

HEALTH & SAFETY TRAINING GUIDE

Seminar 1 - Protecting your Business Leaders

This half-day training seminar is tailored to directors and senior managers in public or private sector organisations.

The programme covers:

- Introduction to directors' duties under the Companies Acts
- Understanding directors' responsibilities
- Introduction to leadership roles in health and safety
- Understanding leaders' health and safety responsibilities
- Managing directors' obligations to the business and health and safety compliance
- Understanding the importance of structure and clear roles and responsibilities for all business leaders
- The importance of competence and compliance
- The importance of being prepared

Training will be provided by experienced lawyers who advise private and public sector organisations on their corporate and health and safety obligations and representing organisations and business leaders in regulatory and criminal proceedings when things go wrong. You will benefit from practical guidance from lawyers who know the approach that courts and tribunals take in determining whether or not organisations and individuals have failed to meet their legal obligations.

This session is fully interactive and is designed to imbed knowledge in the participants, who will be given real scenarios to discuss in group sessions and encouraged to work through solutions.

Who should attend?

- Directors
- Chief executives
- Senior managers

Seminar 2 - Protecting your Business

This half-day training seminar will teach participants how best to protect their organisation following an incident and help move their business towards incident avoidance.

The course will cover:

- The do's and don'ts of incident reporting
- The do's and don'ts of incident investigation
- Managing H.S.E. investigations
- Managing and preventing potential legal proceedings
- The importance of evidence
- Crisis management and damage limitation following serious incidents

Our trainers are experienced lawyers, who have years of experience in representing organisations in court following incidents. Participants will benefit from a fully interactive session that provides real scenarios to work through in groups to imbed knowledge.

Who should attend?

- Business leaders
- Managers
- Staff with responsibility for health and safety

Seminar 3 - Protecting your People

This half-day training session is for employees and directors at all levels. Appearing as a witness in court proceedings or at a formal hearing can be a daunting prospect and our training is designed to give you the practical information and guidance you need to be a confident witness.

The session covers:

In this session, we will de-mystify the court process, explain the role of witnesses and give practical hints and tips on how to be a good witness. This session will be fully interactive and participants will take part in a mock courtroom scenario during which they will face questioning under court room conditions.

Our trainers are all court lawyers with years of experience representing organisations in legal proceedings from all industry sectors.

Who should attend?

- Anyone who is likely to be called to court as a witness

Seminar 4 - Protecting your Procedures

This half-day session is designed to test your health and safety policies and procedures to ensure they stand up to scrutiny.

This course will be tailored to your own organisation's requirements and will involve a mock courtroom scenario which will scrutinise real documents produced by your organisation. By the end of this interactive session, a robust test of your procedures will have identified any compliance gaps and operational risks enabling your organisation to improve policies where appropriate. The training session will help you tighten your procedures to prevent incidents and identify potential defence weaknesses which can be rectified before real incidents occur.

Who should attend?

- Directors
- Managers
- Those with responsibility for health and safety and ensuring compliance

Seminar 5 – An HSE inspector calls

With the introduction of the HSE's Cost Recovery Scheme and HSE spotlight initiatives (involving unannounced visits), it is more important than ever for businesses to know what to expect when an HSE Inspector calls – and what practical steps they can take to minimise the risk of an adverse outcome.

The session covers:

During this interactive training session with two presenters, including group discussion, we will cover:

- **The Inspection**
 - Why are you being inspected?
 - Unannounced
 - Planned
- **The HSE Inspector's Role**
 - The aims and objectives of the HSE Inspector
 - The extent of the HSE Inspector's powers
 - Taking statements
 - Your relationship with the Inspector
- **Your HSE Inspection Protocol**
 - Preparing for an inspection
 - Drafting the protocol
 - Discussing the particular challenges for your business
 - Staff awareness and buy in
- **Dealing with the outcome**
 - Letters
 - Enforcement Notices
 - Prohibition Notices
 - Fee for Intervention
 - Prosecution

- **Q & A Session**

Learning outcomes

- Being aware of what to expect during an inspection
- Developing a better understanding of the HSE Inspector's Role
- Learning how to develop an HSE Inspection Protocol that will best protect your business
- Knowing how to deal with post-inspection action taken by the HSE

Who should attend?

- Health & safety advisors and managers
- Business leaders

Key contacts

For more information or to organise a session in your organisation, please contact Elena Fry or Laura Brain:



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