



Fair safe  
& Legal



## Health and Safety Level 2 Collection Guide

Our Level 2 Health and Safety Collection is designed to ensure workplace compliance standards for health and safety. It provides real-world scenarios to enhance risk awareness and promote best practices. Specifically tailored for line managers, this collection equips you with the necessary skills and knowledge to effectively lead a team while meeting compliance requirements. It includes lessons like Fire Warden Training and Refresher to support face-to-face training.

Please note that these lessons are developed based on global best practices and UK legislation.

### Lessons in this collection include:

- Asbestos Awareness
- Display Screen Equipment for Managers (DSE)
- Drug and Alcohol Awareness
- Electrical Safety in the Workplace **(with Smart Revision)**
- Emergency Planning **(with Smart Revision)**
- Fire Warden Training **(with Smart Revision)**
- Health and Safety in the Workplace
- Introduction to Design Construction Management
- Line Managers Health and Safety Responsibilities **(with Smart Revision)**
- LOLER in the Workplace **(with Smart Revision)**
- Managing Health and Safety **(with Smart Revision)**
- New and Expectant Mothers
- Office Safety **(with Smart Revision)**
- Personal Emergency Evacuation Plan (PEEPs)
- PUWER in the Workplace
- Risk Management
- Security Measures in the Workplace **(with Smart Revision)**
- The Principles of Risk Assessment **(with Smart Revision)**

## Lesson Overview

### Asbestos Awareness

The Asbestos Awareness lesson is aimed at property maintenance operatives and those who manage colleagues in construction settings.

It will help you understand what asbestos is, as well as the health implications of exposure, where it is likely to be found in buildings and what you need to do if you suspect the presence of asbestos.

Learning Outcomes for this lesson include:

- Understanding why asbestos materials were used and where they may be found.
- Identifying how asbestos exposure can affect health and the steps to take if you suspect the presence of asbestos.

Duration: **27 Minutes** | Accreditation: **CPD** | Assessment: **Yes**

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### Display Screen Equipment for Managers (DSE)

In this lesson, we explore best practice for safe and proper use of Display Screen Equipment (DSE). While we adhere to, we don't reference specific legislations as we've taken into account laws and regulations from outside of the UK. This was done to ensure a global audience could get meaningful learning from this lesson.

Learning Outcomes for this lesson include:

- Recognising the many forms of 'Display Screen Equipment'.
- Understanding the harm that can be caused by improper use of DSE.
- Identifying 'users' of DSE.

- Being aware of the manager's role in conducting DSE assessments and providing information and training.
- Appreciating the need for breaks and/or changes of activity.
- Knowing how to manage issues with DSE used by home workers.

Duration: **30 Minutes** | Accreditation: **CPD** | Assessment: **Yes**

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### Drug and Alcohol Awareness

An estimated 2 million people in the UK have an addiction to some form of substance, and it's estimated that alcohol alone costs the country £21 billion. In this lesson, we aim to raise your awareness of drugs and alcohol. We'll take a look at the recommended guidelines for alcohol consumption and view some useful tips for cutting back, as well as examining the more common drug types and their side effects and symptoms.

We will also provide sources of support for individuals and employers, including a guide to spotting the early warning signs of substance misuse.

Learning Outcomes for this lesson include:

- Understanding what drugs and alcohol are, the usage in the UK and the different ways they can affect your body.
- Becoming aware of the recommended guidelines for the consumption of alcohol, the ways to cut back on alcohol intake and the benefits of doing so.
- Identifying the different categories of drugs and the most common drugs as well as knowing the legislation related to drugs and alcohol use.

Duration: **27 Minutes** | Accreditation: **CPD** | Assessment: **No**

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## Electrical Safety in the Workplace

This lesson is designed for managers and supervisors, especially for those with responsibility for building maintenance, and for anyone with general responsibilities for health and safety in the workplace.

