



BRITANNIA SAFETY SOLUTIONS



Safety Leadership and Management Modular Training

Britannia Safety Solutions provide a comprehensive solution to delivering safety training via a modular approach that can be aligned to our customer roles and responsibilities.

Within this document we list out all the modules we would offer as part of our Safety Management and Leadership Training Solution. These modules can be grouped to meet your requirements ranging from practical Accident Investigation, to core Safety Leadership, right the way through to a completely comprehensive Safety Leadership and Management course.

Aimed at middle and senior managers including heads of manufacturing, the core Britannia Safety Leadership modules can be aligned to the Roles & Responsibilities designated by the your safety management system.





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Module	Timings	Core topics	Examples of how we can customise
Key Drivers for Safety	1-2 hours	<p>This is a core module that we suggest is utilised in all multi-module courses. It is a 'scene setting' module using a combination of presentation, videos and group discussion. It covers:</p> <ul style="list-style-type: none">• Moral, Legal and Financial Drivers• Key statistics around accidents and incidents• The real life impact of poor safety on individuals and organisations	<p>Client specific statistics. Client specific examples of real life incidents and their impact.</p>
Safety Leadership	2-3 hours	<p>This module provides delegates with information on what good leadership looks like. Via the use of a questionnaire, employees can get an understanding of their own leadership styles in order that they can understand their potential strengths and weakness, to help them avoid pitfalls. This will include:</p> <ul style="list-style-type: none">• Safety Leader V Safety Manager• Leadership styles and identifying your own.• Food Manufacturing Sector specific examples of the good, the bad and the ugly• How leadership impacts on the way an organisation manages safety• How to engage and communicate as a safety leader• Personal accountability and committing to being a Safety Leader	<p>Client roles and responsibilities will be utilised in this section.</p> <p>We work with the delegates to develop an individual leadership plan, bespoke to each delegate and their roles and responsibilities.</p>



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Safety Management Systems – Are you in control of your risks?	1-2 hours	<p>This module gives an introduction to the key elements of safety management systems, and how they organise to maintain good safety standards. Aligned to the employees who are attending the course, exercises will give an understanding of personal touch points with the management system, and where and how delegates are personally accountable for implementation. The main areas covered are:</p> <ul style="list-style-type: none">• Recognised safety management standards such as OHSAS 18001/ISO 45001• Key elements of a management system• The continuous improvement cycle• Delegate touch points on the management system• Personal responsibilities and accountabilities• Resourcing for safety• Developing a safety management plan and key performance indicators• Carrying out a management review	<p>This module will be aligned to the client's own management system and roles and responsibilities.</p>
Accidents Happen?	1-3 hours	<p>This module is intended to give delegates an overview on why people have accidents, and covers accident theories, such as the domino theory and the accident triangle are included. Using a combination of videos and exercises factors that can influence an individual's behaviour, and understanding what drives behaviour, are covered. Key areas are:</p> <ul style="list-style-type: none">• What is an Accident?• Accident theories• Unsafe Acts & Conditions• Performance Influencing Factors• Human failures• The ABC Model of Behaviour• Positive and negative reinforcement	<p>Aligned to the client's own management system and key safety programmes for reducing incidents.</p>



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Work related injuries and ill health in Food Manufacturing	1-2 hours	<p>This module gives delegates an understanding of current trends within food manufacturing. It looks at the requirements of RIDDOR and current industry performance, along with information available elsewhere on accident numbers, such as the Labour Force Survey. Consideration is given to high consequence incidents, and exercises are used to help understand the focus in these areas, including workplace transport, machinery safety and working at height. Occupational health and wellbeing is covered in this section, and there is a focus on mental health and stress. Core topics are:</p> <ul style="list-style-type: none">• RIDDOR• Major Risk Areas within Food Manufacturing• Focus on High Consequence / Low Frequency Risks• Occupational Health and Wellbeing• Stress	<p>Client specific statistics and example of incidents.</p> <p>Client Occupational Health Policy.</p> <p>Client Stress Risk Assessment arrangements.</p>
The Legal Cost of Poor Safety Performance	2-3 hours	<p>This module gives an overview on what the legal consequences of poor safety leadership and management may be. It considers both civil and criminal law. Whilst legislation is referenced, delegates get the best understanding from using real life examples of prosecutions, and relating it to their own experiences. Exercises are utilised to help them understand the personal implications. An overview is given on some of the hidden costs associated with poor safety. Dealing with a HSE Inspector is also considered, along with their current focus areas on routine inspections. Key areas are:</p> <ul style="list-style-type: none">• Duty of Care and Civil Actions• Legal consequences: prosecutions under safety legislation – Health and Safety at Work Act, Regulations and Corporate Manslaughter legislation• When an Inspector Calls – working with the HSE• Sentencing guidelines – corporate and individual application• Fees for intervention• Direct & Indirect costs of accidents	<p>Case law examples will be bespoke to the type of sites from which the managers are attending; real life client examples can be incorporated.</p>



