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# HEALTH & SAFETY TRAINING GUIDE



## Seminar 1 - Protecting your Business Leaders

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

**The course 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 represent 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 embed knowledge. Attendees 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 session will teach participants how best to protect their organisation following an incident and help move their business towards incident avoidance.**

**The course covers:**

- 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 represent organisations in court following incidents. Participants will benefit from a fully interactive session that provides real scenarios to embed 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 and successful witness.**

**The course covers:**

- An explanation of the court process
- An explanation of the role of witnesses
- 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 court lawyers experienced in 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. It 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 prosecutions and penalties on the rise, 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:

#### 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 and ensuring effective management of the process
- Developing a better understanding of the HSE Inspector's role
- Learning how to develop an HSE Inspection Protocol that will 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 McMillan:**



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*'excellent' team has 'a clear understanding of the commercial backdrop to which business operates in'*

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