

Risk assessments with Nigel Heritage

Venue:	Mackenzie School of English, 6 John's Place, Edinburgh, EH6 7EP
Date:	Thursday 25 May, 2017
Timings:	Registration from: 10:30 start time: 11:00 end time (approx): 17:00
Price:	Members £160, non-members £256
Format:	Interactive session that involves all participants

Why attend this training day?

As part of Health & Safety legislation, ELT organisations need to have risk assessments for all the activities they organise and for all the buildings they use. Risk assessments can also be very useful for checking safety on procedures, e.g. the student's journey between homestay and school, especially for juniors. Homestay hosts need to provide fire safety risk assessments and this training day includes a section on how schools can support them. Come and get a positive slant on risk assessments; learn all you need to know about producing and using them effectively.

What does it cover?

- legal responsibilities and inspection scheme criteria; have you got everything covered?
- what are risk assessments trying to achieve?
- practical v detail; how to get the balance
- using risk assessments successfully; the importance of strong systems
- focus on fire safety for homestays; what hosts have to do and why
- how language providers can help their homestays

Learning outcomes

- improved understanding of risk assessments and using them effectively
- practical ideas on producing user-friendly risk assessment documents and systems
- useful handouts in hard copy and email follow up
- help to solve any specific problems

Who is it for?

Experienced and inexperienced Centre Managers, Directors, Student Services / Welfare Officers, Accommodation Managers, Health and Safety Officers.

About the trainer



Nigel Heritage is a freelance trainer with more than 30 years' experience in ELT as a teacher, manager and consultant. He is a tutor on the English UK Cert SSM course and a member of English UK's consultancy team. Nigel specialises in student welfare in general and safeguarding and young learners in particular. Nigel aims to provide positive and interactive training sessions.

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