

# Risktec Solutions Ltd

## Risk Management Training

### Risktec Solutions

Risktec Solutions is an independent and specialist risk management consulting firm with significant employee ownership. We assist clients in major hazard industries and commercial sectors to manage health, safety and environment (HSE) and business risk. As an integral part of our total service, we design, develop and deliver training courses for clients.

### Public Training Courses

Our core courses, which span the range of our risk management services, have a proven track record of successful delivery. These courses are now offered as public courses and delivered around the world through the training centres of our sister company, Nutec, and in other key locations.

### Client Specific Training Courses

To meet specific client requests, we also customise our core courses to create tailored courses that deliver the training our clients need, when and where they need it. In this way, the training tackles the important issues cost-effectively for each client, while ensuring that all learning relates to the client's operations and facilities. These courses can be delivered and branded as part of a client's own internal training programme.

### Training Review

Where training needs are less well defined, we work with clients by undertaking a structured review to identify areas where there are perceived weaknesses in the training and development of people for risk control. From this we are able to diagnose training needs and provide an effective learning experience which enables the client organisation to better control risk.

### Benefits of Training in Risk Management

- Achieving required levels of skills and competency in controlling risk
- Reinforcing positive behaviours towards risk control
- Improved employee morale
- Complying with legislation

### Why Risktec

- Risktec is recognised as a leading consulting company in the management of HSE and business risks. Through training, we are able to share our knowledge and help clients establish long-term approaches for controlling risks.
- Risktec's leadership in industry and participation within industry groups provides our instructors with up-to-date information on all aspects of the management of HSE and business risks.
- Our courses provide common sense training and emphasize the practical application of tools and techniques, based around team workshop sessions and case studies.
- Our courses are designed to ensure that ownership of risk management is imparted to and embedded within the client organization.
- Training manuals are well presented and assembled in a manner that is intended to be helpful when participants refer back to them after the training.
- Risktec's sister company, Nutec, is the largest provider of safety and emergency response training to the offshore and marine industry world-wide. The group has over 300 people in 21 locations across 12 countries. The group trains over 80,000 course participants annually.

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# HSE management for managers

One day course

## Benefits

Understanding that good HSE management is good business

Recognising your leadership role in committing to and implementing risk management

## Course

The responsibilities of senior managers for managing HSE are under the spotlight. The course will highlight managers' responsibilities and liabilities, as well as provide steps for improving personal behaviour and promoting a positive HSE culture.

## Who should attend?

Managers with strategic responsibility for determining and implementing HSE management within an organisation or department.

## Outline programme

- Roles and responsibilities
- Corporate and personal liabilities
- HSE management systems – international best practices
- Bottom line benefits
- Risk evaluation and management
- Management review
- Developing a positive HSE culture
- Leadership and behaviour

# HSE-MS, HSE cases and risk management

Three day course

## Benefits

Understanding the benefits of a structured approach to managing HSE

Recognising that risk assessment is the heart of effective HSE management

## Course

The course highlights why more organisations are implementing HSE management systems to international standards. Particular attention is focused on the best practical approaches for risk evaluation and management, from workplace hazards to major HSE risks.

## Who should attend?

Managers, supervisors or HSE practitioners seeking to gain practical insights into how to structure a management system and link risk assessments to the system.

## Outline programme

- HSE management systems – international best practices
- HSE cases – purpose, content and approach
- Risk evaluation and management – tools and techniques including bowtie
- Risk control – asset integrity, procedures and competence
- HSE critical activities and responsibilities
- Developing a positive HSE culture

# Business continuity management

Two day course

## Benefits

Recognising that business continuity is about more than just terrorism and IT failures

Recognising the opportunity to improve business processes to increase resilience to interruption

## Course

The course removes the mystique of business continuity management and shows how a practical five step approach enables organisations to develop an effective risk based business continuity plan, supported by a culture of continuous improvement.

## Who should attend?

Facility, operations or department managers, as well as business continuity practitioners, seeking to improve their organisation's resilience to interruption and loss.

## Outline programme

- Understanding business continuity risks
- Identifying and assessing risks
- Developing risk reduction and control strategies
- Developing a business continuity plan
- Maintaining a business continuity culture
- Testing and exercises
- Auditing and management review

## HAZOP study

Three day course

### Benefits

Knowing exactly what is required to prepare, lead and document a HAZOP study

Recognising the typical pitfalls and limitations and how to avoid them

### Course

HAZOP study is the most popular technique for design safety and management of change reviews. You will learn how to perform HAZOPs of systems, procedures and software.

### Who should attend?

Managers, process engineers, operators, auditors and HSE professionals who want to lead or participate actively in HAZOP studies.

### Outline programme

- Risk assessment
- Preparing
- Facilitating
- Recording
- Process facilities
- Procedures
- Software
- Human factors

## Workplace risk assessment & safe systems of work

Two day course

### Benefits

Understanding the intent and methods for task risk assessment

Appreciating task risk assessment is an integral part of a safe system of work

### Course

The course introduces the meaning, intent and steps of workplace risk assessment and shows how and when it can be carried out as part of a safe system of work.

