

## MANAGING SAFELY®

The Managing Safely® course has been revised and updated in 2019 to ensure it meets the requirements of the Institution of Occupational Safety and Health (IOSH) to address the safety and health training needs of the non expert. This is a highly successful, practical and certificated course run over now over three days. It concludes with a short written assessment and a practical risk assessment based project to be completed back in the workplace. Successful delegates will be awarded the IOSH Managing Safely® Certificate.

The course is designed to develop the skills used to deal with key health and safety issues affecting every workplace. The role of the line manager is explored to identify the practical ways in which they can contribute to ensuring the health and safety of their employees, organisation and the other people who may be affected by their company's operation.

The course is based upon:

- identification of workplace behaviours
- competence based training
- formal assessment of skills
- best practice rather than legislation

The course is highly participative with tutor presentations supported by the use of practical exercises, syndicate work, video and feedback sessions.

This is a highly intensive training programme which covers a wide variety of subjects. As well as tackling the extensive syllabus set by IOSH, the course will also focus on the practical skills required to manage safely in the workplace.

## MANAGING SAFELY®

### Who is the course designed for?

This course is designed to help team leaders, supervisors, line managers and senior managers meet their health and safety obligations. Many safety practitioners and union safety representatives start with this course if they have not undertaken any formal H&S training previously.

### Tutors

Our tutors are all practising health and safety professionals who have over 25 years experience developing, presenting and examining on a full range of H&S training courses.

If you come to us you are not just getting the standard IOSH package. Our aim is to enhance the learning experience with the use of practical examples and practical hands on experience to support the presentations. Making the course both informative and interactive, with exercises, practical demonstrations and an opportunity to use some of tools used to ensure H&S standards are monitored and maintained.

### Workbooks

All delegates will receive a copy of the IOSH managing safely® workbook along within an additional set of resources developed by ourselves.

### Venue

Courses will be held in our own training centre in Hampton, Peterborough. Car parking is available on site plus we have a secure overflow carpark 5 minutes away.



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## MANAGING SAFELY®

### Outline Programme

The course programme is designed around the key knowledge which managers need to manage their responsibilities.

- Introduction to Managing Safely®
- Risk Assessment
- Risk Controls
- Understanding your responsibilities
- Common Workplace Hazards including fire, noise, manual handling, computer use, vibration, workplace issues, chemicals and electricity
- Accident investigation
- Measuring health and safety performance

The course concludes with a short written assessment and delegates have to complete a work based risk assessment.

### Course Dates (3 days duration)

**Oct 14,21,28 2020 (Amended dates)**

**Jan 25, Feb 1 & 8 Feb 2021**

**May 26, June 2 & June 9 2021**

**Nov 15,22,29 2021**

**More than 5 people to train? Ring for details of an in-house Managing Safely course**

### Course fees

£475 + VAT per delegate

A 10% discount is offered if a second delegate from the organisation is booked on the same course. The course fees include three days of tutorials, all assessment and marking fees, comprehensive course notes, lunch and refreshments each day.

### Bookings

It is a condition of booking that the fee is payable in advance. A cheque or order requisition should be sent with the course booking form. An invoice will be raised as required.

Full joining instructions will be sent to delegates approximately 4 weeks before the course commences. For multiple bookings please photocopy booking form or you can book online at [www.cambridgesafety.co.uk](http://www.cambridgesafety.co.uk).

### Cancellations

Cancellations must be made in writing and are subject to the following charges: £50 admin fee per booking; plus if 8 - 28 days notice are given 50% of the course fees. No refunds will be made within 1 week of the course start date but you may send a substitute delegate provided their application can be accepted by the tutor. Once a course has started no refunds or substitutions are possible.

The course programme is correct at the time of going to print but may be altered or cancelled due to circumstances beyond our control.

### Personal Data

Your personal data will be stored by Cambridge Safety and will not be divulged to any other organisations. If you wish to have your details removed from our database at any time please contact us in writing. Course photos and images taken may be used for advertising or social media. Please see our website for our full personal data policy.

### Delegate Participation

The nature of our courses relies on the input of all participants, a level of tolerance and understanding of others and their work so we ask that you are thoughtful and respectful of the other delegates. Any issues discussed by delegates relating to their organisations should remain confidential to course attendees unless permission is given by the individual participant. We retain the right to refuse a place and to exclude from a course any delegate who, in the opinion of the CSP management, behaves in an abusive or disruptive manner or engages in any discriminatory conduct. No refund will be given if exclusion is made for these reasons.

## Managing Safely® Booking Form

Please complete the following details and send to the address below with your payment or official order.

Course Start Date \_\_\_\_\_

### Delegate Details

Title \_\_\_\_\_ First Name \_\_\_\_\_

Surname \_\_\_\_\_

Job Title \_\_\_\_\_

Organisation \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_

Postcode \_\_\_\_\_ Telephone \_\_\_\_\_

email \_\_\_\_\_

Please Tick

Cheque enclosed  I require an invoice

Name of Contact \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### CONTACT DETAILS

Cambridge Safety, 10 Swan Court,  
Forder Way, Cygnet Park, Hampton,  
Peterborough, PE7 8GX

Tel: 01733 865695 Fax: 01733 865696

Email: [info@cambridgesafety.co.uk](mailto:info@cambridgesafety.co.uk)

[www.cambridgesafety.co.uk](http://www.cambridgesafety.co.uk)

Vat No. 763 5800 21



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