

Health & Safety



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* Available at extra cost, ie NOT included in Health & Safety Multi-user Licences.

An Introduction to Health and Safety at Work

COURSE DURATION:

- 50 minutes

TARGET AUDIENCE:

- Everyone who needs essential health and safety training.

AVAILABLE IN:

- Audio
- Non-Audio

DELIVERED VIA:

- Intranet
- Internet

It may surprise you to know how cavalier some people can be about workplace health and safety and how unsafe many working environments are.

This course examines the risks that exist in most workplaces and covers personal as well as employer responsibilities for health and safety.

The course has been awarded the Certificate of Quality and Merit by the Royal Institute of Public Health.

Course Content

- Why health and safety is a key issue for employers and employees
- Accidents and statistics
- The legal situation
- Job, environmental and attitudinal risks to health and safety
- Taking action in the event of an accident
- Help and advice on health and safety matters



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VDU (DSE) and Workstation Safety Risk Assessment

ASSESSMENT DURATION:

- 15 minutes

TARGET AUDIENCE:

- Every person who is potentially exposed to the relevant risks.

AVAILABLE IN:

- Non-Audio

DELIVERED VIA:

- Intranet
- Internet

This risk assessment produces an identification of risks and provides accurate and succinct data on which to base corrective action.

Risks that are assessed:

- Chair Construction
- Chair Adjustment
- Screen Image
- Screen Controls
- Positional Adjustment
- Keyboard
- Mouse
- Workstation Position
- Workstation Desk Top
- Workstation Environment
- Leg Space
- Arm and Wrist Position
- Head Position
- Body Position
- Lighting Conditions
- Temperature & Ventilation
- Noise
- Breaks in VDU Activity

(VDU and DSE are acronyms that are often used interchangeably. VDU stands for Visual Display Unit and DSE for Display Screen Equipment).

This Risk Assessment consists of a pool of questions which, when answered, indicate whether a person is exposed or not to various risks. An individual user can then view, print and email a report on their own assessment. If additional reports on many users are required by supervisors or health and safety auditors then, using the Ivy Learning Management System (LMS), additional reports for individuals and groups can be obtained. Those who have authorised access to these extra reports can also add their own comments and keep track of remedial activities to mitigate or eliminate risks.



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VDU (DSE) and Workstation Health & Safety

COURSE DURATION:

- 45 minutes

TARGET AUDIENCE:

- Any person who spends time at a workstation or who uses computer equipment.

AVAILABLE IN:

- Audio
- Non-Audio

DELIVERED VIA:

- Intranet
- Internet

Many people spend much of their working day in front of display screens while they operate personal computers.

This type of sedentary work, the repetitive physical activity and other factors associated with display screen use can cause minor as well as major health problems if the risks are not assessed and eliminated. The risks can often be reduced or removed altogether by good workplace design and safe working practices.

This course will guide you towards ensuring a safe seating position, correct posture and the appropriate use of workstation equipment.

(VDU and DSE are acronyms that are often used interchangeably. VDU stands for Visual Display Unit and DSE for Display Screen Equipment).

Course Content

- The legal requirements
- Sitting safely while working with display screens
- Setting up your working environment
- Using display screens safely
- Using the mouse and keyboard safely
- The safe use of laptop computers



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Fire Safety and Evacuation

COURSE DURATION:

- 45 minutes

TARGET AUDIENCE:

- Everyone.

AVAILABLE IN:

- Audio
- Non-Audio

DELIVERED VIA:

- Intranet
- Internet

Fire is arguably the biggest risk to life that most people face in the workplace. Many people have little or no idea about the common causes of fire, how to deal with them and how to escape safely should a fire occur. This course deals with all of these vital subjects, and your mastery of the material could literally make the difference between life and death.

Employers are legally responsible for fire prevention and the safe evacuation of employees in the event of a fire. This course will provide employees with the necessary knowledge to play their part in cooperating with their employer in the implementation of fire safety in the workplace.

Course Content

- Employer and employee responsibilities
- Fire risk and flammable substances
- Fire risk and electricity
- Good housekeeping
- Fire doors
- The correct use of fire extinguishers
- Safe evacuation procedures
- Action if trapped by fire
- Dealing with fire casualties



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Manual Handling Risk Assessment

ASSESSMENT DURATION:

- 10 minutes

TARGET AUDIENCE:

- Every person who is potentially exposed to the relevant risks.

