



BRINGING  
**LIVE**  
TO  
**LIFE**®

nec group

# ONCOURSE

TRAINING COURSE INFORMATION

IOSH  
MANAGING SAFELY





# welcome



Thank you for enquiring about the IOSH Managing Safely Course at the NEC. The purpose of this booklet is to provide you with all of the information you require to make a decision about your IOSH training requirements.

If you have any further questions or concerns, please do not hesitate to get in touch with us.









# iosh managing safely

## IT'S NOT ABOUT TEACHING, IT'S ABOUT LEARNING

No more 'death by PowerPoint'. We know that getting people fully involved, having fun, and learning by doing, is the way to achieve health and safety training success. We want to get delegates really thinking about what they're learning – and having the confidence and enthusiasm to put it into practice when they're back at work

This course is unlike any other. You'll find a practical programme, full of step-by-step guidance, and with a sharp business focus. But you'll also find that the highly innovative format and content engages and inspires delegates – critical to getting essential health and safety messages across.

### MANAGING SAFELY: INTRODUCING A COMPLETELY NEW APPROACH TO HEALTH AND SAFETY TRAINING

- a flexible course (minimum 24 hours of face-to-face contact) covering the health and safety management basics in a high impact interactive package
- superb quality animated graphics created exclusively for the course
- a sophisticated but fun presentation
- first class technical content, based on what delegates need to know in practice
- no jargon or off-putting legal language
- clear scenarios that managers can relate to
- a range of ready-to-use training tools, including a board game, DVDs and quizzes

*"A dynamic education package... brings health and safety to life"*

Matt Terry, Bovis Lend Lease

*"Informative and thoughtprovoking. Excellent course materials"*

Ken Stewart, Young Enterprise East Midlands

## MANAGING SAFELY DELIVERS...

### WHO SHOULD GO ON MANAGING SAFELY?

Managing safely is for managers and supervisors in any sector, and any organisation. It's designed to get managers up to speed on the practical actions they need to take to handle health and safety in their teams.

### WHAT WILL THEY GET OUT OF IT?

What they need to know – and are perhaps reluctant to learn about – in a refreshingly informal way.

Managing safely won't turn delegates into safety experts – but it will give them the knowledge and tools to tackle the health and safety issues they're responsible for. Importantly, it brings home just why health and safety is such an essential part of their job.

Successful delegates are awarded an IOSH Managing safely certificate.

### WHAT WILL THEIR EMPLOYER GET OUT OF IT?

- nationally recognised and respected certificated training for their managers and supervisors
- peace of mind offered by training that's designed and quality-controlled by the Chartered body for health and safety professionals
- flexibility – the programme can be delivered in slots that suit the business
- two key areas – health and safety and environmental basics – are covered in a single programme

# MANAGING SAFELY COVERS...

## 1. INTRODUCING MANAGING SAFELY

Some managers may see health and safety as an add-on to their role – even an intrusion. The first module makes it clear that managers are accountable for their teams, and makes a persuasive case for managing safely.

## 2. ASSESSING RISKS

This module defines and demystifies ‘risk’ and ‘risk assessment’. Risk assessments and a simple scoring system are introduced, and delegates carry out a series of assessments.

## 3. CONTROLLING RISKS

Here the session tackles cutting risks down, concentrating on the best techniques to control key risks, and how to choose the right method.

## 4. UNDERSTANDING YOUR RESPONSIBILITIES

This module looks at the demands of the law and how the legal system works, and introduces a health and safety management system.

## 5. IDENTIFYING HAZARDS

All the main issues any operation has to deal with are covered in this module – entrances and exits, work traffic, fire, chemicals, electricity, physical and verbal abuse, bullying, stress, noise, housekeeping and the working environment, slips, trips and falls, working at height, computers and manual handling.

## 6. INVESTIGATING ACCIDENTS AND INCIDENTS

The session starts with why accidents should be investigated, and goes on to cover why things go wrong, and how to carry out an investigation when they do.

