Managing Health and Safety at Work

FIFTH EDITION

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Series preface

Whether you are a tutor/trainer or studying management development to further your career, Super Series provides an exciting and flexible resource to help you to achieve your goals. The fifth edition is completely new and up-to-date, and has been structured to perfectly match the Institute of Leadership & Management (ILM)'s new unit-based qualifications for first line managers. It also harmonizes with the 2004 national occupational standards in management and leadership, providing an invaluable resource for S/NVQs at Level 3 in Management.

Super Series is equally valuable for anyone tutoring or studying any management programmes at this level, whether leading to a qualification or not. Individual workbooks also support short programmes, which may be recognized by ILM as Endorsed or Development Awards, or provide the ideal way to undertake CPD activities.

For learners, coping with all the pressures of today's world, Super Series offers you the flexibility to study at your own pace to fit around your professional and other commitments. You don’t need a PC or to attend classes at a specific time – choose when and where to study to suit yourself! And you will always have the complete workbook as a quick reference just when you need it.

For tutors/trainers, Super Series provides an invaluable guide to what needs to be covered, and in what depth. It also allows learners who miss occasional sessions to ‘catch up’ by dipping into the series.

Super Series provides unrivalled support for all those involved in first line management and supervision.
# Unit specification

**Title:** Managing health and safety at work  
**Unit Ref:** M3.23  
**Level:** 3  
**Credit value:** 2

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| 1. Understand health and safety at work | 1.1 Identify two pieces of legislation relating to health, safety and welfare at work  
1.2 Explain two duties statute law imposes on both the manager and the team  
1.3 Outline the manager’s responsibilities contained within the organization’s Health and Safety Policy  
1.4 Explain the meaning of ‘a competent person’  
1.5 Identify two ways to provide Health and Safety information, instruction and training to the team  
1.6 Identify expertise available in the organization to help and advise the manager on health and safety issues |  
2. Understand risk assessment and accident prevention in the workplace | 2.1 Conduct a simple risk assessment in the workplace  
2.2 Explain one practical accident prevention and control measure that could be implemented in the workplace |  
3. Understand the organization’s environmental responsibility | 3.1 Explain the importance of environmental responsibility for your organization  
3.2 Describe what action the First Line Manager could take to enable the organization to fulfil its environmental responsibility |
1 ILM Super Series study links

This workbook addresses the issues of Managing Health and Safety at Work. Should you wish to extend your study to other Super Series workbooks covering related or different subject areas, you will find a comprehensive list at the back of this book.

2 Links to ILM qualifications

This workbook relates to the learning outcomes of Unit M3.23 Managing health and safety at work from the ILM Level 3 Award, Certificate and Diploma in First Line Management.

3 Links to S/NVQs in management

This workbook relates to the following Unit of the Management Standards which are used in S/NVQs in Management, as well as a range of other S/NVQs:

E6. Ensure health and safety requirements are met in your area of responsibility
Workbook objectives

All managers need to know enough to ensure that the work activities they control remain within the requirements of the law. In the areas of health, safety and the environment, this is becoming increasingly difficult, because so many changes in the law have been made in recent times. Unfortunately, ignorance of the law is no defence, so it’s of no avail to plead ‘Nobody told me!’

As a first line manager, you should make it your job to learn as much about the law as you can, even if only to help you in planning your team’s work.

Also, as a team leader, you have special responsibilities for the health and safety of your team members, as well as your own. Another good reason for studying the law on health and safety is that it provides guidance on minimum standards.

If you need one further reason for reading about the law, it is this. If you break the law, there is a real possibility that action could be taken against you, personally, as well as against your organization. This is especially likely to happen if a serious accident occurs as a result of your actions, or because of your failure to act. This workbook is divided into six sessions. Sessions A and B are devoted to health and safety aspects of the law, and Sessions C, D, E and F to risk assessment and accident prevention.

In Session A you will be able to read about the background to the law on health and safety. Session B goes on to describe the principal Acts and Regulations. Session C defines what we mean by ‘accident’, ‘risk’, ‘hazard’, and so on. After looking at a number of descriptions of accidents, we will try to identify some of the causes, and the means of preventing similar accidents. Session D examines safety from the point of view of management: costs; system strategies; legal obligations; risk assessment; people with a special role.

In Session E, we get down to practical accident prevention: analysing different types of accident, and identifying hazards common to many workplaces. Session F is entitled ‘Coping with accidents’. It looks at the activities that must take place once an accident has occurred: emergency procedures, reporting, and investigation.

You don’t want to expose your team members to danger. Accidents are costly (measured in both human and financial terms), disruptive, and morale destroying. If you’ve ever been involved in a serious accident yourself, or seen someone get hurt in one, you won’t have forgotten it in a hurry.
As a manager, you have a responsibility to find ways of preventing accidents, and of minimizing the risks from hazards at your place of work. The philosophy of accident prevention is, in essence, simple: identify the hazards, and then put all necessary measures in place for eradicating them, or at least, protecting people from them. As we will discuss, most accidents at work are the result of a failure to put this philosophy into practice in an adequate manner. In other words, accidents usually occur because the health and safety management system breaks down. To put it even more plainly: the majority of accidents could be prevented, if safety were better managed within the organization.

Notes on studying this workbook.

This book contains quite a lot of detail about health and safety and environmental legislation. You are not expected to remember it all. The best way to tackle the workbook is to read it through, completing the activities, and answering the self-assessment questions, in the usual way. You should be able to follow the points made, but don’t feel you have to learn them all by heart.

Whenever you come across areas of law that seem particularly relevant to you and your job, make a note to remind yourself to find out more. There is a list of extensions at the back of the book, starting on page 172; alternatively, there may be people in your organization who can give you guidance.

4.1 Objectives

When you have completed this workbook you will be better able to:

- identify the most important laws related to health and safety;
- find out more about laws that are especially relevant to the work you do;
- explain to your team how the law affects them, and the duties imposed by the law on everyone at work;
- play your part in implementing and maintaining safe systems of work;
- identify hazards in your workplace, and take effective precautions against them;
- take part in risk assessment;
- identify some important points of health and safety law;
- cope with, report on and investigate accidents at work.
5 Activity planner

Activity 35 asks you to think about the status of your team’s training on health and safety. It would be useful to identify beforehand what training the team has had.

For Activity 37, you are expected to give examples of identified hazards at your place of work, the results of the last risk assessment of these hazards, and to describe any further actions you plan to take with regard to them.

In Activity 50 you are asked to use a checklist to assess a particular manual handling operation. You should try to obtain a copy of the HSE booklet *Manual Handling – Guidance on Regulations*.

Activity 56 requires you to undertake a thorough review of the accident prevention measures currently in place in your work area, in respect of a chosen topic.

Some or all of these Activities may provide the basis of evidence for your S/NVQ portfolio. All Portfolio Activities and the Work-based assignment are signposted with this icon.

The icon states the elements to which the Portfolio Activities and Work-based assignment relate.

The Work-based assignment requires you to carry out a risk assessment. This task is designed to help you meet Unit E6. Ensure health and safety requirements are met in your area of responsibility.