### Who should attend?

Persons required to write, issue or understand permits to work, including line managers, shift supervisors, lead technicians and HSE advisers.

### Outline programme

- Hazardous task risk assessment process
- Risk matrix
- Safe working practices
- Hierarchy of controls
- PTW system
- Authorised persons
- Record keeping
- Putting it all together

## Availability, reliability & maintainability

Three day course

### Benefits

Understanding how to specify and design for reliability and availability performance

Knowing how to evaluate performance claims

### Course

The course covers the practical application of ARM techniques to identify, evaluate and implement effective designs to deliver system reliability, assure statutory compliance, minimise interruptions and reduce costs.

### Who should attend?

Managers, discipline engineers and HSE and reliability professionals seeking to improve asset performance.

### Outline programme

- Reliability and availability engineering in design
- Functionality requirements and performance standards
- Asset integrity
- SIL assessment
- Life-cycle tools and techniques
- Reliability-centred maintenance
- Risk based inspection
- Maintenance and modifications

# Incident investigation using Tripod

Five day course

## Benefits

Understanding the leading methodology for incident investigation

Certification as a Tripod Beta practitioner

## Course

Tripod is the leading methodology for investigating accident causation. The course certifies successful participants in organising incident investigations and identifying hidden organisational failings.

## Who should attend?

Anyone who wants to lead effective incident investigations of moderate to complex incidents and make sustainable improvements to prevent recurrence of root causes.

## Outline programme

- Tripod concept
- Investigation – the 4 P's
- Hazard-event-targets
- Identifying barriers
- Identifying active and latent failures
- Validation
- Remedial actions
- Report writing
- Tripod Beta software

# Risk evaluation & management using BowtieXP

Three day course

Course also offered using Thesis

## Benefits

Recognising that the bowtie method is the only technique that links risk controls to the management system

Hands-on practice with the leading bowtie software

## Course

The course introduces the complete bowtie method, from risk identification, assessment and control, to critical tasks, responsibilities, procedures and competencies.

## Who should attend?

Persons seeking to implement practical risk management at the operational level within their organisation.

## Outline programme

- Risk identification, matrix and registers
- Bowtie diagrams
- Risk controls – prevention and recovery
- Critical activities
- Responsibilities, procedures and competencies
- Remedial actions
- Management system improvements
- BowtieXP software

# Improving performance by winning Hearts & Minds

Three day course

## Benefits

Recognising that effective risk control requires motivated and competent people

Providing a solid foundation for building sustainable cultural programmes

## Course

With over ten years of research and science built-in, the Hearts & Minds approach helps businesses to improve organisational culture and individual behaviours. The course covers the tools available.

## Who should attend?

Managers, supervisors and HSE professionals who are looking for an approach for cultural change where risk management is an integral part of day-to-day operations.

## Outline programme

- From command and control to Hearts & Minds
- Roadmap
- HSE culture
- Managing rule breaking
- Improving supervision
- Achieving situational awareness
- Risk assessment matrix
- Making change last
- Sustainable programmes

# OHSAS 18001 health & safety management systems

Two day course

## Benefits

Understanding how to implement a structured approach to H&S management

Recognising the importance of risk assessment and its links to management controls

## Course

The course provides an overview on how to develop and implement an H&S management system to the 18001 standard. It focuses on the critical factors that assure success.

## Who should attend?

Managers, engineers, supervisors and HSE professionals required to lead, develop or implement effective H&S management systems.

## Outline programme

- Background to 18001 specification
- Structure and content
- Policy, objectives and management programmes
- Risk assessment and control
- Competency
- Measuring performance
- Auditing
- Management review
- Keeping the system live
- Culture and behaviour
- Roadmap to certification

# Risk evaluation & management – tools and techniques

Three day course

## Benefits

Knowing when and how to apply the right technique for the specific problem

Understanding the real benefits of applying risk management tools

## Course

The toolkit of the HSE professional is extensive but can be confusing. This course covers the breadth of tools and techniques available and shows how to select the right one for the job.

## Who should attend?

Managers, engineers and HSE professionals who need to lead or undertake risk management processes for their organisation and facilities.

## Outline programme

- Risk identification and registers – HAZID, HAZOP, EIA
- Qualitative risk assessment – risk matrix and bowties
- Frequency analysis – FTA, ETA
- Physical effects analysis
- Quantitative risk assessment
- Risk control and reduction strategies
- Cost-benefit analysis and ALARP assessment
- Human factors

# ALARP assessment & risk based decision making

One day course

## Benefits

Understanding the concept of ALARP and how to achieve it

Knowing what issues to address throughout the life-cycle of any facility or operation to enable effective risk based decisions

## Course

ALARP is a commonly used but often misunderstood concept. The course explains how to apply tools at critical points to assure that risk levels associated with new projects, operating facilities or changes are reduced ALARP.

## Who should attend?

Project and operational managers, engineers and HSE professionals who are responsible for assuring that risks levels are ALARP.

## Outline programme

- ALARP concept – legal interpretation
- Risk based decision making frameworks
- Best practice, codes and standards
- Judgement
- Qualitative ALARP assessments
- Quantitative ALARP assessments
- Cost-benefit analysis
- Life-cycle assessments