

Introduction

This is a series of lectures covering a range of important topics in health and safety and academic writing. The lectures include Introduction to Health and Safety, Introduction to Risk Assessment and Risk Management, Introduction to practical risk assessment, Understanding Health and Safety, Improvement and prohibition notices, Academic and professional writing, and Introduction to the composite material and Plagiarism and References. The Introduction to Health and Safety lecture will cover the fundamental principles of health and safety in the workplace, including basic safety procedures and protocols. The Introduction to Risk Assessment and Risk Management lecture will explore different methods of risk assessment and examine strategies for mitigating and controlling risks. The Practical Risk Assessment lecture will apply the knowledge gained in the previous lecture to real-world scenarios. The Understanding Health and Safety lecture will build upon the foundation in the Introduction to Health and Safety lecture and explore the key factors contributing to a healthy and safe workplace. The Improvement and Prohibition Notices lecture will examine the role of regulatory bodies in ensuring compliance with health and safety legislation and discuss the consequences of non-compliance. The Academic and Professional Writing lecture will focus on essential skills needed to produce effective and professional academic writing, including structuring essays and citing references correctly. Finally, the Plagiarism and References lecture will provide an overview of the importance of proper referencing in academic writing, as well as strategies for avoiding plagiarism.

Activity WK	Activity	Key Learning Points	Key Benefits/Value added	Further comments and How can I improve it in future?
Week 1	Introduction to Health and Safety	-what does health and safety means? -How safe is the construction industry? -What is meant by legislation and regulation in health and safety?	I learnt about health and safety, which helps people not get hurt at their workplace. I learnt about construction industry safety by analysing the fatality rate comparison graph between different industries in the UK. I learnt about the legislation and regulations that help government	The learning session was very successful to enhance my knowledge about health and safety. I improve my knowledge about health and safety by attending the practical workshop related to the electrical, chemical and construction industry.

			authorities control and monitor workplace health and safety.	
Week 2	Introduction to Health and Safety	-How can we focus on safety? -What are the duties of employees and employers related to health and safety? -What is the guidance and approved code of practice (ACOPs) in health and safety?	I learnt about different techniques which help people to focus on safety. I learnt about the duties of employers and employees which are going to help them to minimize the risk factor at the workplace. I learnt about the guidance which helps people with health and safety legal status.	In my opinion, it is important that make it easy to approach employers by employees for safety concerns. In my opinion, there is an effective and cheap way to communicate important information to employers are labels and signs, due to their, reliance on pictures and simplicity to tell proper procedures. These tools are helpful for reminders and warnings ever for experienced ones.
Week 3	Introduction to Risk Assessment and Risk Management	-What are the principles of risk management? - What are the stages of risk management? -What are the relevant regulations of risk management? -What is a hazard?	I learnt about principles of risk management which help people to understand how they can manage risk at the workplace. I learnt about the stages of risk management which help to achieve a risk-free workplace.	I will improve my knowledge about risk assessment and risk management by attending the practical workshop that help me to minimize the risk threat at the workplace. The trend of automating

		-What is the risk? -Which are the major hazards? -Which are the categories of controlling risk? -Which are the advanced techniques of risk assessment?	I learnt about two major hazards which are qualitative and quantitative to help people to a better understanding of possible hazards at the workplace. I learnt about four categories of controlling risk which help people in the workplace how control risk. I learnt about the advanced techniques which help people to better understand to control and assess the risk at the workplace.	everything, collecting risk 24/7, and prioritising the preparation related to incidents are also useable to minimize the risk threat.
Week 4a	Introduction to practical risk assessment	-Which steps do we need to take for practical risk assessment of any activity? -Risk assessment may vary from location to location for a particular activity. -What can be the hazards that may occur during a particular activity? -What can be the probability of risk in an activity? -Is the risk in any activity tolerable or not?	I learnt about how to identify and control hazards in your workplace. I learnt that risk assessment gives awareness among employees and they can use it as a training tool. I learnt that it is important to set standards related to risk management based on acceptable safe practices and legal requirements. I learnt that practical risk assessment	I think integrating risk considerations into decision-making I would prefer, following completion of the risk assessment, management should appoint highly skilled risk owners for newly identified risks to do the best response and an accountability culture can be made for their better execution.