## 7. MEASURING PERFORMANCE

This module explains how checking performance can help to improve health and safety. Delegates learn how to develop basic performance indicators, and get to grips with auditing and proactive and reactive measuring.

Memorable and thought-provoking facts, figures and case studies help drive the points home over the whole course. Each module is backed by crystal clear examples and recognisable scenarios, and summaries reinforce the key learning points. The course includes checklists and other materials for delegates to try out and then use when they get back to work.







# the course venue

## BACKGROUND

With 20 interconnecting halls, at the heart of the UK's transport network, the NEC continues to be a conference and exhibition venue of today, and of the future. We stage around 140 trade and consumer events each year, ranging from world-famous public shows such as Crufts and Clothes Show Live, to huge international trade exhibitions like IFSEC and Spring Fair, Birmingham.

## HISTORY

It was 1976, the visionaries behind the NEC might have made a fashion faux pas with their flared suits and big hair, but they got their vision for the NEC of the future spot on.

Since the official opening of the NEC, the venue has built upon its early successes and now welcomes more than two million people every year.





# travel directions and location

## THE NEC IS EASY TO FIND



- Outlet Shopping
- Genting Hotel & Spa
- Bars and Restaurants
- Cinema
- Genting International Casino
- The Vox Conference Centre

### Key

- P1/P2** Piazza entrances
- A1/A2/A3** Atrium entrances
- i** Visitor & Business Centre - T: +44 (0)121 780 4141
- W** Welcome desk
- W** The NEC woodland
- Car parks**
  - South: S3-S7
  - East: E1-E5
  - North: N1-N12
  - West: West car park

- A** VIP parking
- B** Disabled parking/ outdoor exhibition area
- C** NEC visitor parking
- D** West Midlands bus stops
- E** NEC Express 1
- F** NEC Express 3
- G1 G2 G3 G4 G5** Gates

- T** Taxi rank
- PH** Private hire
- W** Car park toilets (Including accessible toilet)
- A** Airport
- R** Train station
- B** Box office
- S** Shuttle bus to halls
- Pedestrian footpaths
- Pedestrian footpaths subway



