures for pedestrian vehicle conflict.

Noise and vibration

Candidates should understand the potential long and short-term effects of exposure to noise and vibration and be able to:

- State that noise is an unwanted sound that may cause annoyance, stress, distraction and hearing damage or loss.
- Describe methods of noise reduction and control.
- State that hearing protection is a last resort but, where necessary, its use at all times is essential.
- Understand the need for specialist risk assessments in certain environs.

Course materials

Each student will receive:

- Full joining Instructions
- Access to the student forum where you can review pre-course material, complete quizzes and finally download a copy of your certificate for safe keeping.
- Updates on changes issued by the CIEH / Health & Safety Executive

Assessment

You will be assessed on your knowledge by completion of a 30 question paper at the end of the course.

Certification

You will receive a certificate endorsed by the CIEH on successful completion of the course. Please remember to keep it in a safe place; you may need to produce it at an interview as proof of achievement.

