



the **key** consultancy limited

your future in safety, your future in the environment

**in-company training and
consultancy services**

our mission:

To become the first point of enquiry for all of our clients' training and consultancy needs by embedding superior quality and performance in all of the products we deliver.



The Key Team

We asked our full time team of consultants what they enjoyed about working for The Key Consultancy. Of course, the stability of working for a company with respect gained in our profession over almost twenty years; reward and remunerations factored; but the overriding factor for all of them was that they get to travel the length and breadth of the country, often the world, delivering health, safety and environmental training and enhancing the performance of the companies who requested our services.

In short, the main factor is that they make a difference and that makes them proud.

Our aim is to attract and retain high calibre consultants by rewarding excellent performance. We invest in their personal and professional development in order to maintain their currency. Our investment is your guarantee of quality.

John and Christina Gilbertson

why choose Key?

....because we care about the products we deliver; we care about our delegates; and we care about our profession and its impact upon our clients' effectiveness.

Key's teaching team is made up of full time professionals who are committed to providing the highest standards demanded of them by our clients. They are all Chartered Safety Practitioners but each has specialist skill and knowledge available for particular client projects.

Our in-company training delivers your specification and objectives and gives great value for money for delegate numbers between eight and fifteen.

This brochure contains just a sample of the work we do for clients at their premises but if you can't see what you want just ask; there is probably no training in the field of health, safety, environmental and risk management that we cannot deliver.

cost effective training at your premises

80% of the work we do is at clients' sites throughout the UK and worldwide for a number of our multinational clients. We deliver training for up to 15 delegates per day and our course programmes can be tailored to address any specific concerns faced by your organisation and the industry in which you operate.

The ABC's of in-company training from Key

Accident / incident investigation

We work with your company procedures and forms to create a tailored programme that delivers meaningful and valuable information that will assist prevention and support defences in liability claims.



Tony Hedges

Dip2.OSH, SpDipEM, CMIOSH, AEMA
Principal Consultant

Asbestos awareness for operatives

Before they drill, cut, gouge or remove anything from the fabric of your premises do your maintenance personnel and contractors know what they are dealing with? This half day awareness programme will guide them in the recognition of potential asbestos containing materials and the reasons why they should proceed cautiously. Asbestos is still one of the biggest killers in the British industry so you can't take chances with your employees' health.

Asbestos management

What do your managers need to know about managing this massive risk to health? They need to know where asbestos containing material might be lurking and how to manage it when they suspect its presence.

Auditing skills

14001, 18001, HSG65, or your own tailored safety management system? Whichever you choose brings a requirement for effective auditing by skilled and trained auditors. We can bring these skills to your chosen few and apply them in your workplace to your system. Just give us the details.

Authorised person (permit to work)

These managers carry a heavy burden of responsibility for the safety of those operating under permit to work conditions. You owe it to them to give them the best understanding of the importance their role plays in keeping the system safe.

Behavioural safety

One size does not fit all so we don't offer off the shelf solutions to this complex matter. Talk to us about your concerns and we will help you to develop a designer solution.

Chemicals (working safely with)

This is for anyone who needs a basic understanding of safety and the use of chemicals in the workplace. It is not CoSHH assessment; it is a practical, informative workshop about how to keep yourself safe from the harmful effects of the chemicals your staff use at work.

Construction, design and management

Construction is now one of the most tightly regulated activities in the UK. The regulations place a large part of the responsibility for safety on the client sponsoring the construction project. If you fit the bill then your managers need to know how to discharge your responsibilities and they need to understand the relationships created by the regulations. Client, designer, project coordinator, main contractor and sub-contractor all have a part to play in delivering an ultimately safe project. But it starts with you.



Mike Pitham

Dip2.OSH, CMIOSH, FIIRSM
Principal Consultant

Contractors (control/management of)

Almost every employer uses contractors to supplement the contribution made by full time staff. Whether it's a large construction project or the cleaning of facilities, contractors bring a unique and sometimes concealed risk into our business. This programme will consider the type of contracts you currently engage and the implications they have for the safety of your site and your staff. Just how far do you have to go to manage contractors? Find out.

CDM coordinator (role of)

Whether you employ them or have to work with them on construction projects this course will deliver the facts about the job, the person and their contribution to the safe conclusion of CDM projects.

