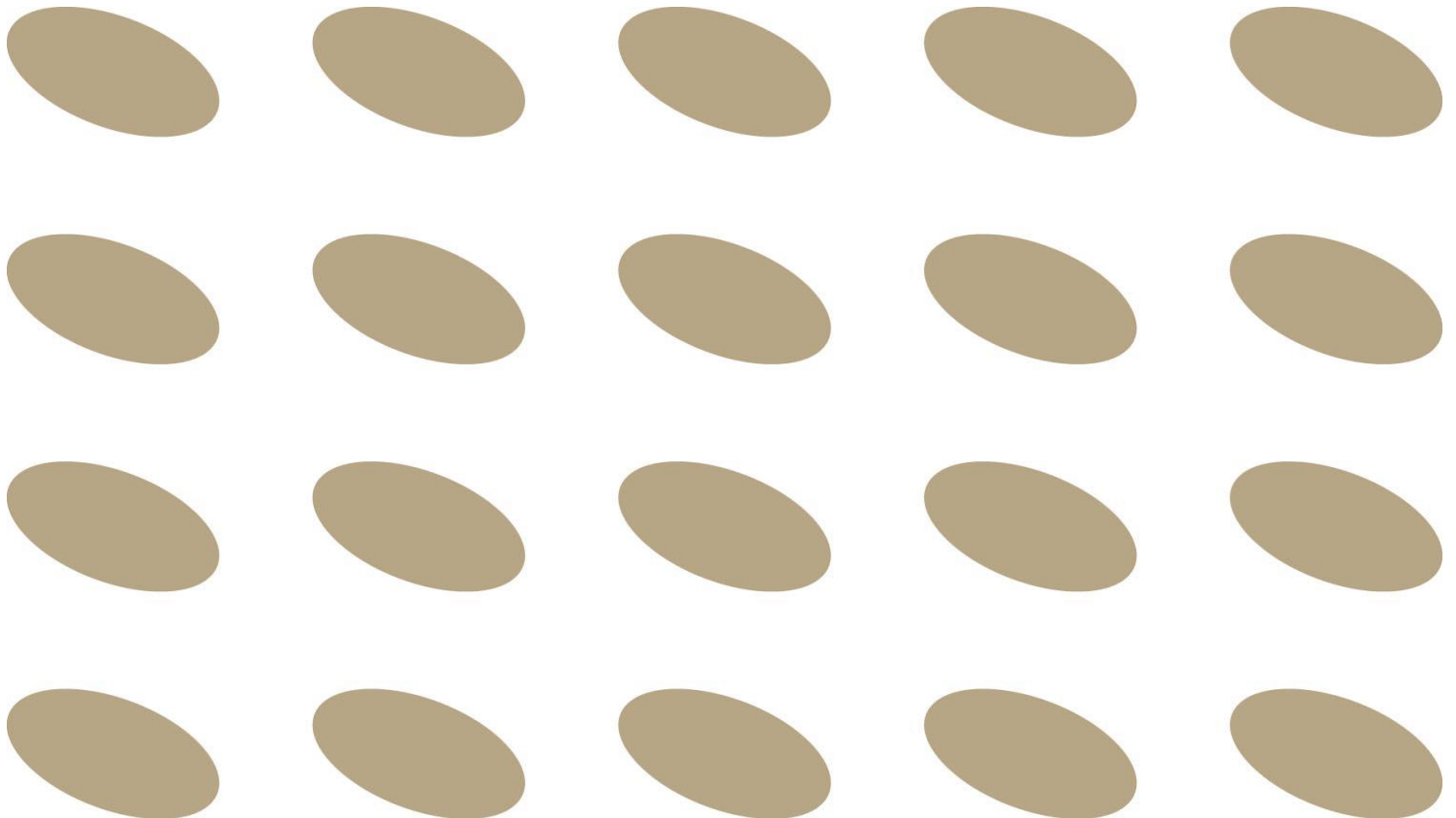




# **Health and safety enforcement - What Environmental Health Officers need to know**

(An overview for regulators)

06 February 2018, Central London



# Health and Safety Enforcement – what EHOs need to know

## Introduction

APSE has added new service sector of Environmental Health to its advisory and benchmarking support for local authority members. In conjunction with Associate trainer Matthew Lee, we are also pleased to announce the creation of a Master Class on health and safety for local authority regulators.

This one day event will provide an overview of what environmental health officers need to know in their role as regulators in relation to enforcement of health and safety legislation.

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 the role of a regulator for health and safety
- Understanding your full powers under the HSWA
- How to issue improvement and prohibition notices
- Using the Enforcement Management Model when making decisions about appropriate action
- Considering the enforcement policy statement
- Understanding work related death protocol
- An overview of the role of the Coroner, police and others in the investigation of fatal accidents
- Investigating accidents and taking statements
- The new sentencing guidelines

## Who should attend?

Environmental health officers who wish to refresh and update their skills in this area.

## Trainers

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

## Duration

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

## **Matthew Lee**

Matthew resigned from 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.

## **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](mailto: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.

## Programme Outline

<b>09.00 – 09.15</b>	<b>Registration and refreshments</b>
09.15 – 9.30	<ul style="list-style-type: none"><li>• Introduction</li><li>• Course Objectives</li><li>• Background to event</li></ul>
09.30 – 10.30	<ul style="list-style-type: none"><li>• What is a regulator?</li><li>• Are you aware of your powers under the HSWA?</li></ul>
<b>10.30 – 10.45</b>	<b>Morning Break</b>
10.45 – 11.45	<ul style="list-style-type: none"><li>• How to issue improvement and prohibition notices</li></ul>
11.45 – 12.30	<ul style="list-style-type: none"><li>• Understanding the Enforcement Management Model with a worked example</li></ul>
<b>12.30 – 13.30</b>	<b>Lunch</b>
13.30 – 15.00	<ul style="list-style-type: none"><li>• Enforcement policy statement</li><li>• Work related protocols</li><li>• An overview of the role of police, coroner and others</li></ul>
<b>15.00 – 15.15</b>	<b>Afternoon Break</b>
15.15 – 16.00	<ul style="list-style-type: none"><li>• Investigating accidents and taking statements</li><li>• The new sentencing guidelines and what they are likely to mean in practice</li></ul>
16.00 – 16.15	<ul style="list-style-type: none"><li>• Final questions and action points to take away</li></ul>
<b>16.15 – 16.30</b>	<b>Evaluations, Certificates and Close</b>

## Comments from previous events

Pat Harris, South Lakeland council *"very useful and interesting"*

Sue Wilson, Eden council *"lots of info in a short time, very well presented"*

# Health and Safety Enforcement– what EHOs need to know

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](mailto: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](mailto: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 – 2<sup>nd</sup> 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](mailto:jkennedy@apse.org.uk) - Web: [www.apse.org.uk](http://www.apse.org.uk)



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