



## Health and Safety Course – Machine Workshops July and December 2010

This **three-day course** aims to give participants instruction on health and safety legislation as it applies to school workshops, and the necessary risk assessments for the use of the machines in teaching design and technology in secondary schools.

The course will include:

- participants undertaking a pre-course audit of needs and capabilities;
- participation in a two day workshop course using machines as listed below
- a review day where certification will be made. (Certification will be in accordance with The D&T Association competencies and BS4163/2007).

### Venue

This course will be held at Goldsmiths' College, New Cross.

This course is intended for secondary teaching and non-teaching staff who use machinery in school workshops. The course structure is as follows:

### Course content

Seminars to focus on:

- Risk Assessment and BS4163/2007 – Core Competencies and Legal framework
- Practical sessions with the following machines and based on the pre-course audit :
  - drilling machine
  - milling machine
  - centre lathe
  - circular saw
  - hand-held power tools
  - band saw
  - planer / thicknesser
  - wood lathe
  - disc sander
- Reviewing and evaluating what has been done and setting own agenda for logging experience back in school.
- Review and certification day.

### Dates, Times and Venue

Monday 5th July 2010	9.00am - 4.00pm	Goldsmiths College
Tuesday 6th July 2010	9.00am – 4.00pm	Goldsmiths College
Monday 13th December 2010	9-00am – 4.00pm	Goldsmiths College

**Tutors:** Sandie Kendall, Director, Bartlett Kendall Associates  
Tony Lawler, Senior Lecturer, Goldsmiths College  
Neil Epps, Consultant

The fee for this course will be £485 + VAT (total £557.75) which includes The D&T Association's Health and Safety Training Standards publications and Certification fees for the D&T Association.

### To book a place on this course:

Please complete the attached application form and post it with a cheque made payable to "Bartlett Kendall Associates", or send the school's purchase order to:

**Bartlett Kendall Associates, Lilian House, 44 Davenport Road, London, SE6 2AZ.**  
or **fax** to 020 8698 5676.



## Application Form

### Health & Safety 3-day Course – Machine Workshops Dates: 5th & 6th July and 13th December 2010

#### Applicant Contact Details

Title:	
First Name:	
Surname:	
Role in School:	
School Name & Address	
	Postcode:
Telephone No.	
Fax No.	
E-mail:	
How did you hear about this course?	
Signature of Head Teacher or other person responsible for authorising expenditure.	I confirm I have read and accept the Terms & Conditions below.  (Signed) ..... (Name).....

#### PLEASE POST TO:

Bartlett Kendall Associates, Lilian House, 44 Davenport Road, London SE6 2AZ  
**OR FAX TO: 020 8698 5676**

#### Terms and Conditions:

- The submission of the completed application form and subsequent issue of acceptance of the application by BKA constitutes a confirmed reservation. Acceptance of applications will be made by BKA in writing. If confirmation of the application has not been received within 14 days prior to the course start date, please contact BKA on 020 8473 3002. BKA cannot be held responsible for the non-arrival of information.
- On confirmation of the reservation, and if the fee does not accompany the application, the full course fee will be invoiced to the organisation submitting the application form and the fee is payable within 14 days of the date of the invoice. All course fees must be paid before the start of the course and certificates of attendance will be made available only on payment of all outstanding fees.
- All cancellations must be made in writing or by fax to be received by BKA at least 15 school term-time days before the start of the course. All cancellations are subject to an administration charge of £50+VAT per delegate which will be invoiced, or deducted from any due refund, whichever is appropriate. BKA regrets that no refund of fees can be made for cancellations received later than described above, but a substitute delegate may be nominated at no extra cost.
- In the event that insufficient applications are received for a course to proceed, full refunds of fees paid will be made to applicant organisations.
- BKA reserves the right to make changes to the programme, location and/or course leader(s) without prior notice.
- Where it is necessary to cancel a course at late notice, or on the day of the course, due to factors outside BKA's control (e.g. transport strikes, course leader illness/accident etc.) BKA will offer a new course date. BKA will not be liable for any consequential loss to any delegates or schools/applicant organisations suffered as a result of such circumstances. Delegates' cancellation rights are not affected.
- By submitting this form, applicants and their organisations agree to abide by these terms and conditions.