



Managing Safely



Approved  
training  
provider

**Syllabus Guide**

**Astutis.**

# Managing Safely

IOSH Managing Safely is a basic risk management certificate in health and safety. It enables those who manage a team to meet their responsibilities for health and safety in the workplace.

The course is split into 2 units - 1 taught module and a work-based assignment which will demonstrate the application of the knowledge learners have gained over the course of the previous unit.

## Full course syllabus

### 1. Introducing Managing Safely

- The moral, legal and financial reasons for managing safety
- Managers' responsibilities and accountability for health and safety in the workplace

### 2. Assessing Risk

- Definitions of the terms: hazard, hazardous, event, risk
- Definition of the term risk assessment
- Definition of the terms likelihood and consequence
- Risk assessment process and the risk rating system
- The benefits of carrying out risk assessments

### 3. Controlling Risks

- Definition of the term reasonably practicable
- How to evaluate risk using a risk matrix and how to control those risks
- How to reduce risk by applying the hierarchy of risk control
- How implementing risk controls impact incident and consequences of incidents
- Definition of the term residual risk
- Modules two and three include a practical activity to spot hazards, assess and control risk



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## 4. Understanding Responsibilities

- An overview of what the law requires an organisation to do to protect Health and Safety of workers and other people under its control
- Definition of the term reasonably foreseeable
- The three knowledge tests to help determine reasonably foreseeable risks: common, industry and expert knowledge
- The difference between criminal law and civil law in relation to Health and Safety
- The possible outcomes of not complying with the law
- Where to find legal guidance
- Key elements of a Health and Safety management system
- Why leadership is an essential part of a Health and Safety management system

## 5. Common Hazards

- The six main hazard categories and how hazards can fall into more than one category
- Common hazards in the workplace, their effects and symptoms and how to manage them

## 6. Investigating accidents and incidents

- Definition of the terms: incident, accident, and near-miss
- Reasons to investigate incidents
- The benefits of incident investigation
- Definition of the terms, immediate-underlying-root causes
- The actions to take following an incident
- Incident reporting
- The stages of a structured approach to incident investigation

## 7. Measuring Performance

- What types of information performance indicators can help to improve Health and Safety in the workplace
- The characteristics of good key performance indicators
- The difference between proactive and reactive performance indicators
- What is meant by auditing
- The two types of auditing: internal and external
- Types of evidence used in an audit



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### **Bonus Module. Human Factors**

- Organisation factors including safety culture and managers
- Individual factors, attitude, personality, abilities, training and development, motivation and perception of risk
- Human failure
- Job factors
- Violations

## Course Assessment

There is a 45-minute written assessment, consisting of 30 questions in a variety of formats. A score of at least 36 out of 60 is required to pass.

You will also need to conduct and submit a skill-based workplace risk assessment within two weeks of completing your learning materials. A template is provided for you. You will need to score at least 23 out of 38 to pass. You must pass both units to achieve your full IOSH Managing Safely qualification.

Once your IOSH assessment is completed and your marks have been verified by IOSH, you will have immediate access to download your digital certificate through the IOSH portal.



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