# accommodation near the nec

Search and book online at <http://myvisit.thenec.co.uk>

HOTELS			
Genting Hotel	Resorts World, Pendigo Way, NEC	B40 1PU	0121 273 1000
ibis Styles NEC	Bickenhill Lane, NEC	B40 1PJ	0121 780 5900
Crowne Plaza NEC	Pendigo Way, NEC	B40 1PS	0871 942 9160
Express by Holiday Inn NEC	Bickenhill Parkway, NEC	B40 1QA	0870 720 2297
Arden Hotel & Leisure Club	Coventry Road, Bickenhill	B92 0EH	01675 443 221
Heath Lodge Hotel	117 Coleshill Road, Marston Green	B37 7HT	0121 779 2218
Gables Hotel & Restaurant	11 Coventry Road, Elmdon, Solihull	B92 9ED	0121 782 1780
Swallowfield Country House	Hampton Lane, Meriden	CV7 7JR	0167 652 1262
Manor Hotel	Main Road, Meriden	CV7 7NH	0167 652 2735
Marriott Forest of Arden	Maxstoke Lane, Meriden	CV7 7HR	0167 652 2335
Ramada Solihull	The Square, Solihull	B91 3RF	0121 711 2121
Tudor Court Hotel	77 Kineton Road, Olton	B92 7DX	0121 706 3121
Grimscoote Manor Hotel	Lichfield Road, Coleshill, Birmingham	B46 1LH	0167 546 4222
Britannia Coventry Hill Hotel	Birmingham Road, Allesley	CV5 9PH	0871 222 0094
Quality Hotel Airport/NEC	49 Sherbourne Road, Acocks Green	B27 6DX	0121 706 5900
Holiday Inn Express Birmingham South	1270 Coventry Road, South Yardley	B25 8BS	0121 289 3333
Nailcote Hall Hotel	Nailcote Lane, Berkswell	CV7 7DE	0247 646 6174
Castle Bromwich Inn	Junction 5, M6, Chester Road	B35 7AF	0121 694 6700
Britannia Hotel Coventry	Cathedral Square, Fairfax Street, Coventry	CV1 5RP	0247 663 3733
Radisson BLU Hotel	12 Holloway Circus, Queensway	B1 1BT	0121 654 6000
Jurys Inn	245 Broad Street, Birmingham	B1 2QH	0121 606 9000
Dayspring Hotel	128-130 Gravelly Hill, Birmingham	B23 7PF	0121 240 5844
New Hall Hotel & Spa	Walmley Road, Sutton Coldfield	B76 1QX	0121 378 2442
Ramada Birmingham Sutton Coldfield	Penns Lane, Walmley, Sutton Coldfield	B76 1LH	0121 351 3111
Rollason Wood Hotel	130, Wood End Road, Erdington, Birmingham	B24 8BH	0121 373 1230
Conference Aston Hotel	Aston Street, Birmingham	B4 7ET	0121 204 4300
Campanile Birmingham	Chester Street, Aston, Birmingham	B6 4BE	0121 359 3330
Britannia Hotel Birmingham	New Street, Birmingham	B4 4RX	0871 222 0093
Comfort Inn Birmingham	Station Street, Birmingham	B5 4DY	0121 643 1134
Holiday Inn Express Birmingham City Centre	65 Lionel Street, Birmingham	B3 1JE	0845 112 6151
Bloc Hotel	St Paul's, Caroline Street, Birmingham	B3 1UG	0121 212 1223
Plough & Harrow Birmingham	135 Hagley Road, Edgbaston	B16 8LS	0121 454 4111
Menzies Strathallan	225 Hagley Road, Edgbaston	B16 9RY	0121 455 9777
Redlands Guest House	Church Lane, Bickenhill	B92 0DT	0167 544 2661
Church Farm	Church Lane, Bickenhill	B92 0DN	0167 544 2641
Arden House Hotel	74 Maple Leaf Drive, Marston Green	B37 7JB	0121 788 2068
Central Guest House	1637 Coventry Road, South Yardley	B26 1DD	0121 706 7757
Gayton B&B	34 Meriden Road, Hampton-In-Arden	B92 0BT	0167 544 2204
White Lion Inn	High Street, Hampton-In-Arden	B92 0AA	0167 544 2833
Grove House B&B	8 Whichcote Avenue, Meriden	CV7 7LR	0167 652 3295
Olton Cottage Guest House	School Lane, Old Yardley Village, Birmingham	B33 8PD	0121 783 9249
Atholl Lodge	16 Elmdon Road, Acocks Green, Birmingham	B27 6LH	0121 707 4417
Achill Guest House	35 Hampton Road, Knowle	B93 0NR	0156 477 4090
Station Approach B&B	654 Streetsbrook Road, Solihull	B91 1LB	0121 240 4888
Langley Cottage	Cottage Lane, Whiteacre Heath, Coleshill	B46 2EJ	0167 546 3083
E-or Lodge	Marston Lane, Curdworth, Sutton Coldfield	B76 0DF	0167 547 0330
Chester's 413 Continental B&B	413 Upper Eastern Green Lane, Coventry	CV5 7DJ	0247 646 8250
Castle Laurels Hotel	22 Castle Road, Kenilworth	CV8 1NG	0192 685 6179
Arc Serviced Apartments	The Arcadian Centre, Hurst Street, Birmingham	B5 4TD	0871 971 2952

## GUEST HOUSES/B&BS







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PRESENTS



## booking a place on the iosh managing safely course

The booking process is simple  
and the steps are highlighted below:

Please call Julie Fletcher on 0121 767 3967  
or email [julie@oncoursehealthandsafety.co.uk](mailto:julie@oncoursehealthandsafety.co.uk)

[www.oncoursehealthandsafety.co.uk](http://www.oncoursehealthandsafety.co.uk)



the heart of  
health and safety

IOSH Services Limited is a wholly owned subsidiary  
of the Institution of Occupational Safety and Health.  
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