

health & safety for business advisers

SPECIALIST
DELIVERY

NEW

CODE: HSBA
DURATION: 2 DAYS
CPD HOURS: 14

PROGRAMME OVERVIEW

Headlines such as "COUNCIL CLOSES POOL TO PREVENT DROWING RISK" often leave us in speechless disbelief. Then there is the daily cry from client's about that "blasted red tape". What we've got to do is adopt a balanced and up-to-date approach to help them to get it right. In these 2 days, your specialist Health and Safety facilitator will guide you through the main issues and current legislation to equip you with a range of tools with which to better advise your clients. (Unfortunately we will not be providing cutlery at lunch time because the knives are too sharp – Health & Safety!)

OBJECTIVES

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

- Appreciate Health & Safety as integral to the business rather than an add-on
- Understand the legislation affecting all clients
- Appreciate the additional laws that affect specific sectors or activities
- More easily identify and deal with risks
- Raise Health and Safety with your clients at the right time and in the correct depth
- Constructively deal with client objections to Health & Safety
- Operate with a greater focus on your personal safety and that of your clients

DAY ONE

Introduction
The law
Managing Health & Safety
Creating a Health & Safety culture
Dealing with client objections
Safety policies
Risk assessments
The movement of people

DAY TWO

Manual handling
Fire!
Electricity
Work equipment
COSHH
Workplace regulations – DSE, noise, PPE
Accidents
When you get it all wrong!
Where to go for specialist advice
Summary

"Wish all tutors were as interesting to listen to"

"Brilliant course"

"Makes what I thought to be a dreary subject very interesting"

general features

TARGET AUDIENCE

Basically anybody involved with Business Support whether that be actively involved, involved on the periphery or just interested in becoming involved. Examples include business advisers, consultants, counsellors, mentors, coaches, trainers, network brokers, skills brokers, specialist advisers and intermediaries (e.g. accountants and solicitors). Delegates come from host organisations such as the Business Link network, local Learning & Skills Councils, regional development agencies (RDAs), enterprise agencies, chambers of commerce, training organisations, local authorities, economic development units (EDUs), banks and of course independent practitioners. You are all welcome!

START AND FINISH TIMES

We kick off with the essential tea and coffee (caffeine!!) available from 9.15 for a prompt start at 9.30. Programmes finish around 16.00 to 16.30 but actual times may vary depending on circumstances on the day.

CONTENT

Programmes are designed to be interactive, memorable and enjoyable. Consequently content comprises a mix of presentations, case studies, self assessment, group syndicate exercises, open discussion, videos, role play simulations, live internet feeds, best practice documentation and more. Actual content used varies from programme to programme and depends on the subject concerned. There is no pre-work to do but please let us know your background and if there is anything specific you want to achieve - we'll always do our best to help.

WHAT'S INCLUDED?

All food and refreshments, training materials and Institute certification. We don't build rafts and paddle across rivers so no need for a wetsuit. Just bring yourself!

STANDARDS MAPPING

All of our programmes are closely mapped to the requirements set out in the national occupational standards (SFEDI) for Business Support.

CPD AND CERTIFICATION.

Each full day counts as 7 hours of continual professional development (CPD) which is certificated by the Institute of Business Consulting. Your personalised Institute training certificate is laminated for safe keeping and then sent directly to the person who made the original booking.

ACCREDITATION

Each programme is available as a stand alone item or as a module of "the 5 Star Adviser", our unique Business Adviser development, assessment and accreditation programme (see page 24/25).

PRICING

Members of the Institute of Business Consulting benefit from reduced programme rates. Please see our separate list of dates and venues for details of pricing, discounts and special offers. Prices quoted are exclusive of VAT.