



the **key** consultancy limited

the mount school, bromsgrove

**your future in safety, your future in the environment**

*Celebrating  
20 years  
throughout  
2010*



# course prospectus 2010

# Help us celebrate our 20th year in business by coming to The Mount School for your health, safety and environmental training in 2010. It all started in October 1989 with Key Health & Safety....



## The Mount School, Bromsgrove

The Mount School in central England, is at the heart of the West Midlands motorway network (M6, M5 and M42) and provides a convenient location for our public courses.

The school has four comfortable training rooms, a student lounge with wi-fi for e-mail and web access, and consultants on hand to offer support and advice. Our mock workshop allows students to get 'hands on' with machinery and equipment to aid their learning.

New courses for 2010 include: Introduction to Behavioural Safety, Human Factors in Safety and Leadership Skills in Health and Safety. Year on year our Summer School has proved a great success and in 2010 we'll be delivering the NEBOSH National General Certificate, International Certificate and IEMA Associate Certificate in Environmental Management on consecutive weeks throughout July and August.

## Why Choose Key?

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

We are also renowned for our personal approach and attention to the individual needs of our clients and students. Our consultants and administration teams go the extra mile or two to make everyone's Key experience one to remember.

Our management system (ISO 9001:2008) recently stood up to a thorough inspection by the British Standards Institute and we were given registration under the scope of "The design and development of practical, engaging and motivating health, safety and environmental training at strategic, technical and operational levels."



FS 533910

Choosing Key for your training ensures you'll be in good hands.

We hope to welcome you soon.

*John and Christina*

Key Directors **John and Christina Gilbertson**

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



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**Our Promise - We never cancel our courses in the event of low numbers. Once you have secured your place on a public course and paid your invoice, we guarantee to deliver it for you, even if you are the only person enrolled.**

**Inclusive Fees** - Course fees include all registration and exam fees (NEBOSH, IOSH and IEMA), comprehensive course notes, lunch and refreshments.

**Course Availability** - Please contact us to check availability on your chosen programme. Courses may be added throughout the year so make sure you visit our web site to keep up-to-date.

**Accommodation** - Details of local hotels are available online and by contacting our administration team.

**Discounts** - Discounts are available for multiple/group bookings; the more you buy the more you save!

**Self Funding?** - We will pay your VAT. Terms and conditions apply, contact us for further details.

**Hire our Facilities** - Training rooms are available for hire at competitive meeting and day-delegate rates. Make an impression by utilising our friendly environment and excellent catering facilities for your next working day away from the office.



## The National Examination Board in Occupational Safety and Health

NEBOSH qualifications are recognised and respected by employers in all sectors of the economy and provide the benchmark standard against which others are compared in the UK and internationally.

[www.nebosh.org.uk](http://www.nebosh.org.uk)

## NEBOSH National General Certificate



**Ten Day Block and Day Release Course**

**£1545 + VAT**

This popular Certificate, known as NGC, is for those who have responsibilities for health and safety and require an accredited measure of capability in this field. If you are a manager, health and safety adviser in a low risk environment, or if you are just starting out on a career in safety this course will provide a solid foundation on which to build your knowledge.

Delegates successfully completing this programme who can demonstrate at least 5 years in a health and safety role will be eligible to apply for Tech IOSH membership of IOSH.

NGC1 and NGC2 written examinations will be held on the final day of each course. The NGC3 practical examination will be conducted in our mock workshop.

### Ref: C110

Week 1 11 - 15 January

Week 2 08 - 12 February

### Ref: C210

Week 1 01 - 05 March

Week 2 22 - 26 March

### Ref: C310

Week 1 26 - 30 April

Week 2 24 - 28 May

### Ref: C410

Week 1 07 - 11 June

Week 2 28 June - 02 July

### Ref: C510

Week 1 27 Sep - 01 October

Week 2 25 - 29 October

### Ref: C610

Week 1 08 - 12 November

Week 2 29 Nov - 03 Dec

### Ref: C110 FT

Summer School 'fast track' course delivered over two consecutive weeks.

