



The New Distance Learning Course IOSH Managing Safely for LEIA

LEIA DL Introduction Webinar MSH4 DL-IW v1

Objectives

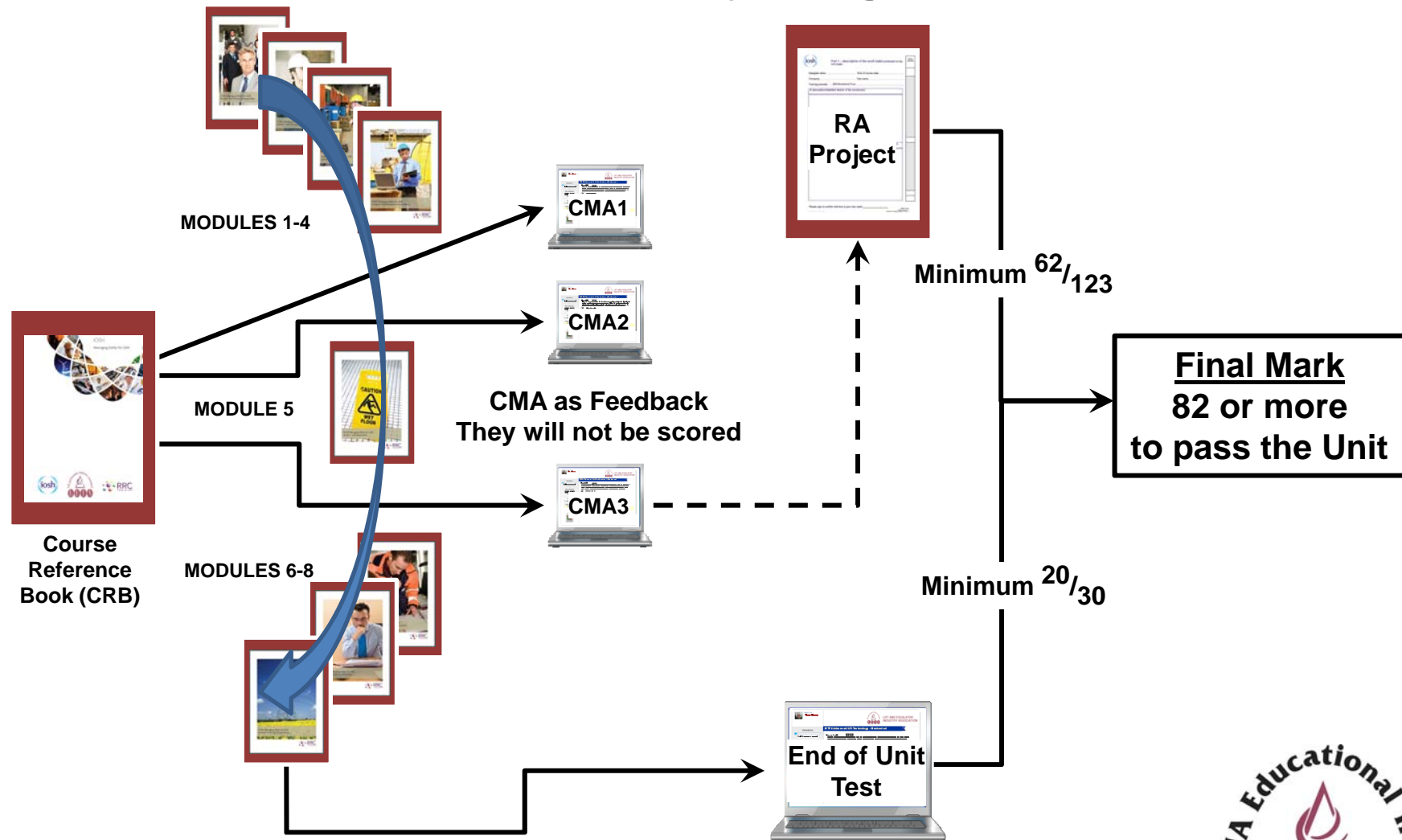
The Objectives of this slide show are :-

1. To explain how the course works
2. To give guidance for successful study
3. To give some hints on how to avoid pitfalls

The New LEIA Distance Learning Course



Structure of the Study Programme



The New LEIA Distance Learning Course





The Lift and Escalator Industry Association

Study Timetable - Managing Safely for LEIA September 2013

Study Week	Week Ending Friday	Modules to be Studied (Suggested times)	Other Activity
1	06/09/2013	Module 1	
2	13/09/2013		
3	20/09/2013	Module 2	Submit suggested work area for RA Project
4	27/09/2013		
5	04/10/2013	Module 3	CMA1 accessible
6	11/10/2013	Module 4	Complete Assignment CMA1
7	18/10/2013		
8	25/10/2013		
9	01/11/2013		CMA2 accessible
10	08/11/2013		Complete Assignment CMA2
11	15/11/2013		Prepare RA Project
12	22/11/2013		
13	29/11/2013	Module 5	CMA3 accessible
14	06/12/2013		Complete Assignment CMA3
15	13/12/2013	Module 6	
16	20/12/2013	Module 7	
17	27/12/2013	Module 8	End of Semester
18	03/01/2014	Preparation for End Test	Complete Risk Assessment Project
19	10/01/2014		End Test Thurs 09/01/14 . Deliver RA Project

Sample Timetable

1309 MSFL v5



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← → http://www.leia.co.uk/ Lift and Escalator Industry ...


www.leia.co.uk

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LIFT AND ESCALATOR INDUSTRY ASSOCIATION

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Select Maintenance Member Services ▾
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Full List of Members

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News and Events

04 October, 2013
Tough New Penalties for Non-Emergency Lift Rescues
London Fire Brigade has today announced that councils and businesses w...

14 August, 2013
LEIA New Distance Learning Course

Lift and Escalator Industry Association LEIA website search

Welcome to the LEIA website, the trade association and advisory body for the lift and escalator industry. Information about the Association and its activities, industry matters, LEIA member companies and their services can be found under the headings if you would like to know more, please contact LEIA at the address shown at the bottom of the page or by telephone or email.

LEIA Member products include

- Lifts, Passenger and Goods
- Home Lifts
- Moving Walks
- Service Lifts

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The Learning Materials

The New LEIA Distance Learning Course



IOSH Managing Safely for LEIA

Study Guide

Welcome to IOSH Managing Safely for LEIA – Unit MSH4 of the LEIA New Distance Learning Course. Although this is a qualification in its own right, the Managing Safely for LEIA can contribute towards the BTEC Professional Certificate/Professional Diploma Course in Vertical Transportation Technology.

You will find all the learning materials in the Course Reference Book (CRB) which was given to you at the start of the unit. There is a User Guide in the front of the CRB giving further information about studying the course.

We suggest that you commence by reading through this Study Guide which will explain how the course works and what is expected of you in respect of a project and tests.

Pass Mark

In order to pass the unit you must:

- Complete three Computer Marked Assessments
- Prepare a Risk Assessment Project based upon a suitable work area.
- Undertake an End Test consisting of 30 multiple-choice questions drawn randomly from a bank of 100.

There will be one mark for each question in the End Test. You must achieve a minimum of 20 marks. The Risk Assessment Project is worth 123 marks. You must achieve a minimum of 62 marks.

You must achieve a combined score (Project and End Test) of 82 marks or more to pass the unit.

Timetable

There is a sample timetable at the end of this Study Guide. You should have been issued with a specific timetable at the start of your unit, with dates and suggested study times.

