



Health and Safety Business

THE QUARTERLY NEWSLETTER FROM RRC TRAINING

Winter 2012

Hello and welcome to the Winter edition of the RRC e-newsletter. Regular readers will know that we publish our e-newsletter quarterly – every February, May, August and November. It's always full of interesting news and developments, but we've been very busy bees at RRC HQ and this edition is particularly packed with updates!

We're out-and-about a lot this year, so check the **RRC News** section for details of the exhibitions we'll be at. Here you'll also find details about some very exciting developments - a new NEBOSH Award Arabic e-Learning course; the NEBOSH International Fire Certificate; face-to-face IEMA courses in the UK; and some other exciting new courses we're due to launch soon!

As always, we've scoured our usual H&S sources and produced a new **Technical Update** for you - this one is all about EH40 and the new edition recently published. It doesn't sound like award-winning news, but it's pretty important stuff!

If you're a student then it's vital that you read the **Student Focus** section for some really important updates to our courses, including any new legislation that you need to know about.

It's always great to hear from our students so if you've got any feedback about our e-newsletter then please let us know – just email rrchsb@rrc.co.uk.

Best regards,

David Towlson

P.S. If you haven't heard enough from me, check out my Tutor Blog - it's quite entertaining! www.rrc.co.uk/blogs



Lead Tutor and Director of Training and Quality



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RRC News

NEW NEBOSH International Certificate in Fire Safety and Risk Management

Pre-order now! Available 27th February

Having run an exclusive Pilot of this course in partnership with ARME, RRC are delighted to announce that we have almost completed development of the full IFC qualification. This newest addition to the NEBOSH portfolio is designed to tackle the important topic of fire safety and risk management across the globe.

The RRC IFC course will be accessible to students anywhere in the world, through our unique Distance/e-Learning programme and we're particularly pleased to be able to offer this qualification on-location in our Bahrain and Dubai offices (more venues to follow soon!).

Due to huge demand, we're offering a special pre-order option for this course by distance/e-Learning – buy now to be the first to study this exciting new qualification!

For more information on this course, visit: www.rrc.co.uk/nebosh/nebosh-certificate/nebosh-international-fire-certificate.aspx or contact us.



Arabic e-Learning at Intersec 2012

RRC were delighted to launch the new Arabic e-Learning course for the NEBOSH Health and Safety at Work qualification at Intersec 2012.



Mohammed Bashir (left) and Hasan Alaradi (right) representing our Dubai and Bahrain centres on the RRC ME stand at Intersec 2012

Visitors to the exhibition were treated to a special preview of the highly-anticipated online training course and they were not disappointed – we were thrilled with the positive feedback from all.

The course was developed jointly by RRC Training and RRC Middle East to provide Arabic-speaking students with an opportunity to study the NEBOSH Award course in their own language without the need to attend classroom-based training. This release comes hot-on-the-heels of NEBOSH launching their exams for this course in Arabic; so for the first time, students can complete the NEBOSH Award qualification entirely in Arabic, without attending any classroom training.

I'd like to say a very big thank you to all involved in developing this course, particularly to Hasan Alaradi (MD of RRC ME) who plays a starring role in the tutor videos throughout the course!

For those of you who attended the exhibition, I'm sure you'll agree it was a very interesting opportunity to make new contacts and catch up with old friends. We're already looking forward to returning next year.

For more information on this course, please contact RRC.

RRC News

Coming Soon...!

The RRC Development Department have been very busy over the last few months, with lots of new projects due to launch shortly (as well as all of our regular course updates, of course!). We're particularly excited to be launching the following courses:

NEBOSH Certificate in the Management of Health and Well-being at Work

This qualification provides all the information you'll need to effectively manage the hazards and risks associated with health and well-being at work.



Although not traditionally the remit of H&S professionals, this is a big growth area and we're very excited about the career potential this qualification will offer. Of course, it's also targeted at any individuals with management or HR responsibilities.

