

# Managing safely

Don't just train... *inspire!*



the heart of  
health and safety



# It's not about teaching, it's about learning

No more 'death by PowerPoint'. We know that getting people fully involved, having fun, and learning by doing, is the way to achieve health and safety training success. We want to get delegates really thinking about what they're learning – and having the confidence and enthusiasm to put it into practice when they're back at work.

This course is unlike any other. You'll find a practical programme, full of step-by-step guidance, and with a sharp business focus. But you'll also find that the highly innovative format and content engages and inspires delegates – critical to getting essential health and safety messages across.

## *Managing safely: introducing a completely new approach to health and safety training*

- a flexible course (minimum 24 hours of face-to-face contact) covering the health and safety management basics in a high impact interactive package
- superb quality animated graphics created exclusively for the course
- a sophisticated but fun presentation
- first class technical content, based on what delegates need to know in practice
- no jargon or off-putting legal language
- clear scenarios that managers can relate to
- a range of ready-to-use training tools, including a board game, DVDs and quizzes

"A dynamic education package ... brings health and safety to life"  
Matt Terry, Bovis Lend Lease



# Managing safely delivers...

## Who should go on *Managing safely*?

*Managing safely* is for managers and supervisors in any sector, and any organisation. It's designed to get managers up to speed on the practical actions they need to take to handle health and safety in their teams.

## What will they get out of it?

What they need to know – and are perhaps reluctant to learn about – in a refreshingly informal way.

*Managing safely* won't turn delegates into safety experts – but it will give them the knowledge and tools to tackle the health and safety issues they're responsible for. Importantly, it brings home just why health and safety is such an essential part of their job.

Successful delegates are awarded an IOSH *Managing safely* certificate.

## What will their employer get out of it?

- nationally recognised and respected certificated training for their managers and supervisors
- peace of mind offered by training that's designed and quality-controlled by the Chartered body for health and safety professionals
- flexibility – the programme can be delivered in slots that suit the business
- two key areas – health and safety *and* environmental basics – are covered in a single programme

## What will trainers get out of it?

- straightforward, high quality training designed by a team of specialists
- a ready-to-go programme pack – we've done the hard work, saving trainers the headache and the hassle
- full back-up from our support team on every aspect of training, from advice on the training environment to guidance on marking assessments
- free technical updates



**"Informative and thought-provoking. Excellent course materials"**

Ken Stewart, Young Enterprise East Midlands

**"The level is just right for managers"**

Tony Cheesman, West Anglia Training Association

# Managing safely covers...

## 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.

## 2. Assessing risks

This module defines and demystifies ‘risk’ and ‘risk assessment’. Risk assessments and a simple scoring system are introduced, and delegates carry out a series of assessments.

## 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.

## 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.

## 5. Identifying hazards

All the main issues any operation has to deal with are covered in this module – entrances 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.

## 6. Investigating accidents and 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.

## 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.

## 8. Protecting our environment

A short but effective introduction to waste and pollution leads into a look at how organisations and individual managers can get involved in cutting down environmental impacts.

Memorable and thought-provoking facts, figures and case studies help drive the points home over the whole course. Each module is backed by crystal clear examples and recognisable scenarios, and summaries reinforce the key learning points. The course includes checklists and other materials for delegates to try out and then use when they get back to work.

# Managing safely includes...

- full PowerPoint **presentation** featuring state-of-the-art animation
  - clear **delegate workbook** with sections for notes and Q&A sessions, and plenty of simple, custom-designed illustrations – no clip art!
  - user-friendly **trainer notes** including focused training tips and extra background information so that trainers can go into more detail in all the key areas
  - a **board game** and **quizzes** to bring health and safety to life and maximise interactivity
  - two **DVDs**
  - a bank of **assessments** – delegates' understanding of health and safety basics is evaluated using multi-format questions and a risk assessment project
- The whole package fits into a sleek and robust wheeled case.

## Delivering *Managing safely*

If you want to run *Managing safely*, you'll need to be, or nominate, a member of IOSH. It's the IOSH member's responsibility to oversee the course and act as the first line of quality control. Centrally, quality control is provided by IOSH's training team.

### **All trainers who deliver *Managing safely* need to have as a minimum:**

- a health and safety qualification at national level 3, such as a BSC Certificate in OSH, TUC Certificate in Occupational Health and Safety, NEBOSH National General Certificate or another equivalent qualification.
- at least two years' training experience, with a minimum of 50 per cent face-to-face delivery or a

national level 3 adult teaching/training qualification at level 3, such as City & Guilds, CIPD Certificate in Training Practice or another equivalent qualification.

In addition, the main trainer or nominated IOSH member will need to attend a Familiarisation Training Day before we can issue a licence to deliver this course. Our familiarisation sessions are designed to bring you up to speed on the course's style and format, the technology and the quality control procedures.

Call the training team on +44 (0)116 257 3192 to get the latest dates and book your session.

Call us on **+44 (0)116 257 3192** to talk through your training needs

## Approved IOSH training provider

### IOSH

The Grange  
Highfield Drive  
Wigston  
Leicestershire  
LE18 1NN  
UK

t +44 (0)116 257 3100  
f +44 (0)116 257 3101  
[www.iosh.co.uk](http://www.iosh.co.uk)

IOSH is the Chartered body for health and safety professionals. With more than 37,000 members in 85 countries, we're the world's largest professional health and safety organisation.

We set standards, and support, develop and connect our members with resources, guidance, events and training. We're the voice of the profession, and campaign on issues that affect millions of working people.

IOSH was founded in 1945 and is a registered charity with international NGO status.

**IOSH Services Limited** is a wholly owned subsidiary of the Institution of Occupational Safety and Health. Registered in England and Wales (01816826). Registered office: as above.

**Institution of Occupational Safety and Health**  
Founded 1945  
Incorporated by Royal Charter 2003  
Registered charity 1096790