Your timetable will follow the timetable for the other LEIA Distance Learning units. There will now be three semesters throughout the year, January, May and September, allowing the opportunity to start the units at those times, with End tests coming at the start of the semester following your study (see example below)

	First Semester January 2013	Second Semester May 2013	Third Semester September 2013	Fourth Semester January 2014
Half Unit	Study	End Test (1 st opportunity)	End Test (last opportunity)	
Full Unit	Study	Study	End Test (1 st opportunity)	End Test (last opportunity)

Course Reference Book (CRB).

This specially prepared book is provided at the start of the unit. It contains all the information you need to complete the Course, and more besides. After you have completed the unit the CRB can be used for reference purposes.

The CRB is split into 8 modules. Each start by telling you what you should be able to do (Learning Outcomes) after you have completed the module. Throughout each module there are Revision Questions that allow you to check for yourself that you have satisfied these objectives. At the end of the module you will find a summary of what you have learned.

Here's the title page for the Study Guide
This was provided with your Learning Materials as a 'ReadMe' file,
so you need to read it

The New LEIA Distance Learning Course



**Course Reference Book (CRB)
use as a Workbook**

The New LEIA Distance Learning Course

User Guide

User Guide

Before you begin studying, take a moment to read this User Guide.

Your course materials have been carefully designed to give you the best possible chance of success. They follow the structure and content of the relevant syllabus and have been divided into modules, each of which deals with a general theme.

At the start of each module you will find a Contents table and a list of Learning Outcomes. These are important because they give you an idea of the different topics you will be studying and what you are aiming to achieve.

Section Title

Key Information

- Each main section of material starts with a Key Information box. This box presents an overview of the important facts, ideas and principles dealt with under the section heading. There is no depth or detail here, just the basics.

After the Key Information box comes the main content. The main content has been designed to explain and describe the topics specified in the relevant section of the syllabus to the expected level. Wherever possible the content has been subdivided to give structure. Examples have been given to illustrate various ideas and principles in a variety of different workplaces.

More...

More... boxes contain sources of further information. (Websites are current at the time of writing.) Although the course materials themselves include everything you need to pass the exam, it is worth looking at these additional sources if you can. This will give you a broader and deeper understanding.

Topic Focus

Topic Focus boxes contain depth and detail and concentrate on a very specific topic area.

Jargon Buster

Jargon Buster boxes contain descriptions or definitions of words or phrases that are referenced in the main content.

Revision Questions

At the end of each section you will find Revision Questions. These are not past exam questions, but should be useful for self-assessment. You can mark your answers against the suggested answers provided.

Case Study

Case study boxes contain examples of real-life scenarios and situations related to the main content and they are very useful for gaining a deeper understanding of the topic.

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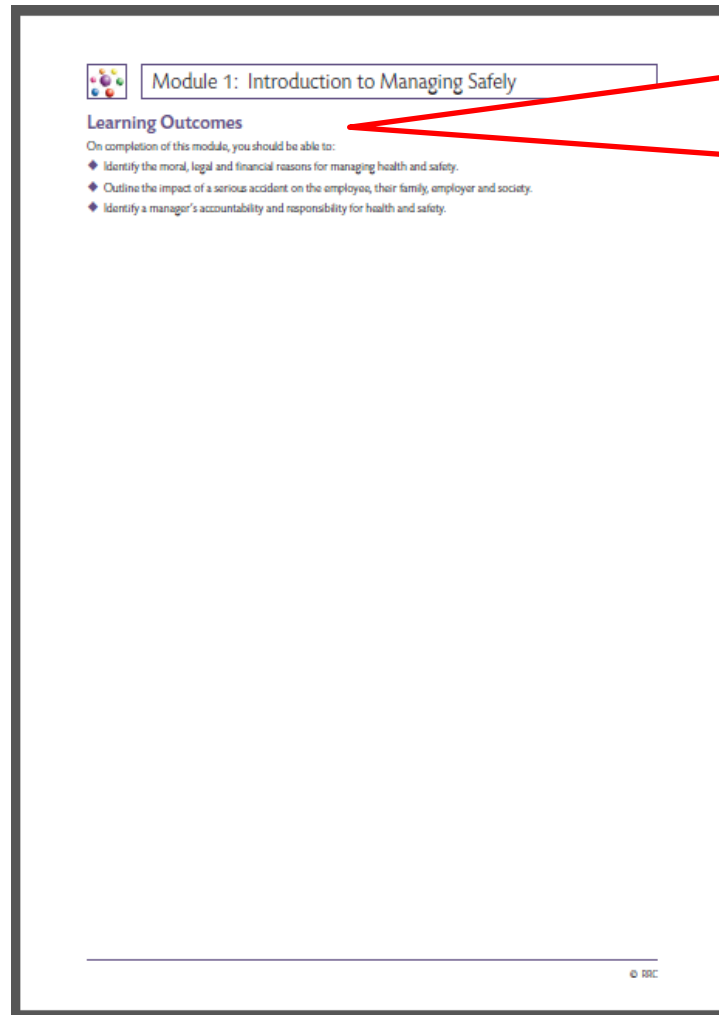
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User Guide

Further user guidance in the CRB

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It tells you not simply what you should learn from the module, but what you should **be able to do** after you've studied it.

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The New LEIA Distance Learning Course



The Reasons for Managing Health and Safety



Key Information

There are three main reasons for managing health and safety:

- The **moral reason** - the moral duty that one person has to another. Many people are killed, injured or made sick by their work. This is morally unacceptable and society expects good standards of health and safety.
- The **legal reason** - if an organisation is found to be breaking health and safety laws it can be subject to enforcement action and/or prosecution in the criminal courts.
- The **financial reason** - accidents and ill-health cost money. When an accident occurs there will be direct and indirect costs associated with that event. Some of these costs can be insured against; many of them will be uninsured.

Organisations and individuals have to manage health and safety within the workplace for various reasons. These reasons can usually be grouped under three main headings: moral, legal and financial. In this module we will explore these three reasons.

Moral

The following statistics are compiled by the Health and Safety Executive (HSE). These figures represent yearly averages over recent years. Up-to-date figures can be obtained from the HSE website (www.hse.gov.uk).

Every year in the UK:

- Over 220 workers are killed at work.
- Over 29,000 workers suffer a major injury.
- Over 110,000 workers suffer an over-3-day injury.
- Over 30 million working days are lost:
 - 80% as a result of work-related ill-health.
 - 20% as a result of workplace injury.
- 2 million people suffer from an illness they believe was caused or made worse by their current or past work.
- Over 2,000 people die of mesothelioma, and thousands more from other occupational cancers and lung diseases.



Injury at work is a common problem

These statistics indicate that a huge amount of pain and suffering is experienced by people who simply go to work to earn a living. The numbers indicate the scale of the problem.

What the numbers don't do is tell the individual stories. When health and safety is not managed properly people get killed and injured in gruesome ways or suffer terrible diseases that have a massive impact not only on them, but also their dependants, families, friends and colleagues. This suffering is morally unacceptable.

Case Study

A lift engineer suffered a serious head injury after falling down an apartment block lift shaft.

The man, who was in his twenties, fell a distance of ten to fifteen feet onto a metal grid in an access shaft next to the main lift of the residential building.

He was treated at the scene for a serious head injury, along with pains in his arm, pelvis and chest, before being taken to hospital.

Just stop and think for a minute about what the possible consequences might be to you and your family and friends if you were to suffer a serious accident at work.

Aside from the pain and suffering that you might have to endure there could be many other consequences, such as:

- Long-term health effects or disability.
- Loss of earnings.
- A legal battle to win compensation.
- A workplace disciplinary hearing.

