

## Risk Assessments, Method Statements and Quality Plans

| Date                | Venues    | (\$)Fees | Book your seat               |
|---------------------|-----------|----------|------------------------------|
| 15 Dec -19 Dec 2024 | Singapore | 3499     | <a href="#">Register Now</a> |

### Introduction

**This course introduces the principles of Risk Assessments, Method Statements and Quality Plans Key highlights of the course are:**

- Preparation of Risk Assessments, Method Statements and Quality Plans
- Key elements for Quality, Health & Safety and the Environment
- Satisfying client contractual requirements and legal compliance
- The roles and responsibilities of the individuals concerned

### Objectives

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

- Have a better understanding of the terminology used
- Understand how the process for implementation works
- Understand your own specific role and responsibilities as well as other members of your team
- Be familiar with the practical application
- Be able to prepare Risk Assessments, Method Statements and Quality Plans

### Training Methodology

The course uses a range of approaches to learning, including experiential group activities, individual exercises, mini-case studies, and role plays. A key part of the learning process is sharing the differing experiences participants bring, as well as experimenting with some new techniques.

### Organizational Impact

- Use of a well proven process
- More effective implementation of existing systems
- Improved confidence
- Introduction of new processes to improve efficiency

### Personal Impact

- Increasing career flexibility
- Accelerated problem resolution for all related issues

- Exposed to a range of perspectives by sharing examples of best practice
- Practicing new techniques will build confidence

## Who Should Attend?

Directors, Senior Management with responsibilities for implementation of contracts, Heads of Departments including Quality, Health & Safety and Environment Managers who wish to see how all three subjects operate together, Section Heads and Supervisors and anyone else who wishes to increase their understanding of risk assessments, method statements and quality plans.

## SEMINAR OUTLINE

### DAY 1

#### Introduction

#### Experience in the 3 subjects

#### The links between Quality, Health, Safety and the Environment

- Practical applications
- Best practice

#### Review of the day

#### Questionnaire

#### Close

### DAY 2

#### Risk Assessments

- Background and benefits
- Principles
- The Health & Safety Executive Five steps and other methods

#### How to Assess the Risks in your Workplace

- Step 1 Identify the hazards
- Step 2 Decide who might be harmed and how
- Step 3 Evaluate the risks and decide on precautions
- Step 4 Record your findings and implement them
- Step 5 Review your assessment and update if necessary

#### Roles and responsibilities

#### Competence

## **Review of the day**

### **Questionnaire**

**Close**

## **DAY 3**

### **Method Statements**

- Background and benefits

### **What goes into a Method Statement?**

### **What are the Method Statements and how do I write them?**

### **Examples**

- Roles and responsibilities
- Competence
- Methodology
- Practical applications
- Best practice

## **Review of the day**

### **Questionnaire**

**Close**

## **DAY 4**

### **Quality Plans**

- Background and benefits
- Correspondence between ISO 10005 and ISO 9001
- Development of a Quality Plan
- Contents of a Quality Plan
- 19 sub-sections
- Review, acceptance, implementation and revision
- 4 sub-sections
- Practical applications
- Best practice

## **Review of the day**

### **Questionnaire**

**Close**

## **DAY 5**

## **Review of previous 4 days**

### **Question and Answer**

- Preparation of course manuals
- Review of course manual content
- Course questionnaire