Week 1 09 - 13 August



Week 2 16 - 20 August

*Candidates need to be registered with NEBOSH one calendar month prior to the exam date.*

### Ref: C110 DR

Course delivered over consecutive weeks starting Monday 18 January with the examinations on Friday 26 March.

### Ref: C210 DR

Course delivered over consecutive weeks starting Monday 27 September with the examinations on Friday 03 December.

## NEBOSH International General Certificate



**Summer School (Two Consecutive Weeks) £1545 + VAT**

The International Certificate is aimed at managers and safety advisors who have responsibilities for health and safety in the international arena. The course places its focus on best practice and ILO (International Labour Organisation) standards rather than UK legislation.

IGC1 and IGC2 written examinations will be held on the final day of the course. The IGC3 practical examination will be conducted in our mock workshop.

**Ref: IC SC10**



Week 1 12 - 16 July      Week 2 19 - 23 July

*Candidates need to be registered with NEBOSH one calendar month prior to the exam date.*

## NEBOSH Certificate in Fire Safety and Risk Management



**Five Day Block Release Course £895 + VAT**

The NEBOSH Certificate in Fire Safety and Risk Management is a five day endorsement for those who have gained the National General Certificate within the past 5 years. It covers: legal requirements, principles of fire and explosion, causes and prevention of fires, fire protection in buildings and ensuring the safety of people in the event of a fire.

The written examination (FC1) completes the week of study and will be held on the final day of the course. A practical assessment (FC2) needs to be completed in the candidates' own workplace.

**Ref: FCMAR10** 08 - 12 March

**Ref: FCOCT10** 18 - 22 October

*Candidates need to be registered with NEBOSH one calendar month prior to the exam date.*

## NEBOSH National Certificate in Construction Health and Safety



**Ten Day Block Release Course £1595 + VAT**

The NEBOSH Certificate in Construction Health and Safety is a ten day endorsement for those who have gained the National General Certificate within the past 5 years.

The programme covers: the main legal requirements relating to health and safety in UK construction work, identification and control of construction workplace hazards, and the practical application of this knowledge.

The written examination (NCC1) completes the two weeks of study and will be held on the final day of the course. Candidates will need to find a suitable site for the practical assessment (NCC2) - a safety inspection of a construction workplace.

**Ref: NCC110**

Week 1 15 - 19 February      Week 2 08 - 12 March

**Ref: NCC210**

Week 1 25 - 29 October      Week 2 15 - 19 November

## NEBOSH National Diploma in Occupational Health and Safety



<b>Block Release Programme</b>	<b>£2495 + VAT</b> (Unit A)
	<b>£1695 + VAT</b> (Unit B)
	<b>£1695 + VAT</b> (Unit C)
	<b>£510 + VAT</b> (Optional Revision)

This is a unitised seven week programme accredited by the National Examination Board in Occupational Safety and Health. There is a formal 3 hour exam for each Unit and an 8000 word assignment (Unit D).

Candidates have a period of 5 years to gain the award after initial registration with NEBOSH and can start the National Diploma at Week 1 of any Unit (A, B or C).

The National Diploma will give entry to IOSH at the membership grade of Grad IOSH.

We would advise you to sit the next available examination after completing the study of any Unit (A, B or C).

For Units starting after September 2010, the next available examinations will be in January 2011 (Dates TBC).

Our National Diploma pass rates are consistently well above the national average, contact us for results from our last exam sitting.

### Unit A

Week 1 15 - 19 March	Week 2 19 - 23 April
Week 3 24 - 28 May	

Week 1 13 - 17 September	Week 2 11 - 15 October
Week 3 22 - 26 November	

### Unit B

Week 1 25 - 29 January	Week 2 22 - 26 February
Week 1 06 - 10 September	Week 2 04 - 08 October

### Unit C

Week 1 12 - 16 April	Week 2 17 - 21 May
Week 1 01 - 05 November	Week 2 06 - 10 December

### Revision

Unit A	11 January
Unit B	12 January
Unit C	13 January
Unit A	28 June
Unit B	29 June
Unit C	30 June

### Examinations

Unit A	19 January
Unit B	20 January
Unit C	21 January
Unit A	06 July
Unit B	07 July
Unit C	08 July



## Institute of Environmental Management and Assessment

The Institute of Environmental Management and Assessment (IEMA) is a recognised specialist authority in the field of the environment. Our IEMA Certificate course below leads to associate membership of the Institute for successful candidates.

