

# Health and Safety Briefing for Managers and Supervisors

Although Health and Safety is the responsibility of everyone in a company, all too often it is left to the Health and Safety Officer with only minimal assistance and back up from the Management chain. This is largely because employees at all levels have not been informed of the duties placed on them by current and future Health and Safety Legislation. With the introduction of the Draft Bill for Corporate Manslaughter it is now more important than ever for everyone to play their part and for a company to show that it has discharged its duties throughout the management chain.

## Who is this for?

Managing Directors, Directors, Managers, Supervisors, Team Leaders, and Representatives of employee safety in print organisations.

## What is included in the course?

Delegates will have a good understanding of current Health and Safety Legislation for printing and print-related industries and know the responsibilities of each person within the company and have confidence to enforce Health and Safety compliance within the company. Content includes:

### Health and Safety Legislation

The Legal System – both Criminal and Civil

- The Courts
- The Law
- The Fines
- Enforcement and Prosecution

### Corporate Responsibilities

- Health and Safety at Work Act
- Management of Health and Safety at Work Regulations Including Draft Corporate Manslaughter legislation
- Directors, Managers, Supervisors and Employee responsibilities
- Role of Health and Safety Officer and Competent Person
- Risk Assessment, Control Measures, Safe Systems of Work and Permits to Work
- Consultation with Employees
- Control of Contractors

### H & S Regulations

- COSHH
- Fire
- Noise
- Personal Protective Equipment
- Occupational Health
- Risk Assessment
- Electricity
- Manual Handling
- RIDDOR/First Aid
- Display Screen
- Transport



## How much does it cost?

This one-day course can be held at your premises and include a group of your managers and supervisors (up to a maximum of 10 delegates) at a cost of £695 +VAT a day for BPIF members.

## Booking

Please contact [ryan.o'neal@bpif.org.uk](mailto:ryan.o'neal@bpif.org.uk) or call 0207 915 8322 to arrange to speak to our experts.

# Can we help you further?

The BPIF and ViP offer a wide range of customised support services, programmes and courses for printers, designed and delivered by print industry specialists. If you would like to know more about any of these, please tick those you are interested in and fax this to Gil Reid-Robbins, Head of BPIF Business on 020 7405 7784, or call her on 020 7915 8345 or email [gil.reid-robbins@bpif.org.uk](mailto:gil.reid-robbins@bpif.org.uk).

## SUPPORT FROM BPIF BUSINESS

### Health, safety and environment

- ☐ Health & Safety Healthcheck
- ☐ Health & Safety Management Schemes
- ☐ Standards Gap Analyses & Improvement Programmes for
  - ☐ ISO 14001 (Environment)
  - ☐ OHSAS 18001 (Health & Safety)
  - ☐ FSC Chain of Custody
- ☐ Environmental Healthcheck
- ☐ Integrated Management Systems Support
- ☐ Noise Surveys
- ☐ Occupational Health Management Schemes
- ☐ Interim Health & Safety Managers
- ☐ Business Continuity Planning

### Technical

- ☐ Technology Healthcheck
- ☐ Design and Print Unit Reviews for In-plants
- ☐ Workflow and Pre-press Reviews
- ☐ Digital Business Development
- ☐ Press and Post-press Investment Support
- ☐ Management Information Systems Support
- ☐ ISO 12647: Colour Management Support
- ☐ ISO 7799: Security Support
- ☐ Dispute Resolution and Expert Witnesses

### Business development

- ☐ Standards Gap Analyses & Improvement Programmes for:
  - ☐ ISO 9001 (Quality)
  - ☐ PAS 75 (Customer Service)
- ☐ Cost Rates Reviews
- ☐ Financial Management
- ☐ Business Planning
- ☐ Sales Development
- ☐ Market Research and Development
- ☐ Marketing Planning and Implementation
- ☐ Interim Management and Mentoring
- ☐ Factory Layout and Planning
- ☐ Purchasing and Supply Chain Management
- ☐ Website Development and Internet Marketing

## BUYING AND SELLING FROM BPIF MCINNES CORPORATE

- ☐ Acquisitions and Mergers
- ☐ Grooming for Sale
- ☐ Business Valuations

## LEGAL SERVICES FROM BPIF LEGAL

- ☐ Mediation

## SHORT COURSES FROM BPIF BUSINESS

*Courses can be open or delivered in-house:*

*For a complete list of all the courses we offer visit:*

[www.britishprint.com/shortcourses](http://www.britishprint.com/shortcourses)

### Health, safety and environment

- ☐ Health & Safety for Managers and Supervisors
- ☐ Environmental Briefing for Managers
- ☐ Manual Handling Training
- ☐ IOSH Managing Safely
- ☐ CoSHH Assessment
- ☐ Risk Assessment Training, inc Fire
- ☐ Occupational Health Awareness

### Technical

- ☐ Introduction to Print Processes
- ☐ Introduction to Print Technology (3 Days)
- ☐ Print Production Planning
- ☐ Introduction to Print Estimating

### Business development

- ☐ Getting the Sale
- ☐ Advanced Sales Management Skills
- ☐ Digital Sales Solutions
- ☐ Sales and Marketing
- ☐ Customer Service
- ☐ The Supervisor Role

## HR SUPPORT FROM BPIF

- ☐ HR Healthchecks
- ☐ HR Policy and Documentation
- ☐ HR Management Schemes
- ☐ Organisational Restructuring
- ☐ Absence Management Workshops

## WORK-BASED TRAINING FROM BPIF TRAINING

- ☐ NVQs
- ☐ Apprenticeships
- ☐ Professional Certificate in Print Management
- ☐ Technical Certificate

## PROCESS IMPROVEMENT FROM VIP

- ☐ Premier Snapshot (diagnostic)
- ☐ Modular Improvement Programme (10-25 staff)
- ☐ Kickstart (26-50 staff)
- ☐ Masterclass (50+ staff)
- ☐ Office and Pre-press Change Cycle
- ☐ Team Leader Training with BPIF Training
- ☐ Materials Waste Reduction

Your name

Job title

Company name

Address

Telephone

E-mail

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