



# **Managing Health and Safety at Work**

INSTITUTE FOR PROFESSIONAL AND EXECUTIVE DEVELOPMENT

United Kingdom

## **UNIT SPECIFICATION**

[www.iped-uk.com](http://www.iped-uk.com)

## Unit Title

Managing Health and Safety at Work

## Credit value

The credit value for this unit is 30

30 credits equivalent to 300 hours of teaching and learning  
(10 hours is equivalent to 1 credit)

Guided learning hours (GLH) = 50 hours

GLH includes lectures, tutorials and supervised study. This may vary to suit the needs and requirements of the learner and/or the approved centre of study.

Directed learning = 50 hours: This includes advance reading and preparation, group study, and undertaking research tasks.

Self-managed learning = 200 hours: This includes completing assignments and working through the core and additional reading texts. It also includes personal research reading via other physical and/or electronic resources.

<b>Learning outcome</b> Learner will understand:	<b>Assessment criteria</b> Learner can give an account on:
1.0 Health and Safety Foundations	1.1 The scope and nature of occupational health and safety 1.2 Moral, legal and financial reasons for promoting good standards of health and safety 1.3 The scope, duties and offences of employers, managers, employees and others under the management of health and safety 1.4 The legal and organizational health and safety roles and responsibilities of clients and their contractors
2.0 Health and Safety Management Systems; Policy	2.1 Key elements of a health and safety management system 2.2 Purpose and importance of setting a policy for health and safety 2.3 Key features and appropriate content of an effective health and safety policy
3.0 Health and Safety Management Systems: Organizing	3.1 Organizational health and safety roles and responsibilities of employers, directors and managers 3.2 Concept of health and safety culture and its significance in the management of health and safety in an organization 3.3 Human factors which influence behaviour at work 3.4 How health and safety behaviour at work can be improved 3.5 Emergency procedures and arrangement for contacting emergency services 3.6 Requirements for, and effective provision of first aid in the workplace

<p>4.0 Health and Safety Management Systems: Planning</p>	<p>4.1 Importance of planning  4.2 Principles and practices of risk assessment  4.3 General principles of control and hierarchy of risk reduction measures  4.4 Safe systems of work  4.5 Permits to work</p>
<p>5.0 Health and Safety Management Systems: Measuring, Audit and Review</p>	<p>5.1 Active and reactive monitoring  5.2 Health and safety auditing  5.3 Investigating accidents  5.4 Recording and reporting incidents  5.5 Review of health and safety performance</p>

## Recommended learning resources

<b>Indicative reading</b>	Contact IPED
<b>Study manual</b>	<ul style="list-style-type: none"><li>• A comprehensive IPED study material is available to aid in learning and research of this unit.</li><li>• We supply IPED course materials free of charge. Our study materials, which offer quick learning start, are comprehensive, use simple English, and are easy to read and understand. The contents are so sufficient and self-explanatory; that in majority of cases readers do not require further support; although support is always available when you need it.</li></ul>