[www.iema.net](http://www.iema.net)

### IEMA Associate Certificate Course in Environmental Management



**Ten Day Block Release Course**

**£1745 + VAT**

This popular ten day certificate is aimed at managers and safety and environmental practitioners who have responsibility for environmental management.

A three hour 'open book' exam on the final day completes this course and since September 2003 our pass rate based on first time sittings stands at 100%.

**Ref: IEMA 110**

Week 1 01 - 05 March

Week 2 22 - 26 March

**Ref: IEMA SC10**

Week 1 26 - 30 July

Week 2 02 - 06 August



**Ref: IEMA 210**

Week 1 20 - 24 September

Week 2 18 - 22 October

### NEBOSH National Diploma in Environmental Management



**Block Release Course**

**£1495 + VAT**

Extend your environmental studies to include the NEBOSH National Diploma in Environmental Management (level 6) with our one week supplementary module. This option is available for anyone seeking a high level accredited qualification in this discipline and will enable delegates to make an effective contribution to their organisation's environmental management and performance at both a strategic and operational level.

To join this programme Candidates must have completed our ten day IEMA Associate Certificate Course in Environmental Management, or hold associate membership of IEMA by examination.

**Ref: Dip Env 110**

Week 3 17 - 21 May

Revision 09 June

Exam 10 June

**Ref: Dip Env 210**

Week 3 08 - 12 November

Revision 08 December

Exam 09 December

### NEBOSH National Certificate in Environmental Management



**Five Day Block Release Course**



**£895 + VAT**

A new course from NEBOSH designed for managers, supervisors and employees who have responsibility for managing environmental issues as part of their work. A written examination completes the week of study and will be held on the final day of the course. This is then followed by a practical assessment to be completed in the candidates' own workplace.

**Ref: EC110** 01 - 05 February

**Ref: EC210** 10 - 14 May

**Ref: EC310** 06 - 10 September

*Candidates need to be registered with NEBOSH one calendar month prior to the exam date.*



## Institution of Occupational Safety and Health

IOSH is the Chartered body for health and safety professionals. With more than 35,000 individual members, it is the biggest professional health and safety organisation in the world. The following courses have been accredited by IOSH for delivery using our own Key training notes and presentation materials.

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

### **IOSH Managing Safely**

#### **Four Day Course**

Managing Safely provides delegates with an understanding of health and safety requirements relating to their work activities. It highlights organisational and human influences on safety at work and focuses on a range of risk control measures essential to company activities. It will help to develop an approach to safe working, using tried and tested health and safety management systems such as HSG65.

19 - 22 January

15 - 18 June

14 - 17 September

16 - 19 November



**£699 + VAT**

### **IOSH Managing Safely Recertification**

#### **One Day Course**

An update and recertification programme for Managing Safely certificate holders with current information on health and safety issues in the workplace and recent changes to key pieces of legislation.

This course is open to anyone, but IOSH certificates are only available to delegates who have completed the full course in the last 3 years.

13 September



**£250 + VAT**

engaging and motivating health, safety and environmental training at strategic, technical and operational levels; from operatives, supervisors and managers, to safety professionals - we have a short course to meet your requirements

**For each full price place booked on any short course in 2010 an additional place is available for half price (terms and conditions apply).**

## Accident Investigation

**One Day Course**

**£240 + VAT**

Our systematic approach to accident investigation will provide delegates with a strategy for dealing with accident investigation and reporting.