For more information, visit: www.rrc.co.uk/nebosh/nebosh-certificate/nebosh-management-of-health-and-wellbeing-at-work-certificate.aspx

CQI Certificate in Quality Management

This is an introductory qualification for new and potential quality managers, designed to provide an understanding of what quality means in an organisational context and what the quality management process consists of. Topics covered include monitoring and measuring for quality and using quality to improve business performance.

This qualification is back at RRC by popular demand and we're very encouraged by the interest we've already received - quality is important to us, so it's nice to know it matters to you too!

For more information visit: www.rrc.co.uk/cqi/cqi-certificate.aspx - more details coming soon!

IEMA Associate Certificate Face-to-Face Courses in London

RRC are pleased to announce that our first face-to-face training course for the IEMA Associate Certificate in Environmental Management will be held in London later this year. We've been running the IEMA Associate Certificate course through distance and e-learning for almost a year now, so we're very excited by this latest development.

For more information on the course, visit: www.rrc.co.uk/iema.aspx or contact us.



RRC News

Technical Update

EH40 - Workplace Exposure Limits

A new 2011 Edition of this important guidance document is now available and it contains some very important information.



Whether you work in an office, a laboratory or a construction site, there are hazardous substances around every corner. For many of these substances, there are strict guidelines on controlling exposure - EH40 identifies the Workplace Exposure Limits for 500 different substances and is an essential reference guide for anyone in the HSE industry.

To find out more about EH40, download the Technical Update now!

www.rrc.co.uk/free-resources/technical-updates.aspx

Congratulations!

We recently sent a survey to over 500 past students – thank you very much to all who completed it. We really value the feedback we get and it helps us to develop and improve all the time – it’s also nice to have a ‘pat on the back’ when we get such positive responses! The lucky students who completed the survey were entered into a free prize draw to win an Amazon Kindle Wi-Fi, 6” Ink Display. I’m very pleased to announce that the winner has now been chosen. Congratulations to Martin – your new Kindle is in the post.



You may be interested to learn that you can save electronic versions of RRC course material straight onto your Kindle – very useful for the commuters amongst us!

NEW Website Online Now

As many of you will already have spotted, the RRC website has had a make-over! It’s packed with new features, but we’re particularly proud of a couple of sections - we think you’ll like them too:

- **News** - Stay up-to-date with headlines posted throughout the week on our innovative scrolling newsfeed - simply click for the full story. You can even share the stories on Facebook and Twitter!



You’ll also find back-issues of the e-Newsletter; important information for students; and, last but not least, Dr T’s must-read Blog in this section.

- **Free Resources** - including our Technical Updates and Podcasts - by registering on our website you’ll be able to access a whole host of back-issues and episodes of interesting and useful stuff!

RRC Middle East also have two new websites online now, with course dates and details as well as lots of other exciting features.

Visit your local site and let us know what you think!

- UK: www.rrc.co.uk
- Bahrain: www.rrc.com.bh
- Dubai: www.rrc.co.ae



Meet Us At... easyFairs® Maintec 2012!

2012 is a leap year so what better way to spend that extra day than visiting the RRC stand (A18) at the **easyFairs® MAINTEC 2012** exhibition in Birmingham?

Maintec is the UK's leading show for maintenance and asset management, giving industry professionals an efficient and highly effective opportunity to meet face-to-face with the sector's most innovative people. [Click here for FREE Registration for MAINTEC 2012.](#)

The show has some really exciting features this year:

- **Lion's Lair** - see the bravest exhibitors pitch their best products and services to a panel of industry experts not afraid to speak their minds!
- **Grand Prix Experience** - test your driving ability in an F1 car simulator with prizes each day for the fastest lap!
- **RRC Spot the Hazard Game** - we're giving all visitors the chance to win £500 in training vouchers each day!



A test of your safety knowledge and mouse skills to clock up the fastest time.

- **BCAS Advice Clinic** - expert advice from compressed air system professionals.
- **Leak Detection Challenge** - test your skill in finding the leaks in a compressed air system.
- **Health & Safety Clinic** - Free advice from Health and Safety experts.

