



the **key** consultancy limited

## IOSH Working Safely

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



### Aims

To ensure that employees' actions contribute to health and safety in the workplace and that they understand their individual responsibilities.



I'm Amy Bowering the Programme Manager for our IOSH Working 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 course each delegate should be able to:

- Understand the need to work safely and not to put others at risk
- Define the terms hazard, risk and risk controls
- Explain the importance of risk assessment
- Appreciate the role of workplace precautions
- Describe a health and safety management system
- Identify lines of health and safety communication and safety signs and signals
- Be aware of emergency and accident plans in their workplace
- Know how and to whom to report accidents, incidents and near misses
- Be aware of how industry affects the environment and list the ways in which individuals can minimise pollution and waste

### Programme Content

#### Introductions

##### Introducing working safely

Why it is important to work safely. Moral, legal and economic duties

##### Defining hazard and risk

What kind of things can cause you and others harm. What is risk? How can risks be controlled. How do you decide what to do about risks?

##### Identifying common hazards

What are the common hazards? What can be done about them?

##### Improving safety performance

How does an organisation improve safety? What are an individual's and organisation's responsibilities. How is safety measured?

##### Protecting your environment

How does industry affect the environment? What can an organisation do to reduce pollution and waste. What can an individual do to reduce pollution and waste?

### Course Assessment

#### Written

10 Multiple answer questions.

### Practical

3 Sets of pictures each with 3 different hazards.

### Fees

**£165 (plus IOSH fees £20) + VAT per place.** Please note IOSH fees may be subject to change.

### Dates

**Ref: IOSHWS112**

29 February 2012

**Ref: IOSHWS212**

02 July 2012

**Ref: IOSHWS312**

17 October 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.