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Case Studies



Module 1: Introduction to Managing Safely


- Long-term sick leave.
- Rehabilitation back to work.
- Re-training.
- Inability to return to work.
- Anxiety and stress.

Your family and friends would suffer indirectly as a result of your accident. If you are the major earner or the main carer for your family, how would they cope?

Legal

Health and safety law requires that an organisation has to manage the risks that are created by its work.

Any organisation suspected to be breaking health and safety law can be investigated by a health and safety enforcement officer. If that officer finds problems in the workplace they can use enforcement action to either force the organisation to improve standards or prevent the organisation from carrying out certain work. If the officer finds a serious breach of health and safety law, they can prosecute the organisation and/or individuals in the criminal courts. If the prosecution is successful, the organisation will be fined. Individuals can also be fined and/or jailed.



Breaches of health and safety law are punishable in the criminal courts.

Jargon Buster

Criminal law
The branch of law concerned with the prosecution and punishment of offenders.

Case Study

A building firm was fined £100,000 after one of its employees fell to his death while dismantling a hangar roof.

The company was prosecuted by the HSE following the fall, which occurred during dismantling of the disused hangar at Bristol International Airport in 2006.

Having removed the BMC tarpaulin roof, the employee attempted to use a mobile work platform being used, but the section he had previously cut away. He fell approximately 30 feet through the roof onto the concrete floor, suffering multiple internal injuries, and died at the scene.

The employer should have ensured that there was no need to climb directly onto the roof; in fact, no other protective measures were in place.

The company pleaded guilty to breaching Section 2(1) of the **Health and Safety at Work, etc. Act 1974**. In addition to the fine, the company was also ordered to pay costs of £48,795.36.

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Jargon Buster boxes contain descriptions or definitions of words or phrases that are referenced in the main content

Jargon Buster

The New LEIA Distance Learning Course

Module 1: Introduction to Managing Safety

Topic Focus

Examples of direct costs:

- First-aid treatment.
- Employee sick pay.
- Repairs to, or replacement of, damaged equipment and buildings.
- Lost or damaged product.
- Lost production time whilst dealing with the injury.
- Overtime to make up for lost time.
- Costs associated with the rehabilitation of the injured employee and their return to work.
- Fines in the criminal courts.
- Compensation payable to the victim, which is likely to be met by insurance cover and will therefore result in an increase in insurance premiums.

Examples of indirect costs:

- Loss of staff from productive duties in order to investigate the incident, prepare reports, undertake hospital visits, deal with relatives, attend court proceedings.
- Loss of staff morale (which impacts on productivity and efficiency).
- Cost of remedial action following an investigation, e.g. change of process or materials and/or the introduction of further control measures.
- Compliance with any enforcement notice served.
- Cost of recruiting and training temporary or replacement labour.
- General difficulties in recruiting and retaining staff as an indirect result of the accident.
- Loss of goodwill from customers/clients following delays.
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these losses. It is compulsory to take out employers' liability insurance so that if an employee is killed or injured at work there is insurance in place to pay compensation. The minimum amount of cover is currently £5 million. The current certificate must be put on display.

It is not possible, however, to insure against all losses. Some losses are uninsurable by their very nature. For example, you cannot take out an insurance policy to pay money should you be prosecuted and fined in the criminal law courts. Other examples of possible uninsured losses include:

- Loss of raw materials due to accidents.
- Sick pay for injured workers.
- Overtime to make up for lost production.
- Repair to damaged equipment.

It has been estimated that uninsured losses are between eight and thirty-six times greater than insured losses.

More...

The following pages from the HSE website contain further useful information and statistics about the costs and benefits of health and safety:

<http://www.hse.gov.uk/statistics/index.htm>
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Revision Questions

1. In three words sum up the reasons why an organisation should manage health and safety.
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4. What is the minimum amount of employers' liability insurance that an employer must have?
5. What punishment can a criminal court give an individual who has been found to have broken health and safety law?


(Suggested Answers are at the end of the course.)

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(websites correct as of June 2013)

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Module 1: Introduction to Managing Safely

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Revision Question

Of course, you could go straight to the solution without trying the question for yourself, but if you do, you're only kidding yourself that you've achieved the learning outcomes!

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Module 1: Introduction to Managing Safely

Activity

Think about your job. Think about all of the people, activities and locations that fall under your control as a part of your job. Jot down a few notes to help.

Now make a list of all of the health and safety responsibilities that go with your job. Make sure you include all of the relevant points from the generic list on page 1-6. Make sure that you cover all of the people, activities and locations that you have responsibility for.

Are there any occasions when you have responsibility but you do not have total control? For example, you may manage people who are working in another person's premises. So you have responsibility for the workers' safety, but you do not have complete control over their work location.

How do you discharge your responsibility in these situations?

© BRC

KOSH Managing Safety for LEIA - Module 1 | 1-7

Activity

Activity boxes contain short, simple exercises for you to complete. These are related to the main content and are not assessed in any way – they are simply to get you thinking about the topic.

The space below is provided to write your answer, so it will be available for revision.

IOSH Managing Safety for LEIA – Module 1 | 1-8

They are followed by a Suggested Answer, again, don't be tempted to look at the answer before you have had a go at it!



Module 1: Introduction to Managing Safety

Summary

In Module 1 we have:

- Outlined the three main reasons for managing health and safety:
 - The **moral** reason - the moral duty that one person has to another. Many people are killed, injured or made sick by their work. This is morally unacceptable and society expects good standards of health and safety.
 - The **legal** reason - if an organisation is found to be breaking health and safety laws it can be subject to enforcement action and/or prosecution in the criminal courts.
 - The **financial** reason - accidents and ill-health cost money. When an accident occurs there will be direct and indirect costs associated with that event. Some of these costs can be insured against; many of them will be uninsured.
- Outlined how managers have **responsibility** and **accountability** for the health and safety standards in the areas and for the staff under their control.

Summary

Each module finishes with a **Summary**. This presents a very concise reflection of the key ideas and principles contained in the module. When you have finished studying a module you might use the summary to test your recall of the detailed information contained within the module.

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Module 4: Understanding Your Responsibilities

Computer Marked Assessment 1

You now need to complete the first of the Computer Marked Assessments (CMAs) sent to your e-mail address. You will need to log in to the testing centre using the username and password sent previously. Details are in the CMA.

In order to complete the assessment, you will need to undertake some research outside of this course reference book. The questions in the CMA will guide you.

The CMAs are designed to demonstrate your understanding of the background of managing safely presented so far.

Although the assessment will be marked, and you will receive the solutions and feedback, they will not form part of your final score. However, as they are used to determine your readiness to undertake the End Test, they must be complete before the test date.

Computer Marked Assessment

Interspersed through the CRB are reminders to complete the three Computer Marked Assessments (CMA). These are exercises loosely based on what you have covered in the modules, but will test you in different ways.

You will need your ExamBuilder login and password from LEIA.

You must login at:

<https://testing.exambuilder.com>

NOT the LEIA website!

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The Reasons for Managing Health and Safety



Key Information

There are three main reasons for managing health and safety:

- The **moral reason** - the moral duty that one person has to another. Many people are killed, injured or made sick by their work. This is morally unacceptable and society expects good standards of health and safety.
- The **legal reason** - if an organisation is found to be breaking health and safety laws it can be subject to enforcement action and/or prosecution in the criminal courts.
- The **financial reason** - accidents and ill-health cost money. When an accident occurs there will be direct and indirect costs associated with that event. Some of these costs can be insured against; many of them will be uninsured.