Learning Outcomes for this lesson include:

- Identifying the hazards and risks associated with working with electricity in the workplace.
- Understanding the importance of implementing control measures to mitigate the risks involved in working with or near electricity.
- Applying appropriate control measures to reduce the risks associated with electricity in the workplace.
- Creating a safer working environment for yourself, colleagues, and employees by effectively managing and minimising the hazards of working with electricity.

Duration: **30 Minutes** | Accreditation: **CPD** | Assessment: **Yes** | Smart Revision: **Yes**

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## Emergency Planning

The Civil Contingencies Act defines an emergency as an event or situation which threatens serious damage to human welfare in a place in the UK, the environment of a place in the UK, or war, or terrorism, which threatens serious damage to the security of the UK. It's a classification that can take in everything from floods and gas leaks to a flu pandemic, but it's clear that a well-organised business should have a broad plan in place should such situations occur.

In this lesson, we will help you to understand what emergency planning is, and how emergency plans are implemented. We will also look at how business continuity management helps to ensure that an organisation's core services are maintained during an emergency or incident.

Learning Outcomes for this lesson include:

- Identifying what emergency planning is and how emergency plans are implemented.
- Understanding what a business continuity management cycle is and the 5 steps that are involved in this.
- Developing and implementing a business continuity plan.

Duration: **15 Minutes** | Accreditation: **CPD** | Assessment: **Yes** | Smart Revision: **Yes**

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## Fire Warden Training

It's no doubt that it's tempting to view this lesson simply as a matter of meeting legal requirements. But the reality is, the role of a fire warden is incredibly important. This lesson will equip you with the right knowledge to keep everyone in your workplace safe and a strategy if a fire does occur. You will be exposed to scenarios where you must decide how you'd react to a situation so that when you are on the job, the decisions you make are influenced by the simulations encountered on the training.

Learning Outcomes for this lesson include:

- Illustrating what skills are required and how to utilise those skills to become a diligent and responsible Fire Warden.
- A deep understanding of the requirements and characteristics of a Fire Warden and offer the tools to build the technical and practical knowledge that can be utilised in your job role.

Duration: **40 Minutes** | Accreditation: **CPD** | Assessment: **Yes** | Smart Revision: **Yes**

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## Health and Safety in the Workplace

This lesson is designed to provide you with the necessary knowledge and skills to ensure a safe and healthy work environment. We will explore the legislation that outlines health and safety responsibilities for all organisations, identify the key components of an effective health and safety policy, communicate it to employees, and implement techniques to foster a positive safety culture. You will also learn about the day-to-day responsibilities of all company employees in maintaining health and safety, as well as the specific obligations and roles of managers in ensuring a safe working environment.

Learning outcomes for this lesson include:

- State the legislation that outlines the health and safety responsibilities of all organisations
- Explain what a health and safety policy should include, state how to communicate it to employees and identify techniques to encourage a positive safety culture
- Explain what all company employees should be doing on a day-to-day basis to ensure health and safety
- Explain what managers are responsible for when it comes to health and safety.

Duration: **45 Minutes** | Accreditation: **CPD** | Assessment: **Yes**

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## Introduction to Construction (Design and Management) Regulations

Throughout this lesson, you are going to learn about the policies and procedures that you will have to follow and the responsibilities to fulfil throughout the construction process. Each step of the process ensures that organisations are correctly following the Construction (Design and Management) Regulations 2015 (CDM 2015). This law helps promote better and safer management of construction projects throughout the UK.

Designed with Smart Revision as default, the learner can work through this learning in as little as 5 minutes!

Learning Outcomes for this lesson include:

- Understanding the policies and procedures that need to be followed throughout the construction process.
- Identifying the roles and responsibilities of those involved in construction processes
- Applying principles to ensure compliance and promote safety in construction projects.

Duration: **15 Minutes** | Accreditation: **CPD** | Assessment: **Yes**

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### Line Managers Health and Safety Responsibilities

This lesson is for anyone with line management responsibility within any type of organisation. We focus on the health and safety considerations for managers, leaders or supervisors responsible for the work, health, safety, welfare and/or well-being of employees.