			reduces incidents in the workplace.	
Week 4b	Introduction to practical risk assessment	-How can we prepare for a risk control action plan? -Why and how to review the adequacy of the action plan?	I learnt that risk assessment can reduce the accidents that take place at work. Awareness raises about hazards and risks and helps employers to identify different ways to minimize health and safety risks. I learnt that the assessment process saves costs by being productive instead of reactive.	In my opinion, as risk is often different across the operating units so it is important to involve highly trained people in the risk assessment process. It is more productive if the risk assessment process highlights and starts an open, positive dialogue among the higher authority of the company and stakeholders for identifying and evaluating opportunities and risks.
Week 5	Understanding the Health and Safety	-How we can spot danger in the workplace -Incidents related to health and safety. -What are the main causes of Injuries and scale them? -What are the elements of health and safety? -What is the risk assessment under a practical scenario? -How to improve safety in a typical workplace?	Now I can spot danger in the workplace by doing workshops in this session. I can understand where health and safety apply to people with different occupations in different scenarios. I learnt about what are the main causes of injuries and also scale them from high to low according to the number of people injured in each type of injury.	Hazard can be spotted in the workplace by following ways such as observing tasks work that is being performed, assessing the equipment types which are used by workers and considering how that equipment is being used.

		-What are the main safety factors which can affect safety at the workplace?	I learnt about three types of elements of health and safety which are helps people to better understand to make a safer workplace. I learnt about risk assessment with the help of discussing the practical scenario of the school located on a main road. I can identify the hazards at a typical workplace and improve safety to eliminate these hazards. I learnt about safety factors which help people to better understand to minimize the risk of hazards at the workplace.	
Week 6	Q/A Session	-How to make a logbook file? -How to analyse the risk assessment with the help of spreadsheet charts and ratings?	I learnt about how to make a logbook by attending all the sessions and listing down all the key benefits with my understanding. This spreadsheet helps me, how to analyse the rating of risk and take action according to risk severity and likelihood.	In future, I can make a spreadsheet on my own to rate the risk on different sites or workplaces which can help me to understand better what actions are needed to minimize the risk threat.

Week 7	Improvement and prohibition notices	-How can we use common sense in the construction industry? -What are prohibition notices? -What are the improvement notices? -What are the main reasons for accidents that led to improvement notices? -How we can analyse the accidents working on contaminated ground. -How we can analyse accidents which take place during working on a demolition site? -Accidents that led to prohibition notices? - How we can analyse the incidents of scaffolding collapse. - How we can analyse the accident of workers being hit by falling objects. -What are the main steps to review health and safety practices? -What are the factors that will	I learnt how to use common sense in the construction industry to avoid major incidents. Prohibition notices are issued by the health and safety executive to stop work immediately due to the imminent threat of death or injury at the workplace. Improvements notices are also issued by health and safety executives to remove potential hazards at the workplace. I learnt about the main reasons according to workplaces that led to improvement notices being issued by health and safety executives. I learnt about analysing the mistakes which are responsible for accidents on the contaminated ground workplace under the improvement notices. I learnt about the main reasons according to	I would like to add a few common-sense safety tips for example carefully listen to all the safety training and if you are assigned to any work related to health and safety then ask some questions for further clarification if you don't know how to complete work safely. If don't know how to use new tools then read operating manuals, speak up, watch out for others, keep clean the work area, inspect tools and equipment before using them and report to higher authority if any slip, trip or fall hazards on the job, use the proper personal protective equipment and clothing.
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		improve the health and safety practice?	workplaces that led to prohibition notices being issued by health and safety executives. I learnt about analysing the mistakes which are responsible for accidents by working on demolition sites under the improvement notices and also learnt how to remove these mistakes on site. I learnt about analysing the case where we find the mistakes, root causes, violations and consequences related to incidents of scaffolding collapse under the prohibition notices. I learnt about analysing the case where we find the mistakes, root causes and consequences related to workers being hit by falling objects under the prohibition notices. I learnt about what steps to follow for reviewing health and safety practices. There are some factors which are	
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			being followed to improve the health and safety practice.	
Week 8	Academic and professional writing	-What are academic and professional writing? -What are the main rules for professional and academic writing? -What are writing elements? -How can we use quoting elements in report writing? -How we can paraphrase the report writing? -How we can summarize the report.	Academic and professional writing helps me how to communicate formally. There are some rules which can be followed to write better and more precise writing for professional and academic writing. There are some elements which are added in report writing to better understand the purpose of writing. I learnt some tips to paraphrase the report. I learnt some tips which are useful to summarize the reports.	In my opinion, some basic rules are there to help to improve academic writing such as using active voice, mixing it up with punctuation, avoiding repetition, being concise, and using good vocabulary. Keep the language formal and avoid everyday speech-type language.
Week 9	Plagiarism and References	-What is plagiarism and what are the types of plagiarism? -What are the elements which help to avoid plagiarism? -Why do we use referencing in report writing?	The presence of plagiarism in report writing is not a good thing for reports. From this lecture, I have learnt different types of plagiarism which are used in report writing.	In my opinion, plagiarism can be avoided when I write my report by using the following steps, I can check the plagiarism with online plagiarism checking websites and need to paraphrase it or

