



Woodland Grange in partnership with  
Oxford Brookes University

Diploma in Health and Safety Management



## **Course Information and Application Forms**

Level 6 qualification  
Leading to IOSH Corporate Membership  
& Full Membership of the IIRSM  
Option to progress to MSc/PgDip/PgCert in Health, Safety  
& Environmental Management  
Woodland Granges pass rate is consistently above 80%

## Diploma in Health and Safety Management

### Introduction

This document explains the structure and content of the Diploma Course in Health & Safety Management.

Following successful completion of this course, and with relevant vocational experience, candidates can apply for full membership of the Institution of Occupational Safety and Health (IOSH) and the International Institute of Risk and Safety Management (IIRSM).

### The next step

After completion of the Diploma in Health & Safety Management, delegates can choose to obtain a MSc in stages.

#### PgCert

The Post Graduate Certificate (PgCert) in Health, Safety & Environmental Management consists of two 5 day modules.

#### PgDip

Delegates can then opt to take a further four 5 day modules to obtain a Post Graduate Diploma

(PgDip) in HS&E Management, this will allow entry into IEMA at Associate Level (AIMEA).

#### MSc

After completion of the PgDip delegates can opt to undertake a dissertation based on any HS&E topic, and obtain the MSc. The dissertation is supervised by Oxford Brookes University.

For further information contact  
our HS&E enquiry line:

**01926 310 565**

## Diploma in Health and Safety Management

### Course aims and objectives

The course aims to develop skills and knowledge necessary to function as a competent health & safety practitioner. In particular, successful candidates will be able to: -

- determine requirements for improved control of complex and multiple health and safety risks
- maintain and enhance health and safety systems for complex risks
- seek, evaluate and interpret technical information sources for implementation
- contribute to and keep pace with, improvements in health and safety best practice
- interpret legal requirements and advise on practical application
- promote a positive health and safety culture within organisations
- exchange information to solve problems and make decisions
- establish and maintain productive working relationships
- communicate effectively and influence change

The Health & Safety Diploma Course offers an integrated approach to health & safety management and together with 3 years relevant experience meets the corporate membership entry criteria of the Institution of Occupational Safety & Health (IOSH).

Increasingly the health & safety practitioner is required to advise upon environmental issues and consequently requires expertise in this area. This course is designed so that, following successful completion, students have the option to go on to take environmental units at Oxford Brookes University and obtain either a MSc/PgDip/PgCert in health, safety and environmental management. The MSc requires a dissertation which provides an opportunity to research in more depth selected aspects of health, safety and environment.

For further information contact the course administrator at Oxford Brookes University. The Health & Safety Diploma consists of 4 modules which are taught in blocks at Woodland Grange. The assessments however are not modular. The Diploma assessment is based upon an integrated approach.

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## Diploma in Health and Safety Management

### Entry Requirements

Admission of students to the Health & safety Diploma Course will normally be considered on the basis of either:-

- (i) Completion of the NEBOSH National General Certificate (Level 3)  
or
- (ii) Completion of the NEBOSH Part 1 Diploma in Health & Safety  
or
- (iii) Completion of the Woodland Grange/Oxford Brookes Diploma in Health & Safety Practice (now discontinued)  
or
- (iv) equivalent level of qualification

### Award Criteria

In order to obtain the Diploma, students must have passed the following assessments:

- 1 3 hours examination (4 questions from a choice of 5).
- 2 3 hours case study examination
- 3 Work based project of 4000-5000 words based upon candidates own (or chosen) organisation. To be completed within 6 weeks of the end of the final module.
- 4 Written assignment of approx 3000 words based upon legal subject matter of module to be completed within 3 weeks of the end of module 1.
- 5 Written assignment of approx 3000 words based upon technical subject matter of modules 2 and 3. To be completed within 3 weeks of the end of module 3.
- 6 Oral presentation assignment—15 minutes formal presentation during Module 4B (day 2). The assignment will be set during Module 4A.

The written assignments and the oral presentation assignment are assessed by Woodland Grange.

The final assessments (2 examinations and work based project) are assessed by Woodland Grange and moderated by Oxford Brookes University.

Students must achieve at least a 'C' grade in all the assessments specified above to achieve an overall pass.

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our HS&E enquiry line:

**01926 310 565**

## Diploma in Health and Safety Management

### Programme outline

#### Modules

The 30 day course is divided into four modules which have a specific focus on integrated health and safety management. Students must undertake all four modules.

#### **Module 1 - Legal and Core Module - 5 Days**

- Legal framework
- Health and safety criminal legislation
- Civil liability
- Employment and contract law

#### **Module 2 - Health and Safety Technology - 10 Days**

- Fire risk management
- Hazardous processes
- Structural and machinery safety
- Reliability and statistical techniques
- Construction safety

#### **Module 3 - Occupational Health and Safety - 5 Days**

- Chemical, biological and physical agents - effects
- Toxicology/epidemiology
- Risk assessment - COSHH
- Psycho-social issues
- Measurement, evaluation and control

#### **Module 4 - 10 Days - Integrated Health and Safety Management (5 days Part A : 5 days Part B)**

- Accident causation and prevention
- Risk management
- Behavioural analysis and reliability
- Safe systems at work
- Quantitative risk assessment
- Organisational culture
- Communication skills
- Integrated health and safety management

Modules are taken in blocks with start and finish times approximately 9.00am - 5.30pm each day. Students must also undertake evening work, assessed assignments and an assessed work-based project.