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Accident Investigation	4-6 hours	<p>This module focusses on practical techniques to drive out root causes of incidents, combining presentations, case studies, discussions and exercises to give delegates the tools to carry out an investigation. Main modules:</p> <ul style="list-style-type: none">• Purpose of reporting and investigation• The actions to take immediately after an accident• Evidence gathering• Determining root cause & action planning to prevent recurrence• Practical Investigation	<p>Client Accident & Incident Reporting and Investigation Procedure.</p> <p>Client Accident & Incident Investigation Templates.</p> <p>Client specific incident examples.</p> <p>Practical exercise in factory environment.</p>
Overview of Accident Reporting and Investigation	1-2 hours	<p>This module is intended to give delegates an introduction to the client's accident reporting and investigation procedures. It can also act as a refresher for employees already involved in the process and be a pertinent reminder of their responsibilities. Areas covered include:</p> <ul style="list-style-type: none">• Outline of incident reporting and investigation procedures• Overview of the stages of an investigation• The importance of driving out root causes• Determining actions and follow up	<p>Client Accident & Incident Reporting and Investigation Procedure.</p> <p>Client Accident & Incident Investigation Templates.</p> <p>Client specific incident examples.</p>



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Reviewing Accident Reports and Investigations	1-2 hours	<p>This module is aimed at employees who review accident investigations and have a focus on ensuring they are able to review incident reports to see if all relevant information has been collated, and that key actions are determined. A key part of this module is how to feedback to the original investigators and coach them in future improvements in the investigation.</p> <ul style="list-style-type: none">• Outline of incident reporting and investigation procedures• How to review incident investigation reports, and collated materials, for relevant information capture• How to determine if root causes and suitable actions have been identified• How to feedback to investigators and coach them in improvements required	<p>Client Accident & Incident Reporting and Investigation Procedure.</p> <p>Client Accident & Incident Investigation Templates.</p> <p>Client specific incident and incident investigation examples.</p>
Risk Assessment Overview	1-2 hours	<p>This module can be an introduction to risk assessment or a useful reminder to delegates on their responsibilities for risk assessment completion. It is also useful for those with responsibility for reviewing assessments. It will cover:</p> <ul style="list-style-type: none">• Who should be involved in risk assessments• Stages of risk assessment• How to evaluate the risks• Determining whether control measures are satisfactory and action planning• Reviewing risk assessments	<p>Client risk assessment procedure.</p> <p>Client risk assessment template.</p>



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Practical Risk Assessment	4-6 hours	<p>This module is aimed at those who are required to carry out risk assessments, either on their own or as part of a wider team. It includes:</p> <ul style="list-style-type: none">• Why we carry out risk assessments including legal requirements• Who should carry out risk assessments• How we carry out risk assessments<ul style="list-style-type: none">○ Task Analysis○ Identifying Hazards and Existing Controls○ Evaluating Residual Risk○ Identifying additional controls required and developing action plans• Linking in with other discipline specific assessments• How to communicate the significant findings• Assessing Routine and Non-Routine activities• Monitoring and Review	<p>Client risk assessment procedure.</p> <p>Client risk assessment template.</p> <p>Practical risk assessment project completed on factory floor.</p>
Performance measurement and monitoring	1-2 hours	<p>This module looks at how performance can be measured and monitored, as part of the safety management system. In addition considering lagging indicators including incident statistics, it helps delegates understand how mechanisms for monitoring leading indicators can help improve safety performance. It explores some of the key types of active monitoring such as action close out, hazard reporting, risk assessment completion, training, safety inspections and behavioural observations. Areas included:</p> <ul style="list-style-type: none">• Active and Reactive Monitoring mechanisms reflecting leading and lagging indicators• Key tools that can be used to monitor performance• Reporting against Key Performance Indicators	<p>Aligned to the KPIs for the client.</p> <p>Aligned to client specific leading and lagging indicators.</p>



