



## Health & Safety Library

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## **An Introduction to Health and Safety at Work**

As someone responsible for health and safety it probably surprises you how cavalier people can be about workplace health and safety, especially in apparently safe environments such as an office.

This course underlines the very real risks that exist in all workplaces, whilst reinforcing the personal responsibilities laid down by law. It also addresses the learner's attitude to health and safety, and discusses in overview the type of risks they face. This course helps the learner to recognise health and safety as a real workplace issue.

### **Course Content:**

Why health and safety is a key issue for both employers and employees

Accident statistics - The legal situation

An overview of job, environmental and attitudinal risks to health and safety

Taking action in the event of an accident.

Self Test

Course duration 45 minutes

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## DSE and Workstations Health and Safety

Many millions of people now spend all their working days sitting in front of display screens whilst operating personal computers.

This sedentary lifestyle, the repetitive physical activity and factors associated with display screen use can cause both minor and major health problems if the risks are not addressed. Such risks can often be reduced, or removed altogether, by good workplace design and safe working practices.

This course will enable the learner to take positive action in respect of their own health and safety by creating a safe seating position, adopting the correct posture and operating workstation equipment appropriately.

### Course Content

- The legal requirements
- Sitting safely whilst working with display screens
- Arranging the working environment
- Using display screens safely
- Using the mouse and keyboard safely
- Safe use of laptop computers.

Self Test

Course duration 45 minutes



## Fire Safety and Evacuation

Fire is probably the biggest risk to life that most people face in the workplace. It is, therefore, amazing that many people have little or no idea about the common causes of fire, how to deal with them and how to escape safely from the scene should a fire occur. This course deals with all three of these vital subjects, and successful completion of the course could literally be the difference between life and death. Employers are responsible in law for both fire prevention and the safe evacuation of employees in the event of a fire. This course will ensure that employees have the necessary knowledge to play their part in cooperating with their employer in the implementation of fire safety in the workplace.

### Course Content

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

Self Test

Course duration 45 minutes



## Safe Manual Handling

More than one third of all reportable 'Over Three Day' 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 not immediate and obvious, but are cumulative resulting from repeated exposure to manual handling operations.

For workers this high rate of injury is highly significant since such accidents and absences lead to potential loss of earnings, missed opportunities and usually significant pain or discomfort. By taking a look at how manual handling risks arise and how to reduce or eliminate the likelihood of injury in different work environments, this course will help the learner to avoid joining future Health and Safety Executive injury statistics.

### 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 technique

Handling awkward loads

Risks in the office environment.

Self Test

Course duration 45 minutes



## Avoiding Slips, Trips and Falls

The Health and Safety Executive states that over one third of all major injuries reported to them 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 the manufacturing and service industries, and account for over half of all reported injuries to members of the public on business premises.

These statistics provide powerful proof of the dangers presented by slips, trips and falls and this course will enable the learner to protect themselves, colleagues and visitors in their workplace.

This course is a crucial first step in making the workplace safer, and creating accident-related cost-savings for the learner's organisation.

### Course Content

Why slips, trips and falls are an issue for everyone

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

Ear plugs and defenders.

Self Test

Course duration 50 minutes



## Managing and Handling Stress at Work

Stress is now recognised globally as a condition that can affect all categories of workers, in all types of jobs and living in all types of social environments. It is also recognised as a major contributor to behaviour change, psychological dysfunction and serious health problems.

Stress, therefore, can have a major impact both on people's lives and the company bottom line. This course will enable managers and staff to handle stress and reduce the human and economic costs to the business.

### Course Content

- Understanding stress
- The consequences
- Recognising the symptoms
- The causes
- Managing the causes
- Stress control techniques.

Self Test

Course duration 60 minutes



## An Introduction to Managing Health and Safety

Stress is now recognised globally as a condition that can affect all categories of workers, in all types of jobs and living in all types of social environments. It is also recognised as a major contributor to behaviour change, psychological dysfunction and serious health problems.

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### 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.

Self Test

Course duration 1hr 30 min



## RSI – What it is and How to Avoid it

Repetitive Strain Injuries are, in this technological age, an increasing risk to workers and a challenge to organisational health and safety.

Any RSI is painful and, in some cases, highly debilitating. It can lead to an inability to do certain jobs, or even work at all. For the individual this can have physical, mental and financial costs, whilst for the organisation it can mean the additional costs of staff cover, recruitment and job training.

Absence due to sickness can also rob organisations of people with knowledge and skills that are vital for its success. A further problem is the increasing possibility of legal action taken by staff against employers who have failed to take appropriate steps to remove or reduce the risk of contracting RSI.

This course is a first important step in educating staff on what causes RSI, and how to avoid it.

### Course Content

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

Self Test

Course duration 40 minutes



## Risk Assessments for Managers

Employers must carry out risk assessments in respect of all significant workplace hazards, and failure to comply with this legal requirement can result in prosecution and heavy penalties. Such prosecutions rarely arise from any wilful intention to break the law but rather through an ignorance of the legal requirements, or a lack of understanding of how to carry out the assessments, how detailed they should be and how they should be recorded.

Having completed this course the learner will feel competent and able to conduct risk assessments effectively and to appropriate standards.

