

Safetymark Consultancy Services

Elm House
Sydney Cottages
Claygate
Surrey
KT10 0EJ

Tel: 01372 462277

Fax: 01372 462288

E-mail: enquiries@safetymark.net

**PROFESSIONALISM
WITH INTEGRITY**



 **01372-462277**

www.safetymark.net

Construction Health and Safety for Managers and Supervisors

April 2006

CM&S

DESIGNED FOR

Designed for contract managers, site managers and supervisors with health and safety responsibility working within the construction industry.

COURSE OBJECTIVES

By the end of this course delegates will have an awareness of their legal duties and what they can do to manage risk within the workplace and prevent accidents.

COURSE CONTENT

A course based upon the standards set out in the Health and Safety Executives **HSG150 (3rd edition 2006) Health and Safety in Construction**

- ✓ **Part 1 - Foundations**
Accidents, HSE priorities and human factors
- ✓ **Part 2 - Health and safety management and the law**
Management and competence, legal framework, employer and employee duties, construction legislation, risk assessment, method statements, health and safety plans and enforcement
- ✓ **Part 3 - Preparing for Work**
Planning the work, organising the work and notifying the the HSE
- ✓ **Part 4 - Setting up the site**
Site access, site boundaries, welfare facilities, good order, storage areas and waste materials, lighting, emergency procedures and fire, first aid, reporting of injuries, diseases and dangerous occurrences and site rules
- ✓ **Part 5 - Construction-phase health and safety**

COURSE DURATION

This is a 1 day course.

FEES

£165 + VAT (£193.88) per person incl. light refreshments, course material

Our in-house training courses start at £50 + VAT (£58.75) per person with a minimum of 6 and a maximum of 20 people per course.

Please call, fax or email for a quotation.



Health and Safety Training Course Booking Form

Please photocopy this form as required. One form per delegate.

Invoice details (Block capitals)

Invoice address:	
Postcode:	
Tel: (inc STD code)	Fax:

Delegate details (Block capitals)

Title:	First name:	Surname:
Position held:		
Please indicate any special requirements:		
Mailing address:		
Postcode:		
Tel: (inc STD code)	Fax:	
Email:		

Places will only be confirmed when payment of the appropriate fee has been received.

Course name:	Total Remittance £
---------------------	---------------------------

Please indicate ✓ method of payment and complete columns below where appropriate.

Remittance

Please indicate method of payment:

- Cheque enclosed - made payable to 'Safetymark Consultancy Services'
- Payment on receipt of invoice: **Order Number** (Order number must be supplied for this option)
- BACS

<p>Training Courses Terms and Conditions</p> <p>Provisional bookings may be made by telephone, but must be confirmed in writing (inducting a purchase order number) within seven working days.</p> <p>Fees</p> <p>All fees are payable four weeks in advance and no admission to the course will be permitted until payment has been received.</p> <p>Fees quoted are correct at the time of publication but Safetymark reserves the right to alter fees at any time.</p> <p>All fees quoted are exclusive of VAT which must be paid in addition to the quoted fee, at invoice date, chargeable at the standard rate then in force.</p> <p>Joining Instructions</p> <p>Joining instructions will be forwarded following receipt of payment, if joining instructions have not been received 10 days before the course, please telephone to make sure payment has been received.</p>	<p>Venues</p> <p>A map of how to get to the venue will be included in the joining instructions.</p> <p>Whilst Safetymark will assist in arranging accommodation at local hotels for non-residential training courses, Safetymark is not acting in the capacity of agent for either the hotel or the client. Queries, cancellations or alterations of hotel bookings must be made direct with the hotel/agent concerned and delegates must settle their own hotel accounts before leaving.</p> <p>The cost of lunch and refreshments is included in the course fees.</p> <p>Course literature</p> <p>Printed course notes are included in the course fees.</p> <p>Course literature is copyright and may not be reproduced without permission.</p>	<p>Cancellations / Transfers</p> <p>Safetymark reserves the right to cancel or alter the dates or provision of service, the venue and the individual or organisation providing the service. In the event of cancellation, bookings will normally be transferred to the next available course unless the client specifically requests otherwise. If a booking is cancelled or transferred to a different course by the client the following fees will be payable:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>NOTICE GIVEN</th> <th>% OF FEE CREDITED ON CANCELLATION/TRANSFER</th> </tr> </thead> <tbody> <tr> <td>more than 28 days</td> <td>100%</td> </tr> <tr> <td>15-28 days</td> <td>50%</td> </tr> <tr> <td>0-14 days</td> <td>0%</td> </tr> </tbody> </table> <p>In addition Safetymark reserves the right to charge a £30 administration fee for each cancellation/transfer.</p> <p>Telephone cancellations can be accepted but must be confirmed immediately in writing (by post or fax).</p> <p>Delegates wishing to transfer onto alternative dates may be charged a higher fee if applicable.</p>	NOTICE GIVEN	% OF FEE CREDITED ON CANCELLATION/TRANSFER	more than 28 days	100%	15-28 days	50%	0-14 days	0%
NOTICE GIVEN	% OF FEE CREDITED ON CANCELLATION/TRANSFER									
more than 28 days	100%									
15-28 days	50%									
0-14 days	0%									

FAX BACK NOW ON 01372-462288 or post to: