



# Health and Safety Business

THE QUARTERLY NEWSLETTER FROM RRC TRAINING

Summer 2012

Hello and welcome to the Summer edition of the RRC e-newsletter. As I'm sure you've noticed, Olympic Fever is sweeping the nation (and, indeed, the rest of the world) and I don't know about you, but I'm sick of all the associated gimmicks. As an antidote to all that, I hereby declare this edition of Health and Safety Business to be an Olympic-Free Zone!

If you've been following RRC on social media, you'll already be aware that we were busy celebrating last month when two RRC students won NEBOSH Best Candidate Awards - you'll find all the details on this story, and more, in the **RRC News** section.

As always, I've also included a link to our newest **Technical Update** - it's all about managing food safety; a topic which is often overlooked in workplaces but is really very important, so make sure you give that a read.

If you're an RRC student then it is 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 do let us know - just email [rrebs@rrc.co.uk](mailto:rrebs@rrc.co.uk).

Best regards,

*David Towtson*

PS. If you haven't heard enough from me, check out my Tutor Blog - it's quite entertaining! [www.rrc.co.uk/blogs](http://www.rrc.co.uk/blogs)



Lead Tutor and Director of Training and Quality



# Contents

<b>RRC News</b>	<b>2</b>
RRC Student Success!	2
RRC's NEW NEBOSH Endorsed Textbooks Available Now!	2
NEW Technical Update!	3
Keeping Up-to-Date with RRC	3
NEW Trainer Pack Plus	3
RRC's New International Agents and Partners - Update	4
<b>Important Exam Information</b>	<b>6</b>
NEBOSH National/International Certificate Exam Dates	6
NEBOSH National/International Diploma Exam Dates	6
NEBOSH Diploma in Environmental Management Exam Dates	6
NEBOSH Award in Health and Safety at Work	6
RRC Middle East	6
<b>Student Focus</b>	<b>7</b>
RRC Environmental Law and Case Law Guide	7
NEBOSH National Diploma in Occupational Health and Safety	7
NEBOSH International Diploma in Occupational Health and Safety	8
NEBOSH National Diploma in Environmental Management	9
NEBOSH National General Certificate	9
NEBOSH International General Certificate	9
NEBOSH National Certificate in Construction Health and Safety	10
NEBOSH International Certificate in Construction Health and Safety	10
NEBOSH National Certificate in Environmental Management	10
NEBOSH International Technical Certificate in Oil and Gas Operational Safety	10
NEBOSH National Certificate in the Management of Health and Well-being at Work	11
NEBOSH Award for Health, Safety and Environment for the Process Industries	11
IEMA Associate Certificate in Environmental Management	11

## RRC News

### RRC Student Success!

#### NEBOSH Best Candidate in Diploma and Best Candidate in International Diploma

Two RRC students have been Awarded the prestigious NEBOSH Best Candidate Award in the 2012 NEBOSH Award Ceremony. We are very proud of their achievement and delighted that we could help them in gaining both their Diploma qualifications.

I'd like to take this opportunity to once again congratulate Satya Prakash Gautam and Jamie Lewis for this impressive achievement!

Satya, who studied his course through e-learning with RRC, has gained the highest marks in the world in the NEBOSH International Diploma in Occupational Health and Safety course.

Jamie Lewis has just become the UK's top performer in the NEBOSH National Diploma course. This outstanding result sets Jamie, who studied for the Diploma with RRC Training, apart from fellow candidates, having obtained the highest marks overall for the Diploma in the country.

A detailed Case Study on each candidate's achievement is available to download now from our website:

[www.rrc.co.uk/news/press-releases.aspx](http://www.rrc.co.uk/news/press-releases.aspx)



*NEBOSH Students Celebrate at the 2012 Graduation Ceremony*

### RRC's NEW NEBOSH Endorsed Textbooks Available Now!

The long wait is over; RRC's first textbooks are now available!



After several months of hard work from our development department, we're delighted to confirm that our NEBOSH endorsed textbooks are on sale now.

Our textbooks have been **endorsed by NEBOSH as offering high quality support for the delivery of NEBOSH qualifications**, so you can trust that they will provide you with everything you'll need.

