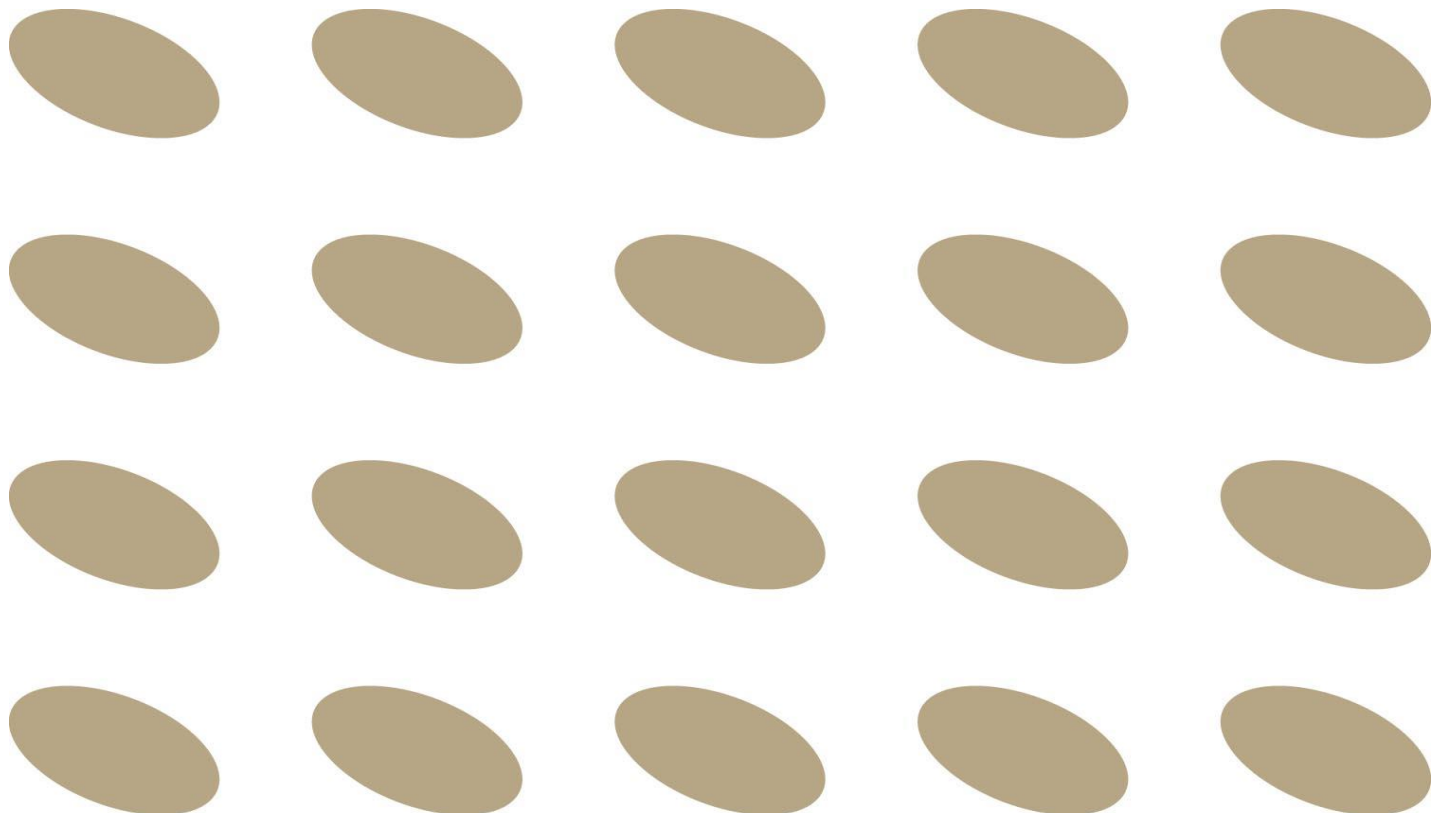


Managing Contractors Safely

27 April 2017, Central London



Managing Contractors Safely

Introduction

APSE, in conjunction with Pinsent Masons, is pleased to announce the creation of a Master Class on the health and safety aspects of managing contractors. This one day event is designed to provide delegates with a thorough understanding of the issues associated with contractor management to ensure safe working.