### Course Content

- The importance of risk assessment
- Hazard and risk
- Identifying workplace hazards
- Identifying those at risk
- Evaluating levels of risk
- Hazard removal
- Risk control
- Recording the assessment
- Ongoing risk review.

Self Test

Course duration 45 minutes



## Staying Safe with Noise

The effects of noise on hearing can be profoundly damaging, often resulting in permanent hearing loss. Not only is this morally and ethically undesirable for any organisation, it can also result in significant financial penalties and personal injury claims.

This course will help the learner to understand how his or her hearing works and how it is affected by excess noise. It will also mean that the learner will be able to recognise noise risks and put in place appropriate safety precautions.

Following this course an employee will be able to recognise noise risks and act proactively to prevent harm occurring.

### Course Content

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

Self Test

Course duration 35 minutes



## Staying Safe with Electricity

No employer would wish to expose his employees to electric shock as it can be, and often is, fatal. Unfortunately, practically all workplaces make use of electricity for some purpose, meaning that the risk of death or injury from electric shock is ever-present.

Reducing this risk is a challenge because accidents involving electricity often result from a casual attitude brought about by familiarity with electricity as a power source, or simply a failure to appreciate the dangers of this hidden killer.

This course can help to reduce the risk of working with electricity by enabling workers to:

- Understand the serious 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.

Self Test

Course duration 35 minutes



## Staying Safe with Hazardous Substances

Hazardous substances occur in almost every workplace, sometimes as a regulated part of a production or maintenance process, but sometimes accidentally or as a bi-product of other activity.

Often hazardous substances are simply not recognised as such, being accepted as just part and parcel of the workplace. Whatever the reason for their presence it is essential that workers know how to identify them and how to deal with them safely. Failure to provide workers with this knowledge may lead to injury, ill-health or regulatory action against the employer.

This course enables learners to identify hazardous substances, deal with them safely and take appropriate steps in the event of 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.

Self Test

Course duration 35 minutes



## Staying Safe with Vehicles

Most organisations either use vehicles on their premises or require employees to drive or ride in vehicles on the public road. Although many people own a vehicle of their own, they often remain ignorant of health and safety risks and important safety precautions. This lack of knowledge vastly increases the risks associated with working with vehicles, and failing to address the problem could prove costly for employers.

This course will enable the learner to recognise the risks that arise as soon as they come into contact with vehicles in any capacity. They will, having completed the course, be able to remove or avoid certain risks and put in place appropriate safety precautions.

### 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.

Self Test

Course duration 45 minutes



## Protecting the Environment at Work and Home

The healthy functioning of our planet's ecosystems – our air, water, and land – and the vast diversity of life on Earth is essential. To achieve this everyone needs to understand how they can avoid pollution and waste, protect watercourses, promote biodiversity and sustain natural resources.

This course will enable learners to identify the causes of pollution and waste, minimise negative impacts to the environment and enhance the health and functioning of ecosystems where they live.

### Course Content

- What do we mean by 'the environment'?
- The definition of 'environmental impact'
- The factors that affect the severity of environmental impacts
- The three types of pollution
- The main causes of pollution
- The principal sources of pollution
- The three types of waste
- Examples of major environmental impacts.

Self Test

Course duration 45 minutes



## Risk Assessment- DSE & Workstation Health and Safety

Employers are required by law to carry out risk assessments of display screens and workstations. This online risk assessment enables the rapid identification of risks and provides managers with accurate and succinct data on which to base corrective action.

Workstation chair  
Display screen  
Keyboard and mouse  
Desk size and use  
Posture  
Lighting  
Ventilation  
Noise  
Workstation environment.

Duration 10 minutes

## Risk Assessment- Slips Trips and Falls

Over a third of all major workplace injuries each year are caused by a slip or trip at work. This risk assessment enables managers to put in place appropriate arrangements to eliminate or minimise the risks associated with these hazards.

Floor surfaces  
Steps and stairs  
Obstructions  
Lighting  
Walkways.

Duration 10 minutes



## Risk Assessment- Manual Handling

Musculoskeletal Disorders are the most common cause of occupational ill health in Great Britain. This risk assessment will enable managers and users to understand the risks associated with manual handling and take appropriate measures to reduce them.

Load position  
Body movement  
Load movement  
Work rate Load size  
Load size  
Ease of handling  
Load characteristics  
Physical capacity.

Duration 10 minutes

## Risk Assessment- RSI

RSI, also known as occupational overuse syndrome, work- related upper limb injury or isometric contraction myopathy, is caused by overuse of the muscles of the hands, wrists, arms or shoulders on a frequent and repeated basis. This risk assessment will enable managers to quickly identify workers at risk.

Repetitive movement  
Excessive force  
Static exertion  
Contact stress  
Posture  
Activity breaks  
Environment  
Existing medical conditions.

Duration 10 minutes



## Risk Assessment- Stress in the Workplace

Work-related stress accounts for over a third of all new incidences of ill health in the UK each year and each case of stress-related ill health leads to over 30 working days lost. This risk assessment will enable users and managers to identify early signs of stress and take timely remedial action

Organisational culture  
Job demands  
Job control  
Relationships  
Change  
Job role  
Support, training etc.

Duration 10 minutes