#### Titles available:

- The Management of International Oil and Gas Health and Safety: A Guide to the NEBOSH International Technical Certificate in Oil and Gas Operational Safety
- NEBOSH Award in Health and Safety at Work – ARABIC

All the details are available from our website:

[www.rrc.co.uk/publishing.aspx](http://www.rrc.co.uk/publishing.aspx)

More titles are continually being added to the range, so check back regularly to see the latest releases.

## RRC News

### NEW Technical Update!

#### Managing Food Safety – What the Health and Safety Professional Needs to Know



In the latest Technical Update, you will find all you need to know about the health and safety legislation on food safety management. This essentially centres around the prevention of contamination of food products which, if not implemented correctly, can lead to serious illness and even death. Food safety management is more complicated than it may sound at first; there's more to it than simply maintaining high standards of cleanliness. The Regulation (EC) No 852/2004 on the Hygiene of Foodstuffs identifies the preventative measures required for food safety management, (based on the Hazard Analysis Critical Control Points). This Technical Update also provides some background information on the causes and symptoms of food poisoning as well as some useful sources of information to which you can refer at any time.

We understand that legal terminology can sometimes be overwhelming – particularly when you're not very familiar with the subject matter. As always, our Technical Update is here to help! It introduces the basic information you should be aware of and provides a useful refresher for those out of touch with the requirements. You can access this FREE publication, along with all our previous Technical Updates, from the RRC website.

[www.rrc.co.uk/free-resources/technical-updates.aspx](http://www.rrc.co.uk/free-resources/technical-updates.aspx)

### Keeping Up-to-Date with RRC

If a quarterly newsletter isn't enough RRC News for you, I highly recommend following @RRCTraining on Twitter and adding us on Facebook to make sure you don't miss a thing!

We regularly update our accounts and include information on special offers and updates.



### NEW Trainer Pack Plus

Not content with launching TWO new textbooks, we have also added new titles to our existing **Trainer Pack Plus** range.

These packs provide everything you need to deliver a professional and engaging 3-hour training session in your workplace. Each pack contains:

- Sample lesson plan.
- Complete set of PowerPoint slides, including Trainer Notes.
- Full colour supporting course booklet.

#### Titles available:

- Accident Investigation.
- Developing a Positive Health and Safety Culture.
- Health and Safety Induction.
- Hazard Identification and Risk Assessment.
- Manual Handling.

All courses are available for £495 + VAT and more details are available on our website:

[www.rrc.co.uk/publications/rrc-trainer-pack-plus.aspx](http://www.rrc.co.uk/publications/rrc-trainer-pack-plus.aspx)



## RRC News

### RRC's New International Agents and Partners - Update

Since May's e-Newsletter, negotiations with international partners have prospered and we are very pleased to announce that we have secured a further five international partners. In case you missed the last e-Newsletter, Gosia – our International Development Executive – has been working very hard to establish affiliations with training businesses. Two of our existing partners - NISP (Nigeria) and USC (Uganda) - will be launching NEBOSH, IOSH and CIEH e-learning and distance courses this autumn. Meanwhile, Arme (Turkey) already offer NEBOSH, IEMA and IOSH e-learning courses and are preparing to launch classroom and blending learning courses soon.



#### Ohirko – Poland (Kraków)

Established in 2006, Ohirko offer health and safety consultancy and training for a number of sectors, such as construction, logistics, manufacturing and transport, with a focus on HAACO certification, paramedic and fire-fighting courses. Ohirko's objective is not only to increase health and safety awareness among employees, but to provide internationally recognised qualifications for workers and to continue to develop into one of the country's leading health and safety training centres. To assist in this, Ohirko will be offering RRC's distance/ e-learning courses with exam centres across Poland.



#### Work Health and Safety Organisation – Ghana (Accra)

Work Health and Safety Organisation, Ghana were formed in 2008 with the aim of helping businesses build on their productivity and create a safer environment for workers, whilst raising public awareness on health and safety issues.

Offering high quality courses is an important step in ensuring that individuals and organisations understand and abide by health and safety legislation. With this in mind, Work Health and Safety Organisation are now offering RRC's distance/e-learning courses with an exam centre in Accra.





## Accent Training and Language Centre – Sudan (Khartoum)

Based in Khartoum, Accent Training and Language Centre believe in high quality training for the professional development of individuals and pride themselves in delivering excellence, commitment and quality to their clients. The Centre offers health and safety training as this is a growing interest amongst companies across the country.

