

Risk Assessments, Methods Statements and Quality Plans Training

# **Description**

#### 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 course

## **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.

#### **The Course Contents**

### Introductions

- The links between Quality, Health, Safety and the Environment
- · Best practices

### **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

#### **Method Statements**

- Background and benefits
- What goes into a Method Statement?
- What are Method Statements and how do I write them?
- Examples
- · Roles and responsibilities
- Competence
- Methodology

## **Quality Plans**

- Background and benefits
- learn.co.uk Correspondence between ISO 10005 and ISO 9001
- Development of a Quality Plan
- Contents of a Quality Plan
- 19sub-sections
- Review, acceptance, implementation and revision
- 4 sub-sections

### **Review of Previous Four Days**

- Questions & Answers
- · Review of course contents
- Questionnaire