Organisations and individuals have to manage health and safety within the workplace for various reasons. These reasons can usually be grouped under three main headings: moral, legal and financial. In this module we will explore these three reasons.

Moral

The following statistics are compiled by the Health and Safety Executive (HSE). These figures represent yearly averages over recent years. Up-to-date figures can be obtained from the HSE website (www.hse.gov.uk).

Every year in the UK:

- Over 220 workers are killed at work.
- Over 29,000 workers suffer a major injury.
- Over 110,000 workers suffer an over-3-day injury.
- Over 30 million working days are lost:
 - 80% as a result of work-related ill-health.
 - 20% as a result of workplace injury.
- 2 million people suffer from an illness they believe was caused or made worse by their current or past work.
- Over 2,000 people die of mesothelioma, and thousands more from other occupational cancers and lung diseases.



Injury at work is a common problem

These statistics indicate that a huge amount of pain and suffering is experienced by people who simply go to work to earn a living. The numbers indicate the scale of the problem.

What the numbers don't do is tell the individual stories. When health and safety is not managed properly people get killed and injured in gruesome ways or suffer terrible diseases that have a massive impact not only on them, but also their dependants, families, friends and colleagues. This suffering is morally unacceptable.



Case Study

A lift engineer suffered a serious head injury after falling down an apartment block lift shaft.

The man, who was in his twenties, fell a distance of ten to fifteen feet onto a metal grid in an access shaft next to the main lift of the residential building.

He was treated at the scene for a serious head injury, along with pains in his arm, pelvis and chest, before being taken to hospital.

Just stop and think for a minute about what the possible consequences might be to you and your family and friends if you were to suffer a serious accident at work.

Aside from the pain and suffering that you might have to endure there could be many other consequences, such as:

- Long-term health effects or disability.
- Loss of earnings.
- A legal battle to win compensation.
- A workplace disciplinary hearing.

Now we'll move on to looking at how to use the Learning Materials. You will also find this guidance in the ReadMe Study Guide file on your memory stick.

IOSH Managing Safely for LEIA

Study Guide

Using the Learning Materials. For most effective use of the learning materials follow the steps below. You will need to have your own course notebook, a pen, a pencil and possibly a calculator (although the End Test will not require you to use one).

Avoid the temptation to browse through the CRB to see what it contains. This can be worrying and lead to you asking questions such as 'will I ever be able to understand all this material'? Remember the CRB contains more information than you need for successful completion of the Course. It has been split into modules to allow you to study small self contained 'chunks' of material, but you must be aware that modules contain varying amounts of information.

Read the Study Timetable and note important dates.

Start with the User Guide which outlines the different elements and aids to study. Moving on to Module 1, read the introductory pages which tell you what's in the module. Note the page which starts with the words: "On completion of this module you should be able to ...". This statement (called a learning outcome) is telling you what you should be able to do when you have finished studying the module.

Start with a fairly quick read through the LP from page 1-1 as far as the first set of Revision Questions on page 1-4. As you do this note the learning aids, Key Information, Jargon Busters, Topic Focus and the like. Do not use these in the first read, but use them once you have completed the first read through. When you feel ready, attempt the Revision Questions. Check your answer against the solution given at the back of the CRB. If you find your answer is incorrect re-read the module.

Try to complete one module satisfactorily before moving on to the next, but you need to keep an eye on the timetable as well!

Try to end a study session at a logical point in the CRB. Note where you have got to, and so make it easier to start the next study session.

Where to study

The learning materials have been designed so you can choose your own place of study. This may be at home, at work, or even when travelling (where appropriate).

Channels of Communication

- **LEIA.** The Lift and Escalator Industry Association has overall responsibility for managing the course.
- **Company Contact.** If you need help the first port of call should always be your Company Contact. If your Company Contact cannot put you in touch with someone within your company who can help, LEIA will provide additional support by e-mail (enquiries@leia.co.uk)
- **Other Candidates.** Present or past candidates are an extremely useful way of getting help. Try to make contact with other candidates in your company who are currently studying, or have previously studied, the same course as you.

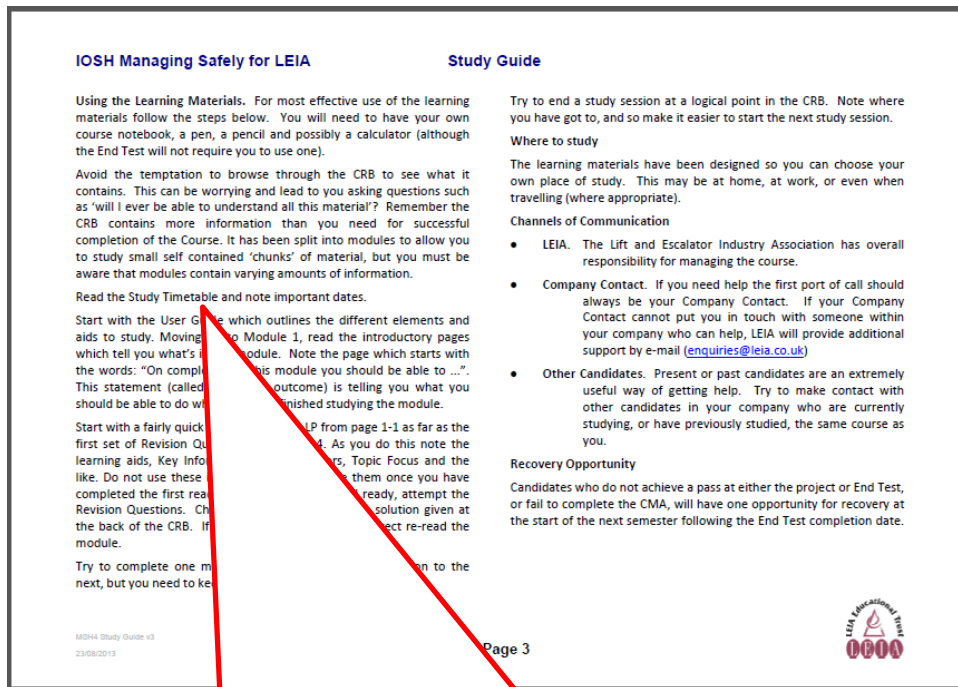
Recovery Opportunity

Candidates who do not achieve a pass at either the project or End Test, or fail to complete the CMA, will have one opportunity for recovery at the start of the next semester following the End Test completion date.



Now we'll move on to looking at how to use the Learning Materials. You will also find this guidance in the ReadMe Study Guide file on your memory stick

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Read the Study Timetable and note the important dates, CMA submissions, End Test date and Project Submission date

The New LEIA Distance Learning Course

IOSH Managing Safely for LEIA

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Try to complete one module before moving on to the next, but you need to keep...

Try to end a study session at a logical point in the CRB. Note where you have got to, and so make it easier to start the next study session.

