

National General Certificate

Reference information provided, in particular web links, was correct as of 03/04/17.

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Unit NGC1 - Management of health and safety

Element 1 - Foundations in health and safety

Guidance on the application of Fees for Intervention (FFI), HSE47, HSE Books

www.hse.gov.uk/pubns/hse47.pdf

HSE, 'Managing for health and safety' <http://www.hse.gov.uk/managing>

HSE, The Health and Safety Toolbox: how to control risks at work <http://www.hse.gov.uk/toolbox/>

Leading health and safety at work, INDG 417 (rev 1), HSE Books, www.hse.gov.uk/pubns/indg417.htm

Managing for health and safety, HSG65 third edition 2013, HSE Books, ISBN: 978-0-717664-56-6

<http://www.hse.gov.uk/pubns/priced/hsg65.pdf>

Managing Health and Safety in Construction, Construction (Design and Management) Regulations 2015, Guidance on regulations, L153 HSE Books, ISBN: 978-0-717666-26-3

<http://www.hse.gov.uk/pubns/priced/L153.pdf>

The Construction (Design and Management) Regulations 2015, Industry guidance for Clients, produced by CONIAC, published by CITB, ISBN: 978-1-857513-89-9

<http://www.citb.co.uk/documents/cdm%20regs/2015/cdm-2015-clients-interactive.pdf>

The Construction (Design and Management) Regulations 2015, Industry guidance for Principal Designers, produced by CONIAC, published by CITB, ISBN 978-1-857513-90-5

<http://www.citb.co.uk/documents/cdm%20regs/2015/cdm-2015-principal-designers-interactive.pdf>

The Construction (Design and Management) Regulations 2015, Industry guidance for Designers, produced by CONIAC, published by CITB, ISBN 978-1-857513-93-6

<http://www.citb.co.uk/documents/cdm%20regs/2015/cdm-2015-designers-interactive.pdf>

The Construction (Design and Management) Regulations 2015, Industry guidance for Principal Contractors, produced by CONIAC, published by CITB, ISBN 978-1-857513-93-6

<http://www.citb.co.uk/documents/cdm%20regs/2015/cdm-2015-principal-contractors-interactive.pdf>

The Construction (Design and Management) Regulations 2015, Industry guidance for Contractors, produced by CONIAC, published by CITB, ISBN: 978-1-857513-91-2

<http://www.citb.co.uk/documents/cdm%20regs/2015/cdm-2015-contractors-interactive.pdf>

The Construction (Design and Management) Regulations 2015, Industry guidance for Workers, produced by CONIAC, published by CITB, ISBN 978-1-857513-94-3

<http://www.citb.co.uk/documents/cdm%20regs/2015/cdm-2015-workers-interactive.pdf>



Occupational Health and Safety Assessment Series (OHSAS 18000): Occupational Health and Safety Management Systems OHSAS 18001:2007 ISBN: 978-0-580594-04-5 OHSAS18002:2008 ISBN: 978-0-580626-86-9



Element 2 - Health and safety management systems - Plan

Health and safety made simple, INDG449, HSE Books, <http://www.hse.gov.uk/pubns/indg449.htm>

HSE, 'Managing for health and safety' <http://www.hse.gov.uk/managing/>

HSE, The Health and Safety Toolbox: how to control risks at work <http://www.hse.gov.uk/toolbox/>

Managing for health and safety, HSG65 third edition 2013, HSE Books, ISBN: 978-0-717664-56-6
<http://www.hse.gov.uk/pubns/priced/hsg65.pdf>

Element 3 - Health and safety management systems - Do

Consulting workers on health and safety, Safety Representatives and Safety Committee Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended), ACoP, L146, HSE Books, ISBN: 978-0-717664-61-0

<http://www.hse.gov.uk/pubns/priced/l146.pdf>

Emergency procedures, HSE website guidance,

<http://www.hse.gov.uk/toolbox/managing/emergency.htm>

First-aid at work, the Health and Safety (First-Aid) Regulations 1981 (L74, third edition 2013), HSE Books, ISBN: 978-0-717665-60-0 <http://www.hse.gov.uk/pubns/priced/l74.pdf>

Five steps to risk assessment (INDG163, rev 3), HSE Books, ISBN: 978-0-717664-40-5

<http://www.hse.gov.uk/pubns/indg163.pdf>

Guidance on permit-to-work systems. A guide for the petroleum, chemical and allied industries (HSG250) HSE Books, ISBN: 978-0-717629-43-5 <http://www.hse.gov.uk/pubns/priced/hsg250.pdf>