AVAILABLE IN:

- Non-Audio

DELIVERED VIA:

- Intranet
- Internet

This risk assessment produces an identification of risks and provides accurate and succinct data on which to base corrective action.

Risks that are assessed:

- Load position
- Body movement
- Load movement
- Work rate
- Load size
- Ease of handling
- Physical characteristics
- Manual handling
- Floor conditions
- Lighting
- Clothing
- Physical Requirements
- Training
- Personal Physical Condition

This Risk Assessment consists of a pool of questions which, when answered, indicate whether a person is exposed or not to various risks. An individual user can then view, print and email a report on their own assessment. If additional reports on many users are required by supervisors or health and safety auditors then, using the Ivy Learning Management System (LMS), additional reports for individuals and groups can be obtained. Those who have authorised access to these extra reports can also add their own comments and keep track of remedial activities to mitigate or eliminate risks.



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Safe Manual Handling

COURSE DURATION:

- 50 minutes

TARGET AUDIENCE:

- Those who handle loads at work.

AVAILABLE IN:

- Audio
- Non-Audio

DELIVERED VIA:

- Intranet
- Internet

About one third of all 'Over Three Day' work injuries, and nearly 10% of 'Major Injuries' are associated with manual handling - the transporting or supporting of loads by hand or by bodily force. Many injuries are neither immediate nor obvious but cumulative, resulting from repeated exposure to manual handling.

A high rate of injury is significant because accidents and absences lead to loss of earnings, missed opportunities as well as psychological and physical discomfort.

This course provides guidance on how manual handling can be safely undertaken and on the legal issues involved.

Course Content

- The law and manual handling
- Strategies for avoiding manual handling
- Reducing the risk of injury by assessing:
 - The task
 - The load
 - The environment
 - Personal capacity for load handling
- How the back works
- Safe lifting techniques
- Handling awkward loads
- Risks in the office environment



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Slips, Trips and Falls Risk Assessment

ASSESSMENT DURATION:

- 15 minutes

TARGET AUDIENCE:

- Every person who is potentially exposed to the relevant risks.

AVAILABLE IN:

- Non-Audio

DELIVERED VIA:

- Intranet
- Internet

This risk assessment produces an identification of risks and provides accurate and succinct data on which to base corrective action.

Risks that are assessed:

- Slippery surfaces
- Floor Coverings
- Marked Treads
- Hand Rails
- Obstructions
- Lighting
- Gangways and Walkways

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Avoiding Slips, Trips and Falls

COURSE DURATION:

- 50 minutes

TARGET AUDIENCE:

- Everyone.

AVAILABLE IN:

- Audio
- Non-Audio

DELIVERED VIA:

- Intranet
- Internet

The Health and Safety Executive reports that over one third of all reported major work injuries each year are the result of a slip or trip leading to a fall. Slips and trips are the most common causes of non-fatal major injuries in both manufacturing and service industries, and account for over half of all reported injuries to members of the public on business premises.

These statistics are proof of the dangers presented by slips, trips and falls and this course will help you to protect yourself, your colleagues and visitors in the workplace.

Completing a course on this topic is a major first step in making your workplace safer, and in generating accident-related cost-savings for your employer.

Course Content

- Why slips, trips and falls are an issue for all of us
- What the law says
- How slips, trips and falls happen
- Preventing slips, trips and falls:
 - Good housekeeping
 - Floor quality
 - Footwear
 - Taking care of yourself
- Safety precautions



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Handling Stress at Work Risk Assessment

ASSESSMENT DURATION:

- 15 minutes

TARGET AUDIENCE:

- Every person who is potentially exposed to the relevant risks.

AVAILABLE IN:

- Non-Audio

DELIVERED VIA:

- Intranet
- Internet

This risk assessment produces an identification of risks and provides accurate and succinct data on which to base corrective action.

Risks that are assessed:

- Organisational culture
- Work-related demands
- Control
- Relationships
- Change
- Job role
- Support, training and individual factors

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Managing and Handling Stress at Work

COURSE DURATION:

- 60 minutes

TARGET AUDIENCE:

- Any person who is exposed to stress at work.