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IOSH Education Trust

Page 3

IOSH Study Guide v3
23/05/2013



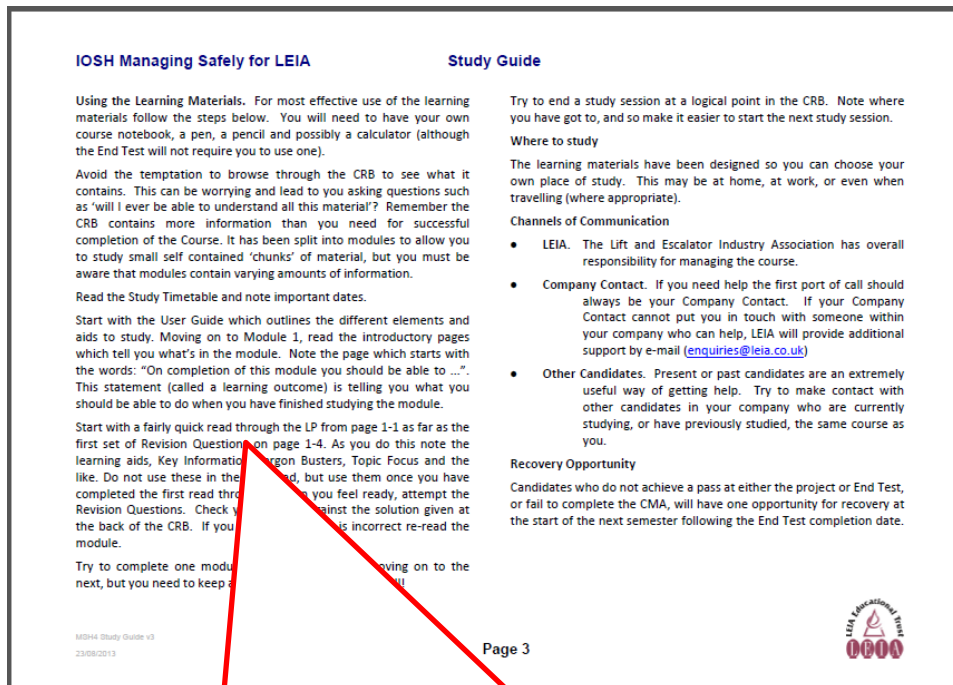
Revision Questions

1. In three words sum up the reasons why an organisation should manage health and safety.
2. How many fatal workplace accidents are there each year in the UK on average?
3. Give three direct costs and three indirect costs that might arise from a workplace accident.
4. What is the minimum amount of employers' liability insurance that an employer must have?
5. What punishment can a criminal court give an individual who has been found to have broken health and safety law?

(Suggested Answers are at the end of the course.)

Start with a quick read through the Module as far as the first set of Revision Questions. As you do this note the learning aids, Key Information, Jargon Busters, Topic Focus etc. BUT...

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...don't use these in the first read, only once you have completed the first read through. When you feel ready, attempt the Revision Questions. Check your answer against the solution given at the back of the CRB. If you find your answer is incorrect re-read the module.

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IOSH Managing Safely for LEIA

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Try to complete one module satisfactorily before moving on to the next, but you need to keep an eye on the timetable as well!

MSH4 Study Guide v3
23/05/2013

Study Guide

Try to end a study session at a logical point in the CRB. Note where you have got to, and so make it easier to start the next study session.

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Page 3



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The New LEIA Distance Learning Course

The Project

The New LEIA Distance Learning Course





Tailored Managing safely v3.1
Managing Safely for LEIA – project

Introduction

As part of the *Managing Safely for LEIA* course, you have to complete a project and have it assessed. You will be expected to carry out a risk assessment based on your submitted subject environment. You need to record the results on the attached sheets and submit them for marking. Do not submit any additional material in support of your project work as only the six parts of the project will be assessed. The project can be word processed or hand written, but must be submitted in hard copy.

You are advised to keep a copy of your project; scripts will not be returned.

When you have completed your work you should return it to:

Examinations Officer
LEIA
33-34 Devonshire Street
London
W1G 6PY

You are advised to use a secure form of carriage to submit your work. LEIA cannot accept responsibility for work that is lost or damaged in transit.

Your project must be completed and returned by the end of course date:

When picking an area that is suitable for this project please note that the subject area must contain a range of hazards that are appropriate to the lift and escalator industry. For example, a site where installation work is in progress, a lift plant room or active escalator maintenance work site. Non-lift and escalator industry associated areas such as low risk office environments should be avoided. You should check the suitability of your intended subject area with your Company Contact before starting work on the project.

Unlike any other LEIA
DL unit, the Managing
Safely has a Project
that must be completed.
This is a requirement of
IOSH

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Tailored Managing safely v3.1
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Unlike any other LEIA
DL unit, the Managing
Safely has a Project
that must be completed.
This is a requirement of
IOSH

The Project is a Risk
Assessment on a work
process of your choice

The New LEIA Distance Learning Course



Tailored Managing safely v3.1
Managing Safely for LEIA – project

Introduction

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The subject of the Project **MUST** be lift or escalator related; you must not use a general office situation. You should submit your chosen subject to LEIA by the end of the third week.

The New LEIA Distance Learning Course

Part 1 – description of the work tasks (continued on the next page)		Mark allocated
Delegate name.....	End of course date.....	
Company.....	Site name.....	
Training provider..... LEIA Educational Trust.....		
<div>A description/labelled sketch of the location(s)</div> <div></div>		
<div>A description of the people who work in or visit the area on a regular basis or from time to time and how often they're there</div> <div></div>		
Please sign to confirm that this is your own work: _____		

The project must be completed on the proforma given (on the memory stick) and must be presented in hard copy only

The New LEIA Distance Learning Course

 Part 1 – description of the work tasks (continued on the next page)

Delegate name..... End of course date.....

Company..... Site name.....

Training provider..... LEIA Educational Trust.....

A description/labelled sketch of the location(s)

A description of the people who work in or visit the area on a regular basis or from time to time and how often they're there

Please sign to confirm that this is your own work: _____

iosh Project
Training version 3.1
Revised for Managing Safety for LEIA v2

iosh Project summary sheet

Marks allocated

The completed Project material **MUST** arrive at the LEIA office on or before the End Test date. There are no exceptions or mitigating circumstances allowed. Blaming Royal Mail will not be accepted

You will **NOT** be able to hand it in to the End Test Centre; These are Pitman offices and even if they agree to return it to LEIA it will be some days after the End Test

The New LEIA Distance Learning Course

iosh Part 1 – description of the work tasks (continued on the next page)

Delegate name..... End of course date.....

Company..... Site name.....

Training provider..... LEIA Educational Trust.....

A description/labelled sketch of the location(s)

A description of the people who work in or visit the area on a regular basis or from time to time and how often they're there

Please sign to confirm that this is your own work: _____

IOSH Project
Tailored version 3.1
Revised for Managing Safety for LEIA v2

Make sure it is ALL completed

And signed

The New LEIA Distance Learning Course

iosh Part 1 – description of the work tasks (continued on the next page)

Delegate name..... End of course date.....

Company..... Site name.....

Training provider..... LEIA Educational Trust.....

A description/labelled sketch of the location(s)

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Please sign to confirm that this is your own work: _____


iosh Project
Training version 3.1
Revised for Managing Safety for LEIA v2

Marks allocated

The description boxes can be completed on-screen, but if there is insufficient space you may continue on plain paper BUT ensure that your name (Delegate Name) End of Course Date, Company, Site Name and Training Provider appears on each sheet...

...and sign each additional sheet to confirm it is your own work

The New LEIA Distance Learning Course



Risk assessment form

Part 5

Company: _____

Department: _____

Site name: _____

Note: For the purpose of this exercise, all three activity hazards must require risk controls.

