

SESSION PLAN

FAA LEVEL 2 AWARD IN HEALTH AND SAFETY IN THE WORKPLACE (RQF)

(England, Wales and Northern Ireland)

AWARD IN HEALTH AND SAFETY IN THE WORKPLACE AT SCQF LEVEL 5

(Scotland)

Health and Safety in the Workplace : 6 hour session

Please note that session plan timings are approximate. Trainer/Assessors may need to be flexible and responsive taking into account the size and needs of the class.

Overview

Module 1	Introduction
Module 2	Learning outcomes
Module 3	The law
Module 4	Penalties and enforcement
Module 5	Employer's responsibilities
Module 6	Employee's responsibilities
Module 7	Ergonomics and human factors
Module 8	The cost of poor Health and Safety
Module 9	The benefits of good Health and Safety
Module 10	Health and Safety training
Module 11	Communicating Health and Safety
Module 12	Hazards and risks
Module 13	Risk assessments
Module 14	Hierarchy of control
Module 15	Accidents
Module 16	Environmental factors
Module 17	Human factors
Module 18	Personal Protective Equipment (PPE)
Module 19	Electricity
Module 20	Fire
Module 21	Manual handling
Module 22	Hazardous substances
Module 23	Display screen equipment
Module 24	Workplace safety signs
Module 25	First Aid
Module 26	Accident and incident reporting
Module 27	RIDDOR
Module 28	Course closure and assessment

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SESSION PLAN

MODULE 1 INTRODUCTION

Session content Introductions
Housekeeping
The syllabus
The assessment process

Session duration 10 minutes

MODULE 2 LEARNING OUTCOMES

Session content The learning outcomes

Session duration 5 minutes

MODULE 3 THE LAW

Session content HASAWA
Regulations
Health and Safety Policy

Session duration 15 minutes

MODULE 4 PENALTIES AND ENFORCEMENT

Session content Enforcement
Action Taken
Civil Court Action

Session duration 15 minutes

MODULE 5 EMPLOYER'S RESPONSIBILITIES

Session content Managing Health and Safety
Plan, Do, Check and Act

Session duration 15 minutes

MODULE 6 EMPLOYEE'S RESPONSIBILITIES

Session content What Employee's must do

Session duration 45 minutes

MODULE 7 ERGONOMICS AND HUMAN FACTORS

Session content Human factors
Shift work and fatigue
Health surveillance
Work-related stress
Violence at work
Drugs and alcohol

Session duration 30 minutes

MODULE 8 THE COST OF POOR HEALTH AND SAFETY

Session content HSE statistics

Session duration 15 minutes

MODULE 9 THE BENEFITS OF GOOD HEALTH AND SAFETY

Session content Benefits of good Health and Safety

Session duration 10 minutes

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SESSION PLAN

MODULE 10 HEALTH AND SAFETY TRAINING

Session content Why provide Health and Safety training?

Session duration 10 minutes

MODULE 11 COMMUNICATING HEALTH AND SAFETY

Session content Benefits to the business
Benefits of consulting with employees
The competent person
Safety committees

Session duration 10 minutes

MODULE 12 HAZARDS AND RISKS

Session content What is a risk and hazard?
Typical hazards

Session duration 15 minutes

MODULE 13 RISK ASSESSMENTS

Session content What is a risk assessment?
The 5 steps of producing a risk assessment

Session duration 30 minutes

MODULE 14 HIERARCHY OF CONTROL

Session content Elimination, substitution, engineering controls, administrative controls and PPE

Session duration 15 minutes

MODULE 15 ACCIDENTS

Session content What is an accident?
Injury severity triangle
Common types of accidents
Common injuries

Session duration 10 minutes

MODULE 16 ENVIRONMENTAL FACTORS

Session content Ventilation
Temperatures
Hot and cold environments
Lighting
Cleanliness and waste materials
Workstations and seating
Maintenance
Floors and traffic routes
Dangerous substances
Doors, gates, walls and windows
Escalators

Session duration 15 minutes

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MODULE 17 HUMAN FACTORS

Session content Accommodation and facilities

Session duration 10 minutes

MODULE 18 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Session content What is PPE?
Potential injuries

Session duration 10 minutes

MODULE 19 ELECTRICITY

Session content Electrical hazards
Electrical maintenance
Overhead power lines
Underground cables

Session duration 10 minutes

MODULE 20 FIRE

Session content What is fire?
The fire triangle
The triangle of extinction
What employer's must do
Means of escape
Types of extinguishers

Session duration 20 minutes

MODULE 21 MANUAL HANDLING

Session content Manual handling injuries
Musculoskeletal disorders
Lifting manually
Lifting equipment

Session duration 15 minutes

MODULE 22 HAZARDOUS SUBSTANCES

Session content What are the hazards?
COSHH

Session duration 10 minutes

MODULE 23 DISPLAY SCREEN EQUIPMENT

Session content The risks
Workstation design

Session duration 10 minutes

MODULE 24 WORKPLACE SAFETY SIGNS

Session content Prohibition signs
Warning signs
Mandatory signs
Emergency escape and fire signs

Session duration 10 minutes

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SESSION PLAN

MODULE 25 FIRST AID

Session content What is First Aid?
First Aid provision
First Aid training
Risk assessment of First Aid needs

Session duration **10 minutes**

MODULE 26 ACCIDENT AND INCIDENT REPORTING

Session content Information that should be recorded

Session duration **10 minutes**

MODULE 27 RIDDOR

Session content RIDDOR 2013

Session duration **10 minutes**

MODULE 28 COURSE CLOSURE AND ASSESSMENT

Session content Assessment process
Completion of paperwork

Session duration **Allow 30 minutes**
