



## **IOSH Managing Safely**

**Accredited by IOSH, the Institution of Occupational Safety & Health**  
**3-day course**



**This course provides tuition for**  
**BIFM level 4 qualification unit FM4.05**  
**BIFM level 5 qualification unit FM5.07**  
**See 'Professional Recognition' section below for details**

### **Description**

The course is accredited by IOSH, the Institution of Occupational Safety and Health, the world's leading professional body for health and safety practitioners.

Our comprehensive 3 day programme will enable anyone who manages risks and resources to comply with their organisation's policy and best practice in health and safety. This approach will help to reduce sickness and absenteeism, improve the productivity of the workforce and get Managers up to speed on the practical actions they need to take to handle health and safety in their workplace.

### **Who should attend?**

This course is intended for managers and supervisors or anyone who manages risks and resources in their organisation.

### **What skills and information will I learn?**

After completing this course, participants will:

*Understand how to comply with their organisation's health and safety policy*

*Understand their health and safety responsibilities*

*Be able to carry out risk assessments and identify common hazards*

*Be able to review their systems for health and safety*

*Understand how to deal with health and safety issues in their workplace, including introducing new controls or implementing changes to make their organisation safer and healthier.*

### **Course content**

This is a three-day course, covering 7 modules:

#### **Module 1: Introducing managing safely**

Some managers may see health and safety as an add-on to their role – even an intrusion. The first module makes it clear that managers are accountable for their teams and makes a persuasive case for managing safely.

#### **Module 2: Assessing Risk**

This module defines and demystifies 'risk' and 'risk assessment'. Risk assessments and a simple scoring system are introduced and delegates carry out a risk assessment.

#### **Module 3: Controlling risks**

Here the session tackles cutting risks down, concentrating on the best techniques to control key risks and how to choose the right method.

#### **Module 4: Understanding your responsibilities**

This module looks at the demands of the law and how the legal system works and introduces a health and safety management system.

#### **Module 5: Identifying hazards**

All the main issues any operation has to deal with are covered in this module – entrance and exits, work traffic, fire, chemicals, electricity, physical and verbal abuse, bullying, stress, noise, housekeeping and the working environment, slips, trips and falls, working at height, computers and manual handling.

#### **Module 6: Investigating incidents**

The session starts with why accidents should be investigated and goes on to cover why things go wrong and how to carry out an investigation when they do.

#### **Module 7: Measuring performance**

This module explains how checking performance can help to improve health and safety. Delegates learn how to develop basic performance indicators and get to grips with auditing and proactive and reactive measuring.

### **Programme (three days, Tuesday – Thursday):**

#### **Day 1**

<b>0900</b>	<b>Registration tea/coffee</b>
<b>0930</b>	<b>Start</b>
<b>1030-1045</b>	<b>Tea/coffee</b>
<b>1230-1330</b>	<b>Lunch</b>
<b>1500-1515</b>	<b>Tea/coffee</b>
<b>1630</b>	<b>Close</b>

#### **Day 2**

<b>0900</b>	<b>Start</b>
<b>1030-1045</b>	<b>Tea/coffee</b>
<b>1230-1330</b>	<b>Lunch</b>
<b>1500-1515</b>	<b>Tea/coffee</b>
<b>1630</b>	<b>Close</b>

#### **Day 3**

<b>0900</b>	<b>Start</b>
<b>1030-1045</b>	<b>Tea/coffee</b>
<b>1230-1330</b>	<b>Lunch</b>
<b>1530</b>	<b>Close</b>

### **Professional Recognition**



The course is accredited by IOSH, the Institution of Occupational Safety and Health, Europe's leading professional body for health and safety practitioners.

At the end of the course, the participants' understanding of the course material will be evaluated by means of a two-part assessment:

1. A written assessment, based on multi-format questions, on the last day of the course

2. A practical work-based project carried out after the course

IOSH provides the certificates for the course and participants have to successfully complete both parts of the assessment in order to obtain their Managing Safely Certificate.

Delegates also receive a Quadrilect Ltd certificate of attendance which contributes towards their record of CPD [Continuing Professional Development].



***This course also provides tuition for***  
**BIFM level 4 qualification unit FM4.05**  
**BIFM level 5 qualification unit FM5.07**

'IOSH

Managing Safely' is accredited to provide tuition for BIFM level 4 qualification unit FM4.05 and BIFM level 5 qualification unit FM5.07. Please note that these units **alone** do not constitute complete qualifications. Please contact us on 020 7469 1398 or email [info@quadrilect.co.uk](mailto:info@quadrilect.co.uk) for a qualifications brochure and further guidance on enrolment.

### **Maximum numbers**

The maximum number of participants per course is 20.

Course fees include a comprehensive manual, examination costs, and the IOSH Certificate for successful candidates:

**How do I book?**

**Telephone:** 020 7469 1398

**Email:** [info@quadrilect.co.uk](mailto:info@quadrilect.co.uk)

**Website:** [www.quadrilect.com](http://www.quadrilect.com)