NB: Start time is 9.30 am on the first day of each module

## Diploma in Health and Safety Management

### Programme dates

Woodland Grange/Oxford Brookes University Diploma in Health & Safety Management		
Module	Non-residential	Residential
1	£1,200 + VAT	£1,675 + VAT
2	£1,810 + VAT	£2,760 + VAT
3	£925 + VAT	£1,400 + VAT
4A	£925 + VAT	£1,400 + VAT
4B	£925 + VAT	£1,400 + VAT

Registration and examination fees are included, revision and accommodation for exams are excluded.

Module Dates			
Modules	Series 1	Series 2	Series 3
OB Law	15—19 Feb	17—21 May	11—15 Oct
HST	8—19 March	12—23 July	6—17 Dec
OHH		17—21 May	20—24 Sept
IHSMA	22—26 Feb	5-9 July	25—29 Oct
IHSMB	22—26 Mar	9—13 Aug	15—19 Nov
<b>Exam dates</b>	30 June – 1 July	7—8 Dec	

Woodland Grange/Oxford Brookes University Diploma Revision Courses Course duration: 2 days		
<b>Non-residential</b>	£450 + VAT	
<b>Residential</b>	£640 + VAT	
<b>Revision dates</b>	2—3 June	2— 3 Nov

## Diploma in Health and Safety Management

### Assessment and Teaching Methods

#### Student Effort

Contact time during modules  
30 days x 7 hours per day = 210 hours  
Evening work during modules  
20 x 2.5 hours per evening = 50 hours  
Assignments  
3 assignments x 30 hours = 90 hours  
Work based project = 60 hours  
Examinations = 6 hours  
Additional recommended private  
Study time (i.e. outside of the  
modules) = 200 hours  
Total minimum student effort = 616 hours

#### Teaching and Learning methods

The teaching and learning methods used in the course reflect the wide variety of topics and techniques associated with health, safety and environmental management. Lectures provide the framework, essential background and knowledge base for each module and students are encouraged to probe more deeply by reading widely. Analysis, synthesis and application of material introduced in lectures is achieved through workshops, case studies and syndicate work with tutor and peer review.

Individual exercises are set each day to be completed as evening work with self assessment review. A wide range of staff are involved in teaching on the course. Most are from Woodland Grange who have practical experience to compliment their academic studies.

Visiting tutors are used for some specialist topics.

A variety of material and resources, including student experience, are used to provide a varied educational experience and a teaching/learning environment appropriate for mature students.

#### Assessment Requirements

Final assessment is based upon two examinations plus a work based project. Students are also required to complete 3 course based assignments: 2 written plus one oral presentation. The assessments aim to test not only knowledge but also skills in practical application, research, analysis, management motivation and communication.

## Diploma in Health and Safety Management

### Assessment and Examinations

#### Assessment Requirements

Final assessment is based upon two examinations plus a work based project, and are assessed by Woodland Grange and moderated by Oxford Brookes University. Students are also required to complete 3 course based assignments: 2 written plus one oral presentation. The assessments aim to test not only knowledge but also skills in practical application, research, analysis, management motivation and communication.

Students must achieve at least a 'C' grade in all the assessments specified above to achieve an overall pass.

The overall awards of credit and distinction are based upon grades achieved in the examinations and work based project. In order to obtain an overall credit students must achieve at least 2 'B' grades and 1 'C' grade.

For an overall distinction students must achieve at least 2 'A' grades and 1 'B' grade. Both the two written assignments and the oral presentation assignment must have been completed and have achieved at least a 'C' grade before students can undertake the examinations.

Only under abnormal circumstances (e.g. illness) may assignments be submitted or re-submitted after examinations and at the discretion of the Course Manager. Students are normally required to satisfactorily complete all the assessment requirements within a period of three years from the commencement of studies.

Examinations will be set twice per year (normally during June/July and December). Students may be required to make themselves available to attend a viva.

#### Examination Registration

A student examination registration form must be completed and submitted, together with the enrolment.

## Diploma in Health and Safety Management

### Essential and supplementary reading list

#### ESSENTIAL READING LIST

HSE: Successful Health and Safety Management, HSG65. HSE Books.

HSE: HSG48 Reducing Error - Influencing Behaviour. HSE Books

HSE: Health & Safety in Construction, HSG150. HSE Books.

