



CoreSkills⁺ workshops

26–27 February 2013 | ExCeL London

EIGHT NEW
WORKSHOP
TITLES ADDED!

Improve, refresh and expand your core health and safety skills at the annual IOSH conference and exhibition

Whether you're new to health and safety or need a refresher course on critical topics, the **CoreSkills⁺ workshops** will give you the skills you need to meet your development needs, as well as access to learning and networking opportunities on the exhibition floor.

- Choose from **24 one-hour workshops**
- Create your **own personalised timetable** to match your learning objectives and budget
- **Network** with fellow colleagues facing similar health and safety challenges
- For every **three workshops** you choose to attend, **get an additional one free**

Choose from the following topics, and tailor your agenda to match your CPD goals:

Soft skills

- Communicating and influencing
- Changing culture from the top down
- Improving behavioural safety

Prevention, planning and training

- Emergency planning
- Fire risk management
- Training best practice

Contractor and risk management

- Road risks
- Lone and remote working
- Contractor management

Physical and mental health

- Managing stress
- Manual handling and MSDs
- Ergonomics and DSE

Global health and safety challenges

- Cultural awareness
- Changing global roles of health and safety
- International legislation and regulations

Changing regulations

- CDM compliance
- Managing asbestos
- COSHH guidance

Reporting and investigating

- Reporting near misses
- Incident reporting and investigation
- Benchmarking performance

Register online at

www.ioshconference.co.uk/coreskills



Institution of Occupational
Safety and Health

Sponsor:

bsi.



CoreSkills⁺ workshops

26 – 27 February 2013 | ExCeL London

What is CoreSkills⁺?

A programme of 24 one-hour workshops, developed with the aim of helping more practitioners benefit from attending IOSH 2013.

Why attend?

- The CoreSkills⁺ **bite-sized sessions** are a great way to contribute to your personal development if the main IOSH conference doesn't meet your educational needs or budget
- Choose the workshops most suitable for you, and build a **bespoke agenda of hands-on training**
- Benefit from what's on offer at the exhibition – meet with over **100 suppliers** and get access to the free seminar programme in the spotlight theatres

Who should attend?

CoreSkills⁺ is suitable for those new to health and safety who are keen to expand their knowledge, and experienced practitioners looking for a refresher on key topics.

How much do the sessions cost?

One CoreSkills⁺ workshop is just £60 + VAT. **Book three workshops and get a fourth workshop free.**

How do I register?

To register for CoreSkills⁺, please call **+44 (0)845 833 2228**, or visit **www.ioshconference.co.uk/coreskills**.



CoreSkills⁺ programme

26–27 February 2013 | ExCeL London

DAY ONE – Tuesday 26 February 2013

Soft skills

09.00

WORKSHOP 1A

Communicating and influencing: getting people's buy-in

What is the health and safety industry doing in order to communicate important messages effectively and change employees' way of thinking about their individual/team/company health and safety practices? This workshop will give you ideas on how to gain influence and get your message across.

Key topics

- What are the best methods of communicating workplace health and safety messages?
- The need to include a variety of communication approaches
- Communicating with all levels in an organisation
- Exploring new and innovative influencing techniques

Workshop led by: **Liz Skelton**

Principal Consultant, **System Concepts**

10.00

Break

10.15

WORKSHOP 2A

Changing culture from the top down

NEW!

Shaping the safety culture in an organisation is something that can be achieved at any level, from the CEO to the health and safety adviser. This practical workshop will detail how to support upper management in flying the health and safety flag and implementing changes successfully.

Key topics

- How do you get senior management's attention?
- Best practice in overcoming objections and changing attitudes
- Where does health and safety sit in the pecking order during tough times? And how can you make sure it stays high up the agenda?
- How to get management to champion health and safety

Workshop led by: **Dr Autumn Krauss**

Chief Scientist, **Sentis**

11.15

Break

Global health and safety challenges

WORKSHOP 1B

Cultural awareness: local interpretations of health and safety

More than ever before, health and safety practitioners are taking on international responsibilities. It's important, therefore, to understand various cultures across the globe and their attitudes towards health and safety. This practical workshop will give you key insights into how to integrate good practice into a developing health and safety market.

Key topics

- Creating an awareness of health and safety as a priority
- What is the global appetite for high health and safety standards?
- Overcoming different international interpretations of health and safety

Workshop leader to be announced

Break

WORKSHOP 2B

The changing global role of health and safety

The role of the health and safety practitioner is not only evolving to cover environmental and quality issues, but is expanding across different geographies. Find out how this shift is changing the dynamics of the day-to-day job of the health and safety adviser.

