

CIEH Level 4 Award Health & Safety in the Workplace

Course Code:	4HSW
Course Duration:	5.5 Days (36 Hours)
Level:	4
QCA Accredited:	YES
Target Audience:	All Employees

Course Overview

Key personnel in organisations require the skills and knowledge to manage health and safety, simply being aware of the the issues involved is not enough. This level 4 qualification is designed for those working in any business, regardless of their product or service reange. It is essential for all those who have a role that includes responsibility for the management of health and safety issues, including manager, supervisors and senior safety personnel.

On completing this qualification, candidates will be able to:

- Manage health and safety in most businesses
- Develop auditing and monitoring programmes
- Design safe practices and procedures
- Liaise with enforcement officers
- Identify specific legal requirements
- Train staff and establish risk assessment projects (with additional training where necessary)
- Deliver level 1 and level 2 health and safety qualifications (with appropriate training skills)

Outline Programme

- Health and safety management
- Health and safety culture
- Workplace and work equipment
- Hazardous agents
- Legislation

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 4 designed for those in the workplace who participate in activities related to the subject area and who also have a related management and/or training role. The qualification equates to the advanced qualification. Examples are senior supervisors, departmental managers and operations managers with responsibility for multiple sites

Course Syllabus

Health and safety management

Candidates should understand the principles and techniques of health and safety management and be able to:

- Describe the main elements of a health and safety management system.
- Describe the purpose and content of a health and safety policy.
- Explain the requirements for and methods of effective communication, implementation and review of a health and safety policy.



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- Describe the principles and techniques of risk assessment and explain how a risk assessment programme should be established.
- Outline the 'general principles of prevention' and describe, with examples, a hierarchy of measures for controlling risk.
- Describe the procedures for the development and implementation of safe systems of work.
- Identify the role of personal protective equipment and explain how it should be selected and managed in the workplace.
- Describe the legal and practical requirements for reporting and recording work-related injuries, diseases and dangerous occurrences, both internally and externally.
- Describe the process of incident investigation, identifying the persons who may need to be involved.
- Distinguish between active and reactive monitoring of health and safety performance and give examples of each type of measure.
- Describe the principles and techniques of health and safety inspection and auditing.
- Specify the records and other documentation required for health and safety purposes.
- Describe the arrangements needed to ensure the safety of contractors and other non-employees in the workplace
- Describe the factors to be considered in the development and provision of effective health and safety training in the workplace and explain the need for feedback and evaluation.
- State the requirements for and describe the rights and functions of trade union and non-trade union employee representatives with respect to health and safety.
- Outline the legal and practical requirements for safety committees.
- Identify the factors that determine an employee's competence with respect to health and safety.

Workplace and work equipment

Candidates should understand the requirement to provide and maintain workplaces and work equipment that are safe and without risk to health and be able to:

- Describe the general features of work premises designed to ensure the health, safety and welfare of occupants.
- Describe the welfare facilities required for employees.
- Describe the factors that should be considered in deciding appropriate arrangements for first-aid provision.
- Identify the factors that should be considered in the selection of work equipment.
- Describe ways of eliminating or minimising the risks from the use of machinery.
- Describe the requirements for ensuring the safe use of electrical equipment.
- Describe ways of eliminating or minimising the risks from work at height.
- Describe ways of eliminating or minimising the risks from vehicles in the workplace.
- Identify the controls required to provide adequate fire safety.
- Describe the arrangements that should be in place for emergency situations and events of serious and imminent danger.

Health and safety culture

Candidates should understand the factors that influence safe practice and behaviour at work and be able to:

- Identify the ways in which a positive health and safety culture in the workplace can be developed and maintained.
- State the requirements for and explain the benefits of providing information, instruction, training and supervision with respect to health and safety.



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Hazardous agents

Candidates should understand the requirement to control the risks from hazardous agents in the workplace and be able to:

- Define the term 'occupational health' and outline, with examples, the categories of health hazard in the workplace.
- Outline the types of risk and the factors that determine the level of risk from hazardous substances.
- Describe how hazardous substances can enter the human body and outline the body's responses to such substances.
- Describe the procedures and precautionary measures necessary when handling and using hazardous substances.
- Explain the roles of environmental monitoring and occupational exposure limits in the control of health hazards.
- Explain the role of medical health screening and health surveillance for employees.
- Describe the health effects of noise and the methods of controlling noise in the workplace.
- Describe the health effects of vibration and the methods of controlling vibration in the workplace.
- Identify occupational sources of ionising and nonionising radiation and describe the methods of control.
- Outline the health problems associated with manual handling operations, repetitive work and the use of display screen equipment and describe ways of minimising the risks.
- Explain how excessive stress can affect an individual and describe an appropriate control strategy.

Legislation

Candidates should understand the main requirements of health and safety legislation and be able to:

- Describe the role and influence of the European Union with respect to health and safety legislation in the UK.

- Describe the legal status of and relationships between Acts of Parliament, regulations, approved codes of practice and official guidance.
- Outline the general duties imposed on employers, self-employed persons, persons in control of premises, employees and persons involved with supply with respect to the health and safety of persons at work or affected by work activities.
- Describe the UK regulatory system with respect to health and safety.
- Outline the role and powers of, and the enforcement actions available to, health and safety enforcement officers.
- Describe the possible consequences of noncompliance with health and safety law.
- State the legal requirement for appointing competent persons to assist employers in complying with their legal duties and outline the possible roles of such persons.

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 2 assignments and an examination 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.

