

Supervising Safely

Aims

This two day programme aims to provide delegates with the information and skills necessary to enable them to understand their responsibilities as Supervisors.

Objectives

At the end of the course each delegate should be able to:

Understand the basic legal requirements under UK legislation, covering both Statute and Common law.

Conduct a basic risk assessment, using the 5 steps approach.

Appreciate a variety of common hazards, and identify suitable control measures.

Understand the definition of accidents and incidents, reporting requirements, and accident investigation techniques

Appreciate the contribution and functions of safety representatives and safety committees.

Appreciate a variety of health related issues and identify suitable control measures

Understand the basis of safety management systems.

Programme content (can be made bespoke)

Day 1

UK Legal system

Statute Law, including the Health & Safety at Work Act

Common Law, including civil actions, the tort of negligence and precedents

The role of the HSE, advisory services and enforcement

Court structure and punishments

Management regulations

Risk assessment process

Hazard and Risk, principals of prevention

Vulnerable groups

Recording and reviewing assessments

Common hazards and controls

Manual Handling, Display Screen Equipment
Work Equipment and Welfare requirements

Accidents

Definition, reporting and investigating

Day 2

Consultation with Employees

Safety Representatives, trade union and non union

Safety committees, roles and functions

Communication with employees

Safe Systems of Work

Safety Management Systems

HSG 65

Safety policy, organising and planning

Auditing and review

Health risks and controls

Control of Substances Hazardous to Health

Hazards and control measures

Noise and vibration risks

Fire triangle and methods of spread

Fire extinguishers – requirements and use

Fire prevention and evacuation

All delegates will receive a certificate of attendance

Client specific process and procedures can be used throughout this session.

Programme may be subject to change without prior notification