Accent Training and Language Centre will be offering RRC's distance/e-learning courses, as well as face-to-face courses, with exam centres available in Khartoum.



## VIOSH – Pakistan (Islamabad)

VIVID Institute of Occupational Safety and Health specialise in occupational health and safety and are passionate about sharing the values and principles of health, safety and the environment with businesses for improved efficiency, education and overall performance in the workplace.

To enable them to reach more individuals and organisations, VIVID Institute of Occupational Safety and Health will be offering RRC's distance/e-learning courses with an exam centre in Islamabad.



## Human Asset and Training Centre – Saudi Arabia

Human Asset and Training Centre strive to become one of Saudi Arabia's leading training establishments and envision improving performance in the workplace through effective and first-class training. They are committed to delivering excellent customer service and they value quality, teamwork and responsibility.

Human Asset and Training Centre will be offering RRC's distance/e-learning courses, as well as face-to-face courses, with an exam centre available in Al-Khobar (more centres may be available soon).

As always, there's lots more information available on our website:

[www.rrc.co.uk/about-us/international-centres-and-partners.aspx](http://www.rrc.co.uk/about-us/international-centres-and-partners.aspx)





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 National/International Certificate Exam Dates

Course	RRC Exam Registration Cut off Dates	Examination Date
<b>NEBOSH National Certificate</b>		
Units: NGC1, NGC2, FC1, NCC1	01/10/2012	07/12/2012
Unit NEC1	01/10/2012	07/12/2012
Unit NHC1	01/10/2012	07/12/2012
<b>NEBOSH International Certificate</b>		
Units: IGC1, IGC2, IFC1, ICC1	01/10/2012	05/12/2012
<b>NEBOSH International Technical Certificate</b>		
NEBOSH Oil and Gas Certificate	01/10/2012	05/12/2012

## NEBOSH National/International Diploma Exam Dates

Course	RRC Exam Registration Cut off Dates	Examination Date
NEBOSH Diploma Unit A/Unit IA	01/11/2012	15/01/2013
NEBOSH Diploma Unit B/Unit IB	01/11/2012	16/01/2013
NEBOSH Diploma Unit C/Unit IC	01/11/2012	17/01/2013

## NEBOSH Diploma in Environmental Management Exam Dates

Course	RRC Exam Registration Cut off Dates	Examination Date
NEBOSH Environmental Diploma	01/10/2012	06/12/2012

## NEBOSH Award in Health and Safety at Work

Course	RRC Exam Registration Cut off Dates	Examination Dates
NEBOSH Award	01/08/2012	03/10/2012
(Unit HSW1	01/09/2012	07/11/2012
Unit HSEP1)	01/10/2012	05/12/2012

## RRC Middle East

Please click the following link to access RRC Middle East to check course dates and fees for 2012/2013.  
[www.rrc.com.bh](http://www.rrc.com.bh)



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 Environmental Courses

### RRC Environmental Law and Case Law Guide

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

- The **CRC Energy Efficiency Scheme (Allocation of Allowances for Payment) Regulations 2012**.
- The **Waste (Scotland) Regulations 2012**.

If you are studying a national (UK) course, you should add the following entry to your Environmental Law and Case Law Guide:

#### [Waste \(Scotland\) Regulations 2012](#)

Please also note the following amendment:

#### **CRC Energy Efficiency Scheme Order 2010**

At the end of the entry on this legislation, after the paragraph entitled “**The CRC Energy Efficiency Scheme (Amendment) Order 2011**”, the following new text has been added:

#### **“The CRC Energy Efficiency Scheme (Allocation of Allowances for Payment) Regulations 2012**

These Regulations allow the Treasury to charge for the allocation and issue of allowances in return for payment in the CRC trading scheme. The Regulations identify provisions as to:

- Who conducts allocations.
- The timing of requests for allowance allocations.
- Payment for the issue of allowances.
- The consequences of:
  - Late or non-payment.
  - Transfer of excess allowances.”

These changes have already been made to the online version of the Environmental Law and Case Law Guide which can be accessed 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.

