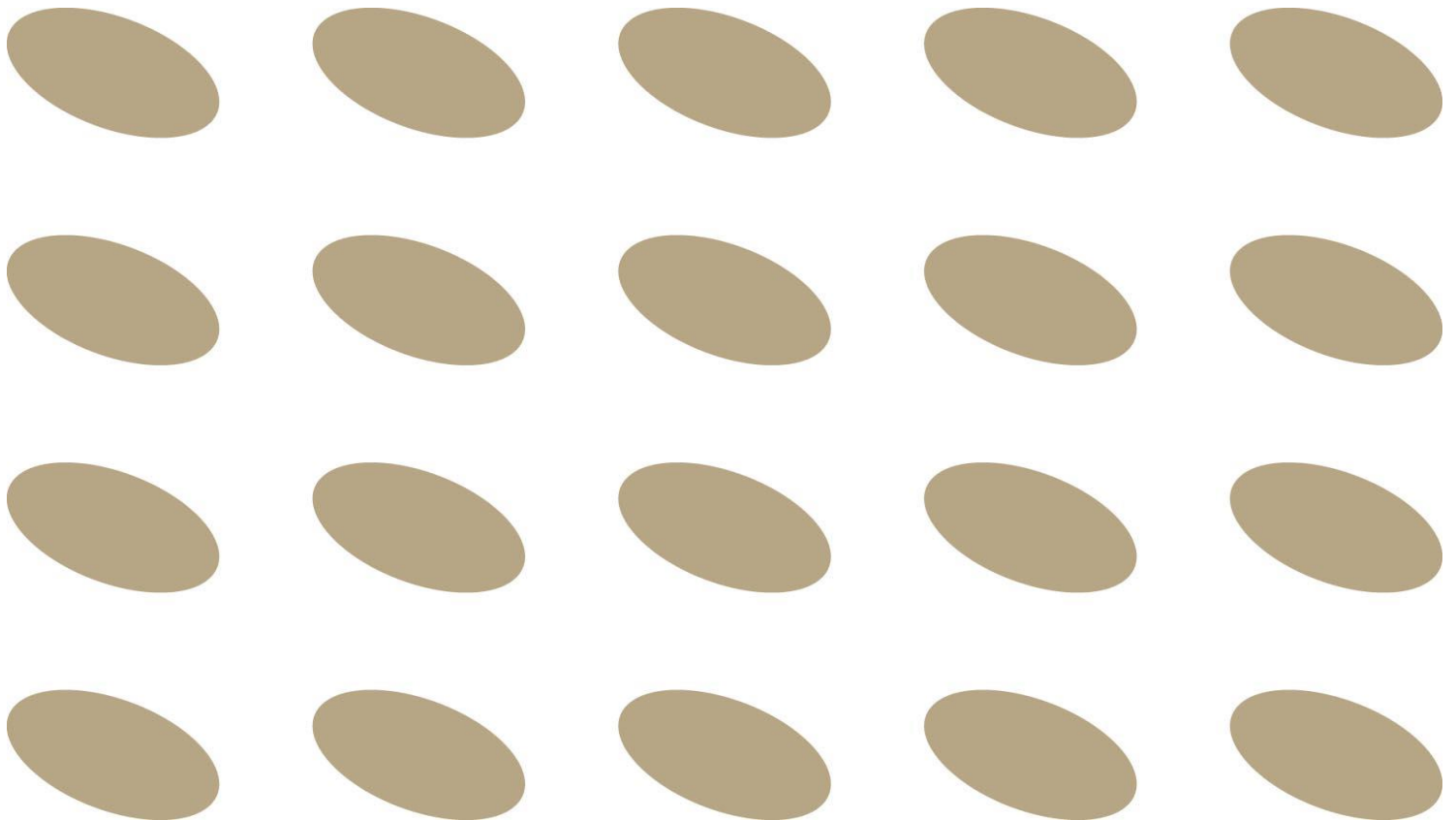




Effective Accident and Incident Investigations for Duty Holders

(Including the role of the HSE)

29 November 2017, Oxford



Effective accident and incident investigations

Introduction

APSE, in conjunction with Associate trainer Matthew Lee, is pleased to announce the creation of a Master Class on effective accident investigations for duty holders, including the role of the Health and Safety Executive.