		-What are the reference styles? -How to construct reference? -What is the secondary reference? -What are the steps to improve referencing?	There are some processes which I learnt in this session help me to avoid plagiarism. References are necessary to present in the report for the acknowledgement of the work of others when I have to use their information or idea in my report. There are some different styles which can be used with the proper format to write a reference. There are some steps which can be used to construct a proper reference. I learnt that when I get ideas from others and not from this reference then I should mention this reference as a secondary reference in my report. There are some tips which I learnt in this session, that can help to improve the quality of referencing	give credit to someone's research paper by using reference.
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Week 10	Introduction to Composite Materials	-What is Composite Material? -What is the history of composite? -What are the advantages and disadvantages of composite material? -What are the components of composite material? -What are the types of composite material? -What are the main applications of composite material? -What are the types of composite materials based on their usage? -What is the failure of composite material? -What are the different techniques of the manufacturing process of composite material?	I learnt in this session that composite materials are formed by two or more materials which are different in properties from each other. We use these materials in different applications of our daily life. The history of composite is started from Egyptian and Mesopotamian civilization they made a strong building. So, the composite material has a broad history that we used from 1500 BC. There are a lot of advantages related to composite materials as we used them to control electricity conductivity and increase the strength of the material. Composite material has not many disadvantages except high cost and manufacturing complexity.	I improve my knowledge by watching videos on YouTube related to a different manufacturing process of composite material. I can improve myself by reading different research papers related to composite material types and their application where we used them.

			I learnt there are only three main components of a composite material matrix phase, dispersion phase and interphase region. I learned about different types of composite material with the help of flow charts and further discuss them in detail like where we used them according to their respective applications. In this session, I learned about the different applications of composite materials such as those used in automobiles, aeronautical, communication industries and safety equipment. This session helps me to know about composite materials which are further divided into three forms according to their usage and parent material. I learned about different types of failure which are effects on composite material that cause major damage.	
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Conclusion

In this summary of the conclusion, these lectures cover a range of topics related to health and safety management, risk assessment, composite materials and risk management, and academic and professional writing. The introduction to health and safety emphasizes the importance of identifying and controlling hazards in the workplace, using a systematic approach to risk assessment and control measures, and promoting good communication and continuous improvement. The lecture on risk assessment and risk management explains the key concepts of risk, risk assessment, risk management, and risk communication. The lecture on practical risk assessment outlines the five steps of risk assessment and the different types of control measures that can be used. Understanding health and safety highlights the importance of promoting a positive health and safety culture, using health and safety management systems, and considering human factors in health and safety performance. Finally, the lectures on improvement and prohibition notices and academic and professional writing provide practical guidance on how to comply with health and safety regulations, appeal against notices, and improve writing skills in different contexts.