AVAILABLE IN:

- Audio
- Non-Audio

DELIVERED VIA:

- Intranet
- Internet

Stress is widely accepted as a condition that can affect people at work, whatever their job or social environment. It is also recognised as a major contributor to behaviour change, psychological dysfunction and health problems.

Stress can therefore have a major impact on people's lives and the organisation's productivity and efficiency. This course will show you how to manage stress and reduce the human and economic costs to an organisation.

Course Content

- Definitions of stress
- The consequences of stress
- Recognising the symptoms
- The causes
- Managing the causes
- Stress control techniques



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Repetitive Strain Injury (RSI) Risk Assessment

ASSESSMENT DURATION:

- 15 minutes

TARGET AUDIENCE:

- Every person who is potentially exposed to the relevant risks.

AVAILABLE IN:

- Non-Audio

DELIVERED VIA:

- Intranet
- Internet

This risk assessment produces an identification of risks and provides accurate and succinct data on which to base corrective action.

Risks that are assessed:

- Repetition
- Excessive force
- Static exertion
- Contact stress
- Bad posture
- Breaks in activity
- Working environment
- Existing medical conditions
- Job factors

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RSI - What it is and how to Avoid it

COURSE DURATION:

- 40 minutes

TARGET AUDIENCE:

- People who type.

AVAILABLE IN:

- Audio
- Non-Audio

DELIVERED VIA:

- Intranet
- Internet

Repetitive Strain Injuries (RSI) have become an increasing risk to us all and a challenge to organisational health and safety.

RSI is painful and in some cases debilitating. It can lead to an inability to do certain jobs or to even work at all. This can result in physical, mental and financial costs and for an employer could mean additional costs for staff cover, recruitment and job training.

Absence due to RSI can also deprive an employer of people with key knowledge and skills. A further problem is the possibility of legal action against those who have failed to take steps to remove or reduce the risk of contracting RSI.

This course is a first important educational step on what causes RSI and how to avoid it.

Course Content

- What RSI is
- What the causes of RSI are
- What the symptoms of RSI are
- How to prevent RSI
- Desk-top stretches with animated exercises



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Staying Safe with Noise

COURSE DURATION:

- 45 minutes

TARGET AUDIENCE:

- Everyone.

AVAILABLE IN:

- Audio
- Non-Audio

DELIVERED VIA:

- Intranet
- Internet

Noise can damage your hearing and result in permanent hearing loss. If this happens at work, it can lead to loss in productivity, compensation claims and considerable physical and psychological discomfort.

This course shows you how your hearing works and how it is affected by noise. Once you have completed this course, you should be able to recognise noise risks and take appropriate action to reduce or eliminate them and implement preventive measures.

Course Content

- The effects of noise
- The two metre rule
- How your hearing works
- Levels of risk
- Safety precautions
- Ear plugs and defenders



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Staying Safe with Electricity

COURSE DURATION:

- 45 minutes

TARGET AUDIENCE:

- Everyone.

AVAILABLE IN:

- Audio
- Non-Audio

DELIVERED VIA:

- Intranet
- Internet

No employer would wish to expose employees to electric shock! An electric shock can be fatal. Almost all work places make use of electricity and so the risk of death or injury from electric shock is ever-present.

Reducing this risk is a challenge because accidents involving electricity often occur as a result of casual attitudes; after all, we are all familiar with electricity as a power source and can easily fail to appreciate the dangers of this hidden killer.

This course can help to reduce the risks of working with electricity by offering guidance on how to:

- Understand the effects of electricity on the human body
- Recognise electrical hazards
- Put in place appropriate safety precautions

Course Content

- Types of harm arising from electric shock
- How electrical risks arise
- Controlling electrical risks
- How electrical overheating occurs
- Preventing electrical overheating



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Staying Safe with Hazardous Substances

COURSE DURATION:

- 45 minutes

TARGET AUDIENCE:

- Any person who works with hazardous substances.

AVAILABLE IN:

- Audio
- Non-Audio

DELIVERED VIA:

- Intranet
- Internet

Hazardous substances are almost everywhere. Sometimes they are a regulated part of a production or maintenance process, but they are often placed near us accidentally or haphazardly.

Hazardous substances are often not recognised as such because we accept them as part and parcel of our workplace. It is essential that each of us knows how to identify hazards and how to deal with them safely.

Failure to provide employees with this knowledge can lead to injury, ill-health and regulatory action against the employer.

