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| <p>DURATION</p> <p>4 Hours</p> | <p>GROUP SIZE</p> <p>Up to 12 Learners</p> | <p>LEVEL</p> <p>Awareness / Foundation</p> |
| <p>LEGISLATION</p> <p>Health and Safety at Work Act 1974</p> | <p>RESOURCES</p> <p>Handout, Quiz, Slides</p> | <p>ASSESSMENT</p> <p>Knowledge Check Quiz</p> |

LEARNING OBJECTIVES

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| | Understand employer and employee duties under the Health and Safety at Work Act 1974 |
| | Conduct a risk assessment using the HSE 5-step process |
| | Identify common workplace hazards and appropriate control measures |
| | Understand the hierarchy of controls and how to apply it |
| | Know the requirements for accident reporting under RIDDOR 2013 |

SESSION PLAN

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| 0:00–0:15 | Welcome | Welcome & Introductions Trainer intro, housekeeping, fire exits, learning outcomes for Health & Safety |
| 0:15–0:30 | Icebreaker | Warm-Up Activity Icebreaker to engage learners and introduce the topic of Health & Safety |
| 0:30–1:00 | Theory | Key Legislation & Background Health and Safety at Work Act 1974 — why it matters, employer duties, employee responsibilities |
| 1:00–1:30 | Theory | Core Knowledge — Part 1 Key facts, statistics, risk factors, and underpinning knowledge for Health & Safety |
| 1:30–1:45 | Break | Morning Break 15-minute comfort break — trainer to prepare practical equipment |
| 1:45–2:15 | Theory | Core Knowledge — Part 2 Deeper dive into Health & Safety — common hazards, control measures, best practice |
| 2:15–2:50 | Practical | Demonstration & Supervised Practice Trainer demonstrates key techniques; learners practise in pairs with trainer feedback |
| 2:50–3:00 | Break | Short Break 10-minute break — distribute quiz papers |
| 3:00–3:20 | Assessment | Knowledge Check Quiz Learners complete the quiz individually; trainer collects and marks |
| 3:20–3:40 | Activity | Group Scenario Exercise Teams work through a realistic scenario applying Health & Safety knowledge |
| 3:40–3:55 | Review | Quiz Review & Q&A Go through quiz answers; address any misconceptions; open Q&A session |
| 3:55–4:00 | Close | Summary & Close Recap key learning points, issue certificates, signpost further resources |