CoSHH risk assessment

Whatever your in-house procedure is we will create a meaningful workshop to help your chosen risk assessors to produce effective operational CoSHH risk assessments. If you haven't got a particular system we can help you develop something that suits your needs and train your staff to use it.



Richard Cumberland
BSc, CMIOSH, MCIPD
Principal Consultant

Culture change and development

This is not a one-off exposure. It is a project to be owned and nurtured by your whole organisation while they move, in phases, from basic coercive compliance through calculative contracts eventually engaging in true cooperation to create the type of culture and environment that will keep everyone safe. It is a fact the employees make most of the decisions about how they will work. Give us your leadership team and we will show them how to put safety into your existing culture and enable employees to make decisions that match company expectations.

It's not painless but it works!

Dangerous substances and explosive atmospheres

Whatever you need to know about zoning for, and controlling, hazardous atmospheres can be built into the programme. Risk assessment permitting delegates can discover their own environment whilst learning about the technical requirements of the legislation.



Kevin Griffin Dip2.OSH, CMIOSH
Principal Consultant



Chris Paul Jones
BSc (Hons), Dip2.OSH, CMIOSH
Principal Consultant / Ergonomist

Display screen equipment risks and controls

This apparently straightforward matter often gets neglected in favour of more serious risks but people with musculoskeletal and upper limb mobility difficulties will soon tell you that they are conditions not to be taken lightly. How do you assess and rate the risks of working at a DSE workstation; and more importantly how do you control them?

Environmental awareness

Sometimes we call this 'caring for the environment' but whatever name you choose the course is designed around your policy and ethics with the intention of encouraging everyone to adopt environmentally friendly practices both inside and outside the workplace.

Environmental auditing

Same as auditing skills but in a different systems framework.

Environmental Responsibilities (Managing) IOSH

Support your environmental programme with this four day excursion into the environment at large. Liabilities in this area are enormous with massive fines for a pollution event. This course delivers what your managers need to know about this important area of responsibility and comes with IOSH accreditation.

Environmental Responsibilities (Working With) IOSH

ISO14001 supports the commitment to employee training in the company's environmental programme. This course comes with IOSH accreditation and forms a useful partnership with Managing Environmental Responsibilities.

Environmental Management (Associate Certificate in) IEMA

This is hardcore environmental management accredited by The Institute of Environmental Management leads to associate membership for successful candidates. Go green with your environmental team by training them to one of the most respected standards in industry. The two week programme can be run at your site in any combination of employee release; day, two-day, or one week blocks. The examination is open book but it's not a walk in the park.

Facilities management safety

Facilities managers carry wide ranging duties for the safe maintenance and operation of the working environment. From safety, health, staff security, vehicle management, through to statutory plant maintenance and inspections, these valuable people are often given huge responsibilities with very little safety training. If you recognise this in your business we can provide a tailored course to cover their challenges.

Fire risk assessments

It's a regulatory requirement to make an assessment of fire risks in your place of work. You can make it a chore or you can make it easy for yourself. Sticking with the HSE's 'sensible' strategy we will give your risk assessors a fighting chance at producing reliable risk assessments by taking them into the workplace and actually doing one (or two, time permitting).

Fire safety and prevention

General awareness training for staff should be carried out at regular intervals. This does not mean setting the fire alarm off and watching the confusion that follows. Staff trained and practiced in what they must do are more likely to follow that training in a real emergency. We know the chances of a fire are not great but we shouldn't be complacent with staff safety.

Fire warden responsibilities

These appointed persons have a special responsibility and should not be taken for granted. When you appoint someone how do you know they understand your expectations unless you train them? Your system, your risks, your employees, they need to know the lot before they can respond to an emergency with professionalism and precision.



Health and safety for managers and supervisors

It's just a simple message of responsibility but it's often a revelation for those who attend. Many managers still think that safety is the responsibility of the safety adviser. We can help them come to terms with this responsibility by showing them the civil and criminal liabilities of the company and themselves in an effective one day workshop.

Inspections (planned)

Do you sometimes think “people must walk around with their eyes closed”? Of course they don't; but they are often preoccupied with other things that distract them from every day matters such as the state of the floors and other facilities. There is no substitute for formal scheduled inspections and this workshop will prove it in your own workplace, delegates will learn the value of checklists and be able to develop a formal system for workplace monitoring.