This course shows you how to identify hazardous substances, deal with them safely and take appropriate steps in the event of a mishap.

Course Content

- Hazardous substances:
 - What are they?
 - Their effects
 - How substances become hazardous
 - Identification
 - Safety precautions
 - Dealing with spillages
 - The importance of first aid



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Staying Safe with Vehicles

COURSE DURATION:

- 45 minutes

TARGET AUDIENCE:

- Any person who uses or works with a vehicle.

AVAILABLE IN:

- Audio
- Non-Audio

DELIVERED VIA:

- Intranet
- Internet

Many people either use vehicles on their work premises, drive or ride in vehicles on public roads and are often ignorant of the attendant health and safety risks.

This course offers guidance on how to recognise the risks that arise if you are involved with vehicles. Having completed the course, you should be able to remove or avoid certain risks and put safety precautions in place.

Course Content

- Safety near moving vehicles
- Competence to drive
- Pre-driving checks
- Safety factors for delivery drivers
- Safety at the scene of breakdowns
- Loading and unloading vehicles
- Refuelling vehicles



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Protecting the Environment at Work and at Home

COURSE DURATION:

- 45 minutes

TARGET AUDIENCE:

- Everyone.

AVAILABLE IN:

- Audio
- Non-Audio

DELIVERED VIA:

- Intranet
- Internet

Our planet's ecosystem - our air, water and land - and the diversity of life on Earth are essential to our well being. Everyone needs to understand how to avoid pollution and waste, protect water courses, promote biodiversity and sustain natural resources.

This course identifies the causes of pollution and waste, shows you how to minimise the adverse impact to the environment from human behaviour and how to enhance the health of our ecosystem.

Course Content

- What we mean by 'the environment'
- The definition of 'environmental impact'
- The factors that affect the severity of environmental impacts
- Three types of pollution
- Causes of pollution
- Sources of pollution
- Three types of waste
- Examples of major environmental impacts



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Risk Assessment for Managers

COURSE DURATION:

- 60 minutes

TARGET AUDIENCE:

- Any manager who is required to conduct risk assessments.

AVAILABLE IN:

- Audio
- Non-Audio

DELIVERED VIA:

- Intranet
- Internet

Employers must carry out risk assessments on all significant workplace hazards and failure to comply with this legal requirement can result in prosecution and penalties. Rarely do employers wilfully break the law but they are often ignorant of the legal requirements or lack an understanding of how to carry out the assessments, how detailed these should be and how they should be recorded.

This course sets out the key steps for the process of conducting effective risk assessments to required standards.

Course Content

- The importance of risk assessments
- Hazard and risk
- Identifying workplace hazards
- Identifying who is at risk
- Evaluating levels of risk
- Hazard removal
- Risk control
- Recording the assessments
- Ongoing risk review



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Managing Health & Safety at Work

COURSE DURATION:

- 1 hour 30 minutes

TARGET AUDIENCE:

- Supervisory personnel with responsibility for health and safety in their workplace.

AVAILABLE IN:

- Audio
- Non-Audio

DELIVERED VIA:

- Intranet
- Internet

One of the prime responsibilities of those who manage an organisation is to ensure the health and safety of their employees. Failing to do so are ethical and commercial lapses of good judgement and a lack of managerial competence which could have adverse repercussions for the organisation and for those who work for it.

The aim of health and safety management is to turn uncontrolled hazards into controlled risks. This course will show you how to do this by using a cyclical process of problem identification, solution provision and ongoing evaluation.

Those who are in a supervisory position who successfully complete this course should, as a result, be able to understand and implement a health and safety management system that contains standards, policies and processes that are designed to ensure a quality approach to health and safety.

Course Content

- Why health and safety management is important
- Legal considerations
- The 5 stage framework:
 - Creating a health and safety policy
 - Creating a health and safety culture
 - Risk assessment, reduction and removal
 - Monitoring health and safety performance
 - Evaluating the results



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IOSH Working Safely

COURSE DURATION:

- 6 to 8 hours at your own pace.

TARGET AUDIENCE:

- Everyone at work.

AVAILABLE IN:

- Audio
- Non-Audio

DELIVERED VIA:

- Intranet
- Internet



Learning & Safety 4 Business
course provider

This course covers the equivalent of a tutor-led one-day classroom session.