I'll be on the RRC stand – A18 – with Gary for the full three days, so drop by to say hello! On the stand you'll also find:

- **FREE Course** - an absolutely free RRC RISK Assessment Online Course – just pick up the leaflet from our stand.
- **Exhibition Offers** - 30% off NEBOSH General Certificate Courses in Birmingham, Chorley and Newcastle.

Dates for your Diary

We'll also be exhibiting at the following events:

- Bahrain 18-22 February 2012 - **American Society of Safety Engineers, Middle East Chapter Conference and Expo** - meet Hasan and the RRC Middle East Team, plus guest appearances from Dr T, Gosia and Gary.
- Manchester 6-7 March 2012 - **IOSH Conference and Exhibition** – meet Dr T, Gary, Elizabeth, Gordon and Rowena.
- Birmingham 15-17 May 2012 - **Safety & Health Expo 2012** – meet Dr T, Zoe, Gary, Gosia, Catherine and more!

If you're visiting any of these exhibitions we'd love to meet you – we'll also have plenty of special offers to make the journey even more worthwhile!

Important Exam Information

The registration dates for the next available sittings for the NEBOSH exams are listed below. Please make sure you are aware of any mandatory entry requirements, such as submission of coursework, attendance at workshops, etc.

Please note that the following information is based on the National dates set by NEBOSH. Some centres arrange 'local' examination dates, which will fall on different days.

NEBOSH Certificate Exam Dates

Course	RRC Exam Registration Cut off Dates	Examination Date
NEBOSH Certificate Unit NGC1	01/04/2012	15/06/2012
NEBOSH Certificate Unit NGC2	01/04/2012	15/06/2012
NEBOSH Certificate Unit FC1	01/04/2012	15/06/2012
NEBOSH Certificate Unit NCC1	01/04/2012	15/06/2012
NEBOSH International Certificate Unit IGC1	01/04/2012	27/06/2012
NEBOSH International Certificate Unit IGC2	01/04/2012	27/06/2012
NEBOSH International Certificate Unit ICC1	01/04/2012	15/06/2012
NEBOSH Env. Certificate Unit NEC1	01/04/2012	15/06/2012
NEBOSH Oil and Gas Certificate	01/04/2012	15/06/2012

NEBOSH National Diploma Exam Dates

Course	RRC Exam Registration Cut off Dates	Examination Date
NEBOSH National Diploma Unit A	01/04/2012	03/07/2012
NEBOSH National Diploma Unit B	01/04/2012	04/07/2012
NEBOSH National Diploma Unit C	01/04/2012	05/07/2012

NEBOSH International Diploma Exam Dates

Course	RRC Exam Registration Cut off Dates	Examination Date
NEBOSH International Diploma Unit IA	01/04/2012	03/07/2012
NEBOSH International Diploma Unit IB	01/04/2012	04/07/2012
NEBOSH International Diploma Unit IC	01/04/2012	05/07/2012

NEBOSH Diploma in Environmental Management Exam Dates

Course	RRC Exam Registration Cut off Dates	Examination Date
NEBOSH Environmental Diploma	01/04/2012	14/06/2012

NEBOSH Award in Health and Safety at Work

Course	RRC Exam Registration Cut off Dates	Examination Dates
NEBOSH Award	01/03/2012	04/04/2012
	01/04/2012	11/05/2012
	01/05/2012	06/06/2012
	01/06/2012	04/07/2012
	01/07/2012	01/08/2012

RRC Middle East

Please click the following link to access RRC Middle East to check course dates and fees for 2011/2012.

www.rrc.com.bh



Student Focus

This is the section of the e-newsletter where we focus on any important updates to your course. Please review the following carefully for anything which may impact your studies.

Students on Health and Safety Courses

RRC Health and Safety Law and Case Law Guide

We have revised the entry on the **Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009** to include the amendments made by the **Carriage of Dangerous Goods and Use of Transportable Pressure Equipment (Amendment) Regulations 2011**.