International General Certificate (NEBOSH)

It's an international version of the National General Certificate aimed at managers whose safety responsibilities lie outside the UK. We've delivered it for clients in China and mainland Europe with resounding success. The two week programme can be run at your overseas location or if you prefer to bring your people to the UK it will give them an ideal opportunity to cement relationships with 'head office' whilst gaining a valuable qualification. It covers the management of safety and health in a wide range of occupational risks that will affect your business. The course concludes with two formal written examinations and a practical inspection and report. Candidates have a five year registration period in which to successfully complete the examinations.

IOSH accredited courses

All of our IOSH accredited courses can be run at your premises. See: Senior Executives, Managing Safely, Working Safely, Environmental Responsibilities.

Leadership in health and safety

See 'culture change' for the last word.

Lifting operations

This is about application of the regulations in your own context. How do you set up an inspection programme? How do you plan a lifting operation? What are the requirements for competence and what should the competent person be doing?

Maintenance safety

What's your problem? Whatever it is maintenance people will fix it. But how do you know they fully appreciate the dangers involved and follow the procedures to reduce risk? They put themselves under pressure long before production supervisors ask “how long before...?” This workshop will be a short sharp reminder to keep themselves safe.

Make the Right Choice™

This powerful attitude course does not need tailoring for your environment; your delegates will do that for themselves. This interactive workshop will cause them to confront the hazards and risks they face and create at work and do something about it. They have the power to choose whether to work safely or to take a risk.

Managing Safely IOSH

Not much more to be said about this. If you know IOSH you will have heard of the programme but just in case you don't call us for details of how this accredited four day programme can benefit your company.

Managing Safely Recertification IOSH

It's a three yearly update and recertification (just as the label says).



Manual handling instructors

This will deliver instructional skills to the fingertips of your chosen trainers. They will get the confidence to pass on the information to the rest of your employees producing a cost effective vehicle for informing the whole workforce about this important risk.

Manual handling practical operations

If you haven't got a trainer we can do it for you. But we don't teach people to pick up empty cardboard boxes; we take it to the job and deal directly with what your staff have to manage for themselves.

Manual handling risk assessment

This can stand alone or be combined with the instructors programme. Either way, your people will understand and be able to assess risks directly connected to your operations.

National General Certificate (NEBOSH)

The two week programme can be run at your site in any combination of employee release; day, two-day, or one week blocks. It covers the management of safety and health in a wide range of occupational risks that will affect your business. The course concludes with two formal written examinations and a practical inspection and report. Candidates have a five year registration period in which to successfully complete the examinations.

NEBOSH accredited courses

Not many people realise that NEBOSH accredited courses can be run in house. Many of our clients in higher risk sectors have made the National General Certificate the management standard for department managers, the National Diploma has run successfully for clients with large safety departments giving consistency of approach and interpretation across the function.

Noise assessment and control

The regulatory standards have been defined and are facing renewed challenges in Court. The threshold of knowledge set by the 2005 regulations identifies 85dBA as a likely cause of damage to hearing. Some employees and some employers are prepared to take the risk. Long term it can only be damaging to both as claims are submitted and insurance premiums go up.

We can help your managers understand the company's responsibilities and work them through strategies and tactics to reduce noise in the workplace.



Office safety

Aren't office workers often forgotten when it comes to safety training? What do you want them to know and we'll put it over in an engaging and sympathetic way. Do you know that some organisations have their process safety so well managed that more accidents occur in their office environments than happen in their production areas!

Permit to work management and operation

Does your staff fully understand the reasons behind the permits you use to control working systems? Do they fully understand how the permit process works and do they understand their responsibilities under the system?

Personal protective equipment

This is a workshop which will provide managers with an understanding of the use and limitations of personal protective equipment in use in the workplace. The intention is to further develop, promote, improve and reinforce a good safety culture in company operations. The legal requirements for the effective management of a PPE programme will be discussed along with the employee's responsibilities to wear it.



Plant isolation (lock off; tag out)

You would be surprised at how many people with responsibilities in this area do not know where the isolation points are for the equipment they maintain. The first rule of engagement with any machinery is to lock off and isolate, it's the basic apprentice's rule that is often forgotten when experience kicks in. This is a sharp reminder of the need to follow formal, managed systems of work when working on machinery.