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 managing and controlling contractors.

The objectives of the course are:

- To understand who is a contractor
- To realise your responsibilities as a client
- To gain awareness of contracts and health and safety
- Developing risk assessments and systems of work
- Managing the handover arrangements
- Supervision, auditing and monitoring – what is required
- Current case law updates

Who should attend?

This event will be relevant for officers new to managing contractors or those who wish to refresh their skills including:

Property managers, facilities managers, maintenance managers, procurement professionals, trade union representatives, office managers and health and safety professionals.

Duration

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

Trainers

The sessions will be delivered by Jonathan Cowlan, Health and Safety Consultant from Pinsent Masons and Jan Kennedy, Head of APSE Training.

Jonathan Cowlan – Pinsent Masons

Jon is a health & safety consultant in the Regulatory Team based in Glasgow and provides non contentious legal health & safety services. His experience encompasses strategic safety management, training, due diligence, CDM/ construction, project safety and accident investigation.

His leadership roles include:

- WS Atkins, Company H&S Manager and member of the Corporate Services Board
- Pipeline Constructors Group, Compliance Director with responsibility for HSQE, Insurance and Customer Care, member of the Operations Board
- Turner & Townsend Management Solutions, Director for Scotland & North East England, with responsibility for HSE and management consultancy services and a member of both the Management and Divisional Boards

Within his current role he has presented at Board level to many clients on how to manage the risks associated with health & safety at Corporate level and also jointly with professional organisations such as ROSPA.

He has worked in industry, local government and consultancy and is a member of the Institution of Occupational Safety & Health (IOSH) International & Communications Committee. As well as being a qualified engineer and Chartered safety professional, he is also qualified in food hygiene.

Jan Kennedy – APSE

Jan Kennedy is the Head of APSE Training and has responsibility for the learning, skills and development arm of the Association.

Since joining APSE, Jan co-delivers on the majority of APSE's training programme including Principles of Contract management, Supervisory skills in frontline sectors and Health and Safety Working on the Highways and Verges.

Jan has a background in training and development, firstly as an executive training officer in central government where she gained her CIPD in Training and Development and in local government, 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 Learning and Community Education.

Jan also holds a Certificate in Post 16 Education and a CLAIT Advanced in ICT and is qualified in Level A and Level B in Psychometric testing.

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.

Continuing professional development (CPD) points accreditation

Delegates who attend the course will be able to earn 5 CPD Points towards their certification areas.

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

09.00 – 09.30	Registration and refreshments
09.30 – 9.45	Introduction Course Objectives Background to event
10.00 – 10.30	Who is contractor? <ul style="list-style-type: none">• Types of contractors• Local authority service areas
10.30 – 11.00	Clients <ul style="list-style-type: none">• What is your role?• What are your legal duties?
11.00 – 11.15	Morning Break
11.15 – 12.00	Legal duties continued
12.00 – 12.30	Contracts and health and safety <ul style="list-style-type: none">• What do you need to consider?• What should be included?
12.30 – 13.30	Lunch
13.30 – 14.00	Health and safety development <ul style="list-style-type: none">• Safe systems of work
14.00 – 14.45	Risk assessments <ul style="list-style-type: none">• How to conduct a risk assessment• Who should conduct a risk assessment?
14.45 – 15.00	Afternoon Break
15.00 – 15.45	Handover arrangements <ul style="list-style-type: none">• The transition• What needs to be audited• What needs to be supervised/ and monitored?
15.45 – 16.30	Case Law updates
16.30 – 16.45	Feedback Evaluation and close

