

## Atlas (IHASCO) Health and Safety eLearning suite

### Guide to who, what and when

Training Course	Description	Who should take	When	Mandatory or Advisory	Refresher frequency
Accident Reporting (17 mins)	Understanding what incidents and accidents must be reported Overview of RIDDOR (legislation for reporting of serious incidents, dangerous occurrences and occupationally-acquired diseases)	HSC/As and line managers	Timing not crucial	Advisory	Not essential
Asbestos Awareness (35 mins)	Different types of asbestos, what they look like and how to identify them The illnesses caused by inhalation of asbestos fibres and the symptoms What to do and who to report to if you discover asbestos or accidentally disturb it How to protect your safety and that of others Overview of Asbestos Registers and Asbestos Management Plans	Relevant workers, mainly Estates trades	Shortly after arrival	Mandatory	3 yearly mandatory
COSHH (25 mins)	Considering what hazardous substances are, how you may come into contact with them and the effects of exposure Hazard symbols The basic steps to effective to COSHH Assessment	Aimed at those using commercial chemicals rather than research chemists	Prior to use of chemicals	Mandatory for certain workers	3 yearly mandatory
DSE Safety (32 mins)	Understanding the physical risks relating to use of DSE Understanding how to set up your workstation correctly and considering poor habits Understanding the safe use of portable devices, e.g. laptops Preventing DSE "stress" by safe use of DSE	For all staff and PGRs who are classed as users	Early in contract	Mandatory	3 yearly advised
Electrical Safety (30 mins)	Working Safely with Electricity Injuries and Emergency Procedures Electricity and the Law	Open to all staff as introductory information	Timing not crucial	Not mandatory	Not essential
First Aid Requirements and RIDDOR (17 mins)	Understanding what first aid personnel are required Understanding what accidents and injuries need to be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regs)	HSC/As and line managers	Timing not crucial	Advisory	Not essential
Food Hygiene - Level 1					
- Level 2					
- Level 3					
Ladder Safety (25 mins)	Understanding the risks relating to work at height Selecting the right equipment for the task Understanding safe ladder setup, pre-use checks and safe use	All workers regularly using ladders and steps	Prior to using equipment	Mandatory	3 yearly mandatory
LOLER – lifting equipment (35 mins)	Explaining LOLER (Lifting Operations and Lifting Equipment Regulations) Selecting the right equipment Planning lifting operations Maintenance of lifting equipment	Relevant HSC/As and managers. Also relevant workers.	Prior to involvement in lifting operations	May deem mandatory for certain staff	Not essential
Manual Handling (35 mins)	You and your back, how manual handling can affect your health Manual handling technique including preparation LITE Assessment (considering Load, Individual, Task and Environment)	All relevant workers	Prior to involvement in MH tasks	Mandatory	3 yearly mandatory
Noise Awareness (25 mins)	Understanding how your ears work Understanding the damage that loud noise can do to your hearing Understanding how to reduce the risks of noise exposure at work	Relevant workers potentially exposed to noise close or above action levels	Prior to working in noisy environments	Mandatory	3 yearly advised
PUWER (30 mins)	Selection and safe use of equipment, being fit for purpose Protection and Controls required by PUWER (Provision and Use of Work Equipment Regs) Understanding the importance of equipment maintenance, including inspections	Relevant HSC/As and managers. Also relevant workers.	Prior to involvement in work equip issues	May deem mandatory for certain staff	Not essential
PPE (38 mins)	An overview of all common types of personal protective equipment (eyes, hearing, respiratory, etc) Understanding safe use, storage and checking condition	Relevant HSC/As and managers. Also relevant workers.	Timing not crucial as very general	May deem mandatory for certain staff	Not essential
Risk Assessment (30 mins)	Understanding Hazard and Risk Understanding the 5 steps of the risk assessment process, including risk reduction and control measures Creating actions plans for the hazards identified Considering when a risk assessment must be recorded	HSC/As, line managers, risk assessors	Prior to undertaking risk assessments	Mandatory	Not essential
Slips, Trips & Falls (30 mins)	Effectively recognising and controlling the risks from slip and trip hazards in the workplace Focus on awareness, prevention and personal responsibility	HSC/As, any worker	Timing not crucial	Advisory	Not essential
Spill Kit Training (chemicals/oils) (20 mins)	Considering spills that could happen at any time Understanding how to use spill kits Spill response / emergency procedures	HSC/A, Spill coordinator, relevant workers	Prior to being involved	Mandatory	3 yearly advised
Stress Awareness (34 mins)	General overview of causes of stress and how to manage it	Any staff/PGR	Timing not crucial	Not mandatory	Not essential
Working at Height (40 mins)	Defining work at height Understanding the risks associated with working at height Understanding how accidents can be prevented Choosing the right equipment for the task	Relevant HSC/As, managers and workers	Prior to work at height involvement	May deem mandatory for certain staff	3 yearly advised