Christopher Jones

Cert.Ed., Dip2.OSH, CMIOSH, MIIRSM
Principal Consultant

Representing employees' safety

This is for non-union safety representatives known as "representatives of employees' safety". They have a statutory role which can help employers in their duty to maintain a safe workplace. Their contribution to hazard identification and rectification can make the difference.

Risk assessment

Your risks, your procedures; all catered for in your company by training key risk assessors, supervisors and managers in processes that will resolve any of your risk assessment concerns. Our objective is to simplify and debug the concept of risk assessment and keep it real. Or as the Health and Safety Executive say "sensible risk assessment".

Safe'd'Culture™

D is for discipline with a small 'd'. The workshop is about organisational ownership of risk and developing partnerships between supervisor and team in which each knows the expectations of the company and the limits of tolerance they allow. It is about reaching a point where the enforcement of safety rules violates neither the values of the workforce nor the values of supervisory management.

It is not about behavioural safety; it is about managing the safe behaviour of employees to a point where it becomes first nature to follow procedure rather than take a risk.

John Gilbertson

MSc, Cert. Ed., CFIOASH

Director of Training and Development



Safety committee development

There are some people who realise that on their own they can't do anything. But when you put them in a group and they all decide nothing can be done you've got a problem. It is a sad fact of our experience that safety committees are at the end of the queue when the training tokens are handed out. It is no small wonder that they are often dysfunctional.

People don't just get together at meetings and perform; they have to learn how to perform and that's where we come in. Set some time aside for your committee to be trained and they will function twice as fast and twice as effectively.

Safety representatives development

Many organisations send their safety representatives on approved courses without asking them how the training will be applied when they get back to work. This course is aimed at trained safety reps and simply asks that question.

Senior Executives (Safety For) IOSH

Another IOSH standard that gives your senior management team a clear understanding of their legal responsibilities.

Stress awareness

This half day workshop called “getting to grips with stress” will help your staff at all levels to understand the causes, symptoms and effects of stress. They will be able to talk openly about what is happening around them at work and consider solutions to stress related concerns.



Stress risk assessment

The programme combines sensible risk management with the HSE's stress management standards to produce an effective assessment tool that can be applied by managers across your organisation. The assessment works at subjective, qualitative and objective levels and delivers a viable record of what has been discovered and an action plan for stress reduction where necessary.

Stress risk management

This one is for the managers. Stress at work is increasingly in the spotlight and there are numerous accounts of liability and enforcement action over the last decade. This workshop delivers up to the minute analysis of the legal status of stress in the workplace and seeks to persuade managers that they can make a difference.



Training essentials

Having the knowledge and being confident enough to pass it on are two separate issues. This course is so informative even our own trainers use it to refresh their approach every now and again. What subjects do your supervisors and team leaders have to train their staff in? We can take these and help your people create engaging toolbox talks and training sessions with relevance and meaning.

Vibration (control of)

If you have vibration concerns this course will help your delegates to identify equipment that may present vibration risks. It will give them a clear understanding of the nature of injuries and ill-health conditions associated with vibration and the range of controls to be applied.

Work at height

It's the big talking point but don't throw away all of your ladders. It's all about taking a sensible approach to risk avoidance and risk reduction. There are certainly many things you shouldn't be doing from a ladder, but in all probability you shouldn't have been doing them before the regulations came out.

We will help your people review the work they do at height and guide them to the proper selection of equipment and methods in order to ensure the safety of the workforce.

Working Safely IOSH

It's an employee version of the much respected IOSH managing safely course. One (or two) days depending on the risks you want to cover.

We haven't got any courses beginning with X, Y and Z at the moment but if you have something in mind and are looking for someone to deliver it give us a call.

what we do

This is what we do

The Key Consultancy provides practical, engaging and motivating health, safety and environmental training at strategic, technical and operational levels.

And we can also apply it to accredited courses



The **IEMA Associate Certificate Course in Environmental Management** 10 day programme is for environmental managers but will also provide a solid foundation for anyone involved in safety and health management. Managers and supervisors of high risk plant will also benefit from the course which will deliver the operational expertise needed at this level.