Key topics

- How is the role of health and safety evolving to cover 'global'?
- How to work across international health and safety markets using UK knowledge
- Practical approaches to understanding how the terms 'global' and 'Europe, Middle East and Africa' can change your role

Workshop led by: **Tara O'Leary**

Global Health and Safety Manager, **PepsiCo**

Break

11.30 **WORKSHOP 3A** **Practical approaches to changing and improving behavioural safety**

There is an increasing industry focus on the use of behavioural safety. To achieve changes in behaviour, policies and systems must change too, and be supported from the top. Take advantage of this workshop leader's expertise and share ideas that have been successful for others in generating lasting change in health and safety behaviour.

Key topics

- What is behavioural safety and how can you best implement it in your organisation?
- Customising behaviour-based safety programmes
- Understanding the psychology of behavioural safety
- Changing deeply ingrained unsafe behaviour

Workshop led by: **Paul Thompson**, Senior Health and Safety Manager, and **Emily Toplis**, Injury Free Environment Specialist, **Skanska**

12.30 Lunch

Prevention, planning and training

13.15 **WORKSHOP 4A** **Effective emergency planning protocols**

As a health and safety practitioner, it's essential that you have robust procedures in place for any emergency. This workshop will provide you with a step-by-step guide on best practice communication in emergency planning.

Key topics

- Understanding where the responsibilities lie in emergency planning
- Liaising and communicating effectively with the emergency services
- Discovering unrecognised hazards that could aggravate an emergency, and ways to eliminate them
- The importance of having a business continuity plan that is tested and reviewed regularly

Workshop leader to be announced

14.15 Break

14.30 **WORKSHOP 5A** **Guidance on fire management: reducing the risk**

In every organisation, fire risk management is a key priority. It is increasingly acknowledged that buildings with first-class fire precautions and poor management can pose a greater risk than a building with few fire precautions and good management. Attend this workshop to learn about how a robust fire risk management system can benefit your organisation.

Key topics

- Examining the consequences of fire, including property damage, human casualties and lost business
- Effective fire safety management
- Fire risk assessments – who should do what, where and when?
- Exploring recent case studies to learn from past mistakes

Workshop led by: **Suzanne Fribbins**, EMEA Product Marketing Manager – Risk, **BSI** and **Ben Bradford**, Director, **BB7 Fire Risk & Resilience**

WORKSHOP 3B **Practical insights into international legislation and regulations**

As well as understanding health and safety cultures around the world, it's essential to keep up to date with the changes in international health and safety legislation and regulations. Join this interactive session to find out about health and safety regulations and legislation that apply outside the UK.

OR

Key topics

- The latest changes in international legislation over the last 12 months
- What are the minimum health and safety requirements under the EU directives?
- Learning outcomes from recent cases and changes to global legislation

Workshop led by: **Richard Voke**, Partner, **Lyons Davidson**

Lunch

Physical and mental health

WORKSHOP 4B **Reducing and managing stress in the workplace**

Work-related stress is an increasing problem across all industries, and with the economic climate, organisational restructuring and limited human resources, it's not going away any time soon. Attend this interactive workshop to understand how to manage stress, help to reduce turnover and absences, and increase performance.

OR

Key topics

- What is the definition of stress?
- Tips on recognising warning signs of stress
- Factors which contribute to workplace stress
- Support systems for managing and reducing stress for all employees

Workshop led by: **Judy Reeves**, Director, **Stress Consultants**

Break

WORKSHOP 5B **Getting to grips with manual handling and MSDs**

Manual handling at work is one of the most common causes of musculoskeletal disorders (MSDs), accounting for over a third of all workplace injuries. This workshop will offer you guidance on what you need to do to minimise manual handling risks and protect your workforce.

OR

Key topics

- Common manual handling risk factors
- Practical help with risk assessment and control
- Best practice in dealing with problems associated with manual handling

Workshop led by: **Jeremy Ferreira**, Senior Ergonomist, **HSL**

15.30 Break

WORKSHOP 6A **Health and safety training best practice** **NEW!**

Training is a key element in any health and safety role, and how you share and retain new information among employees can be a difficult task. This workshop will offer you practical guidance on new training methods and increasing employees' health and safety knowledge.

Key topics

- Best practice training methods and techniques
- The importance of refresher courses for employee engagement
- Improving management commitment to health and safety training
- The most successful ways to embed the information learned

Workshop led by: **Tim Sparey**
Tutor Delivery Manager, **BSI**

16.45 End of day 1

Break

WORKSHOP 6B **A practical guide to ergonomics and DSE** **NEW!**

The exponential growth in use of information technology has increased the health and safety concerns associated with display screen equipment (DSE). This interactive workshop will demonstrate how DSE has evolved with new technology and how ergonomics strategies can help overcome the challenges. It will also address the role of inclusive design in the development and use of DSE.

