



the **key** consultancy limited

Managing Contractors

Aims

This one day programme aims to provide managers with an appreciation of the need to take reasonable care in the control of contractors working on company sites, and the actions necessary to fulfil legal duties and company policy.



I'm Mike Pitham the Programme Manager for our Managing Contractors 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:

- Outline the legal requirements relating to selection and control of contractors
- Identify the range of legislation governing the work of contractors
- Explain the importance of an effective contractor control policy
- Develop an appropriate contractor selection and monitoring strategy
- Recognise the main features of safety method statements and their application
- Explain the consequences of too much and too little control

Programme Summary

- Company policy and the control of contractors
- Responsibility for contract work in Civil law and Criminal law
- Regulations of specific relevance to contract work
- Client duties -v- contractor duties for undertaking and premises
- Review of relevant case law
- Requirements of the Management of Health and Safety Regs, the Construction (Design & Management) Regs and other associated legislation
- Requirements for risk assessment and safety method statements (incl. the use of permits to work)
- Developing a health and safety plan relevant to contractors
- Contractor provisions - information and contract management
- Client provisions - information, contract & site management
- Health and safety policies
- Selection criteria for contractors - checking for competence and resources
- Routine monitoring of contractors and audits for contract work
- Actions in the case of non-compliance of contractors to agreed safe systems of work
- Review of health and safety guidance

Programme may be subject to change without prior notification

Fees

£165 + VAT per place (non-residential)

Dates

29 February 2012
09 July 2012
03 December 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.

V1.0 15/11/11

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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

CONDITIONS OF BOOKING	
An invoice and joining instructions will be sent on receipt of this booking form and a copy of the purchase order (if applicable). Invoices must be settled prior to attendance. Interest may be charged on late payments. Please read our cancellation policy below.	
Name and address to send the invoice	Purchase order number

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, or post it to: The Key Consultancy Limited, The Mount School, 277 Birmingham Road, Bromsgrove, Worcestershire, B61 0EP. Tel: 01527 575182.