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# Risk Assessments, Method Statements and Quality Plans

## INTRODUCTION

- This Risk Assessments, Method Statements and Quality Plans training seminar introduces the principles of carrying out competent risk assessments, preparing method statements and developing client / contractor project quality plans. An effective risk and project safety management programme is widely accepted as an essential component in the control of client projects and their contractor's competency and risk management procedures.
- Preventing major incidents is about ensuring that both client and contractor personnel, regardless of position, comply with client / contractor project risk control procedures, safe working practices and quality plans.

This training seminar will highlight:

- Impact of an Effective Client / Contractor Project Risk and Safety Management Programme
- Importance of establishing Effective Quality Plans for Roles, Responsibilities and Authority
- Carrying out Competent Risk Assessments and Analysis of Project Tasks and Activities
- How to implement a step-by-step client / contractor risk and safety management programme?
- Preparation of risk-based methods statements for hazardous and high risk work

## OBJECTIVES

By the end of this training course, you will be able to:

- To provide delegates with the specialist knowledge to carry out risk assessments
- Explain how to prepare effective method statements and quality plans
- To provide an understanding of key elements required for health and safety management
- Demonstrate how to assure client / contractor contractual requirements and compliance
- To confirm the importance of key roles, responsibilities and competence of individuals

## TRAINING METHODOLOGY

- This Risk Assessments, Method Statements and Quality Plans training seminar uses a range of approaches for learning, including group activities, exercises and case studies. Key part of the learning process is sharing of experiences and knowledge.

## ORGANISATIONAL IMPACT

- In addition to the professional development of staff, the organisation will be able to prioritise resources for effectively managing client / contractor projects, including:
- Use of well proven risk and contractor compliance processes
- More effective implementation of existing systems
- Improved confidence in prevention of major incidents
- Introduction of new methods to improve efficiency

## PERSONAL IMPACT

Attendees will be able to apply skills learnt from this training at a practical level to identify and implement safety improvement measures:

- Increasing career flexibility with new skills and knowledge
- Competent to carry out effective risk assessments and review method statements
- Accelerated problem resolution for all related issues
- Exposed to range of perspectives by sharing best practice examples
- Practicing new client / contractor project planning techniques will build confidence

## WHO SHOULD ATTEND?

- Senior Management with responsibilities for implementing of project related contracts, Heads of Departments – including Quality, Health and Safety and, Environment Managers who wish to see how all three subjects operate together, Section Heads and Supervisors and, those who wish to increase their understanding of risk assessments, method statements and quality plans.

This training course is suitable to a wide range of professional but will greatly benefit:

- Line and Project Managers
- Supervisors
- Senior Management Team
- Auditors
- Incident Investigators

## Course Outline

### Introduction & Key System Links

- Terminology used in Risk Assessments, Method Statements and Quality Plans
- Key System Links Between HSE&Q Processes
- Relationship of Risk Assessments, Method Statements and Quality Plans
- Overview of ISO 31000 Risk Management Standard
- Overview and Role of Safety Management System (SMS)
- Understanding Roles, Responsibilities and Compliance Assurance

### Risk Assessment

- Principles of Risk Assessment
- Step 1 – Identify Hazards
- Step 2 – Decide Who might be harmed and How
- Step 3 – Evaluate Risks and Decide on Precautions
- Step 4 – Record Findings and Implement Them
- Step 5 – Review Your Assessment and Update If Necessary

### Method Statements

- What Goes into Method Statements?
- What are Method Statements and How Do We Write Them
- Roles and Responsibilities

### Quality Plans

- Review of ISO 10005 Quality Management Plan Standard
- Correspondence Between ISO 10005 and ISO 9001
- Development of Joint Client / Contractor Project Quality Plan
- Review, Acceptance, Implementation and Revision
- Developing Joint Client / Contractor Safety Procedures
- Auditing and Monitoring Quality Plan Compliance

### Implementation Planning

- Using Risk Assessment Findings
- Communicating Risk Method Statements
- Competence Assurance and Training Procedures
- Developing a Client / Contractor Project Safety Checklist
- Key Point Summary of Course Topics
- Close of Course

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