



THE FIRE SERVICE COLLEGE AND EUROPARS HSEQ AB
HEALTH AND SAFETY CONFERENCE and WORKSHOP

KISH

12-15 October 2010.

The Fire Service College, in association with Europars HSEQ AB, present a two day Health and Safety Conference to be held in Kish on 12th and 13th 2010. This will be followed by two Workshops that will confirm the input given at the Conference.

PAPERS TO BE DELIVERED;

PAPER ONE; FIRE RISK ASSESSMENT.

This paper looks at the legislation covering the requirement for undertaking Fire Risk Assessments which are a legal requirement for all UK businesses and organisations employing more than one person. The basic requirement is that each organisation must identify and nominate an individual as the 'responsible person'. That person's duty is then to ensure that all reasonable steps are taken to eliminate the risk of fire on the premises. The responsibility is for all the individuals that work at the premises AND visitors.

Fire Risk Assessments are now required by law from October 2006. Premises covered by the law include:

- Offices & Shops
- Premises that provide care, including care homes & hospitals
- Pubs, clubs & restaurants
- Educational premises
- Leisure centres
- Community halls & premises
- Places of worship
- Houses of multiple occupancy (HMO)

- Hotels & hostels
- Care homes
- Factories & warehouses
- Industrial units

Everybody entering your business premises: employees/staff; contractors/workers; clients/customers; friends & family or other visitors - has a responsibility to ensure fire safety. It is a legal requirement that all businesses must now have a legally-designated "**responsible person**" whose duty it is to arrange for a fire risk assessment, identify any possible fire risks and deal with them.

In most cases, it will be obvious who the responsible person should be, although sometimes several people will share responsibility for fire risk assessment - for example in shared premises or larger businesses. The 'responsible person' will be someone who has control over premises, or over some areas, departments or systems.

The Papers author will be available on Day 3 and will conduct a Workshop where the theory can be put into practice.

PAPER TWO: RISK MANAGEMENT.

Risk Management is a concept that is about practical steps to be taken to protect people from real harm and suffering. If you believe some of the stories you hear, health and safety is all about stopping any activity that might possibly lead to harm. This is not the vision of sensible health and safety – which is concerned with saving life, not stopping enjoyment. The sensible approach is to seek a balance between the unachievable aim of absolute safety and the kind of poor management of risk that damages lives and the economy.

This paper demonstrates that sensible risk management is about:

- Ensuring that workers and the public are properly protected
- Providing overall benefit to society by balancing benefits and risks, with a focus on reducing real risks – both those which arise more often and those with serious consequences
- Enabling innovation and learning not stifling them
- Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action
- Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility

The paper will also show that sensible Risk Management is not about:

- Creating a totally risk free society
- Generating useless paperwork mountains
- Scaring people by exaggerating or publicizing trivial risks
- Stopping important recreational and learning activities for individuals where the risks are managed
- Reducing protection of people from risks that cause real harm and suffering

The speaker will then hold a Workshop on Day one to confirm the concepts and to study them in a more practical environment.

PAPER THREE; ACCIDENT PREVENTION.

This paper is designed to illustrate the general scope of the laws covering health and safety at work and it will help the audience to comply with the law. It will be of particular value to anyone starting up a new organisation, managing a small work unit or preparing a safety policy for a company. Whatever kind of business you run there will be risks to health and safety. The first step towards controlling those risks is to recognise them.

This paper will help by giving practical guidance on how to identify work hazards, assess the risks to employees and others and plan the actions needed to reduce or eliminate risk. It will not make you an expert in occupational health and safety but it will help you decide whether you need further information or specialist assistance.

The paper will not give definitive legal advice for all situations: references to particular laws are there as examples of general points. There may be other standards required by specific legislation applying to particular business.

A Workshop will be held on Day Three where individuals can discuss specific cases.

PAPER FOUR; ACCIDENT INVESTIGATION.

This paper offers guidance to organizations regarding the benefits of carrying out investigations and the methods by which accidents should be recorded, investigated and the findings acted upon.

The speaker will discuss the four steps to meaningful investigation;

- The gathering of information;
- The analyzing of information;
- Identifying risk control measures;
- And the action plan and its implementation.

“To have one accident is bad enough, but to have a further accident because lessons were not learnt is inexcusable” The paper also looks at the concept that the best people to make workplaces safer are the staff and managers who work in them.