This one day event is designed to help delegates improve their skills in this area and enable them to undertake more effective investigations.

The course will also help delegates overcome any problems they may encounter during an investigation, finally the course will outline how the HSE and others investigate accidents at work, HSE's charging regime (FFI) and the new sentencing guidelines.

Places on these events will be strictly limited as they will be highly interactive working sessions which will consider the range of responsibilities and liabilities for those involved in this process.

The sessions will cover:

- What is an incident and why an investigation is important
- How to investigate: planning, gathering information, interviewing and reporting
- Causes of incidents: understanding immediate, underlying and root causes
- Analytical methods for accident investigation such as Events and Causal Factors Analysis (ECFA), including practical examples
- Role of the police and others in the investigation of fatal accidents
- The method used by HSE/LA for decisions on enforcement: Enforcement Management Model (EMM)
- Fee For Intervention: the system used by the HSE for recovery of costs in relation to its regulatory function, and strategies for minimising such charges
- The new sentencing guidelines

Who should attend?

Anyone who could be involved with or responsible for the investigation of accidents in front line service sectors including senior managers, front line supervisors, health and safety officers, HR professionals and trade union officials.

Please note APSE offers a separate course for Regulators conducting investigations

Trainers

The sessions will be delivered by Matthew Lee, supported by Jan Kennedy, Head of APSE Training.

Matthew Lee

Matthew left the HSE in 2012 after 36 years as an operational inspector and now works as an independent health and safety consultant. He is a Fellow of the Institute of Risk and Safety Management and on the Occupational Health and Safety Consultants Register (OSHCR).

As one of the HSE's most experienced operational inspectors he undertook proactive and reactive inspections in a wide range of industries and was the lead inspector for several high profile investigations. He worked closely with several LAs including providing advice on a range of enforcement issues and with the police in investigating fatal accidents.

Matthew lectures on a regular basis on a variety of H&S topics to various audiences including employee groups, senior managers and health and safety professionals. He is a NEBOSH tutor. Having a detailed knowledge of how the regulators work he is also able to help duty holders understand how decisions on enforcement action are made and assist duty holders in minimising the financial effects of the HSEs cost recovery system (Fee For Intervention)

Jan Kennedy

Jan Kennedy is Head of Training and has responsibility for the learning, skills and development arm of the Association. Jan has a background in training and development, firstly as an executive training officer in central government where she gained her CIPD in Training & Development.

She moved to local government in 1999 where she joined Liverpool City Council as a member of the corporate training team. Jan has experience of managing and delivering a wide range of training and development including Liverpool's One Stop Shop training programme.

Prior to joining APSE Jan managed the Lifelong Learning Employability curriculum in Adult and Community Education. Jan holds a Certificate in Post 16 Education and a CLAIT Advanced in ICT. Jan is also qualified in level A and level B psychometric testing.

Since joining APSE Jan regularly delivers training on a range of topics including Project Management, Leadership, Supervisory skills (across service sectors), Managing Change, Event Management, and drug and alcohol awareness. Jan works in partnership with the ICCM to deliver training modules on compliance and customer care. Jan also co-delivers on the current Master Classes on Health and Safety Issues, and Principles of Contract Management.

Jan can be contacted at e-mail address at: jkennedy@apse.org.uk or by telephoning her on either 0161-772-1810(Office) or 07764-252-107 (Mobile)

What's included?

Course fees include delegates' documentation and course material including case studies, suggested practices and appropriate toolkits and templates, lunch and refreshments. Please note that the fee does not include hotel accommodation. Hotel information is available from the APSE secretariat on request, all enquiries and bookings to be made directly to the hotel of your choice.

Duration

1 day event: Start time: **9.30 am** Finish time: **4.30 pm**

Please note this event can be delivered in-house for the cost effective rate of £3199 + vat (and low cost trainer travel)

Up to 25 of your staff may attend and APSE welcomes local authorities sharing the cost with a neighbouring council.