It trains people so that they actively contribute to health and safety in the workplace and clearly understand their responsibilities. This IOSH certified course takes a proactive, risk management-driven approach to health and safety and is based on:

- the identification and achievement of desired workplace behaviours
- skills based training with practical exercises
- formal assessment of skills as well as underpinning knowledge
- best practice rather than legislation

The modules are:

- The meaning of 'Working Safely' and your legal duties
- Workplace hazards and risks
- Controlling risks
- Risk assessment
- Fire
- Electricity
- Work equipment
- Movement of people
- Vehicles in the workplace
- Housekeeping
- Manual Handling
- DSE and workstation safety
- Noise
- Chemicals and substances
- An Introduction to Health & Safety management
- Creating a Health and Safety policy
- Organising Health & Safety
- Measuring the organisation's Health & Safety performance

Those who successfully complete this course and pass the assessments will receive an IOSH 'Working Safely' Certificate.

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IOSH Managing Safely

COURSE DURATION:

- 20 hours at your own pace

TARGET AUDIENCE:

- Managers and supervisors who are required to manage health and safety in compliance with safety policies and legislation.

AVAILABLE IN:

- Audio
- Non-Audio

DELIVERED VIA:

- Internet



Learning & Safety 4 Business
course provider

The online e-learning, IOSH accredited 'Managing Safely' is equivalent to a four-day, tutor-led classroom course.

Like the classroom course, this e-learning version provides the information that managers and supervisors need to deal with the health and safety matters for which they are responsible.

'Managing Safely' is delivered and tested online, making it accessible from anywhere with the appropriate internet connection; you don't need to attend a classroom session.

The course includes a workplace project that is marked by an IOSH certified consultant.

A period of 3 months is allowed for completion.

The course has eight interactive modules which include video introductions and an online video tutor.

The modules are:

- Introducing 'Managing Safely'
- Assessing risks
- Controlling risks
- Understanding your responsibilities
- Identifying hazards
- Investigating accidents and incidents
- Measuring performance
- Protecting our environment

Those who successfully complete the course and pass the assessments will receive an IOSH 'Managing Safely' Certificate.

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IOSH Food Safety Foundation Course in Catering

COURSE DURATION:

- 6 - 7 hours at your own pace

TARGET AUDIENCE:

- Any person who handles food

AVAILABLE IN:

- Audio

DELIVERED VIA:

- Intranet
- Internet



Learning & Safety 4 Business
course provider

Food safety training is essential for all food-related businesses that create and encourage a food safety culture. It is a legal requirement for those involved in food handling to be adequately trained and supervised in line with their work activities.

This highly interactive and engaging Food Safety Foundation course is IOSH accredited, meets UK/EU Legal requirements and is compatible with the relevant Level 2 Syllabuses.

Module 1: Introduction to Food Safety

- Food Safety and Why It Is Important

Module 2: The Law and Food Safety

- Food Businesses and Food Handlers
- Reporting, Record Keeping and Training
- Understanding the principles of hazard and risk

Module 3: Food Safety Hazards and Risks

- Hazards and Risk
- Food Safety Hazards, Their Sources and Effects
- Understanding Bacteria
- How Food Safety Risks Arise

Module 4: Risk control - Temperature, Preservation and Storage

- Temperature Control
- Refrigeration, Chilling and Cold Holding
- Cooking, Hot Holding and Re-heating
- Food Preservation
- Storage

Module 5: Risk Control - People, Places and Pests

- Food Handlers and Personal Hygiene
- Work Areas
- Food Premises and Equipment
- Pest Control
- Allergens

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Food Safety Foundation Refresher Course in Catering

COURSE DURATION:

- 1 - 2 hours at your own pace

TARGET AUDIENCE:

- Any person who handles food

AVAILABLE IN:

- Audio

DELIVERED VIA:

- Intranet
- Internet

Learning & Safety 4 Business
course provider

(Reduced but similar syllabus to the full course on page 26)

Food safety training is essential for all food-related businesses that create and encourage a food safety culture. It is a legal requirement for those involved in food handling to be adequately trained and supervised in line with their work activities.

This highly interactive and engaging Food Safety Foundation course meets UK/EU legal requirements and is compatible with the relevant Level 2 Syllabuses.