The speaker will then deliver a Workshop where he will provide a tool for the participants to find out what went wrong, learn lessons and take action to reduce, or hopefully prevent, accidents in the future.

PAPER FIVE: EMERGENCY RESPONSE.

This paper will deal with emergency response and recognises that emergencies and disasters can occur any time without warning. However the more you are prepared for them, the better you will be able to act, minimizing panic and confusion when an emergency occurs. Relatively speaking, Small businesses may have more to lose than large companies when a disaster — natural or otherwise — strikes. Because of high costs or Lack of resources, many smaller companies have less rigorous business-continuity plans in place, and some have no formal processes at all. The purpose of this paper is to help employers develop emergency response plans that will meet the specific needs of their small businesses. Any plan should take into account the type of business you are in and the nature of your worksite.

This paper will start by asking these basic questions:

How well prepared is your business now?

What procedures do you already have in place for an emergency situation?

What potential emergency situations could occur?

The speaker will hold a Workshop on Day Four when these issues can be more fully discussed.

PAPER SIX; STANDARD OPERATING PROCEDURES.

This paper considers the benefits of Standard Operating Procedures in the field of emergency response. The terminology is used to describe a procedure or set of procedures to perform a given operation or evolution or in reaction to a given event. There is a popular misconception that SOPs are standardized. However, the very nature of an SOP is that it is not standardized across the full spectrum of emergency response but rather describes the unique operating procedure of an individual unit within that larger element. That the operating procedure in question is said to be "standing" indicates that it is in effect until further notice, at which time it may be amended or dissolved.

SOPs often offer guidance where strategic policy is lacking, or extremely broad. SOPs are often used to provide practical detail to the some-times high level guidance of official doctrine.

Where official doctrine exists, SOPs will usually, at least in general terms, adhere to the official doctrine. However SOPs may on occasion ignore official doctrine, especially when official doctrine is widely believed throughout the service to be out of date, inadequate or incorrect.

The Workshop, on Day Four, will consider the information required to write SOP's and the manner in which they should be implemented.

PAPER SEVEN: MAJOR EMERGENCY PLANS.

This paper considers the requirements of a Major Emergency Plan. The plan outlines the systems which are in place to enable all of us to respond in as calm and professional a manner as possible to take positive action quickly to mitigate the effects of any incident.

One of the most predictable things in life is that the unexpected will sometimes happen. It is almost inevitable that every year many incidents will occur within the organisation which will disrupt the normal routine. Some of these may happen very suddenly and may have a major impact on the local community. All emergencies are different and they can serve as a test of an organisation and the skill and expertise of its staff.

The most important thing is to be prepared to respond quickly to restore order and normality, learn from the experience and instil confidence both within the organisation and amongst the general public. To enable us to do this we need a clear and concise plan to help us deal with any emergency that may arise.

The key to success is a co-ordinated and integrated response to an emergency which is why it is essential that all who work within the organisation familiarise themselves with its contents and recognise their own roles as part of the team responding to the incident.

The Workshop will consider what is required to produce an effective and meaningful Major Emergency Plan and how and when it should be implemented.

PAPER EIGHT: ENVIRONMENTAL ISSUES.

In the modern world it is essential that the environment is considered in almost all that we do. In this paper the author will offer assistance in how to develop green business solutions both internally with your staff and externally with your customers and suppliers.

Any useful system should be designed and written to assist organisations in accepting and responding to the environmental imperatives of a Corporate Social Responsibility Policy.

Such a policy provides a structured approach to identify individual departmental areas of environmental responsibility thereby allowing rapid, and then continuous, progress within a sustainable corporate culture.

It will be clear from the paper that many environmental initiatives make sound commercial sense and will generate cost savings within an organisation that could provide funding for those areas where increased costs are a possibility or investment is required to reap the rewards over an extended period.

The Workshop will discuss the details of how such a policy can be implemented.

WORKSHOPS

DAY 3.

SESSION ONE	SESSION TWO	SESSION THREE	SESSION FOUR
MORNING	MORNING	AFTERNOON	AFTERNOON
Fire Risk Assessment	Risk Management	Accident Prevention	Accident investigation

DAY 4.

SESSION ONE	SESSION TWO	SESSION THREE	SESSION FOUR
MORNING	MORNING	AFTERNOON	AFTERNOON
Emergency Response	Standard Operating Procedures	Major Emergency Plans	Environmental Issues

I trust you find this satisfactory and look forward to hearing from you in the near future.

Kind regards,
Fariba Shaban

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