If you are studying a national (UK) course, you should delete the entry in your Health and Safety Law and Case Law Guide on the **Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 (SI 2009 No. 1348)** and replace it with the following revised entry:

[Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 \(SI 2009 No. 1348\)\(as amended\)](#)

This revised entry will be included in the online version of the Health and Safety Law and Case Law Guide by 10 February 2012. You can access the online version via your e-Zone Library.

Any changes required to your study elements as a result of the amended legislation referred to above are covered in the section on your course below.

Students on Environmental Courses

RRC Environmental Law and Case Law Guide

We have made two changes to the content of the Environmental Law and Case Law Guide:

- A revised entry on the **Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009** to include the amendments made by the **Carriage of Dangerous Goods and Use of Transportable Pressure Equipment (Amendment) Regulations 2011**.
- A new entry on the **Energy Information Regulations 2011**.

If you are studying a national (UK) course, you should delete the entry in your Environmental Law and Case Law Guide on the **Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 (SI 2009 No. 1348)** and replace it with the following revised entry:

[Link to Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 \(SI 2009 No. 1348\)\(as amended\)](#)

You should also add the following new entry to your Environmental Law and Case Law Guide:

[Energy Information Regulations 2011](#)

The new and revised entries above will be included in the online version of the Environmental Law and Case Law Guide by 10 February 2012. You can access the online version via your e-Zone Library.

Any changes required to your study elements as a result of the legislation referred to above are covered in the section on your course below.

Student Focus

NEBOSH National Diploma in Occupational Health and Safety

Unit A

We have updated the study material for this unit to cover:

- Changes to the **RIDDOR** reporting arrangements (Element A2).
- The latest edition of HSG159 *Managing Contractors* (Element A6).
- The ending of HSE's Infoline service (Element A6).

Please refer to the Supplement by clicking on the following link.

[Diploma Unit A Supplement](#)

Students on e-learning courses only: these changes will be made to your online materials by 10 February 2012.

Unit B

We have updated the study material for this unit to cover:

- The latest edition of EH40/2005 Workplace Exposure Limits (Element B4).
- The revised version of INDG84 Leptospirosis – Are you at risk? (Element B5).
- Changes to the RIDDOR reporting arrangements (Element B5).
- The recent legislation to control the use of sunbeds (Element B7).
- Further reading on the identification and control of stress (Element B8).

Please refer to the Supplement by clicking on the following link.

[Diploma Unit B Supplement](#)

Students on e-learning courses only: these changes will be made to your online materials by 10 February 2012.

Unit C

Element C4

This element has been updated in respect of the **Carriage of Dangerous Goods and Use of Transportable Pressure Equipment (Amendment) Regulations 2011**.

In your copy of the element, in the main section on **Storage, Handling and Transport of Dangerous Substances**, subsection "Driver Training and The Role

of Dangerous Goods Safety Adviser", please amend the 1st sentence under the subheading "The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009" to read:

"These regulations (and the **Carriage of Dangerous Goods and Use of Transportable Pressure Equipment (Amendment) Regulations 2011**) control the carriage of dangerous goods by road and rail in Great Britain and also, in so far as it relates to safety advisers, regulate the carriage of dangerous goods by inland waterway."

Students on e-learning courses only: this change will be made to your online materials by 10 February 2012.

Element C6

We have added to the further reading resources on the supply of machinery for this element.

In your copy of the element, at the end of the main section on **Safety Integration and Machinery Risk Assessment** and before the Revision Questions, please insert the following:



More...

Two publications from the HSE:

INDG270 *Supplying new machinery: A short guide to the law and your responsibilities when supplying machinery for use at work* (<http://www.hse.gov.uk/pubns/indg270.pdf>) and

INDG271 *Buying new machinery: A short guide to the law and your responsibilities when buying new machinery for use at work* (<http://www.hse.gov.uk/pubns/indg271.pdf>)

give useful information on legal requirements and the responsibilities of manufacturers, suppliers and buyers of machinery.

