

Working safely

Bringing health and safety *to life!*



the heart of
health and safety



It's not about teaching, it's about learning

Forget 'chalk and talk'. It's time to turn traditional training on its head. We need to inspire delegates, to get them engaged with health and safety. If learning is enjoyable and stimulating, we stand a better chance of getting vital health and safety messages across.

Easier said than done? Not if we work in partnership. We provide the tools, and our accredited trainers provide the training expertise.

Working safely: introducing a completely new approach to health and safety training

- a one-day course offering all the basics in a high impact interactive package
- fantastic quality animated graphics created exclusively for the course
- a presentation that's designed to be fun and get people fully involved and interested
- first class, jargon-free technical content based on what people need to know in practice, not off-putting legal language
- clear scenarios drawn from genuine work situations to drive home practical points
- the very latest training tips and suggestions – from grabbing and retaining attention to maximising the training experience and making sure key points are taken on board
- assessments built into the day's training – no need for follow-on tests on separate days, taking up valuable work time



Working safely delivers...

Who should go on *Working safely*?

Working safely is for people at any level, in any sector, needing a grounding in the essentials of health and safety. Everyone at work should have an understanding of why they must 'work safely' – and this course offers exactly that.

What will they get out of it?

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

Working safely isn't supposed to turn delegates into safety experts. It focuses on why health and safety is important, and how individuals can make a real difference to the wellbeing of themselves and others through changing their behaviour.

What will their employer get out of it?

- nationally recognised and respected certificated training for their teams
- peace of mind offered by training that's designed and quality-controlled by the Chartered body for health and safety
- minimum disruption to working days and shifts – the one-day programme includes the assessment, so there's no need to free up further time for a test after the course
- *Working safely* meets the government's guidelines for introductory health and safety training and is a 100 per cent match to the Health and Safety Executive's 'passport' syllabus
- two key areas – health and safety *and* environmental basics – are covered in a single self-contained session

What will trainers get out of it?

- straightforward, high quality training designed by a team of specialists
- a ready-to-go programme pack – we've done the hard work, saving trainers the headache and the hassle
- full back-up from our support team on every aspect of training, from advice on the training environment to guidance on marking assessments
- free technical updates



Since *Working safely* was first launched in 1993, over 300,000 people from a huge range of sectors have successfully completed the course and learned how to 'work safely'

Working safely covers...

1. Introducing working safely

It's not unusual for delegates coming on an introductory course to think that accidents only happen to 'other people'. This module stresses the realities of the human suffering behind the statistics and emphasises the importance of personal responsibility.

2. Defining hazard and risk

This module puts 'hazard' and 'risk' into everyday language, and uses familiar examples to show what can happen. Importantly, it makes it clear that even something that is very simple or repeated over and over again can go wrong, with serious consequences. Focusing on the six broad hazard groups, delegates are asked to think about the hazards and risks they come across in their own work. 'Risk assessment' is demystified – delegates learn that we all carry out informal assessments day in, day out.

3. Identifying common hazards

All the main issues are covered in this module – entrances and exits, work traffic, fire, chemicals, electricity, physical and verbal abuse, bullying, stress, noise and the working environment, slips, trips and falls, and manual handling. Each area is backed by crystal clear examples and recognisable scenarios, and useful summaries reinforce the key learning points.

4. Improving safety performance

This module deals with systems and processes, making sure that any jargon is explained in easily understood terms. The session bridges the gap between management and workforce, encouraging delegates to play a part in processes that are commonly seen as just down to their manager or supervisor. Other areas – including contract work, inspections, safe systems and permits, protective equipment, signage, emergency procedures, reporting and health checks – are all focused on from the delegate's point of view.

5. Protecting our environment

A short but effective introduction to waste and pollution leads into a look at how organisations and individual team members can get involved in reducing environmental impacts. Memorable and thought-provoking facts and figures help drive the points home.

Delivering *Working safely*

If you want to run *Working safely*, you will need to be, or nominate, a member of IOSH. It's the IOSH member's responsibility to oversee the course and act as the first line of quality control. Centrally, quality control is provided by IOSH's training team.

All trainers who deliver *Working safely* need to have:

- a health and safety qualification at national level 3, such as a BSC Certificate in OSH, TUC Certificate in Occupational Health and Safety, NEBOSH National General Certificate or another equivalent qualification.
- at least two years' training experience, with a minimum of 50 per cent face-to-face delivery or a

national level 3 adult teaching/training qualification at level 3, such as City & Guilds, CIPD Certificate in Training Practice or another equivalent qualification.

The lead or most senior trainer and the person responsible for course administration must attend a *Working safely* familiarisation session before becoming licensed to deliver the training. Our familiarisation sessions are designed to bring you up to speed on the course's style and format, the technology and the quality control procedures.

Call IOSH's training team on +44 (0)116 257 3192 to get the latest dates and book your session.



The comprehensive *Working safely* package contains:

- full PowerPoint **presentation** featuring state-of-the-art animation
- clear **delegate workbook** with sections for notes and Q&A sessions, and plenty of simple, custom-designed illustrations – no clip art!
- user-friendly **trainer notes** including focused training tips and extra background information so that trainers can go into more detail in all the key areas
- a **board game** and **quizzes** to bring health and safety to life and maximise interactivity
- a bank of **assessments** – delegates' understanding of health and safety basics is evaluated using multi-format questions and a hazard-spotting exercise

The whole package fits into a sleek and robust carrying case.

Call us on **44 (0)116 257 3192** to talk through your training needs

Approved IOSH training provider

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IOSH is the Chartered body for health and safety professionals. With more than 37,000 members in 85 countries, we're the world's largest professional health and safety organisation.

We set standards, and support, develop and connect our members with resources, guidance, events and training. We're the voice of the profession, and campaign on issues that affect millions of working people.

IOSH was founded in 1945 and is a registered charity with international NGO status.

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