HSE, 'Managing for health and safety', Parts 3 and 4 <http://www.hse.gov.uk/managing/>

Human factors and ergonomics <http://www.hse.gov.uk/humanfactors/>

Human factors: permit-to-work systems www.hse.gov.uk/humanfactors/topics/ptw.htm

Involving your workforce in health and safety: good practice for all workplaces (HSG263), HSE Books, ISBN 978-0-717662-27-2 www.hse.gov.uk/pubns/books/hsg263.pdf

Leading health and safety at work (INDG417 rev 1 2013) HSE Books

www.hse.gov.uk/pubns/indg417.htm

Managing for health and safety, HSG65 third edition 2013, HSE Books, ISBN: 978-0-717664-56-6

<http://www.hse.gov.uk/pubns/priced/hsg65.pdf>

New and expectant mothers <http://www.hse.gov.uk/mothers/>

Reducing error and influencing behaviour (HSG48), HSE Books, ISBN: 978-0-717624-52-2

<http://www.hse.gov.uk/pubns/priced/hsg48.pdf>

Safe work in confined spaces; Confined Spaces Regulations 1997, ACoP regulations and guidance, (L101), second edition, HSE Books, ISBN: 978-0-717662-33-3

<http://www.hse.gov.uk/pubns/priced/l101.pdf>

Young people and work experience; A brief guide to health and safety for employers, INDG364 (rev 1), HSE books, <http://www.hse.gov.uk/pubns/indg364.pdf>



Occupational Health and Safety Assessment Series (OHSAS 18000): Occupational Health and Safety Management Systems OHSAS 18001:2007 ISBN: 978-0-580594-04-5 OHSAS18002:2008 ISBN: 978-0-580626-86-9

Bird F E, 1974. Management guide to loss control, Institute Press, Atlanta, Georgia, USA

Element 4 - Health and safety management systems - Check

HSE, 'Managing for health and safety' <http://www.hse.gov.uk/managing/>

HSE, The health and safety toolbox: how to control risks at work <http://www.hse.gov.uk/toolbox/>

Investigating incidents and accidents at work (HSG245), HSE Books,
<http://www.hse.gov.uk/pubns/hsg245.pdf>

Reporting accidents and incidents at work (INDG453), HSE, <http://www.hse.gov.uk/pubns/indg453.pdf>

Managing for health and safety, HSG65 third edition 2013, HSE Books, ISBN: 978-0-717664-56-6
<http://www.hse.gov.uk/pubns/priced/hsg65.pdf>

Occupational health and safety assessment series (OHSAS 18000): Occupational health and safety management systems OHSAS 18001:2007 ISBN: 978-0-5805-9404-5 OHSAS18002:2008 ISBN: 978-0-580626-86-9

Reporting accidents and incidents at work; A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), INDG453 (rev 1), October 2013
<http://www.hse.gov.uk/pubns/indg453.pdf>



Element 5 - Health and safety management systems - Act

Managing for health and safety, HSG65 third edition 2013, HSE Books, ISBN: 978-0-717664-56-6
<http://www.hse.gov.uk/pubns/priced/hsg65.pdf>

HSE, 'Managing for health and safety' <http://www.hse.gov.uk/managing/>

HSE, The health and safety toolbox: how to control risks at work <http://www.hse.gov.uk/toolbox/>

Occupational Health and Safety Assessment Series (OHSAS 18000): Occupational Health and Safety Management Systems OHSAS 18001:2007 ISBN: 978-0-580594-04-5 OHSAS18002:2008 ISBN: 978-0-580626-86-9

Unit GC2 - Controlling workplace hazards

Element 1 - Workplace hazards and risk control

Construction (Design and Management) Regulations 2015, Industry guidance for Clients, produced by CONIAC, published by CITB, ISBN: 978-1-85751-389-9

www.citb.co.uk/documents/cdm%20regs/2015/cdm-2015-clients-interactive.pdf

Construction (Design and Management) Regulations 2015, Industry guidance for Principal Designers, produced by CONIAC, published by CITB, ISBN 978-1-85751-390-5

www.citb.co.uk/documents/cdm%20regs/2015/cdm-2015-principal-designers-interactive.pdf