Work activity	Hazard, hazardous event and expected consequence (in relation to the work activity)	People affected (in relation to the work activity)	Assessment of risk (in relation to the work activity)			Are risk controls required?
			Likelihood level	X Consequence level	= Risk level	
<input type="checkbox"/>	<input type="checkbox"/>	Occupation: _____ Number: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<input type="checkbox"/>	Occupation: _____ Number: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<input type="checkbox"/>	Occupation: _____ Number: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Date: _____

Time: _____

Review period: _____

Date of next review: _____

Assessor's name: _____

Position: _____

Signature: _____

Please sign to confirm that this is your own work: _____

IOSH Project
 Tailored version 3.1
 Revised for Managing Safety for LEIA v2

CMA 3 is an exercise in preparing the Risk Assessment Project in accordance with IOSH rules

Hint: you don't have to wait until the deadline to undertake the CMA, the proforma are on the memory stick

iosh **Risk assessment form** Copied from heading on P3&4 **Managing Safely**

Company: ABC Lifts Ltd Department: Maintenance Site name: Client Premises

Work activity	Hazard, how it might occur and expected consequences	People affected	Assessment of risk		
			Likelihood level	Consequence level	Risk Level (Complete)
3/ Remove debris and rubbish from pit	Edges and sharps cuts and abrasions from unprotected edges, needle injuries from discarded sharps. Major injury	Occupation: Engineer, Fitter Number: 1	4	4	16 Likelihood x Consequence 4x4=16
3/ Remove debris and rubbish from pit	Work at height falls from ladder. Major injury	Occupation: Engineer, Fitter Number: 1	2	4	8 Likelihood x Consequence 2x4=8
3/ Remove debris and rubbish from pit	Slips, trips and falls on the same level on pit equipment and debris. Moderate injury	Occupation: Engineer, Fitter Number: 1	3	3	9 Likelihood x Consequence 3x3=9

Date: 01/02/2013 Review period: 12 months Date of next review: 01/02/2014

Assessor's name: J Smith Position: Works Manager Signature: J Smith

IOSH CMA3 Solutions v2 27/05/2013

Page 5

Remember to complete all parts of the Form

CMA 3 Solutions and Feedback will give more information about completing the Risk Assessment proforma

The New LEIA Distance Learning Course

The Structure of the Study Programme

The New LEIA Distance Learning Course



Structure of the Study Programme



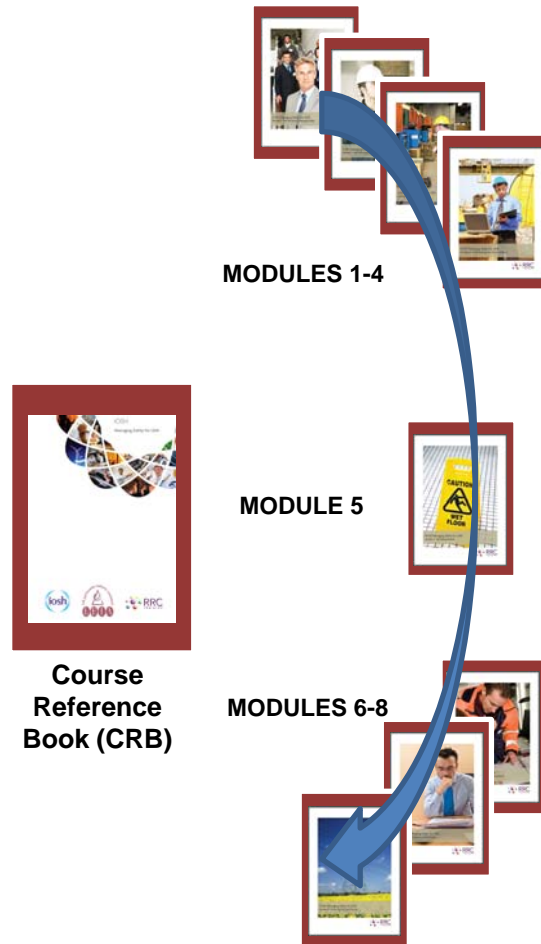
Course Reference
Book (CRB)

- The heart of the unit is the Course Reference Book (CRB)
- CRB has been prepared by an expert in the field of safety and health, with experience of IOSH courses
- Periodically updated to reflect current practice and standards

The New LEIA Distance Learning Course



Structure of the Study Programme

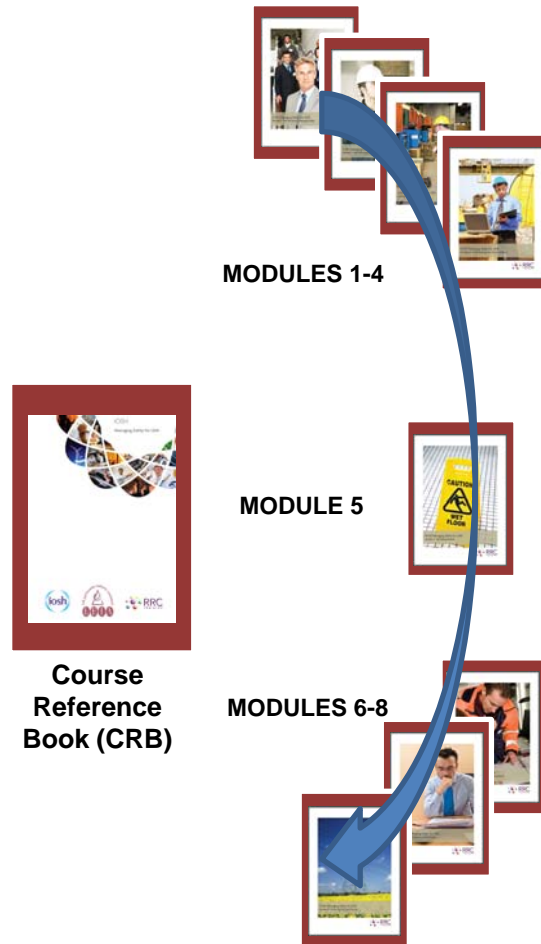


- The CRB consists of 8 modules
- Modules break down the learning into manageable instalments
- You should complete the modules in line with the timetable (although this is given as a guide; you may be able to work faster)
- Each module has Revision Questions, an Activity and a Practical Approach exercise to help you check that you've "got the drift" of that module
- If you can't follow anything, take it to your Company Contact or Supervisor who will put you in touch with one the Company's engineers to help

The New LEIA Distance Learning Course



Structure of the Study Programme

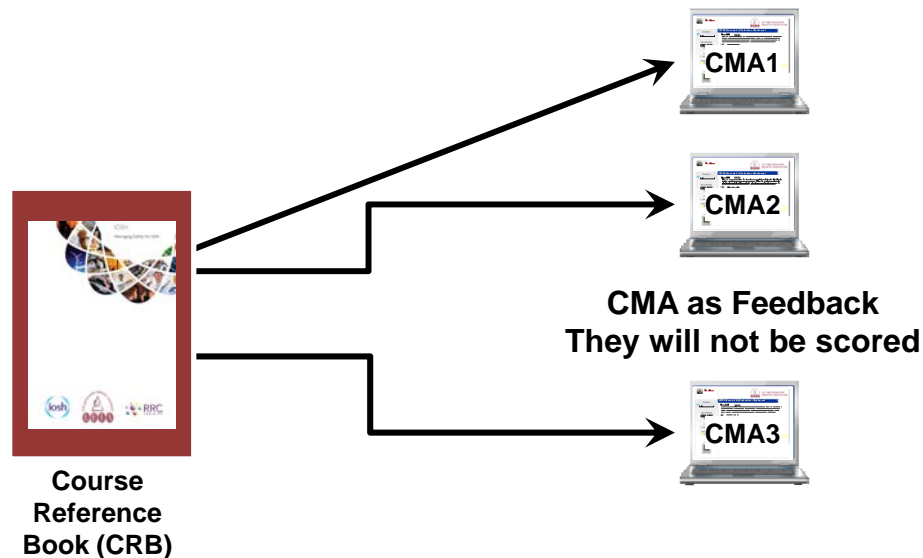


- If you can't follow anything, take it to your Company Contact or Supervisor who will put you in touch with one of the Company's engineers to help
- If they are unable to help, you may pass your query to LEIA; we will assist, but we do not have the resources of a university. Your query will have to be assigned to a committee member for response – this may take a few days.
- Send your query to enquiries@leia.co.uk
- AND include your cohort – this will speed up the administration of your query.
- Your cohort is in the form 1309MSH4, i.e. semester (year, month) and unit.

