

**Category 3 - Best Seminar / Workshop**

Please complete this submission sheet if you are entering Category 3 - Best Seminar / Workshop  
You are welcome to attach supporting documentation, please ensure any such documents are clearly cross referenced on this sheet.

**3.1 Topic**

Please give details of the Topic(s) chosen for your Seminar / Workshop and include reasons for the choice.  
for example: *helpful to SME's or local group members; new legislation, HSE priority topic, Euro-week topic, request from Group Members*

**3.1**

**Managing Occupational Road Risk – An update on workplace accident statistics, risk assessment and suitable control measures that should be useful for SMEs.**

**Slips, Trips and Falls including falls from vehicles – An update on statistics, the HSE “fall from vehicles” campaign and examples of good and bad practice.**

**Case Study on Work Related Transport Death – A good example of an accident investigation and the costs to business.**

**Driver Competency including Examination, Testing, Driving License and Health Checks – Covering the cost to business due to the failure of not checking drivers documents and their fitness to drive; Also included was references to policy and procedures.**

**Vehicle Safety and Legal Implications on the Public Highway – A fact filled presentation on the penalties of transport operations sprinkled with examples.**

**Practical Session involving a static display provided by Scania Keltruck - Operatives showed the different innovations on modern trucks and their truck mounted equipment.**

**(SEE AGENDA attached)**

**3.2 Speakers**

Please provide information about the speakers featured in your Seminar / Workshop  
for example: *recommendation, knowledge of H&S topic*

**3.2**

**Roger Bibbings MBE – Occupational Safety Advisor, RoSPA. A seasoned speaker at similar events with a wealth of knowledge in the field.**

**Lorna Robertson – HSE Inspector, Nottingham Office. Lorna has kept the group advised of HSE initiatives for many years.**

**Roger Monaghan – Principle HSE Inspector. An experienced presenter in his field of enforcement with excellent presentation skills interspersed with anecdotal references.**

**Colin Pettener MBE, Safety Manager, Road Safety Consultant, TTC Group. Colin's formidable knowledge on the law relating to driving was invaluable during this presentation.**

**Graeme Baxter – Vehicle and Operator Services Agency – A most interesting speaker who generated more questions following his session than all the other speakers combined. He had a good rapport with the delegates throughout his presentation.**

### 3.3 HSE Priority Topics

Please give details of HSE priority topics supported by your Seminar / Workshop

#### 3.3

Workplace Transport - <http://www.hse.gov.uk/workplacetransport/index.htm>

### 3.4 Handouts

Do you give out supporting information at the Workshop / Seminar  
If yes please provide an example.

Please see attached. The handouts were comprehensive and were a good resource when delegates returned to their workplace.  
(SEE HANDOUTS attached)

YES

### 3.5 Venue, Size, Cost

Please give details of how the event was organized

for example: Reason for venue; target number of delegates and number who attended; Were free/supported places given to Group members; was the intention to make a profit, cover costs – was this achieved; did you secure sponsorship

#### 3.5

A sub committee was formed to stage the event (See copies of minutes) and members of the executive committee of NOSHA volunteered for various tasks. These included securing sponsorship, contacting the target audience (vehicle transport), generating fliers, delegate lists, CPD certificates, and seminar paperwork including copies of the speaker's presentations, contacting and liaising with the venue provider, helping set up and staff the stalls, introducing the speakers and collecting money.

We had used The Brian Clough Stand, Nottingham Forest Football Ground as the venue for our DERM Seminar two years ago and they offered to keep the costs the same. The venue would hold our target audience, was easy to locate and had plenty of free parking for the delegates.

The target number of delegates was between forty and fifty; however one hundred and six registered and paid.

We supported the membership by fifty percent on the normal delegate rate of £50, to encourage as many members as possible to attend the event. As a result thirty-one of the one hundred and six who attended were NOSHA members.

Based on our last Seminar we planned to cover costs. The venue and meal costs were £29.50 per person, with an extra £55 for the PA system and a further £20 for an in built screen and projector. All costs were subjected to VAT making our outlay £3682.30. We were fortunate to secure sponsorship for the meal and from Scania Keltruck, a sum of £850. Other income came from sponsor Ennstone Johnston and stallholders totaling a further £1000. With income from the delegates we managed to realise £5000 making £1317.50 profit.

### 3.6 Target Audience

Please list the target audience for your event

for example: *Group members only; accessible to the wider H&S community; other Safety Group members; SME's*

#### 3.6

The target audience was anyone in the road transport business within the area and NOSHA members. The event attracted delegates from District, Borough, City and County councils, training companies, businesses who relied on transport to market their goods and transport businesses, with both passenger and load roles.