Construction (Design and Management) Regulations 2015, Industry guidance for Designers, produced by CONIAC, published by CITB, ISBN 978-1-85751-393-6

www.citb.co.uk/documents/cdm%20regs/2015/cdm-2015-designers-interactive.pdf

Construction (Design and Management) Regulations 2015, Industry guidance for Principal Contractors, produced by CONIAC, published by CITB, ISBN 978-1-85751-393-6

www.citb.co.uk/documents/cdm%20regs/2015/cdm-2015-principal-contractors-interactive.pdf

Construction (Design and Management) Regulations 2015, Industry guidance for Contractors, produced by CONIAC, published by CITB, ISBN: 978-1-85751-391-2

www.citb.co.uk/documents/cdm%20regs/2015/cdm-2015-contractors-interactive.pdf

Construction (Design and Management) Regulations 2015, Industry guidance for Workers, produced by CONIAC, published by CITB, ISBN 978-1-85751-394-3

www.citb.co.uk/documents/cdm%20regs/2015/cdm-2015-workers-interactive.pdf

Drug misuse at work a guide for employers, INDG91, HSE Books www.hse.gov.uk/pubns/indg91.pdf

Health and Safety in Construction, HSG150, 3rd edition, HSE Books, ISBN: 978-0-717661-82-2

www.hse.gov.uk/pubns/priced/hsg150.pdf

Health and Safety (Safety Signs and Signals) Regulations 1996, Guidance on Regulations, second edition 2009, L64, HSE Books, ISBN: 978-0-717663-59-0 www.hse.gov.uk/pubns/priced/l64.pdf

Health and Safety Toolbox, online resource, HSE, www.hse.gov.uk/toolbox/index.htm

Lighting at Work, HSG38, second edition 1997, HSE Books, ISBN: 978-0-717612-32-1

www.hse.gov.uk/pubns/priced/hsg38.pdf

Managing Health and Safety in Construction, Construction (Design and Management) Regulations 2015, Guidance on Regulations, L153, HSE Books, ISBN: 978-0-7176-6626-3,

www.hse.gov.uk/pubns/priced/L153.pdf



Personal Protective Equipment at Work (second edition), Personal Protective Equipment at Work Regulations 1992 (as amended), Guidance on Regulations, HSE Books, ISBN: 978-0-717661-39-8
www.hse.gov.uk/pubns/priced/l25.pdf

Safe Use of Work Equipment, ACoP and guidance (part III in particular), L22, third edition 2008, HSE Books, ISBN: 978-0-717662-95-1 www.hse.gov.uk/pubns/priced/l22.pdf

Seating at Work, HSG57, third edition 2002, HSE Books, ISBN: 978-0-717612-31-4
www.hse.gov.uk/pubns/priced/hsg57.pdf

Understanding ergonomics at work, INDG90(rev2), HSE Books www.hse.gov.uk/pubns/indg90.pdf

Violence at work: A guide for employers, HSE Books, INDG69, www.hse.gov.uk/pubns/indg69.pdf

Work at Height Regulations 2005 (as amended) - A Brief Guide, INDG401(rev1), HSE Books
www.hse.gov.uk/pubns/indg401.pdf

Workplace health, safety and welfare, Workplace (Health, Safety and Welfare) Regulations 1992, ACOP, L24, HSE Books, ISBN: 978-0-717604-13-5 www.hse.gov.uk/pubns/priced/l24.pdf

Workplace Transport Safety - Guidance for Employers, HSG136, HSE Books, ISBN: 978-0-717661-54-1
www.hse.gov.uk/pubns/priced/hsg136.pdf



Element 2 - Transport hazards and risk control

Driving at Work – Managing Work-Related Road Safety, INDG382, HSE Books

www.hse.gov.uk/pubns/indg382.pdf

Health and Safety (Safety Signs and Signals) Regulations 1996, Guidance on Regulations, second edition 2009, L64, HSE Books, ISBN: 978-0-717663-59-0 www.hse.gov.uk/pubns/priced/l64.pdf

Safe Use of Work Equipment, ACoP and guidance (part III in particular), L22, third edition 2008, HSE Books, ISBN: 978-0-717662-95-1

Workplace Transport Safety – Guidance for Employers (HSG136), HSE Books ISBN 978-0-717661-54-1
www.hse.gov.uk/pubns/priced/hsg136.pdf