Module 1: Introduction to Food Safety

- Food Safety and Why It Is Important

Module 2: The Law and Food Safety

- Food Businesses and Food Handlers
- Reporting, Record Keeping and Training
- Understanding the principles of hazard and risk

Module 3: Food Safety Hazards and Risks

- Hazards and Risk
- Food Safety Hazards, Their Sources and Effects
- Understanding Bacteria
- How Food Safety Risks Arise

Module 4: Risk control - Temperature, Preservation and Storage

- Temperature Control
- Refrigeration, Chilling and Cold Holding
- Cooking, Hot Holding and Re-heating
- Food Preservation
- Storage

Module 5: Risk Control - People, Places and Pests

- Food Handlers and Personal Hygiene
- Work Areas
- Food Premises and Equipment
- Pest Control
- Allergens

For further information, product demonstrations and evaluations, please contact Prestige Business Training.
t. 0845 190 4708 f. 0845 190 4709 e. enquiries@prestigebusinesstraining.co.uk w. www.prestigebusinesstraining.co.uk

Technical Specifications and e-Learning Benefits

Technical Specifications

It is recommended that client computers that are used to access the e-learning in this catalogue, meet the following minimum hardware and software operating system requirements:

- Windows 2000, XP or Vista
- Internet Explorer version 5.5 or later
- Flash Player version 6 or later

E-learning Benefits

- Fits easily into your work schedule
- Study and test yourself at any time
- Day release from work is not required
- No need to wait for a scheduled class
- Study at your own pace
- Re-study the learning as often as you like
- Use the software for refresher training at no extra cost



Aftersales Care

Every client who takes out a license for Ivy's e-learning, receives free software installation guidance and telephone technical support from qualified personnel during the license term. Many clients, however, take advantage of a Service Level Agreement which offers comprehensive care for an entire organisation at nominal cost and includes....

- On-site software installation assistance
- On-site installation of new and updated software
- On-site technical support
- Training on how to use and benefit from the Ivy software
- Matching of organisational competencies to Ivy's e-learning
- Assistance with promotional events and materials
- Usage audits and cost analysis
- Strategic and tactical e-learning implementation plans
- Presentations to supervisors and managers
- Awareness training throughout the organisation



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Learning Management System

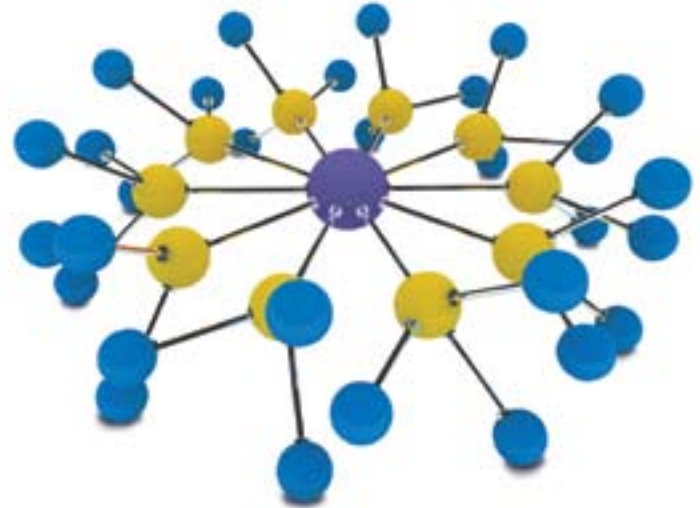
The Ivy Learning Management System (LMS) is available to clients at nominal cost.

It is a highly effective, standards-based product capable of managing learners in an effective, hierarchical manner and organising, delivering and tracking both online web-based courses and offline content such as books and videos.

The LMS has been designed to be easy to use for both learners and administrators. It is fully web-based and can be deployed across a corporate Intranet, the Internet or, in the case of small learning centres, it can be accessed using a personal web server that is installed on one of the centre's computers.

Features of the LMS include...

- User Management
- Content Assignment
- Tracking and Reporting
- Content Integration Utility
- Training Needs Analysis
- Learning Methods Analysis
- Learning Priorities Analysis
- Risk Assessment Reporting
- User Import Utility





Every care has been taken to ensure that the information in this publication is accurate.

Prestige Business Training would be grateful to learn of any errors but cannot accept responsibility for loss thereby caused.

e-learning available from
Prestige Business Training:

Health & Safety

Business E-ssentials

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Desktop Applications

Leadership & Management

Social Care & Health

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