03 February

22 June

13 October

## Authorising Permits

**One Day Course**

**£240 + VAT**

Developing capabilities in the generation and management of permit to work procedures for personnel identified as duty holders.

04 February

21 June

23 September

## CDM (Construction, Design and Management Regulations)

**One Day Course**

**£240 + VAT**

The aim of this workshop is to provide delegates with a practical approach to the regulations and also deliver an update/refresher of knowledge of the regulations.

24 February

24 June

03 November

## CE Marking of Machinery

**One Day Course**

**£240 + VAT**

For those responsible for supplying or procuring products to which a relevant Directive applies. On completion delegates will be able to outline their individual and corporate responsibilities for the supply or procurement of work equipment and CE marking.

03 February

23 June

22 September

**For each full price place booked on any short course in 2010 an additional place is available for half price (terms and conditions apply).**

### **Corporate Manslaughter Briefing**

**Six Hour Course**

**£240 + VAT**

The law relating to corporate manslaughter changed in April of 2008. The aim of this briefing is to review the implications of the Corporate Manslaughter and Homicide Act 2007 for organisations and their managers.

16 March (10:00 - 16:00)

### **CoSHH Risk Assessment**

**Two Day Course**

**£420 + VAT**

Our training approach to this subject will equip delegates with the appropriate knowledge and practical skills to enable them to make effective workplace CoSHH assessments with confidence.

11 - 12 February      14 - 15 June      23 - 24 November

### **DSEAR**

#### **(Dangerous Substances and Explosive Atmospheres Regulations)**

**One Day Course**

**£240 + VAT**

Dust, gas, vapours and flammable liquids! This course will inform delegates of the contents of the Dangerous Substances and Explosive Atmospheres Regulations and outline the actions to take for compliance.

15 April      05 July      05 November

### **DSE Assessment**

**One Day Course**

**£240 + VAT**

Developing knowledge and practical skills for those making assessments of display screen equipment workstations. Theory and legislation are covered in the morning followed by practical assessments of workstations in the afternoon.

09 February      24 June      30 September

### **Events Health and Safety Risk Management**

**Two Day Course**

**£420 + VAT**

This course is designed to give those responsible for staging public events an understanding of the potential risks and control measures necessary to manage those risks. Dealing with (and managing) crowds, contractors, noise and local authorities will all be explored during the two days.

04 - 05 February      05 - 06 July      25 - 26 November

### **Fire Safety and Risk Assessment**

**Two Day Course**

**£420 + VAT**

On completion delegates will have the information and skills necessary to enable them to conduct fire risk assessments in low to medium risk environments and ensure legislative compliance.

28 - 29 January      17 - 18 June      14 - 15 October

### **Health and Safety for Managers and Supervisors**

**One Day Course**

**£240 + VAT**

Roles and responsibilities of the front line manager will be explored as well as legal requirements for health and safety at work and the economic and humanitarian consequences of failure.

26 January      16 June      08 October

## Human Factors in Safety

Two Day Course



£495 + VAT

Human factors are a primary causal influence over risk when planning for preventative and protective measures. The aim of this course is to enable delegates to use their existing knowledge of human factors to influence individual and organisational behaviour and effect cultural change in their organisation. It will explore the limits of individual behaviour and its influence on the organisation, the system and its outputs. It will also identify opportunities for the application of behavioural-change "leverage" with a view to improving conformity with procedures.

26 - 27 April

27 - 28 October

## Introduction to Behavioural Safety

One Day Course



£240 + VAT

This introduction will equip delegates with the practical and theoretical skills to assess the viability of a behavioural safety programme in their workplace. It will explain the foundations of behavioural safety and the human and organisational influences on behaviour. It will elaborate on the antecedents, behaviour and consequence model, and consider exactly why people don't follow rules.

19 April

22 September

## Introduction to HAZOP

One Day Course

£240 + VAT

A one day course to provide an overview of the Hazard and Operability Study process.

