

Book early to avoid disappointment!

To book a place on this workshop complete the booking form enclosed with this brochure or download a form from our website.

Post, email or fax it to Jean Myrie,
Voluntary Action Luton
15 New Bedford Rd Luton LU1 1SA

fax it to us on 01582 733013

email it to jean.myrie@valuton.org.uk

Your booking will be acknowledged and details of the event and directions to the venue will be sent to participants five days before the event.

To reserve a place, request a booking form, or for more information about this workshop and our training programme contact :-

Jean Myrie, Infrastructure Training & Development Officer
on 01582 733418 or Email jean.myrie@valuton.org.uk You can also visit our website www.valuton.org.uk

The organisers reserve the right to modify the content of the programme



INVESTORS IN PEOPLE

Charity Registration No.1059287 Reg Company no:3275961.

Training and Development

January 2010

VOLUNTARY ACTION LUTON

Health and Safety



Training Workshop

Thursday 25th July 2010

9:30am - 3:30 pm

Voluntary Action Luton

15 New Bedford Road

Luton LU1 1SA



Introduction



Health and safety policy sets out how health and safety issues are managed within an organisation. A Health and Safety policy is a commitment to planning and managing health and safety at work and is the key to achieving acceptable standards and preventing accidents and instances of work related ill health.

Overall responsibility for health and safety rests with the employer but many day-to-day tasks may be delegated. The policy shows how these tasks are allocated and states exactly who is responsible for different things such as first aid, health and safety and fire risk assessments and investigating accidents.

About The Trainer

This workshop will be delivered by Lloyd Denny, a Management Consultant with many years of Senior management experience in both the Statutory and Third Sectors.

Lloyd is also an independent member of Bedfordshire Police Authority and a Board member of Luton Safeguarding Children Board. In 2008 he established restoration counselling services where he now operates as its director.

Delivery Of Programme will be through a combination of:

- Presentation
- Discussions
- Exercises

Programme

9.30—10.00 Registration Tea/Coffee

10.00—10.15 Introductions

Legal framework:

- Health and safety
- The role of employers and staff
- Risk assessment
- Local Safeguarding Children Board
- Local Authority
- Ofsted

3.30 Evaluations and Close

Access and Individual Requirements



The workshop will be held at **Voluntary Action Luton 15 New Bedford Road, Luton LU1 1SA**. This venue is fully accessible. Parking is available in a pay and display car park nearby.

If you have any specific individual requirements to enable you to attend this event please let us know. Every effort is made to meet individual requirements, which might include; a loop system, wheelchair access, handouts in large print or special dietary requirements.



Refreshments and a lunch will be provided.



Details of how to book are on the next page