

TIME	SECTION	KEY POINTS	RECOMMENDED RESOURCE
09.00	Welcome		
	Introduction	Name, job, background, experience	Name cards
	Course plan	Admin arrangements Course content Syllabus and exam arrangements Progression onto other qualifications	
	Programme for the day	Topics to be covered	Slides
10.00	Element 1: The Foundations of Health and Safety	Activity	 Slides / Flipchart
		Health, safety and welfare	Slides
		Activity	 Slides / Flipchart
		Accident, dangerous occurrence, near-miss and work-related ill-health	Slides
		Activity	 Slides / Flipchart
		Health, safety and workplace fire law and guidance Health, safety and workplace fire enforcing agencies and inspectors	Slides
10.30	BREAK		
11.00		Activity	 Slides / Flipchart
		The moral, legal and financial reasons	Slides
		Activities	 Slides / Flipchart
		The sources of health and safety information	Slides
11.30	Element 2: The responsibility for health and safety	Activity	 Slides / Flipchart
		Roles and responsibilities of people within an organisation	Sides
		Consultation Health and safety policy	Slides