21 January

14 May

26 October

## Leadership Skills in Health and Safety

Two Day Course



£495 + VAT

The course aims to provide an opportunity for delegates to review their leadership style in the context of current leadership thinking. It will enable them to apply practical strategic thinking to their future safety management programme, inspire their site leadership teams and add value to their organisational role. How do we determine which goals have priority? Does it really matter how many times we say "well done"? How do we move from managing to leading? These and many more questions will be answered.

17 - 18 March

20 -21 September

## LOLER

### (Lifting Operations and Lifting Equipment Regulations)

One Day Course

£240 + VAT

On completion delegates will understand and be able to apply the LOLE Regulations with regard to lifting equipment wherever it's used.

05 February

22 June

24 September

## Managing Asbestos

One Day Course

£240 + VAT

For those working with or around asbestos; through practical exercises delegates will gain knowledge of how to control asbestos and receive guidance on the duty to manage asbestos in the Control of Asbestos at Work Regulations 2006.

25 February

25 June

04 November

## Managing Contractors

One Day Course

£240 + VAT

Not just a construction issue; this programme gives an understanding of the need to take reasonable care in the control of all types of contractors working on company premises, and the actions necessary to fulfil legal duties.

23 February

23 June

02 November

**For each full price place booked on any short course in 2010 an additional place is available for half price (terms and conditions apply).**

### **Manual Handling Instructors and Assessors**

**Three Day Course** **£595 + VAT**

On this course we show delegates how effective training and instruction can be used as part of a programme of manual handling risk management in the workplace. Delegates are required to deliver an assessed presentation at the end of the course and on successful completion they will be added to our Register of Instructors and Assessors for a period of 3 years.

17 - 19 February      23 - 25 June      01 - 03 September

### **Manual Handling Instructors and Assessors Refresher**

**One Day Course** **£175 + VAT**

Refresher course for those who have been on our Register of Instructors and Assessors for 3 years. Delegates are re-assessed on their learning and their ability to instruct others in manual handling techniques.

28 September

### **Office Safety**

**One Day Course** **£240 + VAT**

This course is ideal for those managing or supervising an office environment and ensuring the welfare of colleagues, contractors and visitors to their premises. Why not book this at the same time as DSE Assessment as it is being delivered on the previous day.

10 February      25 June      01 October

### **Representing Employees' Safety**

**One Day Course** **£240 + VAT**

Providing representatives of employee safety with the skills to enable them to take a proactive role in the identification and rectification of hazards within the workplace.

14 April      05 October

### **Risk Assessment Workshop**

**One Day Course** **£240 + VAT**

Why, when and how? Easy steps to making suitable and sufficient risk assessments will be discussed, leaving delegates with the confidence and knowledge to carry out the task back in the workplace.

02 February      21 June      12 October

### **Risk and the Pregnant Worker**

**One Day Course** **£240 + VAT**

What are the risks faced by pregnant workers today? This course will give managers and supervisors the necessary skills and knowledge to manage and effectively discharge their responsibilities regarding pregnant workers.

08 February      23 June      29 September

### **Stress Risk Assessment**

**One Day Course** **£240 + VAT**

It's about reducing the harmful consequences of stress at source through risk assessment and control - rather than reactive measures when tensions are high. Use our system and risk assessment tool to examine your workplace following this insightful programme.

11 February      22 June      28 September

### **Working Safely with Chemicals**

**One Day Course** **£240 + VAT**

This is for anyone who has to use or handle chemicals at work. On completion delegates will understand the hazards present when working with substances hazardous to health and the actions necessary to reduce personal risk.

22 January      10 May      07 October

### whatever your environment...



### ...we have the skills and expertise to meet your H, S and E training needs

#### Let us come to you

80% of the work we do is on-site for clients throughout the UK and worldwide. In-company training courses can be tailored to meet the specific needs of a client and the industry in which they operate. We ensure through consultation that your staff get the right training programme every time, and that it's relevant to their job role and responsibilities.

