

Safety Rules Module 1 – Introduction to Safety Rules

Duration: 4 Days

Format: Classroom training with worked examples and case studies

Assessment: Closed-book exam (20 questions, 80% pass mark required)

Course Handout

Course Overview

This 4-day course provides delegates with a fundamental understanding of the **Electrical and Mechanical Safety Rules** and their application in establishing and maintaining a safe system of work. The training introduces the concepts, responsibilities, documentation, and processes required to achieve compliance with legislation and maintain safety in operational environments.

Delegates will gain the knowledge and confidence to understand how the Safety Rules are applied in practice, including the management of equipment and apparatus, the roles of authorised persons, and the importance of effective documentation and control.

Course Objectives

By the end of this course, delegates will be able to:

- Understand the **Electrical and Mechanical Safety Rules** and associated procedures.
 - Explain the principles of implementing a **Safe System of Work**.
 - Identify the scope of “**the system**” and how equipment is added or removed.
 - Recognise the **roles and responsibilities** of APs (Authorised Persons) and SAPs (Senior Authorised Persons).
 - Demonstrate knowledge of procedures for **keys and documents**.
 - Recognise and mitigate **System-Derived Hazards**.
 - Correctly apply the processes for **issuing, receiving, transferring, suspending, cancelling, and clearing Safety Documents**.
 - Differentiate between the types of **Safety Documentation** and when each is used.
 - Relate the Safety Rules to wider **UK Regulations and Legislation**.
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Assessment and Certification

- End-of-course assessment (multiple choice group Q&A)
 - Certificate of Attendance issued upon successful completion
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Course Schedule (Summary)

Day 1 – Risk Management & Foundations

- Safety Rules as a legal requirement
- Incident investigation and prevention
- The System; Equipment and Apparatus
- Policy, Philosophy, Principles
- General Provisions

Day 2 – Basic Safety Rules

- Introduction to Basic Safety Rules
- Caution Notices
- Types of Safety Documentation

Day 3 – Standards and Procedures

- Responsibilities of APs and SAPs
- Procedures for documents and keys

Day 4 – Practical Application & Assessment

- Appointment of Persons
- Applying the Safety Rules (case studies)
- Examination (closed book)

Who Should Attend

- Personnel seeking appointment under Safety Rules (e.g., APs or SAPs).
- Engineers, supervisors, or technical staff responsible for safe work on or around plant and apparatus.
- Individuals requiring a foundation in Safety Rules as part of their role in engineering, operations, or safety governance.

Further Resources

- HSE Website: www.hse.gov.uk
- Course Content – Hand Out
- HSG85 PDF
- Rosa Engineering Definitions – Hand Out

For questions or follow-up, please contact:

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