## NEBOSH National Diploma in Occupational Health and Safety

### Unit A, Element A2

We have updated the study material for this element to reflect the changes to the reporting requirements under RIDDOR which were outlined in the Student Focus section of the Spring 2012 e-newsletter.

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

#### [Diploma Unit A Supplement](#)

**Note:** these changes have already been made to your online material.

### Unit B

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

- INDG223 (rev5) *Managing asbestos in buildings: A brief guide* and HSG264 *Asbestos: The survey guide* (2nd edition) as sources of further information (Element B2).
- The changes to the reporting requirements under **RIDDOR** which were outlined in the Student Focus section of the Spring 2012 e-newsletter (Elements B5 and B8).
- INDG458 *Legionnaires’ disease: a brief guide for dutyholders* as a source of further information (Element B5).

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

#### [Diploma Unit B Supplement](#)

**Note:** these changes have already been made to your online material.



## Student Focus

### Unit C, Element C8

We have updated the study material for this element to include INDG236 *Maintaining portable electrical equipment in low-risk environments* as a source of further information.

In your copy of the element, in the main section on **Portable Electrical Equipment** and immediately before the **Topic Focus** box, please insert the following:



#### More...

The HSE has published a revised version of INDG236 *Maintaining portable electrical equipment in low-risk environments*.

A copy is available at:

<http://www.hse.gov.uk/pubns/indg236.pdf>

**Note:** this change has already been made to your online material.

## NEBOSH International Diploma in Occupational Health and Safety

### Unit IA, Element IA5

We have updated the study material for this element to include *Worker participation in Occupational Safety and Health - a practical guide* as a source of further information.

In your copy of the element, in the main section on **Consultation with Workers** and immediately before the Revision Questions, please insert the following:



#### More...

The European Agency for *Safety and Health at Work* publication, *Worker participation in Occupational Safety and Health - a practical guide*, aids workers in liaising with managers to improve workplace safety and health, outlines duties of workers, their representatives and employers and gives practical guidance on how all parties can improve occupational safety and health. The publication is available at:

[http://osha.europa.eu/en/publications/reports/workers-participation-in-OSH-guide/view?utm\\_source=oshmail&utm\\_medium=email&utm\\_campaign=oshmail-120](http://osha.europa.eu/en/publications/reports/workers-participation-in-OSH-guide/view?utm_source=oshmail&utm_medium=email&utm_campaign=oshmail-120)

**Note:** this change has already been made to your online material.

# Student Focus

## NEBOSH National Diploma in Environmental Management

### Unit ED1

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

- The Rio+20 Conference on Sustainable Development (Element 1).
- The **Waste (Scotland) Regulations 2012** (Element 9).
- The **Batteries and Accumulators (Placing on the Market) (Amendment) Regulations 2012** (Element 9).
- A current example of a Consignment Note for hazardous waste (Element 9).
- The **Nitrate Pollution Prevention (Wales) (Amendment) Regulations 2012** (Element 11).
- The **Control of Asbestos Regulations (Northern Ireland) 2012** (Element 13).
- Revised Statutory Guidance on contaminated land (Element 14).
- Changes to the Feed-In-Tariffs scheme (Element 15).
- The **Renewable Heat Incentive Scheme (Amendment) Regulations 2012** (Element 15).
- The **CRC Energy Efficiency Scheme (Allocation of Allowances for Payment) Regulations 2012** (Element 15).

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

#### [ED1 Supplement](#)

**Note:** these changes have already been made to your online material.

### Unit ED2

NEBOSH have slightly modified the Assessor's Marking Sheet, the Marking Matrix and the Project Cover Sheet for the Workplace-Based Project.

In your e-Zone Library, please refer to:

- The copy of ED2 for the amended Assessor's Marking Sheet and Marking Matrix.
- The copy of ED2 Project Submission for the amended Project Cover Sheet.

## NEBOSH National General Certificate

### Unit NGC2

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

- A source of further information on LEV – HSG258 *Controlling airborne contaminants at work: A guide to local exhaust ventilation (LEV)* (Element 7).
- More detailed coverage of artificial optical radiation (Element 8).

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

#### [NGC2 Supplement](#)

**Note:** these changes will be made to your online material shortly.

## NEBOSH International General Certificate

### Unit IGC2, Element 7

We have added a source of further information on local exhaust ventilation to this element.

