

Managing client / contractor relationships (IOSH certificate)

Overview

Health and safety law imposes strict duties on employers to protect the health, safety and welfare of persons not employed by them whilst on their premises. Anyone managing contractors working on site, or managing contractors working on construction projects, needs to understand the legislation and its practical implications. The Institute of Occupational Safety and Health therefore drew up the syllabus for the three-day training course presented here, which we have updated to reflect the changes to the CDM Regulations being introduced in 2007.

Training objectives

This course will give participants:

- An overview of relevant aspects of the British legal system
- An understanding of the relevant sections of the Health and Safety at Work Act 1974
- A detailed understanding of the CDM Regulations (including the 2007 changes), the main duty holders and the roles they play
- An understanding of the competence requirements for the key duty holders and the principles involved in the selection of competent contractors
- An overview of the key elements of HSG65 ('Successful health and safety management' HSE Guidance)
- An understanding of how risk assessment, safe systems of work, method statements and permits to work play a pivotal role in managing safety on site
- The ability to set up control arrangements for contractors arriving and leaving site
- The knowledge to plan for emergencies
- The skills to monitor and audit contractors on site

Audience

The course is intended for:

- Clients
- Clients' agents
- Project managers
- Facilities managers
- Health and safety managers
- Anyone responsible for managing/ controlling contractors or contracting workers

Format

An intensive three-day course involving formal presentations, videos and workshop exercises. The inter-active nature of the programme requires that it be limited to no more than 16 participants.

Special features – IOSH certification

Understanding of the course material is evaluated by means of a 15-minute written assessment paper consisting of 10 multi-choice questions and a 30-minute project designed to test the participant's knowledge of acceptable records/documentary evidence required to support an organisation's defence in litigation.

An *IOSH Managing client/contractor relationships* certificate is awarded to all those who attend the course and successfully complete the written and practical assessments.

This course can also be presented on a two-day basis, tailored to the needs of your particular organisation, in which case it will not carry IOSH certification.

The expert trainer

Subash is a qualified occupational hygienist with a chemical engineering background, now specialising in risk management and loss control. He has a wealth of experience gained from industry and commerce, both in the UK and abroad. Having started his career in a local authority, he moved into the brewing industry. He spent a further ten years working for Rentokil Initial and was a director within Initial Catering Services before leaving and establishing his own consultancy firm working with blue chip companies as well as SMEs. Subash prides himself on providing clients with practical, cost-effective solutions to their problems, relating to any aspect of risk or potential loss within their organisation. He has recently written a distance learning safety booklet to help promote health and safety within the workplace. An experienced trainer, he has a unique ability to captivate his audiences, as the following comments show:

'Fantastic trainer who totally engaged and motivated the group.'

'Subash again performed with knowledge, information and humour.'

'Very well presented. I think the subject was demonstrated in a manner that meant all attendees were able to absorb and understand all items covered.'

'I actually quite enjoyed the course!!'

'A good course, excellent content and very well paced.'

'Subash was extremely knowledgeable – a H&S encyclopaedia.'

'A lot more interesting and engaging than expected!'

'The speaker clearly had a significant breadth and depth of understanding and experience of the subject.'

'Excellent use of case studies and 'real life' examples. A real professional.'

Course outline

DAY ONE

IOSH module 1 – Liabilities and law

1 Introduction and course overview

2 What is health and safety and why manage it?

- Legal considerations
- Moral considerations
- Financial considerations
- Business considerations

3 UK legislation

- Civil liabilities and law
- Duty of care
- Common law

4 Syndicate exercise

IOSH module 2 – The Construction (Design and Management) Regulations 1994

5 The CDM Regulations

- Application
- Identification of duty holders
- Competence
- Designers/ architects
- Main contractor

- Planning supervisor
- Health and safety plan
 - General contents
 - Pre-tender
 - Construction phase
- Health and Safety File
 - Format
 - Content
 - Link to contract documents
 - Ongoing use and integration

DAY TWO

5 The CDM Regulations (continued)

- Duty holders' roles and responsibilities
- Information and training
- Competence
- Communication and cooperation
- Exclusion of civil liabilities
- 2006 amendments

6 Successful health and safety management (HSG65)

- Policy statement
- Organisation
- Arrangements
- Implementation
- Monitoring
- Review
- Audit
- Application to CDM

IOSH module 3 – Selection of a competent contractor

7 Individual exercise – How well do you manage contractors?

8 Mock assessment and feedback

9 Planning and pre-tender

10 Risk assessment

- Hazards
- Risk
- Evaluation of risks
- Hierarchy of controls

11 Syndicate exercise – Identifying hazards, assessing risk and introducing controls

12 Permit to work

- Introduction
- Description
- Requirements
- Activities requiring a permit to work
- The system principles

13 Selection of contractors

- Selecting a competent contractor and building a checklist

14 Syndicate exercise – Producing a reasonable enquiries checklist

DAY THREE

15 Method statements and safe systems of work

- Evaluation

16 Syndicate exercise – Using risk assessments to produce method statements

17 Contractors on site

- Induction
- Controls
- Arrangements
- De-briefs

18 Syndicate exercise – Induction checklist

19 Emergencies on site

- What can go wrong
- Planning and being prepared
- Carrying out simulated exercises

20 Syndicate exercise – Considering emergency arrangements and planning

21 Monitoring

- Purpose
- Strategies

22 Review of contractors and the job

- Purpose
- Strategies

23 Syndicate exercise – Reviewing of contractors

24 Mock assessment two

25 Auditing

- Purpose
- Strategies

26 Setting of project

27 Final assessment

28 Summary and close

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