Element 3 - Musculoskeletal hazards and risk control

Manual Handling, Manual Handling Operations Regulations 1992 (as amended), Guidance on Regulations, L23, third edition 2004, HSE Books, ISBN: 978-0-717628-23-0

www.hse.gov.uk/pubns/priced/l23.pdf

Safety in Working with Lift Trucks, HSG6, third edition 2000, HSE Books, ISBN: 978-0-717617-81-4

www.hse.gov.uk/pubns/priced/hsg6.pdf

Safe use of lifting equipment, Lifting Operations and Lifting Equipment Regulations 1998, ACoP and Guidance, L113, HSE Books, ISBN: 978-0-717616-28-2 www.hse.gov.uk/pubns/priced/l113.pdf

Safe use of work equipment, Provision and Use of Work Equipment Regulations, ACOP and Guidance, L22, third edition 2008, HSE Books ISBN: 978-0-717662-95-1 www.hse.gov.uk/pubns/priced/l22.pdf

The law on VDUs - An Easy Guide, HSG90, second edition 2003, HSE Books, ISBN: 978-0-717626-02-1 www.hse.gov.uk/pubns/priced/hsg90.pdf

Understanding ergonomics at work, INDG90 (rev2), HSE Books www.hse.gov.uk/pubns/indg90.pdf

Work-Related Upper Limb Disorders - A Guide, HSG60, second edition 2002, HSE Books, ISBN: 978-0-717619-78-8 www.hse.gov.uk/pubns/priced/hsg60.pdf

Work with display screen equipment: Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002: Guidance on Regulations, L26, HSE Books ISBN: 978-0-717625-82-6 www.hse.gov.uk/pubns/priced/l26.pdf

Element 4 - Work equipment hazards and risk control

Buying new machinery, INDG271(rev1), HSE www.hse.gov.uk/pubns/indg271.pdf

Health and Safety (Safety Signs and Signals) Regulations 1996, Guidance on Regulations, second edition 2009, L64, HSE Books, ISBN: 978-0-717663-59-0 www.hse.gov.uk/pubns/priced/l64.pdf

Personal Protective Equipment at Work Regulations 1992 (as amended). Guidance on Regulations, (L25), HSE Books, ISBN: 978-0-717661-39-8 www.hse.gov.uk/pubns/priced/l25.pdf

Safe Use of Work Equipment, ACoP and guidance (part II in particular), L22, third edition 2008, HSE Books, ISBN: 978-0-717662-95-1 www.hse.gov.uk/pubns/priced/l22.pdf

Supplying new machinery, INDG270(rev1), HSE www.hse.gov.uk/pubns/indg270.pdf

Element 5 - Electrical safety

IET Wiring Regulations 17th Edition (first amendment), BS7671: 2008+A1:2011, ISBN: 978-1-849192-69-9

Electricity at Work - Safe Working Practices, HSG85, second edition 2007, HSE Books, ISBN: 978-0-717621-64-4 www.hse.gov.uk/pubns/priced/hsg85.pdf

Health and Safety Toolbox, online resource, HSE, www.hse.gov.uk/toolbox/index.htm

Guidance on safe isolation procedures: www.hse.gov.uk/electricity/information/general.htm

Memorandum of guidance on the Electricity At Work Regulation 1989, Guidance on Regulations, HSR25, second edition 2007, HSE Books, ISBN: 978-0-717662-28-9
www.hse.gov.uk/pubns/priced/hsr25.pdf

Maintaining Portable and Transportable Electrical Equipment, HSG107, second edition 2004, HSE Books, ISBN: 978-0-717628-05-6 www.hse.gov.uk/pubns/priced/hsg107.pdf



Element 6 - Fire safety

Fire Safety Risk Assessment series, Communities and Local Government Publications,
www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments

Fire Safety Risk Assessment - Offices and shops, ISBN-13: 978-1-851128-15-0

Fire Safety Risk Assessment - Factories and warehouses, ISBN-13: 978-1-851128-16-7

Fire Safety Risk Assessment - Sleeping accommodation, ISBN-13: 978-1-851128-17-4

Fire Safety Risk Assessment - Residential care premises, ISBN-13: 978-1-851128-18-1

Fire Safety Risk Assessment - Educational premises, ISBN-13: 978-1-851128-19-8

Fire Safety Risk Assessment - Small and medium places of assembly, ISBN-13: 978-1-851128-20-4

Fire Safety Risk Assessment - Large places of assembly, ISBN-13: 978-1-851128-21-1

Fire Safety Risk Assessment - Theatres, cinemas and similar premises, ISBN-13: 978-1-851128-22-8