#### Reasons to choose key for your in-company training requirements:

- *Qualified team of consultants, all hold membership of IOSH and are experienced trainers.*
- *Daily training rate for up to 15 delegates rather than a 'per head' fee.*
- *Comprehensive course notes provided for use during and after the delivery.*
- *Your policies, procedures and documentation can be incorporated into the delivery of all short courses.*
- *Continued support after the training has been delivered.*

This prospectus contains just a sample of the courses available for clients at their premises. 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.

Our consultancy services include policy and procedure writing, risk assessments, workplace inspection and reports, company health checks and technical assessments. Our team of consultants has experience in a wide and diverse range of industry settings. We will assign a consultant to your project that understands your industry needs and safety concerns.

Contact us now to discuss and arrange your in-company Key experience.

## the team

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**John Gilbertson** MSc, Cert. Ed., CFOSH  
Director of Training and Development

Specialist areas: Behavioural safety, management systems and trainer coaching/mentoring. John has overall responsibility for all training courses at Key.



**Mike Pitham** Dip2.OSH, MSc, CMIOSH  
Principal Consultant

Specialist areas: Construction law, contractor management and employee representation. Mike is our NEBOSH Construction Certificate programme manager.



**Christina Gilbertson** MIO, AIRSM  
Managing Director

Christina manages the team with great skill and efficiency. She took the reins in 2000 and has been steering Key from strength to strength as the years go by.



**Kevin Griffin** Dip2.OSH, CMIOSH  
Principal Consultant

Specialist areas: Fire law, DSEAR, machinery, chemical and electrical safety. Kevin is our NEBOSH General, International and Fire Certificate programme manager.



**Gareth Lewis** MInstSMM, MIDM  
Business Development Manager

Gareth has responsibility for all things sales and marketing at Key, he is responsible for the web site, advertising, and marketing our courses to the safety community.



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

Specialist areas: Ergonomics, DSE, noise and vibration. Chris is our NEBOSH National Diploma programme manager.



**Anita Heath** DipRSA  
Administration Manager

Anita manages the day to day running of our training centre, student enrolment, accounts and anything else to do with the administration side of the business.



**Richard Cumberland**  
BSc, MCIPD, CMIOSH  
Principal Consultant

Specialist areas: Health and safety law, behavioural safety, manager and executive level training. Richard is our IOSH programme manager.



**Grace McFadyean** ACMI, HNC  
Business Development Assistant

Grace supports the business development area of the business, managing our client database, responding to enquiries and communicating forthcoming courses to our client base.



**Amy Bowering** BA (Hons), Tech IOSH  
Consultant

Specialist areas: Risk assessment, accident investigation and NEBOSH National General Certificate delivery.



**Sarah Troman**  
Administration Assistant

Sarah works with Anita to ensure the smooth running of all administrative aspects at Key.



**Steve Simmons**  
BSc (Hons), PhD, CEnv, CMIWM, CMIOSH  
Environmental Programme Manager

Specialist areas: Environmental law, best practice and waste management. Steve manages the development and delivery of all our environmental courses.

