

a seminar invitation from

# HILL DICKINSON

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## The 'Off Site Safety Management Course'



Thursday 26 November 2009 and  
Friday 27 November 2009  
Hill Dickinson LLP, No.1 St Paul's Square,  
Liverpool L3 9SJ

[www.hilldickinson.com](http://www.hilldickinson.com)

# The 'Off Site Safety Management Course'

The 'Off Site Safety Management Course' is an excellent foundation level introduction to off site safety issues, and delegates will receive a certificate of attendance from the Royal Geographical Society (with the IBG) on completing the course.

The two day course covers core elements of off site safety management including:

- Planning
- Managing
- Evaluating off site visits
- Risk management
- Minor and major incident planning and response

As of April 2008, the Royal Geographical Society (RGS) with IBG have taken over administration of this course. The RGS plans to review the current course curriculum and assessment methodology with those that are keen to run the course in the future, and it is hoped a new examining body will be found. In the meantime, courses will continue to be offered by the RGS and others.



## Who should attend?

This course is relevant to a wide variety of people running activities in the UK including:

- Teachers and volunteer workers taking children to the local park or on school trips and field trips
- Higher education establishments running field work projects
- Company managers and expedition leaders organising complex and adventurous activities overseas
- Outdoor activity centres
- Forest schools
- Survival and bushcraft companies

The course is also highly relevant to those seeking compliance with BS 8848 - the specification for the provision of visits, fieldwork, expeditions and adventurous activities outside the UK. It is widely recognised as a foundation level qualification for those running expeditions and adventurous activities overseas.

# Course content

The 'Off Site Safety Management Course' is designed to assist delegates to develop sufficient knowledge and understanding to manage groups going off site safely.

The content is divided into three sections each representing a vital stage in managing an off site activity:

## 1. Planning for the event

This addresses those aspects of planning which must be completed before the group departs, in order to ensure the safe management of the activity. It includes:

- Assessing the needs of the group
- Arranging the necessary staffing
- Legal issues and legislation
- Undertaking a risk assessment

## 2. Managing the event

This covers the key management requirements relating to group safety during an activity including appropriate actions and procedures required when dealing with both minor and major incidents and contingencies.

## 3. Evaluating the event

This addresses the essential review of the whole event that must be carried out to effectively improve future planning and practice.

For further information including a detailed syllabus, please **click here**.

# Programme

As the course is tailored to the course delegates, and their specific needs and requirements, we cannot provide a clear breakdown of how each day will run. However here is a brief outline of the key timings for both days:

09.00 Welcome

10.30 Refreshments

12.00 Lunch

14.30 Refreshments

17.00 Close



# Speaker details

The course will be taught by Matthew Davies, who delivered this course as an approved instructor by OCR, before the qualification was passed to the Royal Geographical Society. He is also a recognised and approved instructor under the new regime.

Matt is a partner at international law firm Hill Dickinson LLP, specialising in defending travel and leisure clients, from leading and high profile expedition companies to tour operators. He has dealt with the aftermath (and provided advice to operators during the course) of numerous serious incidents.

Outside work, Matt is a fellow of the Royal Geographical Society, Solicitor - Advocate (All Higher Rights), and has been a speaker/specialist advice provider at the RGS' prestigious EXPLORE expedition conference for the past four years, and at the British Standards Institute conference regarding the new safety standard for overseas expeditions - BS:8848, for which Matt was a member of the drafting committee.

Matt's travels have taken him to remote locations across the globe, planning expeditions overseas including environment specific training for participants (e.g. medical and specialist expedition 4x4 driving), as well as implementing build up training as part of the expedition Risk Management Programme.

He has also been responsible for delivering field safety training for exploration teams and organisations, as far afield as Asia.

Matt also has practical experience of advising clients on PR response to UK media following an incident and threat of adverse publicity.



Matthew Davies

# Speaker details

## Useful links

To view Matt's work profile, **[click here](#)**

To view Matt's 'Travel and leisure' pages, **[click here](#)**

To view client and delegate testimonials, **[click here](#)**



# Booking information

**Date:** The two day course will be held on Thursday 26 and Friday 27 November 2009.

**Venue:** Hill Dickinson LLP, No. 1 St. Paul's Square, Liverpool, L3 9SJ

**Cost:** £180 plus VAT per delegate, which includes lectures, course materials, refreshments and lunch.

**RSVP:**  
by Monday 16 November 2009 and fill out the booking form overleaf.

Please note, there are only 16 places available, on a first come, first served basis.



# Booking form

Title:  Mr/Mrs/Miss/Ms/Dr/Sir

First Name:

Surname:

Position:

Organisation name:

Address:

Postcode:

Telephone Number:

Email address:

Are you a member of:

BAHA

MLTA

IOL

How you would like to pay?

I enclose a cheque for £180 plus VAT  
(£180 + VAT at 15%)

I would like you to send me an invoice for £180  
plus VAT

Please return your booking form to:

Matthew Davies,

matthew.davies@hilldickinson.com

Hill Dickinson LLP, No.1 St Paul's Square, Liverpool L3 9SJ

Fax: 0151 600 8001

Please note, your place on the seminar will not be confirmed until full payment has been received.

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