



## 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
- 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

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

- Questions & Answers
- Review of course contents
- Questionnaire