The New LEIA Distance Learning Course



Structure of the Study Programme



- Interspersed through the CRB are reminders to complete the three Computer Marked Assessments (CMA)
- A copy of the CMA is included in your learning materials
- It will set questions based loosely on the modules you've just completed
- You can prepare your answers, check them against the CRB and prepare a 'crib-sheet' if you want to
- You then sign on to ExamBuilder (<https://testing.exambuilder.com>) and complete the CMA 'on-line'
- It's quite in order to have your CRB and crib-sheet to hand whilst completing the CMA!

The New LEIA Distance Learning Course





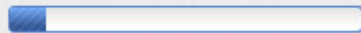
Logged in as

Your Name



**LIFT AND ESCALATOR
INDUSTRY ASSOCIATION**

PROGRESS



1 of 10 questions answered

[Exit Exam](#)

Powered by



MSH4 Managing Safely CMA1

Question 2 of 10

How many >3-day, work-related injuries occur in a year?

- A** 110,000
- B** 1,000
- C** 163,000
- D** 6,500

[Submit Answer](#)

And here's question 2 from the CMA1 as it appears in ExamBuilder



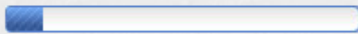
Logged in as

Your Name



**LIFT AND ESCALATOR
INDUSTRY ASSOCIATION**

PROGRESS



1 of 10 questions answered

[Exit Exam](#)

Powered by



MSH4 Managing Safely CMA1

Question 2 of 10



Your answer was NOT correct.

You must answer this question correctly to continue the exam.

[RETURN TO QUESTION](#)

From Your Instructor

As with Question 1, this is the figure included in the CRB Module 1.

[RETURN TO QUESTION](#)

If you don't get it correct straightaway,
you'll get feedback

The New LEIA Distance Learning Course



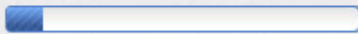
Logged in as

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**LIFT AND ESCALATOR
INDUSTRY ASSOCIATION**

PROGRESS



1 of 10 questions answered

[Exit Exam](#)

Powered by



MSH4 Managing Safely CMA1

Question 2 of 10



Your answer was NOT correct.

You must answer this question correctly to continue the exam.

[RETURN TO QUESTION](#)

From Your Instructor

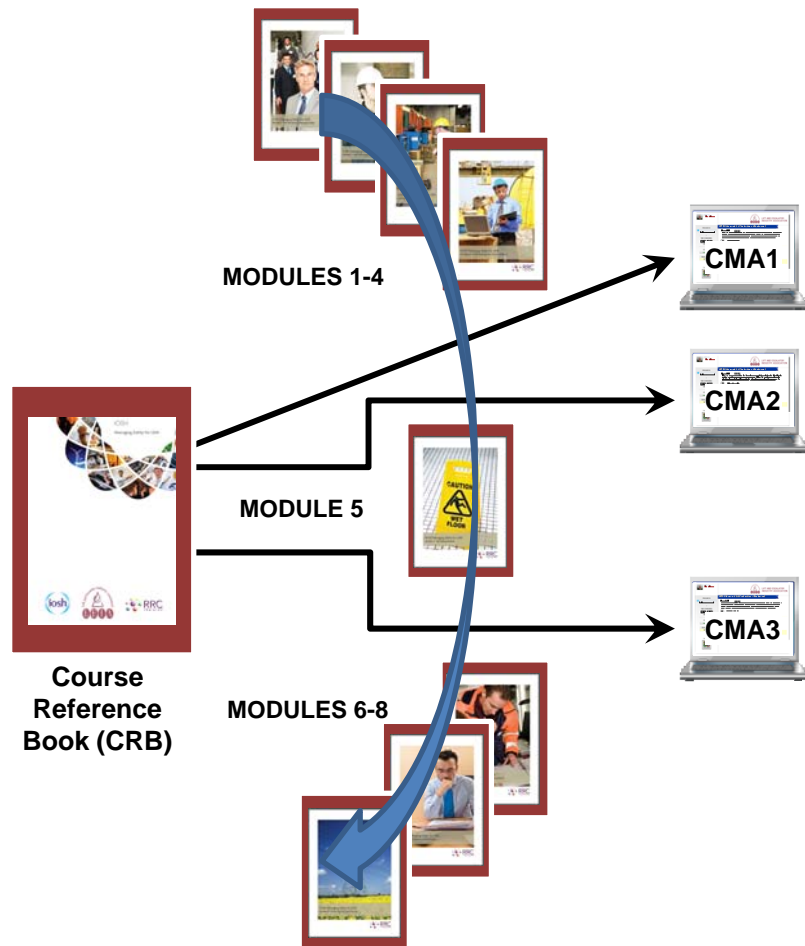
As with Question 1, this is the figure included in the CRB Module 1.

[RETURN TO QUESTION](#)

CMA2 and CMA3 are slightly different.
You will get feedback and the Solutions
e-mailed to you

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Structure of the Study Programme



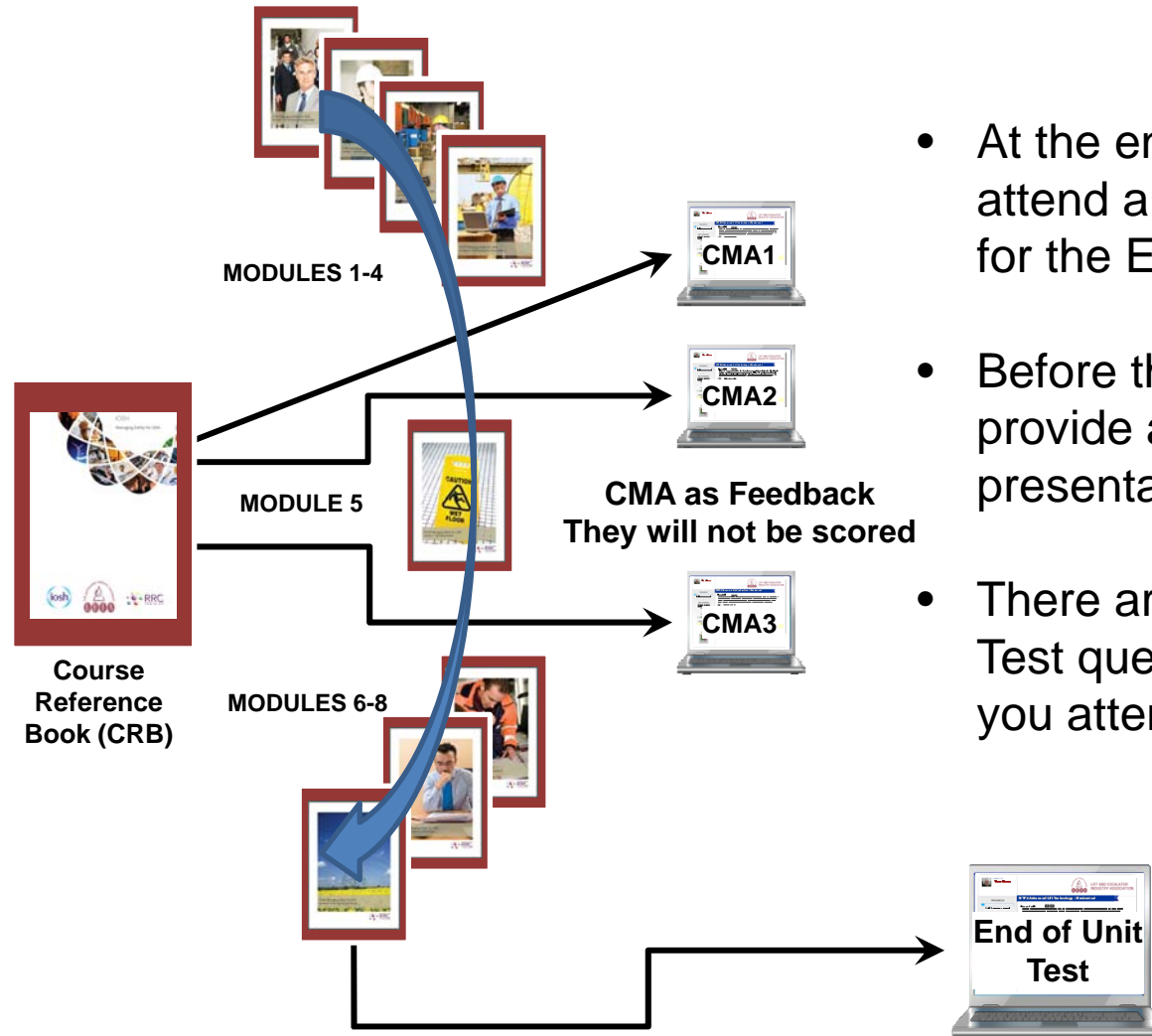
ELEPHANT TRAP!

