Day: - One

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time | Activity | Workbook | Resources | Tutor Notes |
| 09.:30  –  10:30 | Course admin, Introductions and ground rules.  Act 1  Introductions and our stories | P 20 |  | Ensure all paperwork is filled out correctly. Make students aware that they have to fill out their Personal learning plans (p7 & 8) and a reflective journal at the back of their books for each day. Ensure that course induction is carried out (presentation in day folder) |
| 10.30  -  10.45 | Break |  |  |  |
| 10.45  -  12.30 | Act 2  Review of workplace issues since the last course | P 21 |  |  |
| 12.30  -  13.30 | Lunch |  |  |  |
| 13.30  -  14.30 | Act 3  What are the benefits in the workplace of a trained Unite Health and Safety Representative? | P 22 |  |  |
| 14.30  -  14.45 | Break |  |  |  |
| 14.45  -  15.45 | Act 4  Identifying health and safety problems at work – Initial survey | P 23 - 24 |  |  |
| 15.45  -  16.30 | Act 5  The Unite approach to health, safety and welfare | P 25 - 26 | P 3 - 5 |  |

Notes for session

Ask students to look at word document in day folder telling them what work documents they will find useful on the course

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time | Activity | Workbook | Resources | Tutor Notes |
| 9.30  -  10.30 | Act 6  Safety Rep functions and law | P 27 - 29 | P 6 - 8 | Refer to books section on the Learn with Unite web resources page (Brown Book) |
| 10.30  -  10.45 | Break |  |  |  |
| 10.45  -  12.30 | Act 7 task 1  Using the Health and Safety at Work Act 1974 and common law duties/civil law | P 30 - 31 | P 9 - 15 | Refer to books section on the Learn with Unite web resources page (Unite health and Safety Guide)  Presentation in day folder |
| 12.30  -  13.30 | Lunch |  |  |  |
| 13.30  -  15.30 | Act 7 task 2  Using the Health and Safety at Work Act 1974 and common law duties/civil law | P 32 | P 9 - 15 |  |
| 15.30  -  15.45 | Break |  |  |  |
| 15.45  -  16.00 | Final day presentation |  |  | Outline the task for the final day and sort students out into groups, ask students to decide on topic by next week |

Day: - Two

Notes for next session\*

Ask students to think about how they would get the message out in their workplaces

Arrange for Richard to come along a give mental health session

Day: - Three

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time | Activity | Workbook | Resources | Tutor Notes |
| 9.30  -  10.30 | Act 8 Involving Members | P 33 – 34 | P 16 - 18 | PIP presentation in day folder |
| 10.30  -  10.45 | Break |  |  |  |
| 10.45  -  11.45 | Act 9 The Management of Health and Safety at Work Regulations | P 35 - 37 |  | PDF file in day folder |
| 11.45  -  12.30 |
| 12.30  -  13.30 | Lunch |  |  |  |
| 13.30  -  14.30 | Act 10 Does the law help? | P 38 - 40 |  | Six pack presentation in day folder |
| 14.30  -  14.45 | Break |  |  |  |
| 14.45  -  15.45 | Act 11 Mental Health and wellbeing | P 41 - 42 |  | Refer to books section on the Learn with Unite web resources page (mental health guide) |

Notes for next session

What issues have arisen recently in their workplaces, ask the students to bring along information

Day: - Four

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time | Activity | Workbook | Resources | Tutor Notes |
| 9.30  -  10.30 | Act 12Gender issues and health and safety at work | P 43 - 44 |  | PDF file in day folder  TUC document in day folder |
| 10.30  -  10.45 | Break |  |  |  |
| 10.45  -  11.45 | Act 13Taking action on problems – negotiating with management | P 45 - 46 |  | PDF file in day folder  Presentation in day folder |
| 11.45  -  12.30 | Act 14 Health and safety committees | P 47 - 48 | P 23 - 26 |  |
| 12.30  -  13.30 | Lunch |  |  |  |
| 13.30  -  14.30 | Act 15 Workplace inspections | P 49 - 50 | P 27 - 37 | TUC document in day folder |
| 14.30  -  14.45 | Break |  |  |  |
| 14.45  -  15.45 | Time for students to prep final presentation |  |  |  |

Notes for next session

Ask students to bring along copies of safety policies

Day: - Five

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time | Activity | Workbook | Resources | Tutor Notes |
| 9.30  -  10.30 | Act 16 Risk assessment: situation assessment | P 51 - 55 |  | Documents in day folder |
| 10.30  -  10.45 | Break |  |  |  |
| 10.45  -  11.45 | Act 17 Ensuring disabled workers are treated fairly | P 56 | P 38 | ` |
| 11.45  -  12.30 | Act 18 Contents of a health and safety policy | P 57 - 58 | P 39 |  |
| 12.30  -  13.30 | Lunch |  |  |  |
| 13.30  -  14.30 | Act 19Draft health and safety induction programme | P 59 - 60 | P 40 - 41 |  |
| 14.30  -  14.45 | Break |  |  |  |
| 14.45  -  15.45 | Act 20 Ensuring employers have effective accident procedures | P 61 - 62 | P 42 - 44 |  |

