



H & K TRAINING SERVICES LIMITED
 EPPS Building, Bridge Road, Ashford, Kent TN23 1BB
 Telephone: (01233) 720113
 Email: Hayley.ford@hktrainingservices.co.uk
 Email: Stevie.ford@hktrainingservices.co.uk



TRAINING INFORMATION SHEET

ACCIDENT INVESTIGATION COURSE

Course overview	The course is designed to help understanding of accident investigation to determine causation and enable learning to help prevent recurring events. Based on HSE guidance this course can help demonstrate that you have done all that is required from investigation and therefore would be a mitigating feature of any enforcing action.
Course duration	7 hours
Suitability	Directors, Managers and Supervisors.
Venue	Ashford, Kent Training Centre (address above) or client's premises.
Delegate numbers	Expected 10-12 but no more than 14. Minimum of 5 for the course to run.
CPD	Likely to be relevant for those required to undertake CPD.
Assessment	Formative through tutor evaluation and summative through development of an accident investigation report.
Certification	H & K Training Services Limited's own certification stating; 'successful completion' or 'attended' dependent upon assessment results. Validity duration is recommended as five years.
Materials	All required course materials and equipment will be provided.
Catering	Hot and cold beverages will be provided for in-house courses. A buffet will be provided when delegates participate for whole day courses.
Dress code	Casual but no soiled footwear or clothing at our Training Centre please. Foot protection is advisable but weights lifted are minimal.
Course fees	To be determined through contact with the Training Centre and dependent upon location and format of course (e.g. if part of a triple certificated course).
Booking	Through Hayley Ford at the above contact details and via our booking form. Joining instructions will be provided in advance of the course commencement.
Cancellation	7 working days or more – no cancellation fee. 2 – 6 working days = 50% of the booking fee is chargeable. Less than two working days = 100% of booking fee is chargeable. Transfer to another course through application to the course administrator.

Contents

Course explanation and aims	Bias
Definitions and offences guidelines	Gathering information
Where, why, how, when and what programme	Evaluation of information (Time Lines / Event Chains)
Theories and causations	Analysis
Steps to investigation	Human Behaviour
Bias	Action Plan and implementation
Gathering information	Accident investigation Scenario and feedback