Fire Safety Risk Assessment - Open air events and venues, ISBN-13: 978-1-851128-23-5

Fire Safety Risk Assessment - Healthcare premises, ISBN-13: 978-1-851128-24-2

Fire Safety Risk Assessment - Transport premises and facilities, ISBN-13: 978-1-851128-25-9

Storage of dangerous substances, Dangerous Substances and Explosives Atmospheres Regulations 2002, ACOP and guidance, L135, HSE Books, 978-0-717622-00-9
www.hse.gov.uk/pubns/priced/l135.pdf

Element 7 - Chemical and biological health hazards and risk control

Asbestos: The Survey Guide HSG 264, HSE Books, ISBN: 978-0-717665-02-0

books.hse.gov.uk/hse/public/saleproduct.jsf?catalogueCode=9780717665020

Control of Substances Hazardous to Health (fifth edition), ACoP and guidance, L5, HSE Books ISBN: 978-0-717629-81-7 www.hse.gov.uk/pubns/priced/l5.pdf

Controlling Airborne Contaminants at Work: A Guide to Local Exhaust Ventilation, HSG258, second edition 2011, HSE Books, ISBN: 978-0-717664-15-3 www.hse.gov.uk/pubns/priced/hsg258.pdf

Managing Asbestos in Buildings: A brief guide, INDG223(rev5) 2012, HSE Books
www.hse.gov.uk/pubns/indg223.pdf

Occupational Exposure Limits, EH40/2005, HSE Books, ISBN: 978-0-717664-46-7
www.hse.gov.uk/pubns/priced/eh40.pdf

Personal Protective Equipment at Work (second edition), Personal Protective Equipment at Work Regulations (PPER) 1992 (as amended), Guidance on Regulations, HSE Books, ISBN: 978-0-717661-39-3 www.hse.gov.uk/pubns/priced/l25.pdf

Respiratory Protective Equipment at Work - A Practical Guide, HSG53, third edition 2005, HSE Books, ISBN: 978-0-717629-04-6 www.hse.gov.uk/pubns/priced/hsg53.pdf

Step by Step Guide to COSHH Assessment, HSG97, second edition 2004, HSE Books, ISBN: 978-0-717627-85-1 www.hse.gov.uk/pubns/priced/hsg97.pdf

The management of asbestos in non-domestic premises, Regulation 4 of the Control of Asbestos Regulations (CAR) 2006, Approved Code of Practice and guidance (L127), ISBN: 978-0-717662-09-8
www.hse.gov.uk/pubns/priced/l127.pdf

Information on the Control of Asbestos Regulations (CAR) 2012
www.hse.gov.uk/asbestos/regulations.htm

Element 8 - Physical and psychological health hazards and risk control

Controlling Noise at Work, The Control of Noise at Work Regulations, Guidance on Regulations, second edition 2005, L108, HSE Books, ISBN: 978-0-717661-64-4

www.hse.gov.uk/pubns/priced/l108.pdf

Health and Safety Toolbox, online resource, HSE, www.hse.gov.uk/toolbox/index.htm

Hand-arm vibration, Control of Vibration at Work Regulations 2005, Guidance on Regulations, L140, HSE Books, ISBN: 978-0-717661-25-1 www.hse.gov.uk/pubns/priced/l140.pdf

HSE Stress Management Standards www.hse.gov.uk/stress/standards

Managing the causes of work-related stress; A step by step approach to using the management standards, HSG218, second edition 2007, HSE Books, ISBN: 978-0-717662-73-9

www.hse.gov.uk/pubns/priced/hsg218.pdf

Personal Protective Equipment at Work (second edition), Personal Protective Equipment at Work Regulations 1992 (as amended), Guidance on Regulations, HSE Books, ISBN: 978-0-717661-39-3

www.hse.gov.uk/pubns/priced/l25.pdf

Radon in the workplace: www.hse.gov.uk/radiation/ionising/radon.htm#testingradon

Upper Limb Disorders in the Workplace - A Guide, second edition 2002, HSG60, HSE Books, ISBN: 978-0-717619-78-8 www.hse.gov.uk/pubns/priced/hsg60.pdf

Whole-body vibration; The Control of Vibration at Work Regulations 2005, Guidance on Regulations, L141, HSE Books, ISBN: 978-0-717661-26-8 www.hse.gov.uk/pubns/priced/l141.pdf