Notes for next session

Ask students to bring alone any COSHH Assessments / data sheets

Day: - Six

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| --- | --- | --- | --- | --- |
| Time | Activity | Workbook | Resources | Tutor Notes |
| 9.30  -  10.30 | Act 21Reporting of Injuries, Diseases and Dangerous Occurrences  Regulations 2013 (RIDDOR) | P 63 - 64 | P 45 - 49 | HSE guide in day folder |
| 10.30  -  10.45 | Break |  |  |  |
| 10.45  -  11.45 | Act 22 What are we using? What forms do they come in?  Types of health risk | P 65 - 67 | P 50 – 58 | Documents in day folder |
| 11.45  -  12.30 |
| 12.30  -  13.30 | Lunch |  |  |  |
| 13.30  -  14.30 | Act 23 COSHH and the Duties on Employers and Employees | P 68 | P 59 - 62 | Presentation in day folder |
| 14.30  -  14.45 | Break |  |  |  |
| 14.45  -  15.45 | Act 24The COSHH Risk Assessment | P 69 - 75 |  | Template in day folder |

Notes for next session

Ask students to bring along any Manual handling or DSE risk assessments

Day: - Seven

Notes for next session

Ask students to bring along a copy of incident investigation process

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time | Activity | Workbook | Resources | Tutor Notes |
| 9.30  -  10.30 | Act 25 Local Exhaust Ventilation (LEV) and its implications in the workplace. | P 76 - 77 | P 64 |  |
| 10.30  -  10.45 | Break |  |  |  |
| 10.45  -  11.45 | Act 26 Using the Manual Handling Regulations 1992 to assess risks | P 78 - 79 | P 65 - 69 | Templates in day folder |
| 11.45  -  12.30 | Act 27 How to complete a manual handling risk assessment | P 80 - 83 |  | Presentation & documents in day folder |
| 12.30  -  13.30 | Lunch |  |  |  |
| 13.30  -  14.30 | Act 28 Working with Display Screen Equipment | P 84 - 90 | P 70 - 72 |  |
| 14.30  -  14.45 | Break |  |  |  |
| 14.45  -  15.45 | Time for students to prep final presentation |  |  |  |

Day: - Eight

Notes for next session

Ask students to bring along any incident reports

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time | Activity | Workbook | Resources | Tutor Notes |
| 9.30  -  10.30 | Act 29 Provision and Use of Work Equipment (PUWER) | P 91 - 94 | P 73 - 76 | Presentation and videos in Day 8 folder |
| 10.30  -  10.45 | Break |  |  |  |
| 10.45  -  11.45 | Act 30 Noise in the workplace | P 95 | P 77 - 82 | Presentation in day folder |
| 11.45  -  12.30 | Act 31 Fire | P 96 - 97 | P 83 - 87 | Presentation in day folder |
| 12.30  -  13.30 | Lunch |  |  |  |
| 13.30  -  14.30 | Act 32 Review of previous accident investigation workplace  experience/procedures | P 100 - 102 | P 88 - 93 |  |
| 14.30  -  14.45 | Break |  |  |  |
| 14.45  -  15.45 | Act 33 Why carry out accident investigation? | P 103 - 104 | P 94 - 112 |  |

Day: - Nine

Notes for next session

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time | Activity | Workbook | Resources | Tutor Notes |
| 9.30  -  10.30 | Review findings for yesterday |  |  |  |
| 10.30  -  10.45 | Break |  |  |  |
| 10.45  -  11.45 | Act 34 The cost of workplace accidents & ill-health | P 105 - 106 | P 94 - 112 | Presentation in day folder |
| 11.45  -  12.30 |
| 12.30  -  13.30 | Lunch |  |  |  |
| 13.30  -  14.30 | Act 35 Accident causation factors and definitions | P 107 - 108 | P 94 - 112 | Presentation in day folder |
| 14.30  -  14.45 | Break |  |  |  |
| 14.45  -  15.45 | Act 36 Accident investigation | P 109 – 110 | P 94 - 112 |  |

Day: - Ten

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time | Activity | Workbook | Resources | Tutor Notes |
| 9.30  -  10.30 | Time for students to prep final presentation |  |  |  |
| 10.30  -  10.45 | Break |  |  |  |
| 10.45  -  1\*1.45 | Act 37 Fatality case study and protocol for liaison | P 111 - 113 | P 113 - 120 | Galloway’s speech in day folder  Simon Jones presentation in day folder |
| 11.45  -  12.30 | Act 38 Gristle and Bone Engineering Task 1 | P 114 - 115 | P 121 - 122 | Word document in day folder |
| 12.30  -  13.30 | Lunch |  |  |  |
| 13.30  -  14.30 | Act 38 Gristle and Bone Engineering Task 2 | P 116 | P 121 - 122 |  |
| 14.30  -  14.45 | Break |  |  |  |
| 14.45  -  15.45 | Act 39 Major incident video and discussion | P 117 |  |  |

Notes for next session

Day: - Eleven

Notes for next session

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time | Activity | Workbook | Resources | Tutor Notes |
| 9.30  -  10.30 | Act 40 Research Skills | P 118 - 120 | P 123 - 133 |  |
| 10.30  -  10.45 | Break |  |  |  |
| 10.45  -  11.45 |  |  |  |  |
| 11.45  -  12.30 |  |  |  |  |
| 12.30  -  13.30 | Lunch |  |  |  |
| 13.30  -  14.30 |  |  |  |  |
| 14.30  -  14.45 | Break |  |  |  |
| 14.45  -  15.45 |  |  |  |  |

Day: - Twelve

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time | Activity | Workbook | Resources | Tutor Notes |
| 9.30  -  10.30 | Students final presentation |  |  |  |
| 10.30  -  10.45 | Break |  |  |  |
| 10.45  -  11.45 | Students final presentation |  |  |  |
| 11.45  -  12.30 | Review of course |  |  |  |
| 12.30  -  13.30 | Lunch |  |  |  |
| 13.30  -  14.30 | Final comments |  |  |  |
| 14.30  -  14.45 | Break |  |  |  |
| 14.45  -  15.45 |  |  |  |  |

Notes for next session