- I've got lots of H&S experience – all that reading's going to take up too much "pub-time"
- I'll go straight to the CMA's and do them, and the Revision Questions; I can always 'look up' the answers
- **Covering just the exercises does not guarantee success in the End of Unit Test**

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Structure of the Study Programme



- At the end of the unit, you will attend a designated test centre for the End of Unit Test
- Before the End of Unit Test, we provide another guidance presentation describing the Test
- There are also some sample End Test questions you can try before you attend

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Structure of the End Test

[illegible]

The End Test will ask 30 questions taken from across the whole set of Modules in the Course Reference Book

Bank of 100 questions

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Structure of the End Test

[illegible]

- Question bank is split into 8 groups or 'pools' covering the whole unit

Bank of 100 questions

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Structure of the End Test

[illegible]

Questions taken from each
'pool' relative to the size of each
module, to create an individual
End Test of 30 questions

Bank of 100 questions

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Structure of the End Test

[illegible]

Candidates on the same unit
each get a different set of
questions from the question bank

Bank of 100 questions

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Types of End Test Question

Two basic types of question :

- Multiple choice
- True or False

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Multiple Choice Questions

- Multiple choice questions will have between 3 and 5 alternative answers to choose from
- You may be asked to choose a required answer from amongst the alternatives: “Which one...” or “Which is...”

or
- You may be asked to choose more than one answer from amongst the alternatives: “Which two...”, “Which three...” or “Which are...”
- Be sure you know what the question is asking for
- In the End Test, some credit is given for “part correct” answers

“True or False” Questions

May ask you to demonstrate your recollection, e.g.

- True or false?
‘Chronic health effect’ means the effect is very severe and debilitating.

or

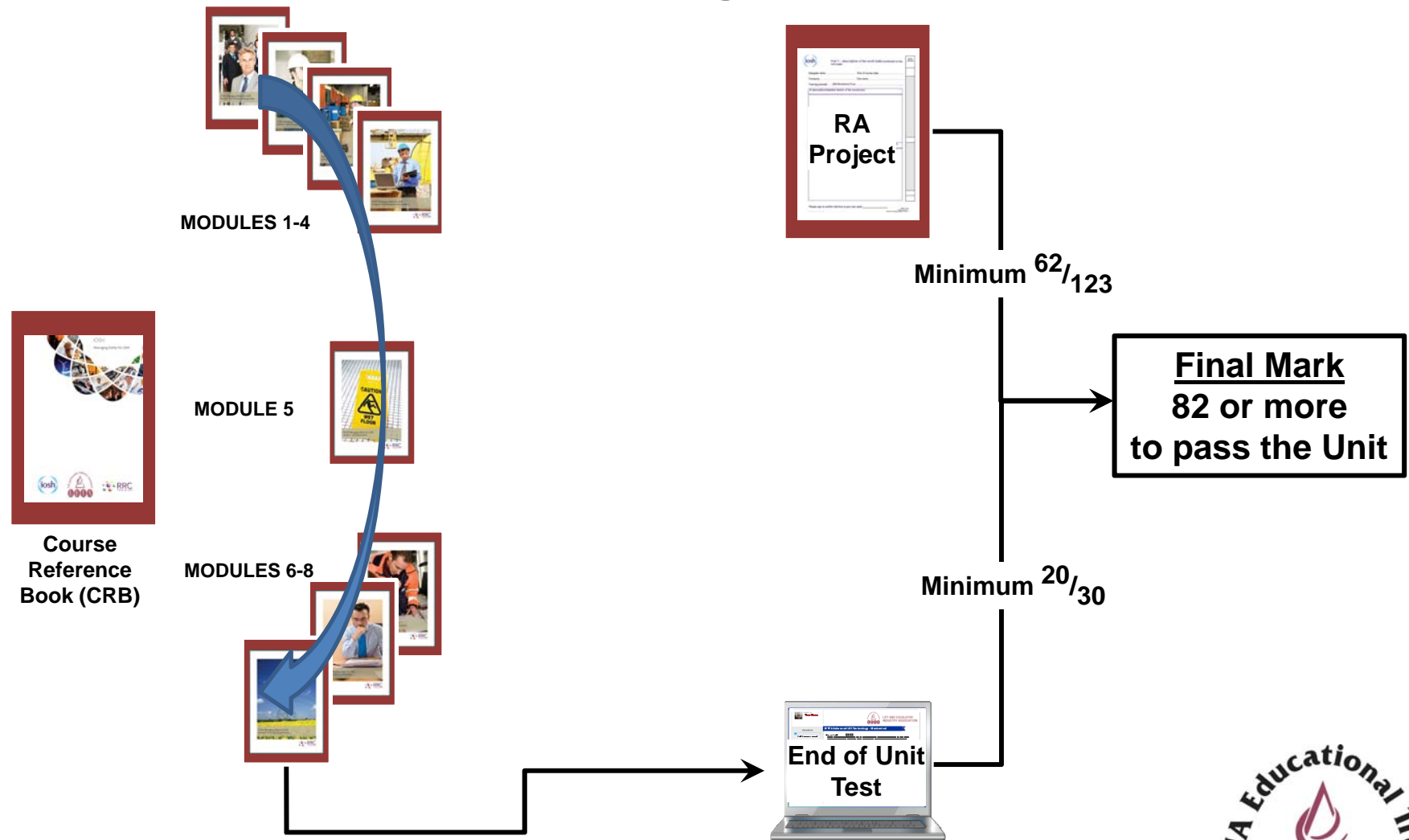
May ask you to demonstrate your technical knowledge, e.g.

- True or false?
Electrical isolation means screening an appliance from passers-by.

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Scoring



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If you've followed through this slide show, and also read the Study Guide in your Learning Materials Pack, your Unit of Study shouldn't have too many surprises in store!

By undertaking this study, you are making an important contribution to raising, even further, the high standards of technical quality and excellence of your industry.

We hope that you'll find your Unit informative, interesting and enjoyable, and we wish you every success in your studies.

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