### 3.7 Publicity

Please give details of how you publicised your event

for example: *Flyers; booking forms; publications; websites; other safety organizations - Please include any examples*

#### 3.7

A flyer and letter were sent to between 5 and 600 potential delegates and the event was advertised at NOSHA meetings prior to the event, our sister group LOSHA and on the NOSHA website. Information relating to the event was also promulgated in national safety magazines. A booking form followed with instructions on how to register interest. (see attached)

### 3.8 Schedule

Please give details of how the event was structured

for example: *time allocated for presentations; time allocated for question and answer sessions; time allocated for discussion; time allocated for networking*

#### 3.8

Committee members and stallholders arrived from 0730 hrs to set up and check all was well with both sponsors and their stalls. The event opened at 0930 hrs for networking and refreshments followed by the introductions and the first speaker at 1000 hrs. Presentations were designed for 30 minute slots with Q & A sessions following each session. Refreshment breaks and lunch were designed to be informal gatherings to enable networking and to visit stalls. Ten minutes was allocated for the morning break, one hour for lunch and twenty minutes for afternoon tea. The event closed at 1530 for delegates but networking continued until 1600 hrs as stallholders retired to their vehicles. (See attached agenda)

### 3.9 Success of Event

Please give details of how successful your event was

for example: *group membership increased; attendees positive about the event (feedback received); awareness of the health and safety topic(s) increased; profit made (if intended); positive publicity received for the Group and its aims*

#### 3.9

We were pleasantly surprised by the interest shown in the event and feedback was overwhelmingly positive from delegates, sponsors and stallholders. Membership was offered to delegates and a stall advertising NOSHA and staffed by one of the sub committee, highlighted the NOSHA aims and objectives. In the majority of cases membership was taken up and our membership has almost doubled as a result. Although not intended we made a handsome profit and judging by the amount of questions from the floor and the number of delegates still there at the end, their interest in the subject had been heightened. (See pictures taken during the event)

**3.10 Other information**

**3.10**

**A CPD certificate was given to each attendee, a copy of which is attached.**

**NOSHA also included the following supporting documentation:**

Agenda (3.1)

Handouts: (3.4)

- Managing Occupational Road Risk Advice for small and medium sized organisations (RoSPA) [www.rospace.com/roadsafety/info/morr\\_sme.pdf](http://www.rospace.com/roadsafety/info/morr_sme.pdf)
- MORR: Risk Management Cycle
- Preventing slips, trips and falls from vehicles: The basics (HSE) [www.hse.gov.uk/fallsfromvehicles/wpt01.pdf](http://www.hse.gov.uk/fallsfromvehicles/wpt01.pdf)
- Driving at work Managing work-related road safety (Dept for Transport) [www.orsa.org.uk/guidance/pdfs/hse\\_guide.pdf](http://www.orsa.org.uk/guidance/pdfs/hse_guide.pdf)
- Preventing falls from vehicles Advice for workers Pocket Card (HSE) [www.hse.gov.uk/PUBNS/indg413.pdf](http://www.hse.gov.uk/PUBNS/indg413.pdf)
- Workplace transport safety – an overview hse [www.hse.gov.uk/pubns/indg199.pdf](http://www.hse.gov.uk/pubns/indg199.pdf)
- Copy of presentation slides:
  - Roger Bibbings
  - Lorna Robertson
  - Roger Monaghan
  - Colin Pettener
  - Graeme Baxter

Minutes of a the Workplace Transport Seminar Sub Committee (3.5)

- 15/06/09
- 23/07/09
- 01/09/09

Venue & Menu Details (3.5)

Letter to accompany flyer (3.7)

Flyer (3.7)

Booking Form (3.7)

Pictures from the Event (3.9)

Example of the CPD Certificate for attendance (3.10)



**Nottinghamshire Occupational Safety Health Association** in partnership with the **HSE** present a

**Workplace Transport Seminar**  
**not to be missed!!**

The following areas will be covered;

- Managing Occupational Road Risk
- Slips, trips and falls including falls from vehicles
- Work related transport death – case study
- Driver competency, inc. examination, testing, driving licence & health checks
- Vehicle Safety & Legal implications on the Public Highway
- Practical session, static vehicle displays provided by Scania Keltruck will be held in the car park, please bring suitable clothing for the day
- There will be an exhibition, those wishing to exhibit please contact Bev Forth

The event will be held at:-  
**Nottingham Forest Football Club, European Suite,**  
**Nottingham NG2 5FA**

on  
**Wednesday 25<sup>th</sup> November 2009.**

The Session will run from 10.00 – 15:30 (registration from 09.30)

To reserve a place please complete and return the booking form to Bev Forth and send payment to NOSHA Secretary, Barry Saunders, Gedling Borough Council, Civic Centre, Arnots Hill Park, Arnold, Notts NG5 6LU by 4<sup>th</sup> November 2009

***Bev Forth, Midlands Partnership Team, Health & Safety Executive  
Lyme Vale Court, Parklands Business Park, Trent Vale, Newcastle Road,  
Stoke-on-Trent, ST4 6NW***

Phone *01782 602397*, Fax *01782 602308* or e-mail [bev.forth@hse.gsi.gov.uk](mailto:bev.forth@hse.gsi.gov.uk)

**NOSHA Group Members = £25.00 (including refreshments & lunch)**  
**Additional guests & non members\* = £50 (including refreshments & lunch)**

\*Any non-members attending the Seminar that decide to become a member on the day will get their first years membership for **free!!**

**Persons attending this seminar will receive a certificate of attendance, which will attract CPD points**