Key topics

- Identifying how to educate employees about ergonomics principles and DSE
- Optimising your DSE risk assessment
- Complying with regulations without increasing expense

Workshop led by: **Charlie Turner**
Consultant, **System Concepts**

End of day 1

OR

DAY TWO – Wednesday 27 February 2013

Changing regulations

WORKSHOP 7A **CDM Regulations and compliance** **NEW!**

The CDM Regulations apply to most building and engineering construction work. Attend this workshop to understand what is needed for CDM compliance and the legal duties your organisation needs to meet.

Key topics

- Revising the CDM Regulations – important changes, where the Regulations apply and what happens if you don't comply
- Who is responsible and how this impacts on contractors
- Understanding the difference between a construction phase plan and a health and safety file

Workshop led by: **Stephen Coppin**
Head of Compliance Services, **Vinci Facilities**

10.00 Break

WORKSHOP 8A **Managing asbestos and the new regulations** **NEW!**

Recent changes have been made to asbestos legislation. This workshop will give you the opportunity to put your questions to an experienced professional about how the new asbestos regulations will have an impact on your business.

Key topics

- Changes made under the Control of Asbestos Regulations 2012
- The types of non-licensed work with asbestos that have been affected by the new regulations
- Case study examples of how the changes have affected organisations over the last 12 months

Workshop led by: **John Nunns**
Principal Asbestos Consultant, **Capita Symonds**

Reporting and investigating

WORKSHOP 7B **How to increase and accurately report near misses** **NEW!**

It's critical to record and investigate near-miss incidents to learn from mistakes and prevent workers being injured or becoming ill in the future. But are you and your organisation reporting near misses accurately, and how can you overcome reluctance to report? This in-depth workshop will help you address how best to address issues surrounding near-miss reporting.

Key topics

- The top reasons why employees fail to report near misses and how to address them
- Keeping the reporting process relevant and consistent
- Dealing with reports and data

Workshop led by: **Tim Williams**, Health, Safety and Environmental Adviser, **Civil Aviation Authority**

Break

WORKSHOP 8B **Incident reporting and investigation: beyond the basics**

In most organisations, protocols are in place to make sure accidents and incidents are reported. However, the way in which these events are investigated varies widely between companies, departments and individuals. This practical workshop will offer step-by-step guidelines on how to improve your existing incident reporting and investigation procedures.

Key topics

- Investigate, cross-examine and interview effectively
- Promoting information sharing and what lessons can be learned from previous experiences
- How to implement the outcomes and decisions from an incident investigation
- The best root cause analysis methods to use to identify factors that contributed to an accident

Workshop led by: **Clare Solomon**
Managing Director, **Hill Solomon**

OR

11.15 Break

WORKSHOP 9A **Practical advice and guidance on COSHH** **NEW!**

If you handle hazardous substances, it's essential that you get regular advice on how to use them safely, how to complete COSHH assessments, and what the law requires. This interactive workshop will make sure you have all the information you need to prevent COSHH incidents and, if they do occur, how best to deal with them.

Key topics

- COSHH assessments – best practice examples
- Your duties under the COSHH Regulations
- Dealing with accidents, incidents and emergencies that involve hazardous substances

Workshop led by: Adele Wood
Director, **Risk Protection Solutions**

12.30 Lunch

Soft skills

WORKSHOP 10A **Communicating and influencing: getting people's buy-in**

What is the health and safety industry doing in order to communicate important messages effectively and change employees' way of thinking about their individual/team/company health and safety practices? This workshop will give you ideas on how to gain influence and get your message across.

Key topics

- What are the best methods of communicating workplace health and safety messages?
- The need to include a variety of communication approaches
- Communicating with all levels in an organisation
- Exploring new and innovative influencing techniques

Workshop led by: Liz Skelton
Principal Consultant, **System Concepts**

14.15 Break

WORKSHOP 11A **Changing culture from the top down** **NEW!**

Shaping the safety culture in an organisation is something that can be achieved at any level, from the CEO to the health and safety adviser. This practical workshop will detail how to support upper management in flying the health and safety flag and implementing changes successfully.

Key topics

- How do you get senior management's attention?
- Best practice in overcoming objections and changing attitudes
- Where does health and safety sit in the pecking order during tough times? And how can you make sure it stays high up the agenda?
- How to get management to champion health and safety

Workshop led by: Dr Autumn Krauss
Chief Scientist, **Sentis**

Break

WORKSHOP 9B **Benchmarking health and safety performance** **NEW!**

It's a good idea to step outside the constraints of your 'office' to compare processes and performance with your peers as a way of benchmarking to make sure you're heading in the right direction and not continually 'reinventing the wheel'. This practical workshop offers you the chance to consider the advantages of health and safety benchmarking and how to act on lessons learned.