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The importance of routine safety checks	1-3 hours	<p>This module is designed to remind delegates of the importance of safety checks. It is applicable to most delegates as it not only looks at why they must be completed correctly, but how their effectiveness can be reviewed by those in a supervisory or management role.</p> <ul style="list-style-type: none">• When safety checks should be completed• What a good safety check looks like• Cause and Effect – the consequences of poor safety checks• How to determine if a good safety check has been carried out	<p>Client's own start up check systems can be used.</p> <p>Practical shop floor exercises can be carried out to review safety checks.</p>
Auditing overview	1-2 hours	<p>This module gives an overview of effective internal audit systems and their importance to driving continual improvement in a risk management system. Areas covered included:</p> <ul style="list-style-type: none">• How does a safety audit differ to a safety inspection• Audit purpose and objectives• Who should be involved• Conducting an Audit: overview of key stages• Utilising the findings of audits	<p>Aligned to the client's own internal audit system.</p>



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Practical safety inspections and tours	2-4 hours	<p>This module is intended to be a practical session to develop a delegates personal skills. It considers the tools that can be used to carry out an effective inspection, whether that be through the use of templates for inspections, or the approach to a safety tour or behavioural observation. Techniques for effective engagement with shop floor employees are included. The aim is to ensure delegates can use safety tours and inspections to determine not only current issues, but the underlying reasons that they are arising, and then to look at appropriate feedback and action close out. Key areas are:</p> <ul style="list-style-type: none">• Safety monitoring tools• Visual observations• Engagement with the shop floor• Taking action – immediate and action planning• Feedback and reporting• Practical tours	<p>This section will utilise the client's specific safety monitoring tools.</p>
Core legislation	1-2 hours	<p>This module gives an introduction to safety legislation. It takes the major themes of the main act and regulations that are core to the food manufacturing businesses. Areas covered include:</p> <ul style="list-style-type: none">• Evolution of safety legislation• Health and Safety at Work Act – key sections• Health and Safety Regulations• Interpretation – ACoPs, Guidance and Case Law	



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ISO 45001	6-8 hours	<p>This module is intended for managers and leaders within food manufacturing to understand what the key changes are. Delegates should have an awareness of the BS18001 standard requirements and will be given the knowledge to start building a plan for transition. Areas covered include:</p> <ul style="list-style-type: none">• The ISO High Level structure including Annex SL• The clauses of ISO 45001• What are the new requirements in regard to: Context, Leadership, Planning, Support and Operation• Performing a gap analysis on the new requirements• How to demonstrate compliance in the new requirements• Things to consider when developing a transition plan	<p>This course can be aligned to the client's management system.</p>
Safety in the Factory Environment	1-2 hours	<p>This module looks at the standards that should be in place for good safety on the shop floor. It covers some of the main hazards in the workplace, and those which traditionally can lead to a higher number of near misses or minor injuries. The focus is on the physical standards that would be expected. Areas covered include:</p> <ul style="list-style-type: none">• Heating, Lighting, Ventilation• Housekeeping and GMP• Ergonomics• Welfare• Working with chemicals	<p>This course can be aligned to the client's management system and standards for physical safety.</p>



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Preventing a serious incident – focussing on the high risk areas	2-3 hours	<p>This module looks at those aspects of our work activities within food manufacturing that have the highest potential to lead to a fatality if not properly controlled. Real life sector specific incidents will be included. Further there will be a focus on the assessments and procedures that should be in place. Areas covered include:</p> <ul style="list-style-type: none">• Workplace transport• Working at Height• Working in Confined Spaces• Machinery Safety and Isolation and Lock Off• Working with Electricity• Statutory Requirements for Inspections• Working with Contractors• Explosive atmospheres• Fire and Emergencies	<p>This course can be aligned to the client's management system.</p>
Health and Wellbeing	1-2 hours	<p>This module covers the requirements around occupational health and wellbeing for employees. Areas covered include:</p> <ul style="list-style-type: none">• Common occupational illness and their causes within food manufacturing• Health surveillance• Violence and Aggression• Health and Wellbeing• Stress Risk Assessment• First Aid at Work	<p>This section can cover the client's health and wellbeing arrangements, including any current initiatives in place.</p>