In your copy of the element, in the main section on **Control Measures**, please insert the following at the end of the subsection entitled "**Local Exhaust Ventilation**":



#### More...

Further information on LEV can be found in the UK HSE's HSG258 *Controlling airborne contaminants at work: A guide to local exhaust ventilation (LEV)*, available at:

<http://www.hse.gov.uk/pubns/books/hsg258.htm>

**Note:** this change has already been made to your online material.



## Student Focus

### NEBOSH National Certificate in Construction Health and Safety

#### Unit NCC1, Element 8

We have updated the study material for this element to include:

- A source of further information on LEV – HSG258 *Controlling airborne contaminants at work: A guide to local exhaust ventilation (LEV)*.
- Revised coverage of asbestos surveys.

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

#### [NCC1 Supplement](#)

**Note:** these changes will be made to your online material shortly.

### NEBOSH International Certificate in Construction Health and Safety

#### Unit ICC1, Element 8

We have updated the study material for this element to include:

- A source of further information on LEV – HSG258 *Controlling airborne contaminants at work: A guide to local exhaust ventilation (LEV)*.
- Revised coverage of asbestos surveys and medical surveillance for asbestos exposure.

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

#### [ICC1 Supplement](#)

**Note:** these changes will be made to your online material shortly.

### NEBOSH National Certificate in Environmental Management

#### Unit NEC1

We have amended the study material for this unit to provide:

- More focused examples of environmental aspects and impacts (Element 3).
- An updated example of a Hazardous Waste Consignment Note (Element 6).

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

#### [NEC1 Supplement](#)

**Note:** these changes have already been made to your online material.

#### Unit NEC2

We have made some modifications to the guidance on the Environmental Practical Application in this unit, including:

- A table of key stages in completing the work, with corresponding useful tips.
- Examples of some completed questions from the proforma.
- Small amendments to the advice on writing the report.
- An example of a completed report.

Please refer to the copy of Unit NEC2 in your e-Zone Library.

### NEBOSH International Technical Certificate in Oil and Gas Operational Safety

#### Unit IOG1, Element 1

We have updated the study material for this element to include coverage of asbestos-containing materials in offshore installations.

In your copy of the element, immediately before the Revision Questions at the end of the main section entitled “**Hazards Inherent in Oil and Gas**”, please insert the following additional text:

- “**Asbestos-containing materials (ACMs)** – these may be present in offshore installations built before



## Student Focus

1999. The older an installation is, the more likely it is to contain higher risk materials, e.g. lagging and boarding. Brake linings, gaskets, arc shields for electrical switchgear and external sheeting are further examples of ACMs which may be found offshore.

The ageing offshore infrastructure requires increased maintenance and fabrication activities, so the potential for exposure to asbestos fibres is now greater. Exposure has occurred in several cases where asbestos has been poorly managed and subsequently disturbed, leading to disruptive and costly clean-up operations and enforcement action being taken by the HSE.”

**Note:** this change has already been made to your online material.

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

### Unit NHC1, Element 3

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

- The **Control of Asbestos Regulations 2012**.
- Changes to the reporting requirements under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**.

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

#### [NHC1 Supplement](#)

**Note:** these changes will be made to your online material shortly.

## NEBOSH Award for Health, Safety and Environment for the Process Industries

### Unit PS2, Element 2

We have updated the study material for this element to include a current example of a Consignment Note for hazardous waste.

In your copy of the element, in the main section entitled “**Classification of Waste**”, under the subheading “**Regulatory Documentation**”, please substitute the example in the following link for the one in the element.

#### [Consignment Note for Hazardous Waste](#)

**Note:** this change will be made to your online material shortly.

## IEMA Associate Certificate in Environmental Management

We have updated the study material for this course to include:

- The Rio+20 Conference on Sustainable Development (Element 1).
- The **Waste (Scotland) Regulations 2012** (Element 4).
- A further source of information on construction and the environment – PPG6 *Working at construction and demolition sites* (Element 6).
- A source of further information on contaminated land – Statutory Guidance published by DEFRA (Element 6).
- A requirement of the **Batteries and Accumulators (Placing on the Market) (Amendment) Regulations 2012** (Element 10).

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

#### [IEMA Associate Supplement](#)

**Note:** these changes have already been made to your online material.