Students on e-learning courses only: this change will be made to your online materials by 10 February 2012.



Student Focus

NEBOSH International Diploma in Occupational Health and Safety

Unit IA

Element IA2

The study material for this element has been updated to reflect changes to the accident reporting arrangements in the UK.

In your copy of the element, in the main section on **Reporting and Recording of Loss Events (Injuries, Ill-Health and Dangerous Occurrences) and Near-Misses**, subsection "Reporting Requirements and Procedures", please delete the last paragraph and substitute the following:

"UK arrangements for notifiable occupational accidents and dangerous occurrences require all work-related injuries and incidents to be reported by telephone or via online reporting forms only.

The following is an example of an official data collection form used in the UK for notifiable accidents."

Then delete the existing form shown in the element and substitute this one:

[Accident Data Collection Form](#)

Students on e-learning courses only: these changes will be made to your online materials by 10 February 2012.

Element IA4

In your copy of this element, in the main section on **Risk Control Systems and Methods** and immediately before the subsection headed "Role of Risk Control Systems and Their

Relationship to Workplace Precautions", please amend the existing text in the **More** box to read:

"You may find it useful to refer to BS ISO 31000:2009 *Risk Management – Principles and Guidelines*. For a summary of the main principles, download RRC's Technical Update from the Free Resources section of the website."

Students on e-learning courses only: this change will be made to your online materials by 10 February 2012.

Unit IB, Element IB9

We have added to the further reading resources on stress for this element.

In your copy of the element, at the end of the main section on **Stress** and before the Revision Questions, please insert the following:



More...

PAS 1010:2011, *Guidance on the Management of Psychosocial Risks in the Workplace*, BSI, 2011, provides a practical tool to help managers, specialists and employee representatives to successfully implement and maintain a psychosocial risk management framework and is useful further reading to supplement the identification and control of stress. An overview of the publication is available as an RRC Technical Update (*Guidance on the Management of Psychosocial Risks in the Workplace: An Overview of PAS 1010:2011*) – see <http://www.rrc.co.uk/free-resources/technical-updates.aspx>.

Students on e-learning courses only: this change will be made to your online materials by 10 February 2012.

Student Focus

NEBOSH National Diploma in Environmental Management

Unit ED1

We have updated the study material for this unit to cover:

- The replacement of the standard BS EN ISO 19011:2002 by BS EN ISO 19011:2011 (Elements 3 and 4).
- The latest issue of Technical Guidance Note M2 *Monitoring of stack emissions to air* (Element 10).
- Technical Guidance Note M3 *How to assess monitoring arrangements for emissions to air in EPR permit applications* (Element 10).
- Additional information on MCERTS (Monitoring Certification Scheme) (Element 10).
- PPG7 *Safe storage: The safe operation of refuelling facilities* (Element 11).
- The **Energy Act 2011** (Element 15).
- The **Ecodesign for Energy-Related Products Regulations 2010** (Element 15).
- Changes to the administration of the Renewable Heat Incentives scheme (Element 15).

Please refer to the Supplement by clicking on the following link.

[ED1 Supplement](#)

Students on e-learning courses only: these changes will be made to your online materials by 10 February 2012.

NEBOSH National General Certificate

Unit NGC1, Element 5

We have amended the study material for this element to include an updated version of Form F2508.

In your copy of the element, in the main section on **Recording and Reporting Incidents**, subsection "The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)", please amend the last paragraph of text to read:

"Form F2508 Report of an Injury follows. Note the main headings and the basic information that has to be submitted."

Then delete the existing form and substitute this one:

[Form F2508](#)

Students on e-learning courses only: these changes will be made to your online materials by 10 February 2012.

Unit NGC2

Element 7

We have added to the further reading resources for this element to include the HSE publication *Leptospirosis – Are you at risk?* (INDG84).