Learning Outcomes for this lesson include:

- Being able to explain the role and responsibilities of line managers when managing health and safety.
- Recognising the relevance of health and safety legislation and how it applies to your role and organisation.
- Understanding the role of a manager in developing and maintaining a positive health and safety culture.
- Being aware of the issues associated with managing contractors.
- Being familiar with how to plan and execute a health and safety inspection.
- Understanding the procedures for accident investigation and incident reporting.

Duration: **40 Minutes** | Accreditation: **CPD** | Assessment: **Yes** | Smart Revision: **Yes**

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## LOLER in the Workplace

Accidents and fatalities involving lifting equipment in the workplace still happen. As a business or organisation involved in lifting operations and working with lifting equipment, you have a duty to manage and control the risks to avoid injury or damage. This lesson is an introduction to the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). It is designed for managers and supervisors, and others with responsibilities for health and safety in the workplace.

Learning Outcomes for this lesson include:

- Understanding the scope and applicability of the Lifting Operations and Lifting Equipment Regulations (LOLER) in the workplace.
- Effectively assess the risks associated with lifting operations and lifting equipment.
- Understanding proper techniques for positioning, stabilising, and operating lifting equipment in a safe and controlled manner.
- Plan lifts systematically, taking into account key factors such as load capacity, environmental conditions, communication protocols and roles and responsibilities.
- Understanding the process required for examinations and inspections of lifting equipment to ensure compliance with LOLER regulations and identify any potential hazards or maintenance requirements.

Duration: **30 Minutes** | Accreditation: **CPD** | Assessment: **Yes** | Smart Revision: **Yes**

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## Managing Health and Safety

The Health and Safety at Work Act was passed in 1974, and has done much to reduce instances of people experiencing ill health through their work. Nevertheless, the number of problems with health and safety in the workplace are still astonishingly high, and a failure on the part of employers and/or employees to comply with health and safety requirements at work can have a

deleterious impact on colleagues, customers, management, day-to-day work and the organisation as a whole.

This lesson is designed to give you an overview of management responsibilities with respect to health and safety laws and policies that might affect you and your team. We focus on an office environment.

Learning Outcomes for this lesson include:

- Becoming aware of The HSE mandates that the responsibility for implementing good health and safety practice in each relevant workplace lies with managers and directors of that workplace.
- Being aware of the 5 steps to carrying out a risk assessment.
- How accidents should be reported.
- The impact of work related stress and the risk factors of this and common fire and escape hazards.

Duration: **33 Minutes** | Accreditation: **CPD** | Assessment: **Yes** | Smart Revision: **Yes**

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### **New and Expectant Mothers**

Today, over half of the UK workforce are working mothers and it's important that women feel confident that they can have babies and keep working. This new lesson aids both mothers and employers to understand the rights and responsibilities in relation to pregnancy, adoption and returning to work as a mother.

This can also be used as part of Health and Safety suites and in conjunction with 'Line Managers Health and Safety responsibilities'. As this lesson is designed to be utilised before, during and after pregnancy, you can bookmark the place to return to, where you left off.

Learning Outcomes for this lesson includes:

- Highlighting the potential actions that will support the creation of a positive and supportive work environment.
- Aiding in the understanding of the rights and responsibilities of both the expectant mother and the employer.

Duration: **30 Minutes** | Accreditation: **CPD** | Assessment: **No**

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## Office Safety

The Office Safety lesson has been designed to provide a comprehensive introduction to good health and safety practice in the workplace. We begin with a look at the roles and responsibilities of employees and managers, and proceed to outline the most common sources of office accidents – from slips, trips and falls to guarding against electrical hazards. The latest statistics from the UK's Health and Safety Executive will draw your attention to potential pitfalls, whilst case studies and additional resources help to reinforce practical, real-world advice.

Learning Outcomes for this lesson include:

- Being aware of the main causes of injury in the office and who is responsible for office safety.
- Being able to spot potential hazards and prevent common accidents in the office.
- Understanding how your workstation can affect your health.

