

# Occupational Health & Safety (3654-03)

**Duration:** 3 – 6 months

**Accreditation:** City & Guilds

## Who Should Attend

This programme is designed for those who wish to evidence their competence in the field of occupational health & safety. Such people may already have considerable experience in this field or have newly entered the area; it is important that any potential candidate has access to a workplace which can provide an opportunity to evidence these skills and competences.

## Course Aim

To provide candidates with a nationally accepted accreditation of their skills and knowledge.

## Training / Assessment Methods

The programme starts with two half-day classroom sessions to provide an introduction to the NVQ and basic Health & Safety law. Individuals are then provided with a programme tailored to their particular needs that will culminate in the production of a portfolio of evidence assessed by an internal (COTS) assessor and an external (City and Guilds) verifier.

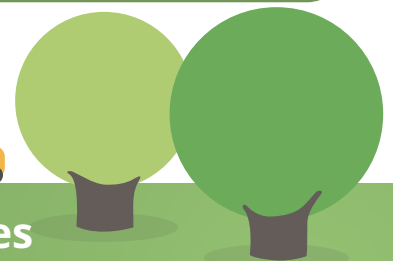
Candidates will provide a range of work-based evidence, be observed in the workplace and/or provide evidence of prior learning over a 3 – 6 month period.

Timescale will depend largely on the candidates' ability to compile the portfolio and the opportunities provided by the workplace. Candidates will need to obtain 23 credits from the following mandatory units:

Unit	Unit Title	Credit Value
301	Ensure responsibility for actions to reduce risks to health and safety	4
302	Develop procedures to safely control work operations	4
303	Monitor procedures to safely control work operations	5
304	Promote a culture of health and safety in the workplace	4
305	Conduct a health and safety risk assessment in the workplace	6

Candidates will also need to obtain 8 credits from the following optional units:

Unit	Unit Title	Credit Value
306	Investigate and evaluate health and safety incidents and complaints in the workplace	5
307	Make sure actions in the workplace aim to protect the environment	4
308	Review health and safety procedures in the workplace	4
309	Supervise the health, safety and welfare of a learner in the workplace	4



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## Driver CPC Approved

**NO**, this is **NOT** a Driver CPC approved course

## Course Content

- **Health and Safety at Work etc Act 1974 and the “six pack” regulations (The Management of Health & Safety at Work Regulations, Manual Handling Operations Regulations, Workplace (Health, Safety and Welfare) Regulations, Provision and Use of Work Equipment Regulations, Personal Protective Equipment Regulations and the Display Screen Equipment Regulations)**
- **Risk assessment theory and practice (HSE “5-step approach”)**
- **Drafting and amending safe systems of work**
- **Investigating accidents, incidents and near misses including the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations**
- **The role of the enforcement agencies**
- **Drafting company H & S related policies**

## Additional Information

Candidates must have a reasonable command of the English language and literacy skills commensurate with a management role.