In your copy of the element, at the end of the main section on **Specific Substances Hazardous to Health** and before the Revision Questions, please add the following to the **More** box:

"<http://www.hse.gov.uk/pubns/indg84.pdf>"

Students on e-learning courses only: this change will be made to your online materials by 10 February 2012.

Element 8

We have added to the further reading resources on stress for this element.

In your copy of the element, at the end of the main section on **Stress** and before the Revision Questions, please insert the following:



More...

PAS 1010:2011, *Guidance on the Management of Psychosocial Risks in the Workplace*, BSI, 2011, provides a practical tool to help managers, specialists and employee representatives to successfully implement and maintain a psychosocial risk management framework and is useful further reading to supplement the causes and prevention of stress. An overview of the publication is available as an RRC Technical Update (*Guidance on the Management of Psychosocial Risks in the Workplace: An Overview of PAS 1010:2011*) – see <http://www.rrc.co.uk/free-resources/technical-updates.aspx>.

Students on e-learning courses only: this change will be made to your online materials by 10 February 2012.



Student Focus

NEBOSH International General Certificate

Unit IGC2

Element 6

We have added to the further reading resources for this element to include the UK HSE publication *Leptospirosis – Are you at risk?* (INDG84).

In your copy of the element, at the end of the main section on **Forms and Classification of Hazardous Substances** and before the Revision Questions, please add the following to the **More** box:

“<http://www.hse.gov.uk/pubns/indg84.pdf>”

Students on e-learning courses only: this change will be made to your online materials by 10 February 2012.

Element 7

We have added a further reading resource on stress to the study material for this element.

In your copy of the element, at the end of the main section on **Stress** and before the Revision Question, please insert the following:



More...

PAS 1010:2011, *Guidance on the Management of Psychosocial Risks in the Workplace*, BSI, 2011, provides a practical tool to help managers, specialists and employee representatives to successfully implement and maintain a psychosocial risk management framework and is useful further reading to supplement the causes and prevention of stress. An overview of the publication is available as an RRC Technical Update (*Guidance on the Management of Psychosocial Risks in the Workplace: An Overview of PAS 1010:2011*) – see <http://www.rrc.co.uk/free-resources/technical-updates.aspx>.

Students on e-learning courses only: this change will be made to your online materials by 10 February 2012.

NEBOSH National Certificate in Construction Health and Safety

Unit NGC1, Element 5

We have amended the study material for this element to include an updated version of Form F2508.

In your copy of the element, in the main section on **Recording and Reporting Incidents**, subsection “The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)”, please amend the last paragraph of text to read:

“Form F2508 Report of an Injury follows. Note the main headings and the basic information that has to be submitted.”

Then delete the existing form and substitute this one:

[Form F2508](#)

Students on e-learning courses only: these changes will be made to your online materials by 10 February 2012.

Unit NCC1

Element 8

We have added to the further reading resources for this element to include the HSE publication *Leptospirosis – Are you at risk?* (INDG84).

In your copy of the element, in the main section on **Specific Agents** and immediately before the subheading “Generation and Control of Dusts on a Construction Site”, please add the following to the **More** box:

“<http://www.hse.gov.uk/pubns/indg84.pdf>”

Students on e-learning courses only: this change will be made to your online materials by 10 February 2012.

Student Focus

Element 9

We have added a further reading resource on stress to the study material for this element.

In your copy of the element, at the end of the main section on Stress and before the Hints and Tips box, please insert the following:

More...

PAS 1010:2011, *Guidance on the Management of Psychosocial Risks in the Workplace*, BSI, 2011, provides a practical tool to help managers, specialists and employee representatives to successfully implement and maintain a psychosocial risk management framework and is useful further reading to supplement the causes and prevention of stress. An overview of the publication is available as an RRC Technical Update (*Guidance on the Management of Psychosocial Risks in the Workplace: An Overview of PAS 1010:2011*) – see <http://www.rrc.co.uk/free-resources/technical-updates.aspx>.

Students on e-learning courses only: this change will be made to your online materials by 10 February 2012.