Duration: **33 Minutes** | Accreditation: **CPD** | Assessment: **Yes** | Smart Revision: **Yes**

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## Personal Emergency Evacuation Plan (PEEPs)

This lesson will instruct you on how to formulate a personal emergency evacuation plan (PEEP) for those who may not be able to get themselves out of a building in an emergency. You will learn who is responsible for constructing the plans and how they should be written. Government Legislation surrounding disability and discrimination will also be covered, as well as essential measures that must be put in place long-term.

Learning Outcomes for this lesson include:

- Understanding what a PEEP is and who may require one.
- Being aware of the things to consider when constructing a PEEP, knowing how to create these plans and the criteria that you should meet.
- Understanding the rules and regulations surrounding PEEPs.

Duration: **24 Minutes** | Accreditation: **CPD** | Assessment: **Yes** | Smart Revision: **No**

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## PUWER in the Workplace

The main regulation covering equipment for use at work is the Provision and Use of Work Equipment Regulations 1998 (PUWER). The main purpose of PUWER is to ensure that work equipment, regardless of its age, condition or country of origin, does not result in risks to health or safety. PUWER applies wherever the Health and Safety at Work Act 1974 applies. In this lesson, we give you an introduction to the Provision and Use of Work Equipment Regulations 1998 (PUWER). It is designed for managers, supervisors, and others with responsibilities for health and safety in the workplace.

Learning Outcomes for this lesson include:

- By the end of this e-learning module, participants will be able to:

- Understand the scope and application of the Provision and Use of Work Equipment Regulations (PUWER) in the workplace.
- Effectively assess the risks associated with work equipment usage.
- Demonstrate safe and proper use of equipment in accordance with PUWER regulations.
- Understand the importance of regular maintenance and inspection of work equipment.
- Understand the elements required for appropriate maintenance and inspection procedures to ensure compliance with PUWER regulations and identify potential hazards or maintenance requirements.

Duration: **30 Minutes** | Accreditation: **CPD** | Assessment: **Yes**

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## Risk Management

Effective risk management (the process by which risks are identified, evaluated and managed) is essential for any business that wishes to achieve its strategic objectives and improve outcomes for both employees and customers. In this lesson, we will help you to identify risk as either a threat or an opportunity. We'll look at the different roles and responsibilities that exist with regard to risk, and outline the nine categories into which risks can be grouped.

Learning Outcomes for this lesson include:

- Understanding what risk management is and who is responsible.
- Learning which processes risk management should be applied to in businesses and how to manage risks using the risk management scoring process.

Duration: **36 Minutes** | Accreditation: **CPD** | Assessment: **No**

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## Security Measures in the Workplace

Did you know that all organisations have a responsibility to ensure the safety of employees, client data, assets, physical property and information? Security in the workplace is important because any organisation is often the target of sabotage, unlawful entry and theft.

In this lesson, we will highlight the risks for corporations, businesses and government offices as they may be the target of sabotage, unlawful entry and theft. Discover more on where your organisations have a responsibility to ensure the safety of employees, client data, assets, physical property and information.

Learning Outcomes for this lesson include:

- Understanding security measures in the workplace and associated legislation.
- How to identify improvements to existing security measures.
- Identifying whether prescribed security measures are effective.

Duration: **45 Minutes** | Accreditation: **CPD** | Assessment: **Yes** | Smart Revision: **Yes**

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## The Principles of Risk Assessment

Carrying out a risk assessment where necessary is a legal requirement under the Management of Health and Safety at Work Regulations 1999. Failure to carry out a suitable and sufficient risk assessment is a criminal offence. This lesson has been designed to provide you with an overview of risk assessments.

Learning Outcomes for this lesson include:

- Defining risk assessment and identifying the key principles.

- Understanding the difference between a hazard and a risk and recognising which risks require assessment.
- Increased confidence in undertaking the risk assessment process.
- Understanding what a risk assessment is, who they should cover, who is most at risk and when we undertake a risk assessment.
- The ability to carry out 5 steps of a risk assessment process and how to review them.

Duration: **30 Minutes** | Accreditation: **CPD** | Assessment: **Yes** | Smart Revision: **Yes**

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**END**