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Fire Safety	4 hours	<p>This is a fire safety awareness module, which has an emphasis on individual roles and responsibilities during a fire. Areas covered include:</p> <ul style="list-style-type: none">• Fire safety – an introduction• Life safety systems in the workplace• Means of escape• Fire evacuation procedures• Personal role and responsibilities• Fire prevention	<p>This section can be aligned to the client's fire safety plans, roles & responsibilities. This course can be adapted depending on the nature of the delegates – for example where it is attended by fire marshals / wardens emphasis can be given to their role in practice.</p>
Manual Handling	1-2 hours	<p>This module is part classroom, part practical. Delegates will be trained in how to move and handle items safely, whether that be during lifting and carrying or pushing and pulling. An overview is also given on how to personally reduce the potential for work related upper limb disorders.</p> <ul style="list-style-type: none">• Musculoskeletal system, the importance of posture and common injuries• Safe lifting and moving techniques in theory• Safe lifting and moving techniques in practice	<p>Client specific procedures and templates can be utilised.</p> <p>Practical manual handling on the shop floor can form part of the training.</p>



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Moving and handling safely	6-8 hours	<p>This module is intended for those carrying out ergonomic assessments within the work place for lifting and carrying, pushing and pulling and repetitive tasks. It reflects the current HSE focus on ergonomics within the workplace. It involves exercises on the practical completion of assessments</p> <ul style="list-style-type: none">• Musculoskeletal system, the importance of posture and common injuries• Safe lifting and moving techniques• HSE focus and legislation• Ergonomic assessment in theory and practice<ul style="list-style-type: none">○ Lifting and carrying○ Pushing and pulling○ Repetitive tasks• Controlling risks – action planning and implementation	<p>Client specific procedures and templates can be utilised.</p> <p>Practical completion of assessments on shop floor, including the review of employee handling techniques, will be agreed prior to the course reflecting any current client concerns.</p>
COSHH Awareness	2-4 hours	<p>This module is intended to give delegates an awareness of the dangers of exposure to hazardous substances and some of the key controls that are in use on site. Key elements are:</p> <ul style="list-style-type: none">• Introduction to COSHH Regulations and COSHH Assessment• Hazardous substances within food manufacturing including chemicals, dusts, fumes and gasses• Routes of entry and key controls in place• Using PPE• Health surveillance• What to do in an emergency	<p>Client specific procedures and templates can be utilised.</p> <p>This can be augmented to reflect the Client specific substances and arrangements – for example, for acid cleans.</p>



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COSHH Assessment	6-8 hours	<p>This is an interactive classroom session for anyone who has responsibility for completing COSHH Assessments. It covers:</p> <ul style="list-style-type: none">• Why is COSHH Assessment important: real life incidents• Legal drivers: overview of legislation, HSE focus and case law• What are hazardous substances• Principles of COSHH assessment• Storage and handling of hazardous substances• Emergency requirements• Health surveillance• Practical COSHH assessment	<p>The course can be augmented to cover the substances used on site, and controls in place – for example during acid cleans.</p>
Training, Competence and Awareness	1-2 hours	<p>This module is intended to give delegates an insight into what a good safety training programme looks like. It considers:</p> <ul style="list-style-type: none">• Training plans• Induction training• Core safety training for key personnel• Developing and implementing work activity safety procedures linked to risk assessment• Trainer competency• Evaluating understanding• When is refresher training required	<p>Client specific safety training requirements and procedures can be included.</p> <p>Terminology will be updated to reflect that used by the Client (e.g. SOP, SSOW etc.).</p> <p>Client specific requirements for nominated training providers can be referred to.</p>



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Engagement and Communication	1-2 hours	<p>This module is an interactive session to help delegates understand the importance of having good engagement with the workforce and how this might be achieved. It includes:</p> <ul style="list-style-type: none">• Developing a safety communications and engagement strategy• Meeting obligations for consultation• The Safety Committee – ensuring they are an effective forum	<p>This section can be aligned to current consultation and communications arrangements in place.</p>
Influencing Behaviours	4-8 hours	<p>This module is aimed at developing a delegates understanding of what drives a person to work unsafely, and what tools are available to them to minimise unsafe working practices. It is an interactive classroom session, the core elements of which are:</p> <ul style="list-style-type: none">• Key drivers for safety• What is meant by behavioural safety• Exploring why safety is so challenging including:<ul style="list-style-type: none">○ The ABC model and the focus on consequences of actions○ How we become distracted from working safely○ Hazard and Risk Awareness○ Safety discussions○ What is meant by role model	<p>This session can be augmented to include client specific initiatives for engagement.</p> <p>It can include a practical session on carrying out safety observations, step backs, safety conversations etc on the shop floor.</p>



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