



DRAFT Event programme

OCCUPIED BUILDINGS SEMINAR and LAUNCH OF CIA GUIDANCE.

THE QUEENS HOTEL, LEEDS, 6 OCTOBER 2010



If you are responsible for Occupied Buildings or involved in their design, construction or management this conference is a must for you. HSE managers, site managers and consultants will find this seminar especially valuable

The CIA guidance on Occupied Buildings - "Guidance for the Location and Design of Occupied Buildings on Chemical Manufacturing Sites" has been widely used by companies from many sectors since it was published in its current format in 1999. This guidance has now been extensively reviewed and updated to take account of learning and related good practices developed within the industry since the 2003 revision. It also gives further explanation around the UK regulatory requirement for demonstration of ALARP. This 'Launch' conference will explain the legal obligations on companies and look at the guidance in detail as well as explore some case studies around which the guidance has been developed.

Delegates will receive a **free copy of the guidance** booklet as well as gain **free access to the Yorkshire Chemical Focus Annual Exhibition** which is taking place alongside this conference. The conference is expected to sell out early so please register your interest now.



| | |
|------------------|--|
| From 9.00 | Arrival and Coffee and YCF Exhibition |
| 10.30 | Welcome and Introduction : Jackie Coates Health, Safety & Environment Manager, CIA |
| 10:40 | <i>Overview of CIA guidance and its revision</i> Ken Patterson Group Risk & SHE Manager, Yule Catto |
| 11.15 | <i>The regulator's perspective</i> Mark Bishopp, Principal Inspector, HSE |
| 11:50 | <i>Use of hazard & risk criteria in occupied building decision making</i> Martin Goose IChemE – ChemEnvoy. Formerly Head of Major Hazards Assessment Unit, HSE |
| 11.25 | <i>Completing assessments and ALARP</i> Andrew Fowler Principal Consultant, HFL Risk Services Ltd |
| 13.00 | Lunch, Networking and Exhibition |
| 14:00 | <i>Operational experience of risk assessment and system management</i> Ian Walker Chemical Engineering Manager, Nufarm Limited |
| 14:35 | <i>Exceedance curves – use and potential pitfalls</i> Kieran Glynn Advisor, Major Accident Risk Group, BP International |
| 15.10 | <i>A site case study</i> Ken Norrie |
| 15.45 | <i>Examples of handling recommendations and maintaining assessments</i> Graeme Ellis Principal Consultant, ABB Engineering Services |
| 16.20 | Closing remarks |
| 16:30 | Close, coffee, exhibition |



Booking form

OCCUPIED BUILDINGS SEMINAR AND LAUNCH OF
CIA GUIDANCE - QUEENS HOTEL, CITY SQUARE,
LEEDS, LS1 1PJ – 6 OCTOBER 2010



Please complete and return this booking form to secure your place. ONE FORM PER PERSON

Delegate details

| | | |
|--|-------------|----------|
| Title: | First name: | Surname: |
| Job title: | | |
| Company: | | |
| Address line 1: | | |
| Address line 2: | | |
| Town: | | |
| County: | Postcode: | |
| Telephone: | Fax: | |
| E-mail: | | |
| Booked by: | | |
| E-mail address for receipt/invoice to be sent if different from above: | | |
| Post: Mavis Wright, CIA, Kings Buildings, Smith Square, London SW1P 3JJ | | |
| Fax: 08718 130306 Email: WrightM@cia.org.uk Telephone: 020 7963 6737 | | |

CONFIRMATION

Confirmation of booking/joining instructions will be issued by email.

PAYMENT

Bookings not accompanied by payment (cheque/credit card details) must quote a purchase order number. Cheques and bankers drafts must be in Sterling and should be made payable to Chemical Industries Association. Please ensure that the total amount includes VAT.

Chemical Industries Association bank details:

NatWest Bank plc
Piccadilly & New Bond St Branch
63 Piccadilly, London W1J 0AJ
Sort Code: 50-41-01
Account No 23114193
Swift No: NWBKGB2L
IBAN No: GB04NWBK50410123114193
VAT No: 235 5606 66

Under UK excise regulations delegates from all countries are required to pay VAT on any course taking place in the UK.

CANCELLATIONS/SUBSTITUTIONS

Substitutions at the same membership level can be accepted at any time. If a booking is cancelled within 14 days of the event, or if the delegate fails to attend the course, the full course fee is payable.

CONTENT

There may be occasions when changes in programme content, speakers, timing and location have to be made for reasons outside our control. CIA accepts no responsibility for the opinions of speakers or any other persons expressed on its courses. In the event that CIA has to cancel a course a full refund will be given. CIA accepts no responsibility for any travel arrangements or cost due to cancellation.

ACCESS REQUIREMENTS

To help us ensure that all delegates attending the event are able to participate fully, please let us know about any requirements you have by contacting events@cia.org.uk.

DIETARY REQUIREMENTS

We always provide vegetarian options at our events, but please inform us if you need us to cater for any other dietary requirements.

DATA PROTECTION

CIA processes the information provided by its members and non-members to enable it to carry out its activities in accordance with its objectives and for its administrative purposes. We may use the information to tell you about our other products and services. We will not make it available to any other person without prior consent from you.

Payment details

| | | | |
|--|---|--------------|--|
| <i>Cost per delegate: please tick appropriate box</i> | | | |
| <input type="checkbox"/> | CIA Members/YCF Members: £190 (+ 17.5% VAT £33.25) = £223.25 If you would like a stand at the YCF Exhibition please enquire about prices. | | |
| <input type="checkbox"/> | Non Members: £270 (+ 17.5% VAT £47.25) = £317.25 | | |
| <input type="checkbox"/> | Cheque Please make payable to Chemical Industries Association | | |
| <input type="checkbox"/> | Bank transfer: NatWest Bank plc, Piccadilly and New Bond Street Branch, 63 Piccadilly, London W1J 0AJ. Sort code: 50-41-01; Account No 23114193; Swift No: NWBKGB2L; VAT No: 235 5606 66 Please forward a remittance advice to our accounts department quoting reference: 80352 | | |
| Bookings not accompanied by payment must quote a purchase order no: | | | |
| Credit Card: Please debit my: <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> Amex | | | |
| Card No: | | Expiry Date: | |
| Security No: (last three digits on reverse of card) | | | |
| Name and address of cardholder if different from above: | | | |
| | | | |
| | | | |