



the **key** consultancy limited

Risk Assessment

Aims

This workshop aims to provide delegates with an overview of risk assessment and the part it plays in the successful management of health and safety at work. The programme will introduce them to techniques for hazard identification, effective numerical qualitative risk assessments and recording procedures.



I'm Mike Pitham the Programme Manager for our Risk Assessment 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 workshop each delegate should be able to:

- Outline the legal requirements for, and the role of, risk assessment
- Identify the factors involved in assessing risk
- Formulate a risk assessment strategy for their workplace
- Make suitable and sufficient risk assessments
- Use qualitative risk assessment methodologies
- Recommend control measures
- Keep records

Programme content

Introduction

- Philosophy and principles of risk assessment
- Review of main legal duties
- The importance of standards

Risk Assessment

- Five simple stages of assessment
- Task analysis and hazard identification
- Assessing magnitude of risk and effectiveness of controls
- Using simple probability/severity scales

Controlling risk

- Options for controlling risk
- Review of strategy and management control
- Record keeping

Programme may be subject to change without prior notification

Fees

£165 + VAT per place (non-residential).

Dates

- 21 February 2012
- 19 June 2012
- 30 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.

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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.