IOSH accredited courses deliver knowledge and skills to a wide audience in health and safety and environmental disciplines. Courses range from 1 to 4 days in duration, titles include:

IOSH Managing Safely

IOSH Managing Safely Recertification

IOSH Working Safely

IOSH Safety for Senior Executives

IOSH Managing Environmental Responsibilities

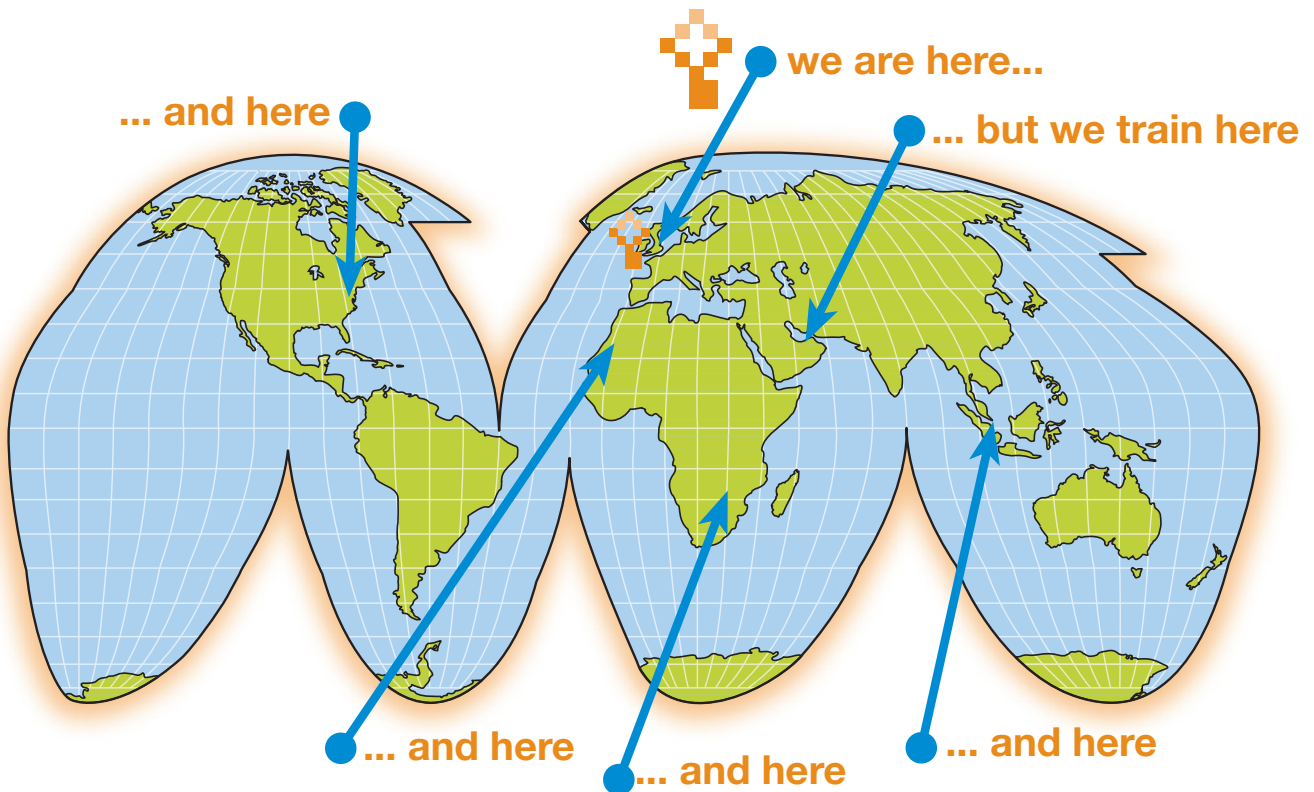
IOSH Working with Environmental Responsibilities



Key is renowned for its delivery of first-rate training under the **NEBOSH** banner.

High risk environment? Set the **NEBOSH National General Certificate** as the standard for your management teams and safety advisors. We believe there to be no other health and safety qualifications in the market today that offer such high levels of domain knowledge and measures of competence.

Accredited courses are delivered to a set syllabus, using our own course materials which have been assessed and approved by the awarding body. There is little room for tailoring these courses without increasing the number of tutor/delegate contact days but we will learn about your company and H, S and E concerns to make the training relevant to the target audience.



key contacts

To discuss and arrange your in-company **Key** experience contact



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