**Weekly Timesheet: Week start\_date – end\_date (10:00 AM - 1:00 PM)**



| **Day** | **Session/Activity** | **Facilitator** | **Time** | **Notes/Comments** |
| --- | --- | --- | --- | --- |
| **Monday** | Health and Safety in the Workplace | Omar Rahim | 10:00 - 11:00 AM | Introduction to workplace health and safety |
|  | Introduction to health and safety in the workplace |  | 11:00 - 12:00 PM | Learners to use quiz hand outs and watch online tutorials. |
|  | Understanding what PPE would be used in the role you will be working in. |  | 12:00 - 1:00 PM | Learners to use quiz hand outs and watch online tutorials. |
| **Tuesday** | Understanding what needs to include in a risk assessment. | Omar Rahim | 10:00 - 11:30 AM | Learners to use quiz hand outs and watch online tutorials. |
|  | Learners to understand what is the difference between a Risk and a Hazard.  Learners to identify what risks are present in the workplace and what hazards they pose. |  | 11:30 - 1:00 PM | Learners to use quiz hand outs and watch online tutorials. |
| **Wednesday** | Learners to choose a work activity and provide a safe working practice mission statement. | Omar Rahim | 10:00 - 11:30 AM | Learners to use quiz hand outs and watch online tutorials. |
|  | Learners to present the statemen  t to the group and answer any questions they face as if it was a training session. |  | 11:30 - 1:00 PM | Learners to use quiz hand outs and watch online tutorials. |
| **Thursday** | Learner to work in groups to write a manual handling session. | Omar Rahim | 10:00 - 11:30 AM | Learners to use quiz hand outs and watch online tutorials. |
|  | Groups to present the manual training session to the class and provide and question and answer session. |  | 11:30 - 1:00 PM | Learners to use quiz hand outs and watch online tutorials. |
| **Friday** | Learners are to learn the main principles of the Health and Safety at work Act 1974  Learner to differentiate between the health and safety and work Act 1974 and the Welfare at Work act 2005. | Omar Rahim  Omar Rahim | 10:00 - 1:00 PM  10.00 – 1.00pm | Learners to use quiz hand outs and watch online  tutorials.  Learners to use quiz hand outs and watch online tutorials.  Recap and Review for the week. |
|  | | | | |

**Attendance Register Declaration (Monday - Friday)**

I, **learner\_name** confirm I have attended the scheduled sessions from **23/09/2024** to **27/09/2024** as outlined in the weekly timetable. I understand that accurate attendance is important for the completion of this programme.

| **Day** | **Date** | **AM** | **PM** | **Learner Signature** |
| --- | --- | --- | --- | --- |
| **Monday** | start\_date | Present [am\_pr]  Absent [am\_ab] | Present [pm\_pr]  Absent [pm\_ab] |  |
| **Tuesday** | tu\_date | Present [am\_pr]  Absent [am\_ab] | Present [pm\_pr]  Absent [pm\_ab] |  |
| **Wednesday** | we\_date | Present [am\_pr]  Absent [am\_ab] | Present [pm\_pr]  Absent [pm\_ab] |  |
| **Thursday** | th\_date | Present [am\_pr]  Absent [am\_ab] | Present [pm\_pr]  Absent [pm\_ab] |  |
| **Friday** | end\_date | Present [am\_pr]  Absent [am\_ab] | Present [pm\_pr]  Absent [pm\_ab] |  |

**Learner Declaration:**  
I confirm that the information above is correct and that my attendance has been accurately recorded for this week.

**Learner Name:** learner\_name  
**Signature:** learner\_signature  
**Date:** date

**Strictly the following section is limited to Tutors use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tutor Declaration:**  
I confirm that the information above is correct and that the learner attendance has been accurately recorded for this week.

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| --- | --- | --- | --- |
| **Tutor Name:** | **Mr. Omar** | **Dr. Akram** | **Mrs. Sarah** |
| **Signature:** |  |  |  |
| **Date** |  |  |  |
| **Tutor Comments (Discuss attendance, punctuality and timekeeping)** | **Comments to be given**  **here** |  |  |