Key topics

- How to apply benchmarking to health and safety, and why
- What indicators should you benchmark?
- Giving health and safety meaningful key performance indicators
- Devising an action plan based on your findings

Workshop led by: Stuart Aird, Senior Health and Safety Manager, **Procter & Gamble**

Lunch

Contractor and risk management

WORKSHOP 10B **Reducing occupational road risks**

The Highways Agency maintains and operates the strategic road network in England. At this workshop, find out about how the Agency is changing its approach to casualty reduction.

Key topics

- Getting the information required to influence your organisation's thinking
- Reviewing how incidents can be avoided by journey planning and a change in attitude
- Raising awareness among road users to improve overall compliance

Workshop led by: Paul Mitchell, Head of Health and Safety, and **Stuart Lovatt**, Safety Action Plan Coordinator, **Highways Agency**

Break

WORKSHOP 11B **Ensuring the health and safety of lone and remote workers**

With more and more businesses giving their employees the opportunity and flexibility to work from home and from client offices, many organisations need to revise best practice for lone and remote workers. This workshop focuses on helping health and safety practitioners reduce the risks associated with lone and remote working.

Key topics

- Finding the best methods of measuring risk and use of equipment for lone and home working
- Defining the client's health and safety responsibilities for remote employees
- Implementing best practice strategies from other industries and organisations

Workshop led by: Nigel Heaton, Director, and **Nicole Vazquez**, Consultant, **Human Applications**

15.30 Break

WORKSHOP 12A Practical approaches to changing and improving behavioural safety

There is an increasing industry focus on the use of behavioural safety. To achieve changes in behaviour, policies and systems must change too, and be supported from the top. Take advantage of this workshop leader's expertise and share ideas that have been successful for others in generating lasting change in health and safety behaviour.

Key topics

- What is behavioural safety and how can you best implement it in your organisation?
- Customising behaviour-based safety programmes
- Understanding the psychology of behavioural safety
- Changing deeply ingrained unsafe behaviour

Workshop led by: **Paul Thompson**, Senior Health and Safety Manager, and **Emily Toplis**, Injury Free Environment Specialist, **Skanska**

16.45 End of day 2

Break

WORKSHOP 12B Solutions to successful contractor management

Safely working with contractors is an ongoing challenge, as is the grey area of accountability an employer has towards contractors. This workshop will offer you essential information on how to improve contractor management in your business.

Key topics

- Exploring practical approaches to improve co-operation between contractors and employees
- Considering different methods of monitoring contractors' activity
- Understanding new and current regulations that apply to contractors

Workshop led by: **David Rogers**
Technical Director and Head of Health and Safety
Parsons Brinckerhoff

End of day 2

About the exhibition

Spotlight theatres

Attend free sessions in our popular spotlight theatres, with topical content delivered by health and safety experts. Seminars will include case studies, practical demonstrations, training advice and more.

IOSH stand

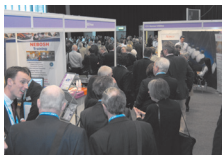
Get demonstrations of IOSH web tools and training courses, information about membership, CPD and IPD, as well as technical guidance and updates.

Sponsorship and exhibition opportunities

The annual **IOSH conference and exhibition** is the premier choice for occupational safety and health suppliers to:

- generate new business
- reinforce existing relationships
- meet decision-makers.

To find out how to make the most of sponsoring or exhibiting at the event, contact **Holly Thomas** on **+44 (0)20 7560 4336** or email **holly.thomas@ubm.com**.



Register online at www.ioshconference.co.uk/coreskills

© IOSH 2013. This programme may change due to unforeseen circumstances. IOSH and UBM Conferences reserve the right to alter the venue and/or speakers.



CoreSkills⁺ workshops

26–27 February 2013 | ExCeL London

At just £60 + VAT per workshop, **CoreSkills⁺** is the perfect addition to your IOSH conference and exhibition visit. Choose a package of **three workshops** for £180 + VAT and **get a fourth free**, or schedule a full day of education for £300 + VAT.

Number of workshops	Total delegate fee
1	£60 + VAT = £72
2	£120 + VAT = £144
3	£180 + VAT = £216
4	£180 + VAT = £216 Get one workshop FREE!
5	£240 + VAT = £288
6	£300 + VAT = £360
7	£360 + VAT = £432
8	£360 + VAT = £432 Get two workshops FREE!
9	£420 + VAT = £504
10	£480 + VAT = £576
11	£540 + VAT = £648
12	£540 + VAT = £648 Get three workshops FREE!

1 workshop = £60 + VAT or 4 workshops = £180 + VAT

To register for CoreSkills⁺, please call **+44 (0)845 833 2228**, or visit www.ioshconference.co.uk/coreskills.