If you wish to take up this option APSE will manage all associated admin on your behalf.

Dates and timings of delivery will be negotiated in accordance with service requirements.

Programme Outline

09.00 – 09.15	Registration and refreshments
09.15 – 9.30	<ul style="list-style-type: none">• Introduction• Course Objectives• Background to event
09.30 – 10.30	<ul style="list-style-type: none">• What is an incident?• Why is an investigation important?
10.30 – 10.45	Morning Break
10.45 – 11.45	<ul style="list-style-type: none">• How to conduct an effective investigation
11.45 – 12.30	<ul style="list-style-type: none">• Understanding immediate and underlying root causes
12.30 – 13.30	Lunch
13.30 – 15.00	<ul style="list-style-type: none">• Analytical methods (ECFA)• Role and powers of HSE inspectors and how to deal with fatal accidents
15.00 – 15.15	Afternoon Break
15.15 – 16.00	<ul style="list-style-type: none">• How HSE make decisions on enforcement and cost recovery & how to minimise the financial impact• Sentencing guidelines
16.00 – 16.15	<ul style="list-style-type: none">• Final questions and action points to take away
16.15 – 16.30	Evaluations, Certificates and Close

Effective Accident and Incident Investigations

For official use:

Del No:

Date:

Database: Y / N

Contact name: _____ Employer: _____

Address: _____

Postcode: _____ Telephone: _____

Email: _____

Delegate name	Job title	Email address

Please state if delegates have any special requirements (dietary/access/information in alternate formats):

Booking information: APSE will take bookings up to 24 hours prior to the course, subject to availability. You are however advised to book early to secure your place and avoid disappointment.

Please tick all relevant boxes:

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Please note: places on the sessions will be strictly limited to a first come first served basis. Provisional reservations for places are not accepted on this form.

APSE members: 1 delegate: £239 + VAT per delegate per course
 3 or more delegates: £209+ VAT per delegate per course
(Discount only applies to delegates attending same date.)

Non-members: per delegate: £409 + VAT

I found out about the event via: email website seminar advisory group manager/colleague other

Please quote your purchase order number (if appropriate): _____

I am paying in advance

I am paying by cheque

I am paying by bacs

Booking confirmation: APSE issues a written confirmation letter to the 'contact name' for all delegate bookings received. We **will not** send confirmation to each delegate named on the booking form, unless this has been requested in writing. Should the 'contact name' not receive a confirmation letter **by post within 10 working days** of sending the booking form, then please contact APSE on telephone: 0161 772 1810.

Payment: APSE will issue an invoice after the event to delegates attending from Local Authorities, public sector and local government organisations or APSE approved partners unless we are notified otherwise.

In the event of any delegates not being invoiced through the organisations stated above APSE will require payment in advance before the event. Payment must be submitted within 10 working days of making the booking.

Advance payment must be made either by cheque payable to: APSE or by bacs (details can be provided on request at jkennedy@apse.org.uk A receipt will be provided on request.

All delegate fees are subject to vat, the rates quoted are exclusive of vat. Please ensure you include this in your payment.

Cancellation charges: Reservation is a contract. Substitution of delegates is acceptable any time in writing by post, email to jkennedy@apse.org.uk or fax to 0161 772 1811. Cancellations must be made in writing at least 10 working days before the event and will incur a £75 administration fee. The full delegate fee will be payable for cancellations received less than 10 working days before the event or for non-attendance. All fees are non-refundable after the cancellation period.

Booking transfers will only be acceptable, if there is availability on another date for the same course, and will incur a £75 administration fee. In the unlikely event of cancellation by the organisers, liability will be restricted to the refund of fees paid. APSE regrets we cannot accept any liability for associated transport or hotel costs in the event of course cancellations made by us.

The organisers reserve the right to make changes to the programme, speakers or venue should this become necessary.

Please return completed form to:

Jan Kennedy - APSE - 2nd Floor Washbrook House, Lancastrian Office Centre, Talbot Road, Old Trafford, Manchester, M32 0FP.

Tel 0161 772 1810 - Fax 0161 772 1811 - Email: jkennedy@apse.org.uk - Web: www.apse.org.uk



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