



**BRITISH  
SAFETY  
COUNCIL**



## **Level 2**

**Certificate in  
Supervising Staff Safely**

## Overview

Developed to meet the needs of line managers, supervisors, team leaders, heads of department and junior managers - our 3 day training course gives participants practical understanding of health and safety and equips them to undertake a realistic, workplace related, electronic assessment that leads to a nationally recognised qualification.

The BSC Level 2 Certificate in Supervising Staff Safely is a nationally-recognised qualification for those with responsibility for the health and safety of others. It is accredited by the Qualifications and Examinations Regulator (Ofqual) and designed in consultation with employers, the Employment National Training Organisation (ENTO) and the Health and Safety Executive (HSE).

BSC training has been especially upgraded to provide the up-to-date knowledge and skills to enable effective and sensible management of health and safety in the workplace. Highly competitive pricing, cost-effective training and venues around the UK have been combined to provide the ideal solution to meet the needs of a modern business.

For further information about this cost-effective training option, or to check latest availability, please contact your BSC account manager on +44 (0)20 8741 1231.

**British Safety Council, 70 Chancellors Road, London W6 9RS UK**

**Tel: +44 (0)20 8741 1231 Fax: +44 (0)20 8741 4555 Email: [ask@britsafe.org](mailto:ask@britsafe.org)**

**Web: [www.britsafe.org](http://www.britsafe.org)**

# Key benefits

## ■ Practical skills... up-to-date expertise

Up-to-date and practical training, supplemented with completely new learning materials and specially developed interactive learning sessions.

## ■ Targeted training... professional development

3 day short course that fully prepares participants to take on day to day health and safety responsibilities and provides a key step in career development.

## ■ Fully accredited... nationally-recognised qualification

Leading to a nationally-recognised qualification based on national occupational standards and accredited by the Ofqual at Level 2 in the National Qualifications Framework.



## Choice of venues

BSC training is organised at quality venues across the UK so that you can find a location for one of our public courses that is convenient for you. Alternatively, where you have a number of employees to train, we can organise a cost-effective in-company training option to meet your specific demands.

## Course framework

Our training utilises the very latest learning methods, with special emphasis on participative and interactive techniques. Overall, the aim of our training is to share knowledge and practical experience and, through tutor-led sessions, build on that experience so that every participant is able to manage health and safety effectively and realistically.

The training sets out to develop sound and practical knowledge and understanding for day-to-day application in the workplace and prepares each participant for the level 2 qualification assessment.

The training updates and replaces the BSC's "Safety for Supervisors" and "Safety for Managers" courses and can be considered in association with our one day training module for "Risk Assessment", covering all the practical aspects of risk assessment techniques and how to manage, undertake and then consider the implications of a risk assessment.



# Course coverage

On completion of the qualification, candidates should be able to:

## **Element A Management Systems**

- Outline the main elements of a health and safety and environmental management system
- Describe the arrangements for provision of a health and safety policy in an organisation
- Outline the main elements of the health and safety policy of an organisation
- Describe the role of a supervisor in a health and safety management system
- Maintain adequate records
- Conduct safety briefings for employees working in the area for which they are responsible
- Outline the emergency evacuation procedures for workers and visitors
- Prepare for and receive a new starter in the workplace
- Identify improvements to reduce risks to health and safety from workplaces, processes and activities
- Contribute to improve the health and safety culture of an organisation

## **Element B Hazards and Risks**

- Identify hazards to health and safety in a workplace
- Identify environmental hazards in a workplace
- Assess risks to health and safety in a workplace
- Prioritise action to address risks
- Recommend suitable control measures
- Identify when a review of risks is needed

### Element C Monitoring

- Conduct a health and safety inspection of a work area
- Describe the role of audits in monitoring health and safety
- Maintain records appropriate to the role of a supervisor
- Explain the need for reporting and investigating accidents and near misses
- Explain the 'accident triangle' – proportions of near misses to accidents resulting in harm
- Report accidents and near misses in an appropriate manner within an organisation
- Outline the main requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Contribute to the investigation of accidents and near misses in an appropriate manner within an organisation
- Monitor and review the health, safety and welfare of employees for whom they are responsible

### Element D Legal Requirements

- Outline the key requirements of the Health and Safety at Work etc. Act 1974
- Describe the means of enforcing health and safety legislation
- Outline the consequences of breaches of health and safety legislation
- Outline the requirements of the main regulations relating to health and safety in the workplace
- Locate information on legislation and best practice concerning the management of health and safety as it concerns supervisors
- Define 'competence'
- Outline the specific health and safety requirements concerning young people and children
- Outline the specific health and safety requirements concerning new and expectant mothers

A published specification that sets out the detail of subject content and learning outcomes is available. This specification includes specimen assessment tasks and marking criteria. It may be downloaded, free of charge, from the British Safety Council website at [www.britsafe.org](http://www.britsafe.org). Copies may also be obtained from the Examinations Department on +44 (0)20 8600 1035 or via e-mail on [examinations@britsafe.org](mailto:examinations@britsafe.org)

# Assessment arrangements

On completion of the three day training, candidates can register with the BSC to undertake a formal assessment which leads to a nationally-recognised qualification. Each candidate is issued with three workplace-based health and safety tasks. This means that learning acquired on the training course is practically and systematically applied with benefits for the candidate and the employer. The candidate's findings/answers are then submitted electronically on a template provided by the BSC. This file is forwarded to an independent health and safety practitioner for marking. A successful assessment results in the award of the BSC Level 2 Certificate in Supervising Staff Safely.

## To find out more

For more information on the course and to book places, contact:

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INVESTOR IN PEOPLE

