

# Course Booking Form



## Safety Monitoring and Risk Assessment

Duration: 1 day  
 Dates: See below  
 Times: 9am – 5pm  
 Venue: Citrus Training  
 16 Bentley Court, Finedon Road Industrial Estate  
 Wellingborough  
 Cost (per person): £125 + VAT (£160 + VAT non-members)  
 Other: For further course information, please see over  
 Candidates will receive a certificate  
 Tea & coffee and a buffet lunch will be provided



### Additional Information

- A variety of CITB-ConstructionSkills grants are available as a contribution towards the cost of training and developing your workforce:  
**Training Plan Claim** – £27.50 per person, per 6 hour day, for any occupation (in addition to the minimum annual payment of £500)  
**Short Duration Claim** – £35 per person, per 6 hours day, providing that the person attending is in a construction occupation
- Companies who have submitted a levy return and paid the resulting levy on time, will qualify for a supplementary bonus of 25% of the grant, paid automatically with each claim.

### To Book

Please complete the information below and **fax back to Janice Graham-Wilson on 01767 651550.**

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Please reserve the following places on the **Safety Monitoring and Risk Assessment** course. I have read and agree to the cancellations policy outlined below.

Course date	Close date	Number of places
16 March 2010	02 March 2010	

Name: ..... Signed: .....  
 Company: .....

**TERMS & CONDITIONS**

Cancellations made more than 21 days prior to the course start date – no charge; cancellations made between 14 – 21 days prior to the start date – 50%\*; cancellations made less than 14 days before the course start date –100%\* (\* Unless the place can be filled, in which case there will be no charge). Bookings can be made after the closing date, but the full charge will be made to the company for each place, with no opportunity for cancellation without incurring the full cost. If, for any reason beyond our control, one of the training providers cancels or postpones all or any part of a course, the Group will not be liable for any costs incurred by the client as a result of the cancellation or postponement. Where possible, a mutually agreeable date will be arranged to run or complete the course.

# Safety Monitoring & Risk Assessment

## Further Information

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### Course Aims

To provide delegates with a thorough understanding of monitoring systems and the necessary procedures to follow when conducting risk assessments in the workplace. The programme also provides an outline of the legislation affecting these issues and gives an understanding of how delegates can improve health and safety practise within their company.

By the end of the course delegates will be able to:

- Understand the principles of risk assessment and the relative legislation
- Define hazards and the risks associated with them
- Record outcomes of the risk assessment
- Confidently conduct a risk assessment in the workplace and implement suitable risk control measures

### Who Should Attend

This programme is designed for Managers and Supervisors or anybody with the day-to-day responsibility for carrying out health and safety risk assessments within their organisation.

### Course Content

- Health and safety law relating to monitoring and risk assessment procedures
- Principles of risk assessment
- Hazard and risk definition
- Types of inspections
- Risk control measures
- Recording findings
- Practical exercise carrying out risk assessments

### Training Methods

A high proportion of discussions, case studies and syndicate exercises, supplemented with video and classroom-based tutorials and a practical risk assessment.

### Additional Information

Delegates should provide a passport photograph on the day of training for production of ID Cards. For courses held at our centre in Wellingborough we can provide this service on your behalf using our on-site digital camera.