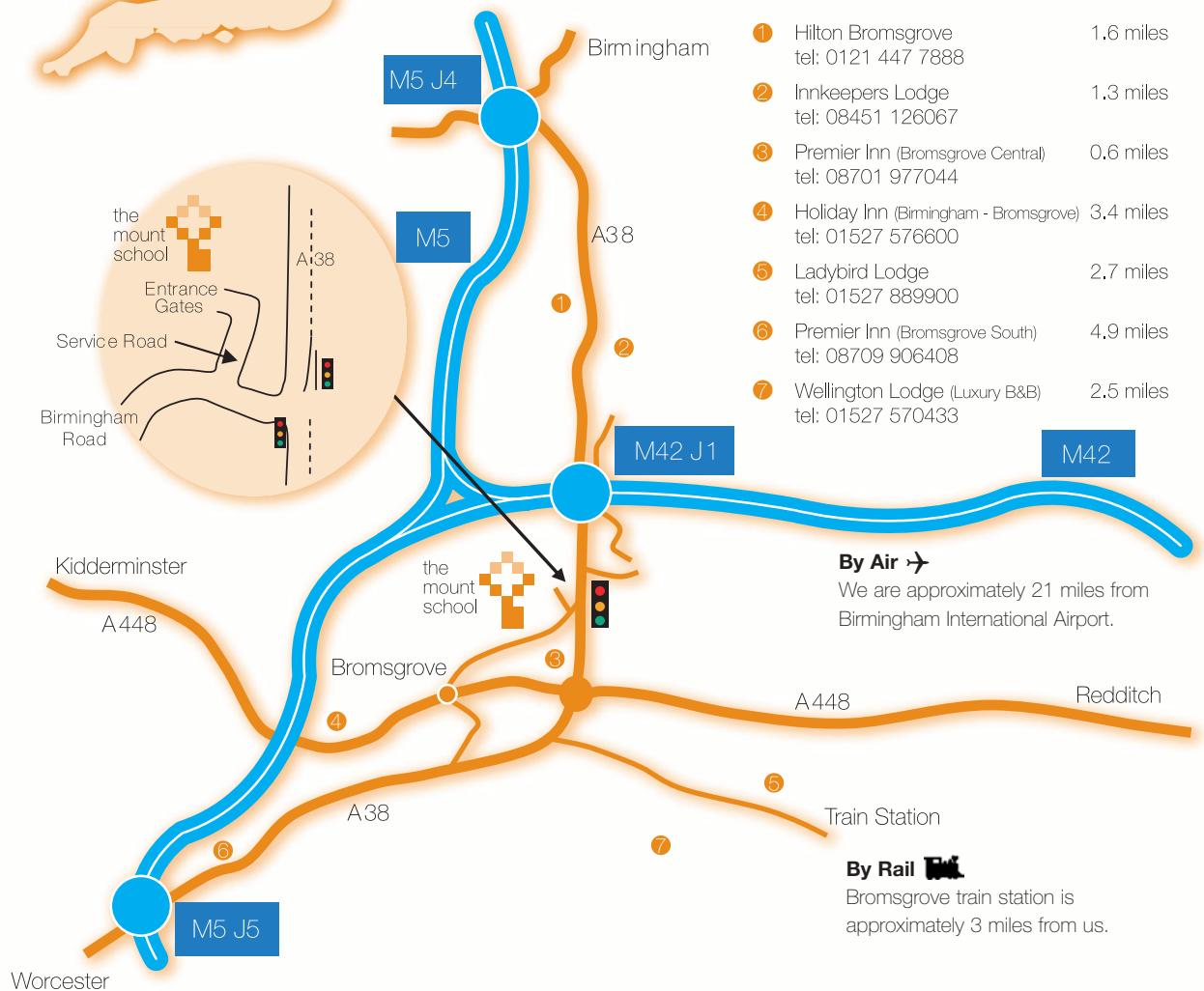


**Gregg McFadyean**  
Facilities Coordinator

Gregg is responsible for facilities at Key, setting up the training rooms, managing lunch and refreshments, and all aspects of delegate comfort.



We are ideally placed in central England at the heart of the West Midlands motorway network.



## By Car

**From the M42:** Exit Junction 1. Take the 2nd exit sign posted A38 Bromsgrove/ Worcester. At the lights take the right filter - Bromsgrove North. Immediately after the lights take the right turn into the service road, our entrance is at the end on the left.

**From the North:** Exit Junction 4 off the M5. Take the 2nd exit sign posted A38 Bromsgrove/Worcester. At the next island take the 4th exit and follow directions above.

**From the South:** Exit Junction 5 off the M5. Follow signs for A38 Bromsgrove (right at the bottom of the slip road and under M5). Through Wychbold past Webbs Garden Centre (straight over mini island). At the next island take the 2nd exit sign posted A38 Redditch. Through the set of traffic lights, straight over the next 2 islands. Through 2 sets of traffic lights. At the next island take 2nd exit (straight over). Straight over the mini island. At the next set of lights turn left. Immediately after these lights take the right turn into the service road, our entrance is at the end on the left.

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