NEBOSH International Certificate in Construction Health and Safety

Unit ICC1

Element 8

We have added to the further reading resources for this element to include the UK HSE publication *Leptospirosis – Are you at risk?* (INDG84).

In your copy of the element, in the main section on **Specific Agents** and immediately before the subheading “Generation and Control of Dusts on a Construction Site”, please add the following to the **More** box:

“<http://www.hse.gov.uk/pubns/indg84.pdf>”

Students on e-learning courses only: this change will be made to your online materials by 10 February 2012.

Element 9

We have added a further reading resource on stress to the study material for this element.

In your copy of the element, at the end of the main section on **Stress** and before the Hints and Tips box, please insert the following:

More...

PAS 1010:2011, *Guidance on the Management of Psychosocial Risks in the Workplace*, BSI, 2011, provides a practical tool to help managers, specialists and employee representatives to successfully implement and maintain a psychosocial risk management framework and is useful further reading to supplement the causes and prevention of stress. An overview of the publication is available as an RRC Technical Update (*Guidance on the Management of Psychosocial Risks in the Workplace: An Overview of PAS 1010:2011*) – see <http://www.rrc.co.uk/free-resources/technical-updates.aspx>.

Students on e-learning courses only: this change will be made to your online materials by 10 February 2012.

NEBOSH National Certificate in Fire Safety and Risk Management

Unit NGC1, Element 5

We have amended the study material for this element to include an updated version of Form F2508.

In your copy of the element, in the main section on **Recording and Reporting Incidents**, subsection “The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)”, please amend the last paragraph of text to read:

“Form F2508 Report of an Injury follows. Note the main headings and the basic information that has to be submitted.”

Then delete the existing form and substitute this one:

Form F2508

Students on e-learning courses only: these changes will be made to your online materials by 10 February 2012.



Student Focus

IEMA Introduction to Environmental Management Systems

Element 1

We have made a small amendment to the study material for this element to cover a new edition of the standard ISO 19011.

In your copy of the element, in the section on **The Latest Developments with the ISO 14000 Series and EMAS**, please amend the last paragraph to read:

"The standard ISO 19011:2011 Guidelines for Auditing Management Systems, although not classed as being in the 14000 series, also includes requirements for EMS auditing."

Students on e-learning courses only: this change will be made to your online materials by 10 February 2012.

IEMA Foundation Certificate in Environmental Management

Element 4

We have made a small amendment to the study material for this element to cover a new edition of the standard ISO 19011.

In your copy of the element, in the main section on **The ISO 14000 Series of Environmental Standards** and immediately before the subheading "Key Elements of ISO 14001", please delete the existing paragraph and substitute the following:

"The standard ISO 19011:2011 Guidelines for auditing management systems is not within the 14000 series of ISO standards but still covers requirements for auditing of EMSs and other types of management systems."

Students on e-learning courses only: this change will be made to your online materials by 10 February 2012.

IEMA Associate Certificate in Environmental Management

Element 3

We have made a small amendment to the study material for this element to cover the **Energy Act 2011**.

In your copy of the element, in the main section on **Air Pollution Laws** and under the subheading "UK Climate Change Laws", please add the following immediately before the diagram entitled "CRC Cycle":

- **"Energy Act 2011** - introduces the Green Deal which enables energy efficiency improvements on household and non-domestic properties to be funded by a charge on energy bills. Other requirements include not allowing landlords to refuse requests for energy efficiency improvements when requested by a tenant where a financial package is available."

Students on e-learning courses only: this change will be made to your online materials by 10 February 2012.

Element 9

We have made a small amendment to the study material for this element to cover a new edition of the standard ISO 19011.

In your copy of the element, in the main section on **Checking**, subsection "Environmental Auditing", please amend the source under the definition of an environmental audit to read:

"Guidelines for Auditing Management Systems (ISO 19011:2011)."

Students on e-learning courses only: this change will be made to your online materials by 10 February 2012.