HEALTH AND SAFETY COMMISSION: Management of Health & Safety at Work. Approved Code of Practice, HMSO

HEALTH AND SAFETY COMMISSION: The Control of Substances Hazardous to Health Regulations. Approved Code of Practice, HSE Books

HSE: EH40 Occupational Exposure Limits. HSE Books

**\*\* NOTE: A basic understanding of the Health and Safety at Work Act and 'Six Pack' Regulations is essential for the delegates attending this course.**

#### SUPPLEMENTARY READING LIST

BARKER & PADFIELD: Law, Heinemann

COMMITTEE ON SAFETY AND HEALTH AT WORK (ROBENS COMMITTEE): Safety and Health at Work, HMSO

DEPARTMENT OF ENERGY: The public inquiry into the Piper alpha disaster, HMSO

DEPARTMENT OF TRANSPORT: Herald of Free Enterprise formal report, HMSO

DEPARTMENT OF TRANSPORT: Investigation into the King's Cross underground fire, HMSO

ENGINEERING COUNCIL: Guidelines on Risk Issues, Engineering Council, London

GILL, ASHTON: Monitoring for health hazards at work. Grant McIntyre, London

GORDON J E: Structures or Why Things Don't Fall Down, Penguin Books

HALE, AR and GLENDON, AI: Individual Behaviour in the Control of Danger, Elsevier

HANDY J & FORD M: Redgrave Health & Safety

HARRINGTON AND GARDINER: Occupational Health, Blackwell Science

HSE: HSG141: Electrical Safety on Construction Sites HSE Books

HSE: HSG43 Robot Safety. HSE Books

HSE: Costs of Accidents at Work HSG96. HSE Books.

HSE: Hand Arm Vibration (HAVS). HSG88. HSE Books

HSE Tolerability of Risk from Nuclear Power. HSE Books

HSE: Effective policies for health and safety. HSE Books

HSE: Reducing Noise at Work. HSE Books

HSE: Work Related Upper Limb Disorders. HSG60 HSE Books

KLETZ: HAZOP and HAZAN: Institute of Chemical Engineers

LEES F P: Loss Prevention in the Process Industries. Butterworth

NORMAN: Psychology of everyday things. New York Basic Book

RAFFAT H: Machinery Safety, A Risk Based Approach. Technical Communication (Publishing) Ltd.

REASON J: Human Error. Cambridge University

RIDLEY J R: Safety at Work. Butterworth Heinemann.

ROYAL SOCIETY: Risk Assessment. Royal Society, London

STRANKS J: Handbook of Health and Safety Practice. Pitman

OHSAS 18000: Occupational Health & Safety Management Systems. BSI

BS8800: Guide to Occupational Health & Safety Management Systems. BSI

WALDRON H: Occupational Health Practice. Butterworth

HUNTER D: Diseases of Occupations. Hodder and Stoughton.

GILES K: The Managers Good Study guide. Open University

ROSS & WILSON: Foundation of Anatomy & Psychology, Churchill & Livingstone

MORONEY M J: Facts From Figures. Penguin Books

Supplementary reading materials are normally not essential but are recommended as supporting references

Woodland Grange/Oxford Brookes  
University Diploma in Health and Safety  
Management

Application and Booking Forms

These application forms must be filled in prior to any  
place being confirmed on the course

Your Education and Entry Qualifications	Date of Award
Tick if you hold any of the following:	Day/Month/Year
NEBOSH National General Certificate (NGC) <input type="checkbox"/>	
NEBOSH Construction Certificate <input type="checkbox"/>	
TUC Certificate in OH&S with a minimum 16 credits at level 3 <input type="checkbox"/>	
Level 3 S/NVQ in H&S in the Workplace <input type="checkbox"/>	
Level 3 or 4 S/NVQ in Occupational H&S Practice <input type="checkbox"/>	
NEBOSH Diploma Part 1 ( <i>Mandatory for entrants onto the NEBOSH Diploma Conversion Course</i> ) <input type="checkbox"/>	
A degree or post-graduate diploma in H&S, Occupational Health or Environmental Health <input type="checkbox"/>	
Do you satisfy the academic requirement of IOSH for Tech SP or higher (other than as a topic specialist) <input type="checkbox"/>	

Was the above course taken at Woodland Grange? (*please tick box*)    YES     NO

Disabilities or Special Needs
<p><b>Disabilities or Special Needs</b></p> <p>If you have a disability, special needs or a medical condition that might affect your studies please give details below, and indicate the disability category in the box.</p> <p>Disability or Special Needs <input type="checkbox"/> Details .....</p> <p>.....</p> <p>.....</p> <p>Special Dietary Needs <input type="checkbox"/> Details .....</p> <p>.....</p> <p>.....</p>

Declaration
<p>I confirm that the information on this form is complete and accurate and that no information requested or other material information has been omitted. I give my consent to the processing of my data by Woodland Grange/Oxford Brookes University/NEBOSH as applicable. I have read the Notes for Guidance and I undertake to be bound by the conditions set out therein.</p> <p>Signature: ..... Date: .....</p>

**Please complete and return to:**

Course Registrar  
Woodland Grange  
Old Milverton Lane  
Leamington Spa  
CV32 6RN

Tel: 01926 336621  
Fax: 01926 452904  
e-mail: info@wgrange.com