



IOSH Managing Safely Syllabus

Who should go on *Managing safely*?

Managing safely is for managers and supervisors in any sector, and any organisation. It's designed to get managers up to speed on the practical actions they need to take to handle health and safety in their teams.

What will staff get out of it?

What they need to know – and are perhaps reluctant to learn about – in a refreshingly informal way.

Managing safely won't turn delegates into safety experts – but it will give them the knowledge and tools to tackle the health and safety issues they're responsible for. Importantly, it brings home just why health and safety is such an essential part of their job.

What will employers get out of it?

- nationally recognised and respected certificated training for their managers and supervisors
- peace of mind offered by training that's designed and quality controlled by the Chartered body for health and safety professionals
- flexibility – the four/five day programme can be delivered in slots that suit the business
- two key areas – health and safety *and* environmental basics – are covered in a single programme

Timetable - 4/5 Days

Module one – Introducing managing safely

Module two – Assessing risks

Module three – Controlling risks

Module four – Understanding your responsibilities

Module five – Identifying hazards

Module six - Investigating accidents and Incidents

Module seven - Measuring performance

Module eight- Protecting our environment

1. Introducing managing safely

Some managers may see health and safety as an add-on to their role – even an intrusion. The first module makes it clear that managers are accountable for their teams, and makes a persuasive case for managing safely.

2. Assessing risks

This module defines and demystifies ‘risk’ and ‘risk assessment’. Risk assessments and a simple scoring system are introduced, and delegates carry out a series of assessments.

3. Controlling risks

Here the session tackles cutting risks down, concentrating on the best techniques to control key risks, and how to choose the right method.

4. Understanding your responsibilities

This module looks at the demands of the law and how the legal system works, and introduces a health and safety management system.

5. Identifying hazards

All the main issues any operation has to deal with are covered in this module – entrances and exits, work traffic, fire, chemicals, electricity, physical and verbal abuse, bullying, stress, noise, housekeeping and the working environment, slips, trips and falls, working at height, computers and manual handling.

6. Investigating accidents and incidents

The session starts with why accidents should be investigated, and goes on to cover why things go wrong, and how to carry out an investigation when they do.

7. Measuring performance

This module explains how checking performance can help to improve health and safety. Delegates learn how to develop basic performance indicators, and get to grips with auditing and proactive and reactive measuring.

8. Protecting our environment

A short but effective introduction to waste and pollution leads into a look at how organisations and individual managers can get involved in cutting down environmental impacts.

Certification

For delegates who attend the course and successfully complete the written and practical assessments, delegates are awarded an IOSH *Managing safely* certificate.