



the **key** consultancy limited

## IOSH Managing Safely

The Institution of Occupational Safety and Health is the UK's leading professional body



### Aims

The **four day programme** will provide delegates with an understanding of health and safety requirements relating to their work activities. It will highlight organisational and human influences on safety at work and focus on a range of risk control measures essential to company activities. It will help to develop an approach to safe working, using the principles outlined in Successful Health and Safety Management HSG65 together with the more fundamental tried and tested techniques of health and safety management.



I'm Amy Bowering the Programme Manager for our IOSH Managing Safely course. In the first instance speak to a member of our sales and marketing team and should you need any further advice and support they will arrange for me to contact you and discuss the course in greater depth.

### Objectives

At the end of the programme you should be able to:

- Understand the full scope of health and safety
- Apply management principles to create a positive health & safety culture
- Explain the importance and know what comprises a 'suitable and sufficient' risk assessment.
- Select appropriate precautions and controls to reduce activity risks
- Understand how the manager's role relates to both the criminal and civil law
- Describe a health and safety management system
- Outline risks associated with a wide range of activities
- Establish the causes of accidents and apply accident prevention principles
- Describe the internal and external reporting mechanisms for accidents and incidents
- Consider how industry affects the environment and list the ways in which individuals can minimise pollution and waste

### Programme summary

- Reasons for managing safely
- Risk assessment
- Principles of risk and safety management
- Civil law liabilities for health and safety failures
- Criminal law responsibilities for health and safety failures
- Requirement to consult on health and safety matters
- Identifying and controlling specific risks such as fire, electricity, work equipment, workplace vehicle movements, display screen equipment, manual handling, noise, and hazardous substances
- Description of workplace control measures
- Principles of accident prevention
- Environmental aspects and impacts

### Fees

**£595 (plus IOSH fees £20) + VAT per place.** Please note IOSH fees may be subject to change.

### Dates

**Ref: IOSHMS112**  
17 – 20 January 2012

**Ref: IOSHMS212**  
26 – 29 June 2012

**Ref: IOSHMS312**  
18 – 21 September 2012

**Ref: IOSHMS412**  
27 – 30 November 2012

### The venue

This course is delivered at our training centre The Mount School in Bromsgrove, Worcestershire.



Alternatively, if you have a group of people we can deliver this course at your premises. Talk to us about your requirements and our competitive in-company training rates.

### To reserve a place

Call us on **01527 575182** to check availability and reserve places on this course.

### Why choose key?

.....because we care about the products we deliver; we care about our delegates; and we care about our profession and its impact upon our clients' effectiveness.

V2.0 19/12/11

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Registered in England No. 2943873. Registered office as above

# The Key Consultancy Limited – Course Booking Form

(Please note our booking conditions and cancellation policy below).

## Course and delegate details

Course title:		
Course fee:	Course dates:	
First name:	Surname:	Mr/Mrs/Ms/Dr/Miss
Position in company:		
Company name:		
Address:		
Postcode:	Tel:	Fax:
e-mail:		
I have read and agree to the cancellation policy set out below		
Authorised signature:		
Print name:		

Please let us know if you have any special requirements eg, dietary, access
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<b>CONDITIONS OF BOOKING</b>	
An invoice and joining instructions will be sent on receipt of this booking form and a copy of the purchase order (if applicable). <b>Invoices must be settled prior to attendance.</b> Interest may be charged on late payments. Please read our cancellation policy below.	
<b>Name and address to send the invoice</b>	<b>Purchase order number</b>

## Cancellation Policy

We will make every effort to accommodate changes to your schedule if for any reason you cannot attend your confirmed programme but please note our cancellation charges.

When **cancellation** is made more than 20 working days before the start of the course, the fees will be refunded in full. If less than 20 working days notice is given fees will be subject to 50% deduction. **Where less than 6 working days notice of cancellation is given fees will not be refunded and transfers cannot be considered.**

**Substitutions** may be made free of charge up to the last minute.

We will waive your cancellation fee and transfer your registration to a future programme under the following conditions:

- At least 6 working days notice from the start of the course has been given
- You pay your invoice in full

We will hold your account in credit and assign it to the next available programme which you must attend. If you cannot attend at the next opportunity your registration will lapse and your fees will not be refunded.

Fax back this form to 01527 576288, scan and e-mail to [key@thekeyconsultancy.co.uk](mailto:key@thekeyconsultancy.co.uk), or post it to: The Key Consultancy Limited, The Mount School, 277 Birmingham Road, Bromsgrove, Worcestershire, B61 0EP. Tel: 01527 575182.